
Specification of Works

Council Meeting Rooms

On Behalf of St Agnes Parish Council

1.0	SCOPE OF WORKS				
1.1	The contract comprises the repair of the Council Meeting Room, kitchenette and 2no toilets on the ground floor, the refurbishment of the first floor flat together with external repairs and redecoration.				
1.2	Services				
1.2.1	Electricity				
	The Contractor will be allowed to use the client's electricity supply during the work.				
1.3	Scaffolding				
	The Principal Contractor is to include in his Tender for all necessary scaffolding and fall arrest systems.				
	The Contractor is to provide scaffolding to meet the requirements of all sub-contractors and allow for all adjustments to undertake the works.				
	All scaffolding should be erected and altered by a Qualified Contractor.				
	The Contract Administrator and the Principal Contractor will require certification, in duplicate to confirm the scaffolding has been erected in a competent manner by a Registered Scaffolder.				
	All scaffolding shall include for: all necessary protection guard-rails and boards, at all times; all necessary securing, bracing and resistance movements due to loads and winds. Scaffolding poles are to have plastic caps, adjacent to walling.				
	All scaffolding shall be inspected/maintained periodically, to comply with the regulations, and certification of the same forwarded to the Contract Administrator and Principal Contractor.				
1.4	General Items				
1.4.1	Standard Detailing and Quality Control				
	Unless the drawings show a particular detail associated with the BBA approved product, details adopted throughout construction shall be robust details or other A credited details, as required under Section 2 of Part L1A of the Building Regulations.				
	The Contractor must ensure that any departure from the specification is approved by the Contract Administrator.				
1.4.2	Labour and Material Rates				
	The Contractor is to state his labour rates for the following operatives including overheads on an hourly basis for:-				
	a) Carpenter	£	per hour		
	b) Mason	£	per hour		
	c) Electrician	£	per hour		
	d) Plumber	£	per hour		
	e) Painter	£	per hour		
	f) General Labourer	£	per hour		
	g) Percentage profit on materials	%			

<p>1.4.3</p> <p>1.4.4</p> <p>1.4.5</p> <p>2.0</p> <p>3.0</p> <p>3.1</p> <p>3.2</p>	<p>Materials</p> <p>All materials are to be of highest quality, all materials and workmanship are to be in accordance with the current British Standards and Codes of Practice.</p> <p>The materials specified in the documentation cannot be altered or substituted in any way without consultation.</p> <p>Surplus Materials</p> <p>All surplus materials are to be removed from site to a licensed tip. All items are to include costs for these works as necessary.</p> <p>Site Constraints</p> <p>The Contractor is to make all necessary provisions for storage of materials and locating site welfare facilities within the tender return figure. The contractor shall allow for moving furniture and protecting carpets within the Council meeting room to facilitate these works.</p> <p>DEMOLITION & STRIPPING</p> <p>The contractor shall allow for stripping and removal from site at first floor level, all carpets, kitchen fittings bathroom fittings, disconnection of plumbing pipes and temporary capping of waste and plumbing pipes.</p> <p>First floor should be drained down in order to prevent any leaking into ground floor areas.</p> <p>The contractor shall allow for stripping and temporary removal of meter and distribution boards within the entrance to meeting room at ground floor level and for stripping out the duct to the rear of the meeting room on the corner of the external wall with the kitchenette and the external wall adjacent to the office door.</p> <p>EXTERNAL WORKS</p> <p>Roof</p> <p>Remove damaged slates and replace with new gauged slates, second hand Delabole to match existing size. Fix utilising lead tingles to underlying battens.</p> <p>Provisional quantity 4no @ £..... each</p> <p>Location: Left hand flank pitch.</p> <p>Chimney Stack</p> <p>Carefully remove chimney stack to left hand flank wall above flat lounge and Council meeting room. Strip masonry to within roof space. Leave flues open within roof void.</p> <p>Prior to undertaking this work the contractor shall ensure that the flat living room flue is opened thoroughly swept and cleared prior to and during this work.</p> <p>The ground floor meeting room fireplace to be temporary exposed, cleared and flue thoroughly swept prior to and following demolition. T&G boarding to be removed and reinstated. Allow for removal and replastering of masonry infill behind</p>			
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Strip slates adjacent to chimney stack, remove all remnants of leadwork. Allow for extending 3no 100 x 50mm tanalised softwood rafters lapped with existing by 1m with 3no staggered 12mm bolts and timber connectors to each rafter.

Provide new section of 100 x 50mm tanalised wall plate on line with existing.

Supply and fix Tyvek or similar roofing felt lapped beneath existing felt.

Allow for providing 50 x 25mm slating battens on line with existing (or to match existing) ensuring that existing battens are cut short sufficiently to allow minimum 25mm end bearing.

The Contractor shall ensure that the guttering is taken down and re-erected during the course of this work or fully protected.

Supply and lay second hand Delabole slate to former stack area, size and gauge to match existing, double copper nailed.

3.4 Ridge Tiles

Allow for lifting and rebedding ridge tiles in 1:1:6 sand cement mortar to length of both roof structure.

3.5 Stone Repairs

Allow for raking out stonework to a minimum depth of 32mm to front elevation as directed. Allow for repointing utilising Saint Astier NHL 3.5, 1 part lime to 2½ parts sand.

Sand to be obtained from Cornish Lime Company and sand colours to be tested to ensure match of adjacent weathered mortar.

Allow for fully protecting during the curing process to prevent shrinkage.

Provisional quantity 10m @ £..... /m

3.6 Rendering

The Contractor is to allow for localised rendering repairs to both the left hand and right hand flank elevations. Allow for hacking off blown or damaged rendering where directed reinstating in 2no coats 1:1:6 cement lime sand. Finished texture to match adjacent surfaces.

Provisional quantity 5m² @t £...../m²

3.6.1 Allow for raking out cracks to left hand, right hand and rear elevations above ground floor and first floor windows and door openings. Fill with sand and cement as above prior to redecoration.

3.6.2 Remove overflow adjacent to entrance door to office, fill and make good rendering beneath.

Carefully remove corroding fixings beneath "St Agnes" on the left hand flank elevation. Make good rendering beneath prior to redecoration.

4.0

WINDOW REPLACEMENT

4.1

In the following locations carefully remove existing double hung sliding sash windows, replace with purpose made Sapele hardwood to be factory primed to delivery to site. Glazing to be 4mm external pane, clear with 16mm argon filled air gap and 4mm SGG Planitherm One T internal pane, with white duplex bars to each of the panes to match existing.

Any glazing less than 800mm above finished floor level to be toughened or laminated safety glass to BS2606 glass Class C.

All masonry openings are to be measured and checked on site by the contractor prior to ordering and fabrication of the windows.

Supplier is to furnish a certificate of guarantee on completion. The installer is to be FENSA Registered and issue certificate on completion.

All window and door frame perimeters to be sealed to openings inside and out with flexible Arbosil or similar approved silicone sealant.

Allow for fitting stainless steel window catches and sashes to have stainless steel wheels and lead weights.

Locations:

- First floor lounge - 1700 x 1300 mm
- First floor dining room - 1700 x 1300mm
- First floor lounge - 1100 x 1550mm
- First floor kitchen - 700 x 1550mm
- First floor kitchen - 1800 x 1100mm

4.2

Replace windows as identified below with Rehau or similar equal quality approved PVCU windows to BS incorporating 4:16:4 double glazed units as identified above and white duplex bars to match existing style.

Locations:

- Ground floor disabled toilet – 1840 x 880mm
- Ground Floor Kitchenette window – 1010 x 2000mm
- Meeting Room side window – 1170 x 2000mm
- First floor bathroom – 1300 x 1000mm
- Right hand bedroom – 1100 x 1800mm
- Staircase window – 1250 x 2150mm
- Rear left hand bedroom – 900 x 1900mm, 1200 x 1900mm & 900 x 1900mm

4.3

Existing Windows Retained

Allow for easing and adjusting retained windows to the office, strip paint to bare wood and re-putty complete, leave in full working order.

Ease and adjust front window to Council meeting rooms and leave in full working order.

Replace 1no single glazed pane of glass to Council meeting room window, size 550 x 450mm.

5.0

DECORATION EXTERNAL

The Contractor's specialist is to use Dulux products unless otherwise specified range of paint, in the water-based low-odour system internally, water-based externally. This is to applied fully to the manufacturer's instructions and recommendations. The whole of the painted surfaces shall be finished in accordance with BS66150; 1982 Code of Practice for painting of buildings of BS5493:197 which is applicable to the work being carried out.

The Contractor is to produce a fair and even surface and constant colours, subsequently free of brush marks and fatty edges; each coat shall be rubbed down before the next is applied.

The Contractor is to comply with the associated CDM/COSHH Assessments, including any occupational exposure limits – 'OELS/PP's' and the like, associated COSHH assessments to be submitted for inclusion in the Health & Safety Plan. Prior to a commencement on site.

The Contractor, in conjunction with the Health & Safety Plan's development is to liaise/consult with the HSE/Manufacturer's/suppliers, in respect of the main requirements in respect of air changes/provision of temporary extract fans, for specific product or process including for works in confined spaces – the 1997 Act is amended.

5.1.1 Masonry

The contractor shall use Dulux masonry products. Jet wash and thoroughly clean masonry surfaces complete. Apply fungicidal wash. Following masonry repairs apply 1no mist coat and 2no full coats of Dulux smooth masonry paint to all previously painted surfaces on the left hand flank, right hand flank and rear elevations.

5.1.2 Joinery

Rub down external joinery where retained, remove paint back to bare wood and re-putty as previously identified. Apply knotting solution primer, 2no undercoats, 1 no gloss coat of Weathershield. Allow for including rooflight window, rear office windows and repaired front meeting room windows. The above specification is to be applied to all new windows to the front and flank elevations.

Rub down fascia board and barge boards to full perimeter of building and apply 2no undercoats and 1no gloss coat oil based paint as above.

5.2 INTERNAL

Ground floor Council meeting room

5.2.1 Strip out vertical duct concealing waste from flat bathroom above at junction of external wall and kitchenette, strip out adjacent panelling, salvage dado rail for reuse. Allow for inspection by Contract Administrator.

Allow for formation of vertical ducting from 75 x 50mm tandalised softwood with 15mm plasterboard and 3mm thistle skim finish. Allow for refixing dado rail around duct and across to kitchen door frame. Replace 100 x 25mm T&G boarding and supply and fix matching 200mm Ogee skirting to base.

Section to run from kitchen door through to external wall at right hand of duct.

Allow for hacking off damaged and defective wall plaster within meeting room complete during the course of this work.

5.2.2 Take down damaged boxing above window to right hand of chimney breast facing the office door, expose for inspection by Contract Administrator. Allow for reforming in 75 x 50mm softwood with 15mm plasterboard and 3mm skim finish.

5.2.3 Allow for removing T&G boarding to front face of chimney breast, opening flue, cleaning debris prior to and following the removal of the chimney stack. Make good in 100 x 25mm T&G boarding with 200mm Ogee skirting to match across face of chimney breast.

5.2.4 Allow for taking down and refixing hooks, fire alarm, distribution board and meter panelling within entrance lobby to meeting room from the street, (as indicated on the drawing).

Allow for protection whilst replastering, provision of woodchip paper and redecoration prior to refixing of boards and hooks.

Within kitchenette lobby area, allow for removing nightstorage heater from the internal partition with the entrance lobby staircase and refixing following replastering and redecoration.

Take out kitchen units adjacent to external wall, set aside and allow for refitting on completion of plastering.

5.3 Plastering

Allow for hacking off plaster within Council meeting room in 3no locations, kitchenette in 2no locations, and WC. Allow for applying 2no coats 1:1:6 cement lime sand with waterproof additive within the scratch coat and skim finish. Dub out as necessary float in with adjacent surfaces.

Provisional quantity 8.5m² @ £..... / m²

5.4 Ceilings

Allow for lifting floor boards above 2no damaged areas of ceiling within the meeting room, (as indicated on the drawings).

Gently clean down and vacuum plasterwork to ceiling under and allow for close examination by Contract Administrator. Allow for stripping damaged and defective lining paper to ceilings back to paper joints.

Allow for applying a stainless steel mesh securely fixed between first floor joists with a lime putty repair comprising 1:2.5 mix with well graded sharp pit sand incorporating horse hair (3kg per m³) ensure that the top surface of the ceiling is fully vacuumed, suspend and fix stainless steel mesh between joists, fixed at 75mm centres, support ceiling area beneath and push through casting plaster base to secure ceiling to mesh.

Clean underside of ceiling and allow for repair of cornice by fibrous plaster specialist (Gareth tel:)

Provisional quantity ceiling repair 3.5m² @ £..... / m²

Provisional quantity cornice repair 2m @ £...../m

5.5 Ventilation Openings

Allow for forming 2no 125mm diameter ventilation openings through the masonry between the Council meeting room and Parish Clerk office and Council meeting room and kitchenette. Allow for further opening between kitchenette and back of archive cupboard and further openings between the kitchen and 2no WCs, (as indicated on drawings).

Allow for coring 2no 125mm diameter holes through masonry to right hand flank wall for intake and extract ducts. Allow for all necessary making good around openings.

Supply and install Vectair, (ref:) heat exchanging unit as per attached quotation.

Allow for fixing unit on brackets over kitchen on WC partition, supplying, and installing all ductwork.

Allow connecting and adjustment of dampers. Box in ductwork in 15mm plasterboard and set.

5.6 Electrical Installation

Within the Council meeting room allow for taking down 1no light fitting and associated conduit during the course of the ceiling repairs. Refix on completion.

Allow for taking down and refixing boards to lobby as previously described.

Allow for providing 13amp fixed spur within the kitchenette at high level, (as indicated on drawings), for new ventilation system.

Allow for taking out and re-setting nighstorage heater spur within kitchenette lobby adjacent to Parish Clerk office.

Provide NICEIC Certificate on completion.

6.0 Ground Floor Decorations

6.1 Council Meeting Room

Within the Council meeting room, allow for sanding all dado panelling back to bare wood. Apply knotting solution to all knots and resinous areas. To all joinery throughout meeting room, kitchen, 2no WCs and WC lobbys apply 2no undercoats and 1no gloss coat oil based paint, colour to be advised.

Wash down wall and ceiling surfaces complete, apply a fungicidal wash to disabled WC. Apply mist coat to all surfaces with additional mist coat to new plasterwork, 2no full coats to all floor and ceiling surfaces.

Allow for hanging woodchip paper to affected wall within lobby prior to redecoration, cut in with the existing, and supply and hang Anaglypta ceiling paper within ceilings to the areas affected prior to redecoration.

7.0	<p>GROUND FLOOR LOBBY AND FIRST FLOOR FLAT</p> <p>Within ground floor lobby, remove side panelling to staircase complete and panelling to underside (identified as not being asbestos). Remove floor finishes and coverings complete and allow for thorough inspection by Contract Administrator.</p>			
7.1	<p>Staircase</p> <p>Allow for cutting out staircase stringer, risers and goings. Allow for splicing in new sections of timber comprising 32mm (or to match existing) stringer, 3no risers, 4no treads in Sapele or similar hardwood. Allow for cutting and repairing base of newell post. Allow for all associated replastering above and below the stringer complete.</p> <p>Allow generally for cleaning down retained finishes prior to redecoration.</p>			
7.2	<p>Front Door</p> <p>Carefully remove corroded letter box and internal plate from front entrance door, replace with stainless steel letter box and plate.</p> <p>Allow PC sum of £50.00 supply only.</p> <p>Allow profit and attendance on this figure.</p>	£	50	00
7.3	<p>Bathroom</p> <p>Take out bathroom ceiling complete.</p> <p>Strip ceiling complete, raise ceiling 530mm, support on new 100 x 50mm joists at 400mm centres lined to underside with foil backed plasterboard and skim. Allow for stripping all finishes and applying Aquapanel or similar approved cement tile backing board to all internal walls floor to ceiling.</p> <p>Frame out external wall to height of 1100mm above floor level or as directed on site, line with Aquapanel and allow for ducting or waste through this from bath, washbasin and WC to downpipe within floor void.</p>			
7.4	<p>Insulated Plasterboard</p> <p>Remove plaster and boarding to flank and front walls of living room complete, (as indicated on the drawings), together with defective plaster beneath rear left hand bedroom bay window.</p> <p>Allow for applying scratch 1:1:6 cement lime and sand with waterproof additive followed by second coat dubbed out with adjacent surfaces.</p> <p>Apply 60mm British Gypsum thermaline board supra with skimmed finish. Allow for fitting entirely in accordance with manufacturers recommendations with staggered 600mm horizontal joists and fixings no closer to 13mm to cut edges and 10mm to bound edges. All joints to be skimmed.</p> <p>Locations:</p> <ul style="list-style-type: none"> • External walls to dining room • External walls of living room • External walls of 2no bedrooms 			

	Supply and fix matching 125mm skirting on completion. Within the living room and dining room provide 20mm bullnose capping to underside of lower section of cornice.			
	Open fireplace, remove debris and provide vent to flue prior to replastering.			
7.5	Ceilings			
	Within dining room, allow for removal of bird guano within roof space. Clean down ceiling complete and allow for fibrous plaster repair to dining room ceiling as indicated for the meeting room beneath.			
	Provisional quantity 0.5m ² @ £..... /m ²			
7.6	Roof Space			
	Generally clear debris from roof space complete and remove from site.			
	Allow for providing 200mm plus 100mm Rockwool above new bathroom ceiling laid between and above ceiling joists.			
	Allow for providing 300mm Rockwool above dining room ceiling where repaired.			
	Within roof space provide 3no 150 x 50mm bearers above bathroom ceiling spanning across corner with bedroom 2 adjacent to ceiling hatch. Supply and fix 25mm marine plywood deck above, (size 1.5m x 1.5m) to take new hot water cylinder.			
7.7	Doors			
	Allow for taking off all first floor doors complete, replace with new Howdens Dordogne FD30S doors within existing openings, 5no 760mm, 1no 838mm. Allow for adjusting.			
	Supply and fix new lever latch sets and locks, PC sum £300.00 supply only.	£	300	00
	Allow profit and attendance on this figure.			
	Allow for fitting same.			
	Hang all doors on 1½ pairs stainless steel butt hinges. Allow for repairing frames and linings where old doors are removed.			
7.8	Window Boards			
	Allow for supply and fitting 25mm water resistant MDF window boards to all windows within first floor flat with the exception of the stairwell, bathroom and kitchen to facilitate insulation boarding. Allow for bullnose finish.			
7.9	Kitchens			
	Allow for supply and installation of Howdens kitchen in configuration shown to external walls. Allow for fixing wall units, base units, cornicing and kick boards and all necessary scribing and packing to provide level surfaces. Apply silicone sealant on completion to tile joints.			
	Allow a PC sum of £3,500.00 for supply only of fittings.	£	3,500	00

8.0	<p>Allow for plumbing in stainless steel kitchen sink to hot and cold water supply and for wiring free standing cooker.</p> <p>Drill 125mm diameter hole through external wall and supply and fix extract hood above cooker and for framing out and boxing in ductwork from kitchen unit through to external wall.</p>			
	<p>PLUMBING</p> <p>From main riser within airing cupboard to bedroom 2 provide 22mm supply to kitchen and hot water cylinder and bathroom with 15mm branch to bath, WC, sink and wash hand basin.</p> <p>Allow for all valves to be visible and located adjacent to appliances and within airing cupboard.</p> <p>Supply and fix 210 litre Megaflo pressurised cylinder within roof void on platform previously specified. Blow off to flank wall.</p> <p>Allow PC sum of £1,200.00 for the supply of bathroom fittings, taps, shower head and screen.</p> <p>To comprise:</p> <ul style="list-style-type: none"> ○ WC ○ Wash Basin ○ Bath ○ Bath Screen ○ Shower with adjustable head and thermostatic valve <p>Allow for fitting same making all hot and cold water connections.</p> <p>Allow for the provision of water resistant MDF panel to side of bath.</p> <p>Allow for running 50mm waster from bath, 32mm from wash hand basin and 100mm waste from WC discharging to existing vertical soil and vent pipe.</p> <p>Run 50mm waste from sink and washing to existing discharge pipe.</p>	£	1,200	00
9.0	<p>ELECTRICAL INSTALLATION</p> <p>The Contractor is to test the electrical installation and advise on condition.</p> <p>Allow PC sum of £500.00 for repairs.</p> <p>Allow for rewiring socket within living room where wall replastered and for adjusting and bringing sockets through linings to all affected rooms.</p> <p>Install feeds to hot water cylinder, immersion heaters (2no) within roof void, chase cables into walls for lit switch to spur within the hall.</p> <p>Rewire kitchen electrical installation and provide 1no fused spur for refrigerator, 1no fused spur for washing machine, 1no fused spur for cooker and 1no fused spur for cooker hood.</p>	£	500	00
	<p>Supply and install mirror light within bathroom PC sum £50.00 supply only.</p> <p>All work to be undertaken with latest Edition of IE Regulations 7671 and NICEIC Completion certificate to be provided on completion.</p>	£	50	00

	Supply and fix 3no LED IP60 spotlights within bathroom location to be advised.			
10.0	HEATING Supply and fit Haveland heaters as follows: <ul style="list-style-type: none"> ○ Bedroom 1, bedroom 2, Kitchen - RC6TT ○ Lounge, Dining Room – RC10TT ○ Bathroom – 1no Dimplex towel rail Allow PC Sum of £300.00 for supply only.	£	300	00
11.0	TILING Tile bathroom walls complete together with 300mm high tiling to rear of worktops within kitchen. Tiling to include window recesses and internal window boards. Allow PC £20/m ² for supply only of tiles. Allow for waterproof grout and adhesive.			
12.0	DECORATING Wash down wall and ceiling surfaces complete. Apply mist coat to all surfaces with additional mist coat to new plasterwork, 2no full coats to all floor and ceiling surfaces. Rub down joinery where retained, remove paint back to bare wood and re-putty as previously identified. Apply knotting solution primer, 2no undercoats, 1 no gloss coat of Weathershield. Allow for including rooflight window, rear office windows and repaired front meeting room windows. The above specification is to be applied to all new windows to the front and flank elevations. Rub down fascia board and barge boards to full perimeter of building and apply 2no undercoats and 1no gloss coat oil based paint as above.			
13.0	FLOOR FINISHES			
13.1	Carpets Supply and lay 17mm coir matting to ground floor flat lobby complete. Supply and lay underlay, gripper rods to stairs, landing, bedrooms and lounge. Allow PC Sum of £25/m ² supply only of carpet.			
13.2	Vinyl To bathrooms and kitchen supply and lay 10mm WWP plywood over boards. Lay vinyl bonded to boarding. Allow PC sum of £25/m ² for supply only of vinyl sheet.			
14.0	CONTINGENCIES Allow £1,000 contingencies for expenditure by Contract Administrator as directed.	£	1,000	00

GENERAL SUMMARY

SUMMARY COLLECTION SHEET		
1.00	PRELIMINARIES	£
2.00	SCHEDULE OF WORKS	£
3.00	CONTINGENCY SUM	£
	TENDER FIGURE (excluding VAT)	£
CONTRACT PERIOD.....		
WORKS CAN BE COMMENCED WITHIN.....WEEKS/DAYS NOTICE		
CONTRACTOR:.....		
.....		
.....		
TEL. NO:		
SIGNATURE:		
DATE:		