



SPECIFICATION OF WORKS & MATERIALS

FOR

REMOVAL AND DISPOSAL OF EXISTING WINDOWS AND REPLACEMENT WITH NEW

AT

DRUITT HALL, HIGH STREET, CHRISTCHURCH, DORSET, BH23 1AB

ON BEHALF OF

CHRISTHURCH TOWN COUNCIL

Prepared by
Elcock Associates Ltd
83 The Grove
Christchurch
Dorset
BH23 2EZ

CT/DRUITT
February 2022

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ISSUE REGISTER:

DATE	REVISION	COMMENT
10/02/2022	INITIAL ISSUE	FOR COMMENT

PRELIMINARIES

1.00 GENERAL INFORMATION

1.01 Scheme Description

The project comprises the removal and disposal of the existing 'Crittall' metal windows and the manufacture and installation of replacement windows to include all associated remedial works to frames and cills, with replacement to match existing where necessary

1.02 The Site & Preamble

Druitt Hall is a single-storey timber building erected in 1953, situated in Druitt Gardens within a Conservation Area. The Hall and gardens are in the ownership of Christchurch Town Council; the hall is leased to and operated by Druitt Hall Community Association.

The property stands on a level plot in a built-up urban neighborhood surrounded by a variety of commercial buildings and public gardens. Access to the building is via a narrow vehicular and pedestrian right of way to the building through the car park of the Christchurch Library to the east elevation. The Contractor should satisfy them with access and parking arrangements.

2.00 CONTRACT INFORMATION

2.01 The Employer

Christchurch Town Council, Old Town Hall, 30 High Street, Christchurch, BH23 1AY

2.02 Contract Administrator (CA)

Elcock Associates, 83 The Grove, Christchurch, Dorset, BH23 2EZ

2.03 Contract Specification

To be this specification of works, existing elevations, photographs, and further information provided following pre-appointment site meeting to agree the scope of final works.

Any discrepancies found between the documentation and the situation on site must be reported to the Contract Administrator as soon as discovered, during the Tender period.

2.04 Contract

The contract will be a JCT Agreement for Minor Building Works 2016 edition, together with this Specification. The contract will be completed as follows: -

Clause 2.2	-	Commencement of Works	Q2 2022
Clause 2.2	-	Completion of Works	(TBC)
Clause 2.8	-	Damages for non-completion	£500/week
Clause 2.10	-	Defects period	12 months
Clause 4.4	-	Retention during works	5%

Clause 4.3		Progress Payments and Retention	Monthly
Clause 4.5	-	Retention upon practical completion	2.5%
Clause 4.8.1	-	Period for submitting final account	3 months
Clause 4.11	-	Clause deleted	
Clause 5.3.2	-	Insurance cover for injury to third parties (public liability)	5 million pounds
Clause 5.4A	-	Insurance of works (Contractors liability)	Applies
Clause 5.4B	-	Insurance of works (Employers liability)	Applies
Clause 7.3	-	Settlement of Dispute by Arbitration	Clause deleted

Ensure that all sub-contractors and suppliers, whether nominated or otherwise and others responsible to the contractor are fully aware of the contract conditions in so far as they may be affected by them and that sub-contracts are in place before each trade commences work.

The site shall only be used for the construction of the works.

2.05 Construction (Design and Management) Regulations

These works will be notifiable under CDM Regulations 2015, due to the nature of the works and the probable contract duration. The Contractor is to take due account of all Health and Safety issues and shall produce Method Statements and Risk Assessments as necessary and as required by the Contract Co-Ordinator. In any case, all works are to be undertaken in full accordance with Health and Safety requirements and Contractors shall provide all necessary facilities, safety equipment, barriers, etc for their operatives.

The Contractor is to note and make proper allowance for the fact that the works are to be carried out in the public domain, due to the proximity of adjacent, occupied buildings and the Health and Safety of the public is to be carefully monitored, protected and maintained throughout the project.

The contractor is to allow for all Items contained within the Pre-Construction Information Pack.

2.06 Site Restrictions / Protection

The neighbouring buildings will be occupied during the period of the contract. Contractors must ensure that any disturbance is kept to an absolute minimum. The Contractor is to ensure that all unfixed materials, etc are secured and that the building cannot be breached during the term of the Contract. The Contractor must take careful note of existing surrounds and external areas and to protect same at all times. No litter or debris is to be allowed to accumulate around the site. Noise disturbance must be kept to a minimum and no loud radios are allowed. Pavement outside site is to be swept at the end of each day.

3.00 EMPLOYERS REQUIREMENTS**3.01 TENDERING**

Acceptance of Tender: The Employers and their representatives:

- Offer no guarantee that the lowest or any tender will be recommended for acceptance
- Will not be responsible for any cost incurred in the preparation of any tender.

3.02 Site Visit: Before tendering, ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works. Contractors will be expected to have visited the site prior to tendering for the project. Site inspections will be arranged by contacting Charlotte Tatham on 01202 471733. It is required that the contractor and Elcock Associates agree the full scope of works on site prior to any tenders being submitted and work executed.

3.03 Period of Validity: Tenders must remain open for consideration for not less than 90 days from the day fixed for the submission of tenders.

3.04 The works may necessitate visits from Building Control and the Contract Administrator will arrange for the Plan Check and any payments, but all visits and inspections will be the responsibility of the contractor to co-ordinate and arrange at key stages and as necessary.

3.05 A programme for the works must be submitted to the Contract Administrator as part of the tender.

3.06 The main contractor shall enter into a subcontract with all subcontractors, making such conditions as he himself is contracted to. In particular, Contractors are referred to the specific and nominated sub-contractors noted at the end of these Preliminaries.

3.07 Priced Specification: Must be submitted with the tender. This will form the basis of agreeing variations or additional works during the contract.

3.08 British Standard Products: Where any product is specified to comply with a British Standard, it may be substituted by a product complying with a grade or category within a national standard of another member state of the European community, or an international standard recognised in the UK, specifying equivalent requirements and assurances in respect of material safety, reliability, fitness for purpose and where relevant, appearance.

Notify the Contract Administrator of all such substitutions in advance of ordering and provide documentary evidence confirming that the products comply with the specified requirements.

3.09 Good Practice: Where materials, products and workmanship are not fully detailed or specified, they are to be: -

- a) Of a standard appropriate to the works and suitable for the purpose stated in or reasonably to be inferred from the project documents.
- b) In accordance with good building practice.

3.10 General Quality of Products/Materials:

- a) Products are to be new unless otherwise specified.
- b) For products and materials specified to a British Standard, obtain certificates of compliance from manufacturers, when requested by the Contract Administrator.
- c) Where a choice of manufacturer or source of supply is allowed for any particular product or material, the whole quantity required to complete the work must be of the same type, manufacture and/or source.
- d) Ensure that the whole quantity of each product and material required to complete the work is of consistent kind, size, quality and overall appearance.
- e) If materials are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence.

3.11 Proprietary Products:

- a) Handle, store, prepare and fix each product in accordance with manufacturers current printed or written instructions. Inform Contract Administrator if these conflict with any of specified requirement.
- b) The tender will be deemed to be based on the products as marketed and recommendations on their use current at base date.
- c) Obtain confirmation from manufacturers that the product specified and their use have not changed since that time. Where change has occurred inform Contract Administrator.
- d) Where British Board of Agreement products are used, comply with the limitations, recommendations or requirements of the relevant valid certificates.

3.12 Protection of Products/Materials: Contractors should allow for the following:

- a) Prevent overstressing and any other type of physical damage.
- b) Keep clean and free from contamination and staining.
- c) Keep dry and in suitably low humidity atmosphere to prevent premature setting, moisture movement, etc.
- d) Prevent excessively high or low temperature and rapid changes of temperature and material.
- e) Protect adequately from rain, frost, sun and other elements as appropriate.
- f) Ensure that stores and covers are of ample size and in good condition and well secured.

-
- g) Keep different types and grades of materials separately and adequately identified.
 - h) So far as is possible, keep materials in their original wrappings or packing until immediately before they are used.
 - i) Where possible, retain protective wrappings after fixing until shortly before Practical Completion.
 - j) Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.
- 3.13 General Quality of Workmanship: Operatives must be appropriately skilled and experienced for the type and quality of work. At minimum, they must inspect the components and materials before fixing and reject any which are defective. All components/materials should be fixed or laid securely, accurately and in alignment, using fixings/accessories approved by manufacturers. Suitable type packing should be provided at screwed or bolted fixing points to take up tolerances and fixings should not be overtightened or prevent distortion. Components should be adjusted and fixed so that any joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular and that any components with moving parts should operate properly and freely. Operatives must not cut, grind or plain any pre-finished components without approval from a manager.
- 3.14 Services Regulations: Any work carried out to or which affects new or existing services must be in accordance with the bylaws or regulations of the relevant statutory authority and entirely to their inspector's satisfaction.
- 3.15 Service Runs: Make adequate provision for services, including unobstructed routes and fixings. Wherever possible, ducts, chases and holes are to be formed during construction rather than cut. Record position/location of all service runs and provide copy to CA for incorporation in final Health and Safety file.
- 3.16 Mechanical and Electrical services: Must have final tests and commissioning carried out so that they are in full working order at time of Practical Completion.
- 3.17 Defects in Existing Construction: To be reported to the Contract Administrator without delay. Obtain instructions before proceeding with work which may: -
- a) Cover up or otherwise hinder access to the defective construction.
 - b) Rendered abortive by the carrying out of remedial works.
- 3.18 Generally:
- a) Make good all damage consequent upon the work.
 - b) Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.
 - c) Clean the works thoroughly inside and out, remove all slushes, deposits,

efflorescence, rubbish and surplus materials.

- d) Cleaning materials and methods shall be as recommended by manufacturers and shall be employed so that there is no damage or disfigurement to other materials or construction.
 - e) All work in this section is to be carried out in accordance with the specification, all drawings listed in Appendix A and as described below. The Items in the Schedule of Works only provide an indication of the work involved. The Contractor is to co-ordinate all the project information provided and allow for all costs associated with the works. At the end of the document, opportunity is given for other Items to be inserted that are not already contained within the Schedule. The Contractor must include in his price for any out of normal working hours and weekend working necessary to complete the works within the timescale. It is essential that any dates specified are adhered to.
 - f) All materials shall be installed in strict accordance with manufacturer's instructions and recommendations, in order that guarantees are upheld. The Contractor shall take all necessary precautions to ensure that areas adjacent to the works are not excessively contaminated with dust by using all suitable control methods e.g. sealing doors using sheets and screens etc.
 - g) **IMPORTANT – Each specific Item listed must be priced, bracketing of several Items to one cost will not be acceptable.**
 - h) Note: Any dimensions provided on the attached drawings are intended to be indicative, therefore the Contractor will be responsible for taking all site dimensions.
 - i) The Contractor should allow for all Builders Work and making good in connection with any electrical/mechanical works.
- 3.19 Security: Adequately protect the site, work, unfixed materials, plant, etc., from damage and theft, take all reasonable precautions to prevent unauthorised access to the site, the work or adjoining property.
- 3.20 Stability: Accept responsibility for the stability and structural integrity of the work during the contract and support as necessary. Prevent overloading; and if the contractor is unsure, they shall arrange for load calculations to be prepared at the contractor's cost.
- 3.21 Explosives: Do not use.
- 3.22 Noise: All noisy applications are to be restricted to 9.00 am to 6.00 pm Monday to Saturday taking note of any specific restrictions in the planning approval.
- a) Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by the manufacturers.
 - b) Do not use pneumatic drills and other noisy appliances during unreasonable hours, without the consent of the Contract Administrator.

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- c) Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.
- 3.23 Pollution: Take all reasonable precautions to prevent pollution of the site, the works and the general environment.
- 3.24 Nuisance: Take all necessary precautions to prevent nuisance of smoke, dust, rubbish and other causes.
- 3.25 Fire: Take all necessary precautions to prevent personal injury, death and damage to the works or other property from fire. Have all necessary foam, water and CO2 fire extinguishers on site and close to the area of work, ready for quick use if required. Burning is not permitted on site.
- 3.26 Water: Prevent damage from storm and surface water.
- 3.27 Moisture: Prevent the works from becoming wet or damp where this may cause damage. Dry out the works thoroughly. Control the drying out and humidity of the works and the application of heat to prevent blistering and failure of adhesion, damage due to trapped moisture or excessive movement.
- 3.28 Rubbish: Remove all rubbish and debris from the site as it accumulates and on completion. Keep the site and works clean and tidy. Remove all rubbish, dirt and debris from voids and cavities in the construction before closing in. All materials arising from demolition and alteration works are to be removed from site unless otherwise stated. No waste material will be permitted to be dumped on the ground outside the site.
- 3.29 Generally: Protect all types of work and all parts of the works, including work carried out by others throughout the contract. Whatever work is of especially vulnerable nature or is exposed to abnormal risks, provide special protection to ensure that damage does not occur.
- 3.30 Existing Services:
- a) Notify all service authorities or private owners of proposed works not less than one week before commencing site operations.
 - b) Before commencement, carefully check positions of all existing, old, redundant or shared services.
 - c) Observe recommendations made by service authorities, for any work adjacent to existing services.
 - d) Adequately protect and prevent damage to all services. Do not interfere with their operation without consent.
 - e) If any damage occurs, notify Contract Administrator and appropriate service without delay. Make arrangements for the work to be made good without delay to the satisfaction of the service authority or relevant owner.
 - f) Replace any marking tapes or protective covers disturbed during operation.
- 3.31 Roads and Footpaths: Any damage to the roadway or footpaths caused by site traffic otherwise consequent upon the works, must be made good to the satisfaction of the local authority or CA at the cost of the contractor. Adequately maintain approaches to the site and keep clear of debris and rubbish. Maintain a high degree of site security and protection in

-
- view of limited access. Take particular precautions to protect the public over roads and footpaths.
- 3.32 Gardens: Adequately protect and preserve all parts of the existing garden areas, footpaths, plants, shrubs, trees, etc, not directly affected by the works. Similarly, prevent damage to any existing features.
- 3.33 Take all necessary precautions to prevent damage to adjoining property or buildings. Any damage will be the liability of the Contractor to repair.
- 3.34 Existing Structures : Provide and maintain during the execution of the works, all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining, that may be endangered or affected by the works. Prevent overstressing when removing supports.
- 3.35 Name Board: Not Permitted unless agreed with the CA.
- 3.36 Contractors are to consider all details contained within this Specification and by an individual site visit prior to tendering. Any discrepancies between this document and conditions found on site are to be noted and advised to Elcock Associates at Tender stage.
- 3.37 No claims will be allowed for works that could have been reasonably foreseen as a result of such an inspection.
- 3.38 Electrical Installation – Any new or repaired electrical installations are to comply with BS7671 and all current IEE Regulations. All work to be carried out and certified by a Contractor who is registered with an electrical self-certification scheme, or a Building Regulation Application (Regulation P).
- 3.39 Timescales - anticipated timescale of 3 weeks– if this is unrealistic, contractors are to advise on their tender return form.
- 3.40 All prices entered in the schedule of works shall be inclusive of main contractor discounts, overheads and profit, attendances and any other costs associated with completing the works as described in the specification and on the drawings.
- 3.60 The contractor shall allow for the provision and set up of adequate site compound and welfare facilities, to include a storage compound, welfare unit / canteen, portable or site toilet. Facilities can be combined i.e. joint welfare and toilet unit for example. The Employer will accept proposals to use the existing on site facilities.

	THE WORKS	
1.00	PRELIMINARY / PREPARATION WORKS / EXTERNAL WORKS	
1.01	Prepare a site set up plan to show where site compounds and storage containers will go. Show contractor parking requirements for discussion.	Item
1.02	Take record photographs of all entrance areas, grass verge and external areas before works starts and issue a memory stick to the CA to record pre-existing defects before works starts. Other electronic mediums such as 'Dropbox' will be considered.	Item
1.03	Providing any necessary temporary weather protection during the works. It is imperative that no water damage occurs to the internal building fabric and this must be considered within the scope of works. All glazing, rooflight and other openings are to be fully protected.	Item
1.04	Advise the owner and CA the contractor's details and principal point of contact.	Item
1.05	Provide all skips required and clear all materials and debris as it accumulates. All materials arising from demolition and alteration works are to be removed from site unless otherwise stated. No waste material will be permitted to be dumped on the ground outside the site.	Item
2.00	WORKS TO BUILDING	
2.01	REMOVAL OF EXISTING WINDOWS	
2.02	Any necessary supports/structural props are to be erected. Carefully remove existing windows throughout the building and cart away arisings	Item
2.03	Remove all timber cills throughout the building and dispose of in the appropriate manner, ensuring opening is left supported and free from any water ingress and secure	Item
3.00	WINDOWS	
3.01	The contractor will be required to fit, glaze and decorate (where necessary) all windows, cills and frames. New windows and doors to match style and material of the original crittall windows. To a standard acceptable to the local authority conservation planning officer and the Employer. All window openings to be as per the existing windows as shown on the elevation drawings, DHCA/2021/111, DHCA/2021/112.	Item

	All dimensions shall be taken including diagonals of all openings where windows are to be replaced. All inspections and checks shall be made as necessary to ensure that each window is purpose made for the opening it is intended to fit. Contractor is to provide full window schedule showing opening direction, sizes, profiles and colour for approval prior to ordering.	
3.02	Windows to be dual colour with white to the internal and green on the outer to match that of the existing. RAL colour to be approved by Employer. All coatings are to be factory applied and suitable for a marine and coastal environment	
3.03	The outer frame of each new window must be in the same position in relation to the outside of the building as the original. Contractor to provide details to be approved by the Employer.	Item
3.04	Installation of new cills throughout, to match that of the original, however with adequate projection to provide an adequate drip detail to ensure sufficient run off.	Item
3.05	Contractors will be required to reinstate and adequately re-bed existing cover strips throughout.	Item
3.06	The window to wall junctions must be left in a condition to ensure full protection from moisture ingress.	Item
3.07	Obscured glazing to be installed to the toilet windows only, Grade/Rating 5. 5.	Item
3.08	All windows to be manufactured by specialist contractor with details provided and approved by the Employer prior to placing any orders.	Item
3.09	Glazed units to be Low E, double glazed unit using toughened tempered safety glass with a 1.4W/m2K rating, with minimal profile to stay as close in look as the existing glass	Item
3.10	Fit all glazing to the above glazing specification.	Item
3.11	Fit Fire Escape windows in accordance with the approved proposal and Building Regulations drawings.	Item
4.00	IRONMONGERY	
4.01	Windows to be fitted with Vector Excluder High Security Window Locking Mechanism as supplied by Securistyle Limited or other approved by the Employer.	

4.02	All side-hung windows to be fitted with restrictor hinges to permit the windows to open to 100 mm maximum in the restricted position.	
4.03	Operating handles to be have key deadlocking. One key is to be supplied with each handle. Handle and operating mechanism to match as close as possible the existing.	
4.04	The side hung casements and top hung vents shall be fitted using 2 No hinges (friction stays where appropriate) that allow cleaning when fully open.	
4.05	All windows are to be fitted with a safety restrictor device which will restrict the opening to not less than 90mm and not more than 100mm.	
5.00	HANDOVER	
5.01	Remove all debris from site and carry out builders clean.	Item
5.02	Hand over all manuals, warranties and other documentation to the CA.	Item
5.03	Tenderers are to specify the guarantee to be provided, which should be for a minimum of 10 years for the hermetic seal to double glazed units and mastic sealants.	
5.04	The contractor must provide the Employer with three copies of a Technical Maintenance manual which is to incorporate: <ul style="list-style-type: none"> • Set of record drawings • List of all components used in the windows including names and addresses of the manufacturers of those components and availability of spares including merchants/retail outlets/trade suppliers • Detailed description of reglazing procedure • All other relevant information regarding cleaning, maintenance etc. 	
	To Collection £	
	Contingency £	
	TOTAL £	
	VAT @ 20%	
	OH&P	
 Weeks programme (TBC)	

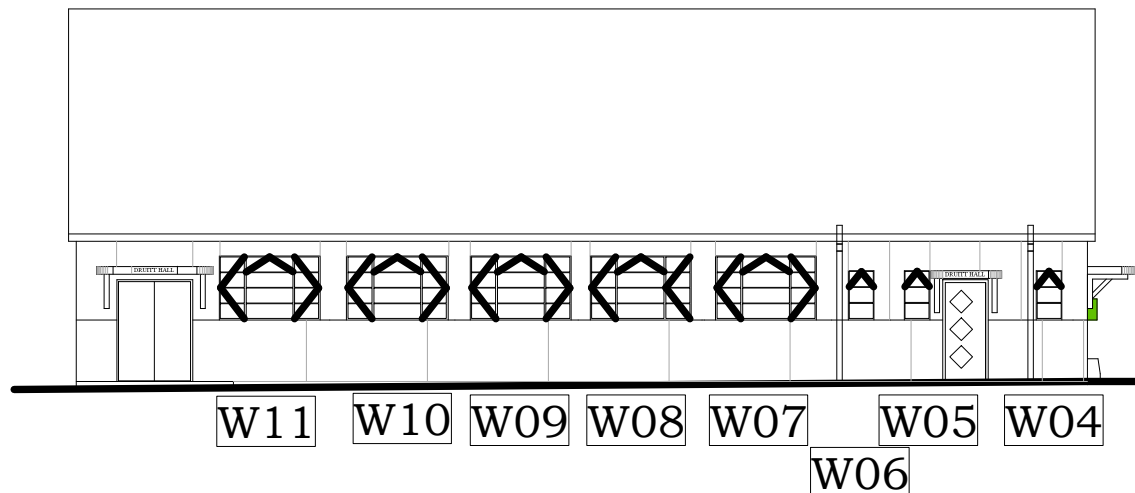
APPENDIX A

EXISTING DRAWINGS

5
Metres
0



Front Elevation



Side Elevation (south-east)

DO NOT SCALE FROM THIS DRAWING
(except for Planning Purposes)

REVISIONS	

SCHEDULE			
Ref	Dimensions - mm		Glazing to be: Clear (C) or Obscure (Ob)
	Width	Height	
W01	980	915	C
W02	980	915	Ob
W03	980	915	Ob
W04	510	915	Ob
W05	510	915	Ob
W06	510	915	Ob
W07	2000	1215	C
W08	2000	1215	C
W09	2000	1215	C
W10	2000	1215	C
W11	2000	1215	C
W12	2000	1215	C
W13	2000	1215	C
W14	1480	1225	C
W15	1480	1225	C
W16	1000	1225	C
W17	1480	1225	C
W18	1480	1225	C
W19	1000	1225	C
W20	1480	1225	C
W21	DHCA to remove window, close off the opening		

For refurbishment option, allow to replace all panes with appropriate glass, extend existing cill projection (with drip groove), replace missing furniture, corroded hinges and frame sections as necessary. Decorate by removing all loose and flaking paint and any paint necessary to allow the proper operation of the windows, prime before glazing and apply two undercoats and one finishing coat gloss oil-based paint.

NOTE - allow to adjust / cut back as necessary the internal reveal lining / windowboards (mainly softwood, some plastered) to accommodate any change in the thickness of the window unit. Make good after ready for decoration by others.

C R Guest MRICS

Loders
54 Stanpit
Christchurch BH23 3NA
email: chris@lodgers54.co.uk

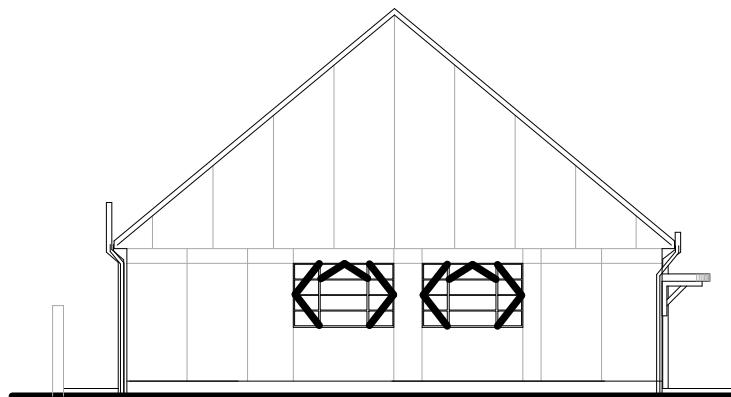
PROJECT

Druitt Hall
High Street
Christchurch BH23 1AB

WINDOW REFS -
South-east side and front

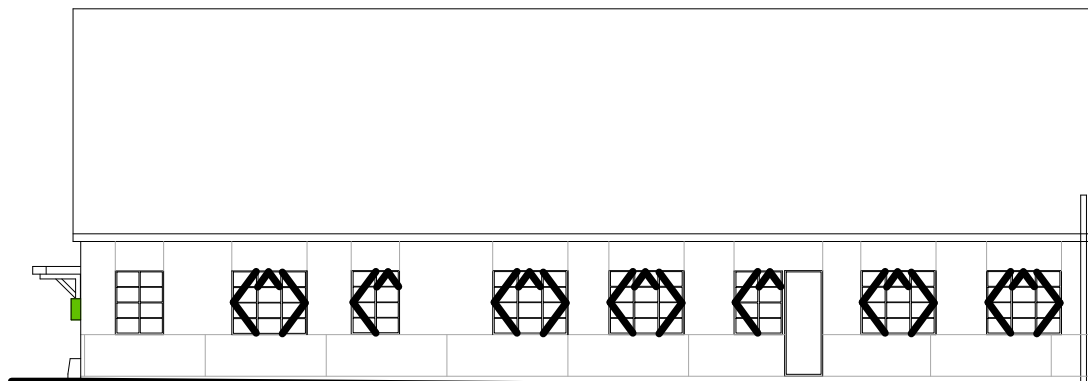
SCALE	1:100 (A3)	DRWG NR	REV
DATE	July 2021	2021 / DHCA / 111	
DRAWN	C R G		

5
Metres
0



W13 W12

Rear Elevation



W21 W20 W19 W18 W17 W16 W15 W14

Side Elevation (north-west)

DO NOT SCALE FROM THIS DRAWING
(except for Planning Purposes)

REVISIONS	

SCHEDULE

Ref	Dimensions - mm		Glazing to be: Clear (C) or Obscure (Ob)	Notes / Comment
	Width	Height		
W01	980	915	C	All existing windows are 'Crittall' windows (installed in 1953). The sizes given here are approximate and contractors are to check dimensions at site before commencing manufacture.
W02	980	915	Ob	
W03	980	915	Ob	
W04	510	915	Ob	Missing casement stay
W05	510	915	Ob	
W06	510	915	Ob	
W07	2000	1215	C	Note casement(s) bolted closed (this is not required)
W08	2000	1215	C	Note casement(s) bolted closed (this is not required)
W09	2000	1215	C	Note casement(s) bolted closed (this is not required)
W10	2000	1215	C	Note casement(s) bolted closed (this is not required) Missing casement fastener and casement stay
W11	2000	1215	C	Note casement(s) bolted closed (this is not required) Missing fanlight stay
W12	2000	1215	C	
W13	2000	1215	C	Note casement(s) bolted closed (this is not required) Missing casement fastener and casement stay
W14	1480	1225	C	
W15	1480	1225	C	Missing casement fastener
W16	1000	1225	C	
W17	1480	1225	C	Missing casement stay
W18	1480	1225	C	Missing fanlight stay
W19	1000	1225	C	
W20	1480	1225	C	
W21	DHCA to remove window, close off the opening			

For refurbishment option, allow to replace all panes with appropriate glass, extend existing cill projection (with drip groove), replace missing furniture, corroded hinges and frame sections as necessary. Decorate by removing all loose and flaking paint and any paint necessary to allow the proper operation of the windows, prime before glazing and apply two undercoats and one finishing coat gloss oil-based paint.

NOTE - allow to adjust / cut back as necessary the internal reveal lining / windowboards (mainly softwood, some plastered) to accommodate any change in the thickness of the window unit. Make good after ready for decoration by others.

C R Guest MRICS

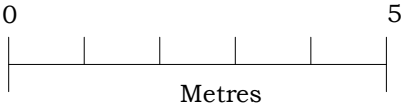
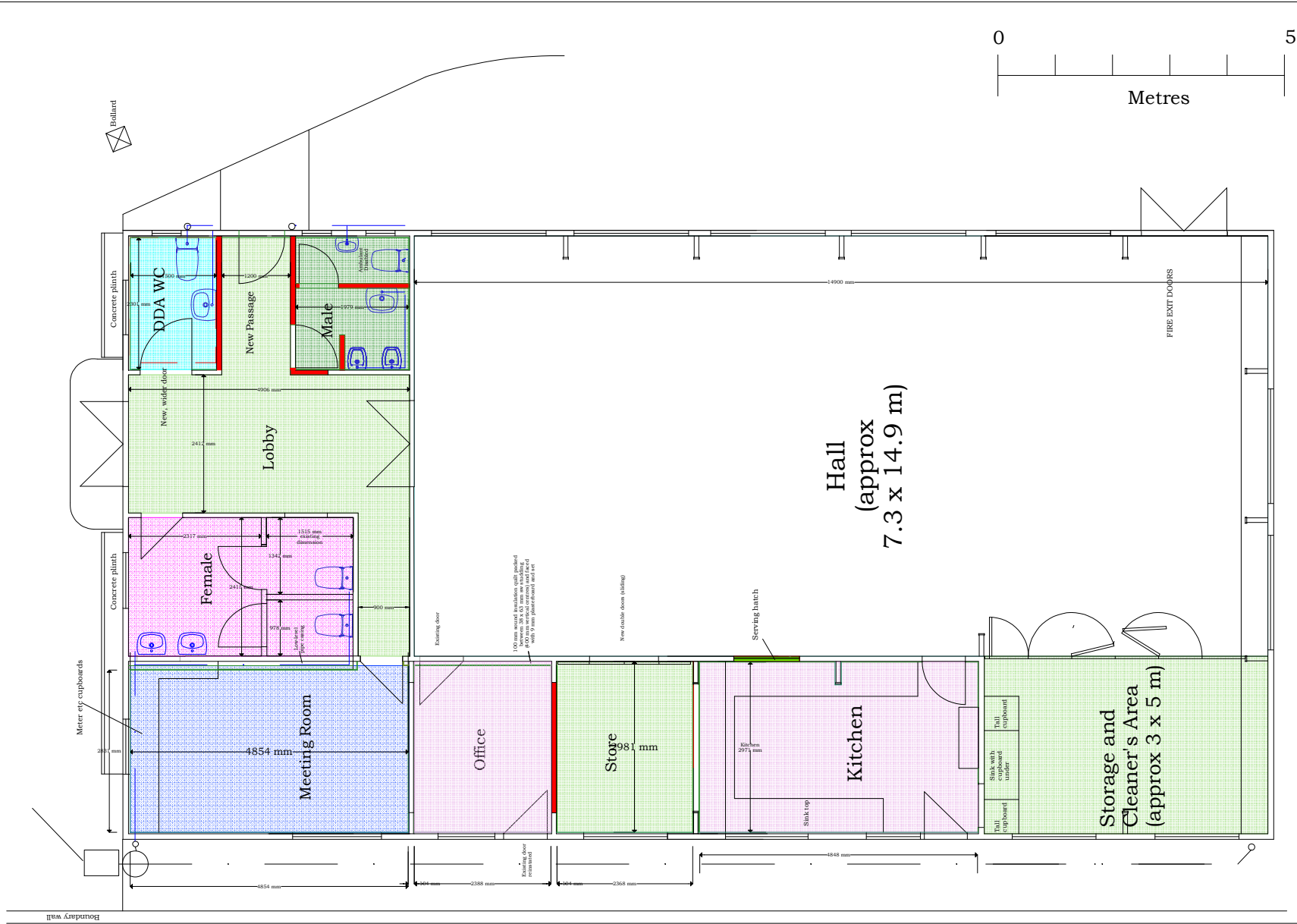
Loders
54 Stanpit
Christchurch BH23 3NA
email: chris@lodgers54.co.uk

PROJECT

Druitt Hall
High Street
Christchurch BH23 1AB

WINDOWS REFERENCES -
North-west side and rear

SCALE	DRWG NR	REV
1:100 (A3)		
DATE	2021 / DHCA / 112	
July 2021		
DRAWN	C R G	



DO NOT SCALE FROM
THIS DRAWING
(except for Planning Purposes)

REVISIONS	

Floor Plan

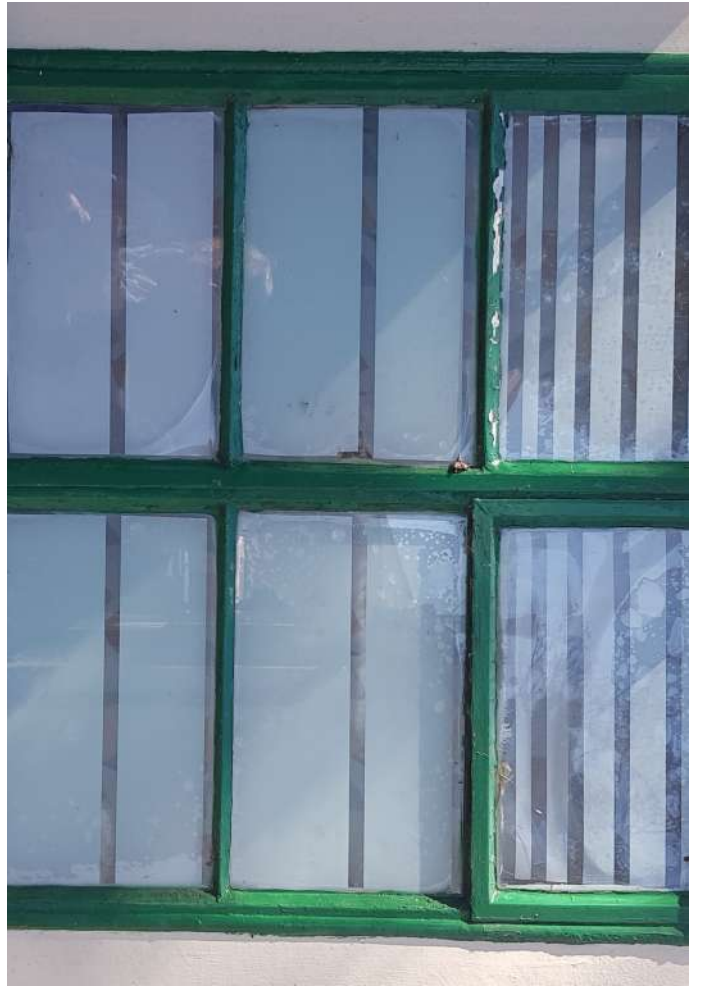
C R Guest MRICS MCIQB
Loders
54 Stanpit
Christchurch BH23 3NA
email: chris.guest@btinternet.com

PROJECT		
Druitt Hall High Street Christchurch BH23 1AJ		
FLOOR PLAN		
SCALE 1:100 (A3)	DRWG NR	REV
DATE		
DRAWN C R G		

APPENDIX B

PHOTOGRAPHS





LEVEL ACCESS INTO HALL









APPENDIX B

ASBESTOS SURVEY



thermal insulation / asbestos removal / asbestos surveying

REFURBISHMENT & DEMOLITION ASBESTOS SURVEY

Aptiva Limited, Shapwick Road, Hamworthy, Poole BH15 4AP

Tel: 01202 670597 Fax: 01202 680789 website: www.apтива.co.uk e-mail:
sales@apтива.co.uk

Christchurch & East Dorset Councils

At
Druitt Hall
Hight Street
Christchurch
Dorset
BH23 1AB



Client

Christchurch & East Dorset Councils

Bridge St,
Christchurch,
Dorset

BH23 1AZ

Client Contact Ashley Harman
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EXECUTIVE SUMMARY

SURVEY TYPE:	Refurbishment & Demolition
REFERENCE NUMBER:	AS1532
ADDRESS:	Druitt Hall, High Street, Christchurch, BH23 1AB
CLIENT:	Christchurch Borough Council
SURVEYING COMPANY:	Aptiva, Shapwick Road, Poole, Dorset, BH15 4AP
SURVEY DATE:	27 th March 2013
COMMISSIONED BY:	Ashley Harman
SURVEYOR(S):	D Gardiner
AMOUNT OF SAMPLES TAKEN:	0
AMOUNT OF PRESUMED ACM'S:	1
AMOUNT OF POSITIVE SAMPLES:	0
ACM'S REQUIRING URGENT ATTENTION:	None
ACM'S THAT HAVE TESTED POSITIVE & PRESUMED:	A/C ROOF TILES (AREA 11) A/C BARGE / SOFFITS
AREAS NOT ACCESSED:	None
NOTES:	None

Please read Results & Recommendations Section carefully!

Policy

To complete a survey of the required areas and identify the presence of asbestos based materials in so doing produce an accurate and user friendly asbestos register.

To inspect all accessible areas including occupied areas, plant rooms, boiler rooms, ceiling voids, roof spaces, boxings, and external services.

To compile a complete and full report detailing the nature and condition of the suspected materials to include a risk assessment for each individual sample/location.

To indicate the urgency of any required treatment or removal of the asbestos containing materials identified during the survey. Also to create an awareness of areas where asbestos may be present, that could not be accessed in the course of the survey.

Lead Surveyor

Print Name..... D.GARDINER Signature.....



Compiled By

Print Name.....D.GARDINER JNR Signature.....



Checked By

Print Name..... A.DOWNES..... Signature.....



Limitations & Specific Notes



This report is based upon a destructive inspection of an unfamiliar site. During the course of the survey all reasonable efforts were made to identify the physical presence of Asbestos Containing Materials (ACM's) within the areas of the building that were accessible.

It is known that asbestos materials are frequently concealed within the fabric of buildings or within sealed building voids so that it is not possible to regard the findings of any survey as being definitive. It must always remain a possibility that further asbestos containing materials may be found during refurbishment or demolition activities.

Asbestos containing materials have not been disturbed or removed during the course of the survey therefore there is the possibility for additional ACM's to be present behind those identified which may only be discovered during subsequent asbestos removal work.

For reasons set out in this report, the results cannot give an assurance that all ACM's have been found and must not be thought to do so. The nature of the survey was a destructive inspection at key locations of accessible voids and areas.

It is possible that previous damage or disturbance may have contaminated specific areas where asbestos has been identified. It may not be possible to visually identify the presence or extent of possible contamination within the scope of this survey. If additional sampling techniques, such as airborne fibre testing are required, a separate instruction would be necessary to cover this work.

The following areas were not accessed:

- * live electrical boxes which may contain asbestos fuse guards
- * behind fixed boxing, ducting or cladding
- * soil pipes
- * behind decorative panelling
- * within fire doors that may contain asbestos sandwich panels

Limitations & Specific Notes



* gaskets to boilers & associated plant which may not have been visible during the survey

* items not associated with the fabric of the building such as ovens, incinerators, ironing boards etc.

The report acts as a stand-alone document outlining the status of asbestos occurrences noted during the course of the survey only.

The bulk sample analysis carried out for this report, which is integral to compiling and completing this survey report is carried out in a laboratory fully accredited by the United Kingdom Accreditation Service (UKAS). However, the non-standard priority material risk assessment scoring algorithm used by Aptiva Research Limited, which is based on the criteria set out within the Health & Safety Executive document, Asbestos: The Survey Guide, Surveying, sampling and assessment of asbestos-containing materials, is outside the scope of UKAS accreditation.

Aptiva Research Limited would recommend that reference is made to the non-accessible areas listed in section 4, site survey, of this report, prior to commencing any refurbishment or demolition work. Always proceed with due care and attention, stop work and check if any suspect materials are found.

Care should also be taken should it become obvious that the building material is inconsistent and there is a possibility that during previous refurbishment non-asbestos type materials were integrated with existing and could therefore be overlooked. We have not included to sample each and every panel, tile or section of insulation as this would be clearly impractical in terms of cost and time.

Methodology



The objective of the survey was to locate and assess asbestos containing materials in accordance with the HSE document Asbestos: The Survey Guide, Surveying, Sampling and Assessment of Asbestos Containing Materials document and the Control of Asbestos Regulations 2012.

During the course of the survey every effort has been made to locate and identify any asbestos materials. In certain circumstances asbestos may be under or hidden from view by other materials and it is possible that asbestos based materials may have been overlooked due to inaccessibility.

This was a "destructive" refurbishment and demolition survey for asbestos in accessible areas, as per specification and subject to definitions in which:

"accessible" is defined as reasonably and safely reachable on foot, or reachable from a stepladder, or by removing a cover or grating which is screwed in place, and without damaging fittings or decorations. Electrical (e.g. switch boxes), plant (e.g. boilers, air handling units and ducted systems) and hazardous installations (e.g. chemical containers) were specifically excluded. Drains, fixed floor, wall and ceiling boardings were penetrated where possible.

"destructive" is defined as opening accessible points as described above, and boring a representative selection of panels, voids and insulation materials, where safe to do so, to ascertain the materials of construction, and if possible, what lies behind. Such sampling was undertaken carefully, to minimise damage to fittings and decorations, and where possible, was undertaken in areas out of normal view. It must be accepted that some damage may have occurred.

Any stated Client's Specification will also be adhered to in addition to the above.

Samples were obtained employing the use of fibre suppressant techniques in order to minimise respirable fibre release during sampling. Initially, each different type of suspect element was sampled and analysed for the presence of asbestos. Similar elements were then assessed on a visual basis throughout the building and referenced to a particular sample number.

A risk assessment was made for each sample taken. Using the criteria algorithm outlined in sections 6, Risk Assessment Key, and section 7, Risk Bands.

The recommendations within this report were assessed after considering the type of material, condition of material, it's location, analysis result and type of use the area is thought to be subjected to. It is possible amendments could be made based on local knowledge or change in legislation. The risk assessment will also be affected if the usage of the area is changed or the conditions within that area.

We recommend that upon receipt of this completed survey the building owner arranges for all asbestos containing materials to be labeled to prevent accidental disturbance or damage by others.

All areas identified to be of high risk should be treated or removed immediately by a licensed asbestos removal contractor.

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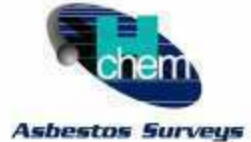
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Section 3.1

Methodology



This report can be used as the asbestos register and can be amended and updated as necessary.

The asbestos register should be maintained by the building manager and issued to any person associated with the premises including staff, sub-contractors and any other person wishing to visit site and enter a zone which contains asbestos.

Aptiva Research Limited would recommend that re-inspections should be carried out on an ongoing basis to determine any possible damage or deterioration that may affect the risk category of every ACM identified during the survey, until such time as they are removed.

Aptiva Research Limited would also stress that this report should be used as part of an integrated management plan to safely manage asbestos within buildings.

It is generally recommended that all Category A and B items are reduced to a Category C or D by encapsulation, or removed in their entirety. Category C and D items should then be labeled and inspected at the stated intervals.

Site Survey Details



Ground floor

Area 1 Office Area

Survey Description Solid floor, plasterboard walls, wood walls, fibreboard ceiling, plasterboard panel above door, fitted carpet tiles, electrical boxing

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
Visual ID	A/C cement barge / soffit boxing	Yes	D

Area 2 Office Area

Survey Description Solid floor, wood, plasterboard & fibreboard walls, plasterboard ceiling, electrical boxing, fitted carpet

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
0	No Samples	No	E

Area 3 Office Area

Survey Description Solid floor, wood, plasterboard & fibreboard walls, plasterboard ceiling, fitted carpet, metal pipes

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
0	No Samples	No	E

Area 4 Entrance Lobby

Survey Description Solid floor, fibreboard ceiling & walls, wood walls

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
0	No Samples	No	E

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Section 4.1

Site Survey Details



Area 5 Ladies Toilet

Survey Description Solid floor, wood walls, fibreboard walls & ceiling, plastic & metal pipes, plastic toilet cisterns & seats

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
0	No Samples	No	E

Area 6 Gents Toilet

Survey Description Solid floor, wood walls, fibreboard walls & ceiling, plastic & metal pipes, plastic toilet cisterns & seats

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
0	No Samples	No	E

Area 7 Store Room

Survey Description Solid floor, wood walls, fibreboard walls & ceiling, vinyl floor roll

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
0	No Samples	No	E

Area 8 Old Kitchen

Survey Description Solid floor, vinyl floor roll, wood walls, plasterboard ceiling, metal & plastic pipes, supalux panel to back of boiler

Non Accessible Areas Boiler

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
0	No Samples	No	E

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Section 4.2

Site Survey Details



Area 9 Kitchen

Survey Description Solid floor, wood walls, fibreboard ceiling, metal & plastic pipes

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
0	No Samples	No	E

Area 10 Main Hall

Survey Description Solid floor, wood walls, plasterboard ceiling

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
0	No Samples	No	E

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Section 4.3

Site Survey Details



External

Area 11 General Externals

Survey Description Wood walls, plastic rainwater goods, wood canopys

Non Accessible Areas None

<u>Sample Ref</u>	<u>Sample Description</u>	<u>Asbestos Found</u>	<u>Risk Band</u>
Visual ID	A/C roof tiles	Presumed	D

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Section 4.4

Risk Assessment Data



Sample Ref	Visual ID	Sample Date	27/03/2013
Survey Type	Full Access Sample	Surveyor	D Gardiner
Sampled	Presumed		

Sample Details / Description	
External Area 11 General Externals A/C roof tiles	

Location	Product Type	Damage
External 0	Cement 1	None 0
Surface Treatment	Accessibility	Size / Area
None 3	Unlikely 0	> 50 sq.m.

Asbestos	Asbestos Type	Analysis	Risk Factor	5
Yes	Chrysotile 1	None	Risk Band	D

Recommended Action To Be Taken
Remove & dispose of as hazardous waste



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Section 5.1

Risk Assessment Data



Sample Ref	Visual ID	Sample Date	27/03/2013	
Survey Type	Full Access Sample	Surveyor	D Gardiner	
Sampled	No			
Sample Details / Description				
Ground floor Area 1 Office Area A/C cement barge / soffit boxing				
Location		Product Type		Damage
External	0	Cement	1	None 0
Surface Treatment		Accessibility		Size / Area
Painted	1	Occasionally	1	10 - 50 l.m.
Asbestos	Asbestos Type	Analysis		Risk Factor
Yes	Chrysotile 1	None		4
				Risk Band
				D
Recommended Action To Be Taken				
Minor Risk Material Requiring Annual Inspection				



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Section 5.2

Risk Assessment Key



<u>Accessibility</u>	<u>Description</u>	<u>Weighting</u>
	Unlikely	0
	Occasionally	1
	Easily	2
	Routinely	3

<u>Asbestos Type</u>	<u>Description</u>	<u>Weighting</u>
	NADIS	0
	Chrysotile	1
	Actinolite	2
	Amosite	2
	Amosite,Chrysotile	2
	Anthopholite	2
	Tremolite	2
	Amosite,Crocidolite	3
	Chrysotile,Crocidolite	3
	Crocidolite	3

<u>Damage</u>	<u>Description</u>	<u>Weighting</u>
	None	0
	Low	1
	Medium	3
	High	5

<u>Location</u>	<u>Description</u>	<u>Weighting</u>
	External	0
	Internal	1
	Subjected to heat	2
	Confined space	3

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Section 6.1

Risk Assessment Key



<u>Product Type</u>	<u>Description</u>	<u>Weighting</u>
	Artex	1
	Bitumen product	1
	Cement	1
	Conveyor belt	1
	Drive belt	1
	Eternit	1
	Flange gasket	1
	Mastic	1
	Plastic	1
	Reinforced PVC	1
	Resins	1
	Roof underlay	1
	Textured coating	1
	Thermoplastic floor tiles	1
	Vinyl roll	1
	Washer	1
	Ceiling tiles	2
	Felt	2
	Insulation board	2
	Mill board	2
	Paper	2
	Rope gasket	2
	Ropes and yarn	2
	String	2
	Woven textiles/cloth	2
	Block	3
	Debris	3
	Hand applied lagging	3
	Loose fill insulation	3
	Mattresses	3
	Pre formed pipe section	3
	Slabs	3
	Sprayed coating	3

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Section 6.2

Risk Assessment Key



<u>Size</u>	<u>Description</u>	<u>Weighting</u>
	< 10 l.m.	0
	< 10 sq.m.	0
	> 50 l.m.	0
	> 50 sq.m.	0
	10 - 50 l.m.	0
	10 - 50 sq.m.	0
	Large	0
	Small	0

<u>Surface</u>	<u>Description</u>	<u>Weighting</u>
	Encapsulated	0
	Painted	1
	Papered	2
	None	3

Risk Bands



A

16 points or more

HIGH RISK MATERIAL REQUIRING IMMEDIATE ATTENTION

The potential hazard arising from this category warrants urgent action. Immediate plans should be made for the removal of the asbestos containing materials. If delay of removal is likely to occur the asbestos should be sealed/encapsulated and monitored via re-inspections until it is removed. Approved warning labels should also be positioned on the asbestos containing materials to prevent accidental damage to the material.

B

12 - 15 points

MEDIUM RISK MATERIAL REQUIRING URGENT ATTENTION

Material in this category is very vulnerable to fibre release and therefore warrants urgent attention. All asbestos in this category should be either removed or encapsulated on a programmed basis, within a specified time scale-usually 6-12 months.

The condition of the asbestos material in this category should be regularly monitored every 3-6 months and, where necessary, sealed/re-encapsulated until it is removed.

Approved warning labels should be positioned on the asbestos containing materials to prevent accidental damage to the material.

C

7 - 11 points

LOW RISK MATERIAL REQUIRING REGULAR RE-INSPECTION

This category indicates the need for regular monitoring and re-inspections, although the current risk of fibre release is low, this material may suffer deterioration through age/accidental damage. It is recommended that asbestos in this category is visually inspected on a twelve monthly basis to ascertain any change in condition.

Where such change occurs re-inspection will enable the risk assessment to be updated. Approved warning labels should be positioned on the asbestos containing materials to prevent accidental damage to the material.

Risk Bands



D

1 - 6 points

MINOR RISK MATERIAL REQUIRING ANNUAL INSPECTION

This category indicates low priority. It is recommended that asbestos in this category is visually inspected on a twelve month basis to ascertain any change in condition.

Where such change occurs re-inspection will enable the risk assessment to be updated. Approved warning labels should be positioned on the asbestos containing materials to prevent accidental damage to the material.

E

0 points

NO ASBESTOS DETECTED IN SAMPLE

No action necessary.

Results & Recommendations



Risk Band D MINOR RISK MATERIAL REQUIRING ANNUAL INSPECTION
--

Sample Ref : Visual ID **Description :** A/C roof tiles

Location : External, Area 11

Sampled : Presumed

Date sampled : 27/03/2013

Re-inspection date : 27/03/2014

Asbestos Type : Chrysotile

Product : Cement

Risk Factor : 5

Recommended Action : Remove & dispose of as hazardous waste

Sample Ref : Visual ID **Description :** A/C cement barge / soffit boxing

Location : Ground floor, Area 1

Sampled : No

Date sampled : 27/03/2013

Re-inspection date : 27/03/2014

Asbestos Type : Chrysotile

Product : Cement

Risk Factor : 4

Recommended Action : Minor Risk Material Requiring Annual Inspection

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Section 8.1

Appendix I Analysis Results



thermal insulation / asbestos removal / asbestos surveying

NO SAMPLES TAKEN

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