

Schedule of Repair Works Essential Works

30.10.19

These items have been extracted from the condition survey produced by Aardman Associates Ltd, dated October 2017

02.12.19 Note,
Additional items marked in *blue

2 SUPERSTRUCTURE

2.1 Chimneys

- Remove plant growth from the stub chimney stack, to the first-floor main office fireplace. Repair damage to pointing, check flashings to roof and ensure existing air brick is clear of obstructions.
- Remove plant growth from the chimney stack, to the fireplace of public space 3. Repair damage to pointing.
- Remove plant growth from the top of the eastern chimney stack, above the ground-floor Clerk's office and meeting room windows.
- Carry out inspection of central chimney stack. Remove any plant growth found and repair any damage to pointing, flashing and flashings.
- Install internal vent to the decorative fireplace to the ground-floor Clerk's office.

2.2 Roof

2.3.1 Roof Coverings

- Replace broken tile, to roof above south office, to match existing.
- Remove displaced tile piece, to the south valley on the east elevation.
- Remove moss from roofs during routine decoration/repair works.

2.3.2 Roof Drainage

- Remove weeds/debris from all rainwater gutters and clear all downpipes.
- Remove build-up of deleterious matter from gutters and downpipes.
- Clear debris from flat roof drainage, check drainage runs are operating correctly
- Remove flaking paint from rainwater pipes generally, apply galvanised primer and gloss paint.
- *Rainwater downpipes currently discharging on pavement. Inspections to be made to allow downpipes to link with existing storm water system. Item for discussion on site

2.3.3 Roof Space

- Stop in air vent holes, within roof void above the north public entrance porch, with mortar/fire resistant mastic.
- Test and isolate bare electrical wires, within roof void above the north public entrance porch.
- Install mineral fibre fire curtain between the north-east and south-east roof spaces.
- Install eaves ventilators to all roofs.

2.3.2 Roof Eaves/Gables

- Cut out rotten sections of barge boards and splice in new timber to match existing, to gable above southern first-floor office.

2.4 Stairs

2.4.1 Under-stairs Structure

- Rake out foam filling around existing cables and service pipes and stop in with mortar/fire resistant mastic.

2.5 External Walls

- Provide mortar fillet to base of blocked up doorway, to south side of north-east entrance porch using a polymer modified water resistant mortar.

2.6 Windows and External Doors

- Rub down and treat existing hardwood surrounds to ground-floor windows, to north-east elevation of Council chamber.
- Cut out rotten timber to frame, rails and glazing beads and splice in new timber to match existing, to softwood timber windows above main public entrance, to gable end and main gable.
- Ease painted shut casements and sashes, and replace/repair missing stays, to south-west facing windows.
- Scrape, sand down and treat 2Nr timber window frames on northern end of north-east façade with Osmo UV Protection Oil Extra or equivalent approved.
- Install manifestation to existing glazed doors in accordance with current Building Regulations.
- [*Install film to non-wired windows where required by building regulations. Assessment to be carried out on site to determine locations where this is required.](#)

2.8 Internal Doors

- Ease door and adjust overhead closer to existing fire door, to main first-floor office.

2.9 Internal Glazing

- Carry out assessment survey of existing glazing, in accordance with Regulation 14 of the Health and Safety at Work Act (1974) and carry out remedial measures.

5 SERVICES

5.1 Sanitary Appliances

- Replace ball valve to first-floor accessible WC cistern.

5.8 Electrical Services

- Install smoke detector within the under-stairs store.

6 EXTERNAL WORKS

6.2 Drainage

- Replace missing gully grate, to rainwater pipe outside existing ground-floor kitchenette.
- Carry out CCTV survey of existing surface water drainage system to ascertain extent, for Client to monitor.
- *Mortar blockage to be removed from drainage gully at southern entrance door

6.3 Existing Steps

- Install contrasting nosings and handrails to existing north-east entrance
- *Reset existing stone step at southern entrance door