





Moot Hall Repairs Project

Appleby in Westmorland

**Tender Document** 

Contact

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# **Project Details**

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# **Document Status**

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# **Distribution List**

Name	Company
File	Cavendish Bloor
K. Lowthrop	Appleby Town Council
C. Granger	Crosby Granger Architects
Tenderers	



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1. Instructions to Tender



# 1 Generally

- 1.1 The tender shall be submitted in accordance with the instructions given in the invitation letter in addition to these instructions. In addition to formal submission, and at the same time as the tender submission, tenders must provide a priced copy of the Pricing Schedule in excel format to enable the tender review process to be concluded quickly.
- 1.2 The tenderer is advised to check the number of each page of each document, and if any are missing or duplicated or if any writing or figures are indistinct, he should at raise a query in accordance with the Instructions to Tender (ITT). No subsequent claim for loss in consequence of the tenderer's failure to comply with this instruction shall be admitted.

# 2 Site Visits

2.1 The tenderer shall be deemed to have visited the Site to satisfy himself as to the full extent, scope and character of the Works, the supply and conditions affecting labour, the conditions affecting the supply of materials and all local conditions and restrictions affecting the work. No claim resulting from failure to do any of the foregoing shall be admitted. Site visits should be arranged as instructed in the ITT.

# 3 Tender

- 3.1 The tenderer shall be required to keep his tender open and valid for a period of 16 weeks after the date of submission of the tender.
- 3.2 The tenderer is required to price all works identified on the drawings, within the specifications and Pricing Schedule, giving full cognisance to all information contained within the tender documentation including tender addenda, query responses and ascertained from the site visit.
- 3.3 Should any additions, alterations or amendments be deemed necessary during the tender period these will be issued as addenda to the tender documentation and will be deemed to be incorporated within the tender submissions, and subsequent Contract. The tenderers are to confirm full account has been taken of any such addenda within their tender submission.
- 3.4 Any items of information which are conflicting or ambiguous, or any errors or omissions within the tender documentation shall be raised as a query in accordance with the ITT.



- 3.5 Tenders will not be considered unless the Tender Document is completed in full and returned within the specified time.
- 3.6 The Employer and his/her representatives are not bound to accept the lowest or any tender.
- 3.7 The tenderer must bear the full cost in connection with the submission of their tender.
- 3.8 All quantities, units and dimensions in this document and the Tender Drawings are given in metric values unless noted otherwise.
- 3.9 Any alterations, deletion or addition made to the text of this document will invalidate the tender.
- 3.10 Tenders submitted will be evaluated both technically (quality) and financially as providing best value for money.
- 3.11 The tenderer should include for all design work necessary as identified within the tender documentation.

# 4 Contract

- 4.1 The Contract will be awarded on the basis of a single stage fixed price lump sum.
- 4.2 The contract will be executed Under Hand.
- 4.3 It is the intention of the client to appoint a contractor, and that the Works shall be carried out and completed, under the **JCT Minor Works Building Contract 2016**.
- 4.3 The contractor must appoint appropriately qualified sub-contractors to undertake the design and installation of the specialist works as identified within the tender documentation.
- 4.4 The contractor must provide copies of all current insurance certificates including a copy of the Professional Indemnity Insurance Certificates of the sub-contractors with design responsibility.



# 2. Project Team



# **ARCHITECT / CONTRACT ADMINISTRATOR**

Company Name:	Crosby Granger Architects	Address
Contact:	Chloe Granger	The Fellside Centre
Tel:	01539 555300	Low Fellside LA9 4NH
Email:	chloe@crosbygrangerarchitects.co.uk	
Web:	www.crosbygrangerarchitects.co.uk	

# STRUCTURAL ENGINEER

Company Name:	Blackett-Ord Conservation Engineering	Address
Contact:	Charles Blackett-Ord	33 Chapel Street
Tel:	01768 352572	Appleby-in-Westmorland Cumbria
Email:	engineering@blackett-ordconservation.co.uk	CA16 6QR
Web:	www.blackett-ordconservation.co.uk	

# **QUANTITY SURVEYOR**

Company Name:	Cavendish Bloor Ltd	Address
Contact:	Harvey Bloor	Brook House
Tel:	07971 628543	12 Manor Avenue Wistaston
Email:	harvey.bloor@cavendishbloor.co.uk	Cheshire CW2 8BD
Web:	www.cavendishbloor.co.uk	

# PRINCIPAL DESIGNER

Company Name:	Crosby Granger Architects	Address
Contact:	Chloe Granger	The Fellside Centre
Tel:	01539 555300	Low Fellside LA9 4NH
Email:	chloe@crosbygrangerarchitects.co.uk	
Web:	www.crosbygrangerarchitects.co.uk	



3. Schedule of Tender Information



Document Ref	Rev	Issuer	Title
223(01)011	-	CGA	Existing Ground & First Floor Plans - Defects
223(01)012	-	CGA	Existing Second & Attic Floor - Defects
223(02)010	-	CGA	Existing South & East Elevation
223(02)011	-	CGA	Existing North & West Elevation - Defects
223(03)001	-	CGA	Existing Section AA - Defects
223(04)001	-	CGA	Proposed Site Plan
223(04)011	В	CGA	Proposed Ground & First Floor Plans
223(04)012	А	CGA	Proposed Second & Attic Floor
223(04)013	А	CGA	Proposed Roof Plan
223(05)010	В	CGA	Proposed South & East Elevation
223(05)011	А	CGA	Proposed North & West Elevation
223(94)001	-	CGA	Proposed External Works
	В	CGA	Specification
	March 2021	CGA	Pre-Construction Information
		CGA	Programme – Mortars and Pointing
		CGA	Programme – Introduction to Masonry Conservation
Appleby Moot Hall/180328	-	OAL	Asbestos Survey Report

Key:

CGA – Crosby Granger Architects OAL – Orrion Asbestos Limited



# 4. Preliminaries



# 1. Project Details

# 1.1 **Project Particulars**

1.1.1 The Project:

Name:	Moot Hall Repairs Project
Nature:	The project comprises re-rendering, roofing and window repairs together with internal plastering and joinery works.
Location:	The Moot Hall, Boroughgate, Appleby-in-Moorland, Cumbria. CA16 6YB
Timescale for Completion of The	20 Calendar Weeks.

# **1.2 Tender and Contract Documents**

Construction Works:

### 1.2.1 The Tender Drawings Are

As detailed in section 3 of the tender documentation.

### 1.2.2 The Contract Drawings

The contract drawings will remain the same as the tender drawings, supplemented by the Contractor's proposals for the Contractor Designed Portion of the works, where applicable.

## 1.2.3 The Quantities Drawings

The drawings from which the Pricing Documents were prepared are the tender drawings.

### 1.2.4 Pre-Construction Information

The preconstruction information is described in these preliminaries. It refers to information given elsewhere in the preliminaries and other tender documents.

1.2.5 *Employer's Requirements* 

As detailed in section 3 of the tender documentation.

# 1.3 The Site/Existing Buildings

1.3.1 The Site

The site is located off Boroughgate, Appleby.

### 1.3.2 The Existing Building(s)

A late 16<sup>th</sup> century building with 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> century alterations. It is Grade II\* listed and one of the first purpose-built moot halls in England. The building contains retail outlets, a tourist information centre and exhibition room. It is also active for Town Council meetings.



1.3.3 Existing Buildings On /Adjacent to the Site

The site is located within the centre of Appleby, surrounded by a mix of commercial, retail, recreational and residential buildings.

1.3.4 Existing Utilities and Services

The contractor must include for surveying the entire site to make themselves aware of the existing services. All services must be recorded on a drawing and passed to the CA in the health & safety file. Use all practicable means necessary to locate and mark the position of the services prior to the commencement of any excavation or demolition works.

1.3.5 Soils and Ground Water Information

Any available information regarding the existing site will be contained within the tender information.

1.3.6 Site Investigation

Any available information regarding the existing site will be contained within the tender information.

1.3.7 Access to the Site

Access to the site is to be gained from Boroughgate.

1.3.8 Parking

Parking is not available on site.

1.3.9 Use of the Site

Do not use the site for any purpose other than carrying out the works.

1.3.10 Surrounding Land /Building Uses

The site is located in an area of mixed use. The contractor must minimize any disturbance to any other buildings activities.

1.3.11 Health and Safety Hazards

Any significant known risks are given within the Pre-Construction Information document, issued as part of the tender information. The accuracy and sufficiency of this information is not guaranteed by the Employer or Employer's representative and the Contractor must ascertain for himself any information he may require to ensure the safety of all persons and the Works.

1.3.12 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. Site visits are to be arranged through the Contract Administrator.



# 1.4 Description of the Work

1.4.1 Preparatory Work by Others

There are no preparatory works by Others.

1.4.2 The Work

The project includes re-rendering of the moot hall, roofing and window repairs, plus internal plastering, joinery and sundry works.

1.4.3 Concurrent Works

There are no concurrent works.

1.4.4 Contractor Designed Elements

The works to be designed by the Contractor, for which the Contractor carries design liability, are as detailed within the architectural drawings and specifications, and include:

• There are no contractor designed works.



# 2. The Contract

# 2.1 The Contract

The form of contract will be the JCT Minor Works Building Contract 2016 Edition.

# 2.2 The Contract Particulars

Refer to section 5 of the tender document.

# 2.3 Amendments to the Standard Form Contract

Refer to section 6 of the tender document.



# 3. Tendering / Subletting & Supply

# 3.1 Generally

# 3.1.1 Scope

These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.

# 3.1.2 Tendering Procedure

Comply with the provisions of JCT Practice Note 'Tendering 2017'.

# 3.1.3 Exclusions

If the Contractor cannot tender for any part(s) of the work as defined in the tender documents the Architect must be informed as soon as possible, defining the relevant part(s) and stating the reasons for the inability to tender.

# 3.1.4 Acceptance of Tender

The Employer and the Employer's Persons offer no guarantee that any tender will be recommended for acceptance or accepted and will not be responsible for any cost incurred in the preparation of any tender.

# 3.1.5 Tender Review / Contract Award

Tenders are to be reviewed in relation to Quality and Price.

### 3.1.6 Period of Validity

Tenders must remain open for consideration (unless previously withdrawn) for not less than 16 weeks from the date fixed for the submission or lodgement of tenders. Information on the date for possession/commencement is given in the contract particulars.

# 3.2 Pricing/Submission of Documents

### 3.2.1 Preliminaries in the Specification

The Preliminaries/General conditions sections must not be relied on as complying with NRM2.

### 3.2.2 Pricing of Preliminaries

The contractor should ensure that all the preliminaries have been included within the tendered price. No allowance will be accepted for non-conformance with the preliminaries, instructions to tenderers, contract particulars or amendments to the standard form contract.

# 3.2.3 Errors in Priced Documents

Errors: In accordance with the provisions of JCT Practice Note 'Tendering 2017', Alternative 2.

# 3.2.4 Quantities in the Priced Document

Where included in the priced document, these have not been prepared in accordance with NRM2.



### 3.2.5 *Priced Documents*

Alterations and qualifications to the priced document must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items which are not priced will be deemed to have been included elsewhere in the tender.

Generally, tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

### 3.2.6 Programme

The Contractor's proposed programme as specified in Section 4.2 or a summary thereof showing the sequence and timing of the principal parts of the Works, periods for planning and design and itemising any work which is excluded must be submitted with the completed tender information.

### 3.2.7 Tender Stage Method Statements

Must be submitted two weeks prior to the commencement of construction activities describing how and when the Contractor proposes and undertakes to carry out all works. At the same time and at the Contractor's discretion method statements may be submitted for other parts of the Works.

### 3.2.8 Alternative Time Tenders

In addition to and at the same time as tendering based upon the date or period specified in the tender documents, and at the Contractor's discretion an alternative tender based upon a different date for completion or period maybe submitted.

If any such tender is accepted the date for completion inserted within the particulars to the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

### 3.2.9 Design Documents

Include in the tender submission all design drawings and associated technical information in the Contractor's Proposals:

### 3.2.10 Substitute Products

Any materials specified within the specifications may be substituted by similar and approved materials.

If the Contractor wishes to substitute products of different manufacture to those specified, details must be submitted with the tenderer giving reasons for each proposed substitution. Substitutions which have not been notified at tender stage may not be considered. Substitutions sanctioned by the CA will be subject to the verification requirements of the NBS.

### 3.2.11 Quality Control Resources

A statement must be submitted on the tender return date describing the organisation and resources which the Contractor proposes and undertakes to provide to control the quality of the Works, including the work of sub-contractors. The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.



# 3.3 Health and Safety Information

A statement must be submitted with the tender describing the organisation and resources which the contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of subcontractors and of any person who may be affected by the works, including:

A copy of the contractor's health and safety policy document, including risk assessment procedures must be submitted and should also include the following.

- Accident and illness records for the past five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

### 3.3.1 An Outline Construction Phase Health and Safety Plan

Must be submitted prior to contract award and is to include the following:

- Method statements related to the construction hazards identified in the pre-tender health and safety plan and/or statements on how the hazards will be addressed and other significant hazards identified by the contractor.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for co-operation and co-ordination between contractors.
- Procedures for carrying out risk assessment and for managing and controlling the risk.
- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and any training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.



### 3.3.2 Freedom of Information

Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.

Submit requests received. Do not supply information outside the project participants without express written permission.

Maintain confidentiality at all times.

### 3.4 Sub-Letting / Supply

There are no named sub-contractors.

### 3.5 Definitions and Interpretations

#### 3.5.1 Contract Administrator / CA

Means the person nominated in the Contract as Architect or Contract Administrator or their authorised representative.

3.5.2 in Writing:

When required to advise, notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.

3.5.3 Approval

(And words derived there from) means the approval in writing of the CA unless specified otherwise.

3.5.4 Submit

(And words derived there from) means to the CA unless otherwise instructed.

3.5.5 Products

Means materials (including naturally occurring materials) and goods (including components, equipment and accessories) intended for permanent incorporation in the Works.

- 3.5.6 Cross-References to The Specification
  - Where a numerical cross-reference to a specification section or clause is given on drawings
    or in any other document the Contractor must verify its accuracy by checking the remainder
    of the annotation or item description against the terminology used in the referred to section
    or clause.
  - Where a numerical cross-reference is not given the relevant section(s) and clause(s) of the specification will apply, cross-reference thereto being by means of related terminology.
  - Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply.
  - The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which may be discovered.

### 3.5.7 Referenced Documents

Where and to the extent that this specification conflicts with referenced documents, this specification prevails.



### 3.5.8 Substitution of Products

Where the substitution of a product different to that specified is permitted before ordering the product inform the CA of the reasons for the substitution. When requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and appearance. Submit certified English translations of any foreign language documents.

Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole.

If substitution is approved, and before ordering products, provide revised drawings, specification and manufacturer's guarantees.

#### 3.5.9 Equivalent Products

Wherever products are specified by proprietary name and the phrase 'or equivalent' is not included, it is to be deemed included.

#### 3.5.10 Substitution of Standards

Where any product is specified to comply with a British Standard for which there is no equivalent European 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, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. In advance of ordering submit notification of all such substitutions and, when requested, submit for verification documentary evidence confirming that the products comply with the specified requirements. Any submitted foreign language documents must be accompanied by certified translations into English.

### 3.5.11 Currency of Documents

References to standards, type approval certificates, catalogues, codes of practice and the like are to the editions, revisions, versions and amendments current at the time of tender issue.

References to BSI documents are to the versions and amendments listed in the BSI Standards Catalogue, including updates, current at the time of tender issue.

#### 3.5.12 Sizes

Unless otherwise stated

- Products are specified by their co-ordinating sizes.
- Cross section dimensions of timber shown on drawings are nominal sizes before any required planning.
- 3.5.13 Fix Only

Means all labours in unloading, handling, storing and fixing in position, including use of all plant.

3.5.14 Supply and Fix

Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.



# 3.6 Terms Used in Refurbishment/Alteration

### 3.6.1 Remove

Means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipe work, wiring, ductwork or other services.

#### 3.6.2 Keep for Reuse

Means during removal prevent damage to the stated components or materials, and clean off bedding and jointing materials and stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.

#### 3.6.3 Replace

Means remove the stated existing components, features and finishes. Provide and fit in-lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed and make good as necessary.

#### 3.6.4 Repair

Means carry out local remedial work to components, features and finishes as found in the existing building. Re-secure or re-fix as necessary and leave in a sound and neat condition. It does not include:

- Replacement of components or parts of components.
- Redecoration.

### 3.6.5 Make Good

Means carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include:

- Replacement of components or parts of components.
- Redecoration.

The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.

### 3.6.6 Ease

Means make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.

### 3.6.7 Match Existing

Means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.



# 3.7 Documents Provided on Behalf of Employer

3.7.1 Additional Copies of Drawings

All drawings will be issued electronically. The contractor is responsible for providing all necessary hard copies of the drawings and any costs arising therefrom.

3.7.2 Additional Copies of Specification

All specification documentation will be issued electronically. The contractor is responsible for providing all necessary hard copies and any costs arising therefrom.

3.7.3 Dimensions

The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the CA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.

3.7.4 The Measured Quantities

For purposes of ordering products and constructing the Works:

- The accuracy and sufficiency of any measured quantities is not guaranteed.
- The specification and drawings shall take precedence over any measured quantities.

# 3.7.5 The Specification

All sections of the specification must be read in conjunction with the Main Contract Preliminaries/General conditions.

### 3.8 Documents Provided by Contractor/Sub-Contractors/Suppliers

3.8.1 Design and Production Information

Must be provided by the Contractor/Domestic Sub-contractor(s) as requested.

3.8.2 As Built Drawings and Information

Must be provided to the CA no later than 14 days prior to the date for Completion.

### 3.8.3 Technical Literature

The Contractor is to have all technical literature readily accessible for reference by all supervisory personnel including manufacturers' current literature relating to all products to be used in the works.

### 3.8.4 Maintenance Instructions and Guarantees

- Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to CA on or before Practical Completion.
- Notify CA of telephone numbers for emergency services by Sub-contractors after Completion.



# 4. Management of the Works

- 4.1 Generally
- 4.1.1 Supervision

Accept responsibility for co-ordination, supervision and administration of the Works, including all sub-contracts, Local Authority, and Statutory Undertakers. Arrange and monitor a programme with each sub-contractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work.

4.1.2 Considerate Constructors Scheme

Registration: Before starting work, register the site and pay the appropriate fee:

Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware,

Hertfordshire, SG12 0YX. Tel. 01920 485959 / Free phone 0800 7831423

Web. www.ccscheme.org.uk

E mail. enquiries@ccscheme.org.uk

Standard: Comply with the Scheme's Code of Considerate Practice.

Minimum compliance level: Very Good.

4.1.3 Constructing Better Health Scheme – NOT APPLICABLE

Membership: Register and submit evidence of registration. Address: Constructing Better Health, B&CE Building, Manor Royal Crawley, West Sussex, RH10 9QP Tel: 0845 873 7726 Email: info@cbhscheme.co.uk Website:www.cbhscheme.co.uk

# 4.1.4 Insurances

Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.

### 4.1.5 Insurance Claims

If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.

### 4.1.6 Climatic Conditions

Keep an accurate record of:

- Daily maximum and minimum air temperatures (including overnight).
- Delays due to adverse weather, including description of the weather, type(s) of work affected and number of hours lost.



# 4.1.7 Ownership

Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

# 4.2 Programme/Progress

# 4.2.1 Programme

As soon as possible and before starting work on site prepare in an approved form a master programme for the Works, which must make allowance for:

- Design and production information provided by the Contractor/Sub-contractors/Suppliers, including inspection and checking
- Planning and mobilisation by the Contractor
- Running in, adjustment, commissioning and testing of all engineering services and installations.
- Work resulting from instructions issued in regard to the expenditure of provisional sums
- Work by or on behalf of the Employer the nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Where and to the extent that the programme implications for work which is not so defined are impossible to assess the Contractor should exclude it from his programme and confirm this when submitting the programme.
- Submit two copies to CA.

# 4.2.2 Submission

Submission of programmes will not relieve the Contractor of responsibility to advise the CA of the need for further drawings or details or instructions in accordance with the Conditions of Contract.

### 4.2.3 Commencement of Work

Inform the CA at least five working days before the proposed date for commencement of work on site.

### 4.2.4 Monitoring

Record progress on a copy of the programme kept on site. If any circumstances arise which may affect the progress of the Works, put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time.

## 4.2.5 CA's Site Meetings

- The CA will hold regular site meetings to review progress and other matters arising from the administration of the Contract.
- The contractor will provide accommodation for site meetings, suitable for a minimum of 6nr attendees.
- Attend all meetings and inform subcontractors and suppliers when their presence is required.
- The CA will chair the meetings and take and distribute minutes.



### 4.2.6 Contractor's Progress Report

Submit a progress report to the CA the day prior to each CA's site meeting. Notwithstanding the Contractor's obligations under the Contract, the report must include:

- A progress statement by reference to the master programme for the Works.
- Details of any matters materially affecting the regular progress of the Works.
- Any requirements for further drawings or details or instructions to enable the CA to fulfil their obligations under the Conditions of Contract.

### 4.2.7 Contractor's Site Meetings

Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

#### 4.2.8 Photographs

Take regular photographs from around the site to adequately record progress of the works. Submit copies to the CA each month.

### 4.2.9 Partial Possession

In the event that the Employer wishes to take partial possession of sections of the works, ensure all necessary access, services and other associated facilities are also complete.

### 4.2.10 Notice of Completion

Give CA no less than 10 working days' notice of the anticipated dates of Practical Completion of the whole or parts of the Works.

# 4.2.11 Adverse Weather

Contractors should make recognition of the local climactic conditions within their tender. Contractors are to make arrangements to check weather forecasts and forward plan to ensure timely delivery of the project.

### 4.2.12 Extensions of Time

When a notice of the cause of any delay or likely delay in the progress of the Works is given under the terms of the Contract, written notice must also be given of all other causes which apply concurrently. The Contractor shall, as soon as possible, submit to the CA:

- Relevant particulars of the expected effects, if appropriate, related to the concurrent causes,
- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the Date for Completion, and
- All other relevant information required by the CA.

# 4.2.13 Disturbance of Regular Progress

Any application under Contract in respect of direct loss and/or expense must be made as soon as practicable and with (or to be followed by) the requisite supporting information so as to afford the CA the opportunity to issue instructions designed (according to the circumstances) to minimise or avoid that loss and/or expense.



# 5. Control of Cost

# 5.1 Cash Flow Forecast

As part of the tender submission the contractor should submit an outline cash flow forecast.

As soon as possible and before starting work on site submit to the CA a detailed forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.

Update the cashflow forecast on a month basis subsequent to the issue of the Interim Certificate and submit to the CA.

### 5.2 Existing Work

The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the CA before the work is started. Remove existing work, in ways which will reasonably minimise the amount of removal and renewal.

# 5.3 Proposed Instructions

If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 2 days. The estimate must include:

- A detailed breakdown of the cost including any allowance for direct loss and expense.
- Details of any additional resources which may be required.
- Details of any adjustments which may have to be made to the programme for the Works.
- Any other information as is reasonably necessary for the CA to fully assess the implications of issuing such an instruction.
- Inform the CA immediately if it is not possible to comply with any of the above requirements.

## 5.4 Measurements

Give reasonable notice to the CA/Quantity Surveyor before covering up work which the CA/Quantity Surveyor requires to be measured.

### 5.5 Day-work Vouchers

Give reasonable notice to the quantity surveyor of the commencement of any work for which day-work vouchers are to be submitted. Before being delivered each voucher must be:

- Referenced to the instruction under which the work is authorised, and
- Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant and materials shown are correct.

### 5.6 Interim Valuations

At least one day before the end of each established period for interim valuations submit to the CA/quantity surveyor details of amounts due under the Contract together with all necessary supporting information.



# 5.7 Unfixed Materials

At the time of each valuation disclose to the CA/quantity surveyor which of the unfixed materials and goods on site are free from, and which are subject to, any reservation of title inconsistent with passing of property, together with their respective values. When requested provide evidence of freedom from reservation of title.

### 5.8 Listed Off-Site Materials or Goods

Off site materials will be considered within interim valuations subject to the provision of appropriate Vesting Certificates or the like.

# 5.9 Labour and Plant Returns

At the beginning of each week provide for verification by the CA records showing, for each day of the previous week:

The number and description of craftsmen, labourers and other persons employed on or in connection with the Works, including those employed by sub-contractors.

The number, type and capacity of all mechanical and power-operated plant employed on the Works.



# 6. Quality Standards / Control

### 6.1 Materials and Work Generally

### 6.1.1 Good Practice

Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:

- Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and
- In accordance with relevant good building practice.

### 6.1.2 Workmanship Skills

Ensure operatives are appropriately skilled and experienced for the type and quality of work. Register with the Construction Skills Certificate Scheme and produce evidence of skills / qualifications when requested.

# 6.1.3 General Quality of Products

- Products to be new unless otherwise specified.
- For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested by CA.
- Where a choice of manufacturer or source of supply is allowed for any particular product, the whole quantity required to complete the work must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested by CA.
- Ensure that the whole quantity of each product required to complete the work is of consistent kind, size, quality and overall appearance.
- Where consistency of appearance is desirable ensure consistency of supply from the same source. Unless otherwise approved do not use different colour batches where they can be seen together.
- If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.

### 6.1.4 Quality of Execution

- Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Do not use different colour batches where they can be seen together.
- Check on-site dimensions.
- Ensure finished work is not defective, not damaged, disfigured, dirty, fault, or out of tolerance.
- Adjust joints open to view so they are even and regular.

### 6.1.5 Proprietary Products

- Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations/instructions. Inform CA if these conflicts with any other specified requirement. Submit copies to CA when requested.
- Ancillary products and accessories to be of a type recommended by the main product manufacturer, unless otherwise specified.



- The tender will be deemed to be based on the products specified and recommendations on their use as described in the manufacturers' literature current at tender return.
- Obtain confirmation from manufacturers that the products specified and recommendations on their use have not been changed since that time. Where such change has occurred, inform CA and do not place orders for or use the affected products without further instructions.
- Where British Board of Agreement certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.

### 6.1.6 Checking Compliance of Products

Check all delivery tickets, labels, identification marks and, where appropriate, the products themselves to ensure that all products comply with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:

- The sources, types, qualities, finishes and colours are correct, and match any approved samples.
- All accessories and fixings which should be supplied with the goods have been supplied.
- Sizes and dimensions are correct. Where tolerances of components are critical, measure a sufficient quantity to ensure compliance.
- The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
- The products are clean, undamaged and otherwise in good condition.
- Any products which have a limited shelf life are not out of date.

# 6.1.7 Protection of Products

- Prevent over-stressing, distortion and any other type of physical damage.
- Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- Keep dry and in a suitably low humidity atmosphere to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement around and between stored products.
- Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
- Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.
- Keep different types and grades of products separately and adequately identified.
- So far as possible keep products in their original wrappings, packings or containers, until immediately before they are used.
- Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.
- Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.



### 6.1.8 Suitability of Related Work and Conditions

Ensure that all trades are provided with necessary details of related types of work. Before starting each new type or section of work, ensure that:

- Previous, related work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work.
- All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing.
- The environmental conditions are suitable, particularly that the building is suitably weather tight when internal components, services and finishes are installed.
- 6.1.9 General Quality of Workmanship
  - Operatives must be appropriately skilled and experienced for the type and quality of work.
  - Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.
  - Inspect components and products carefully before fixing or using and reject any which are defective.
  - Fix or lay securely, accurately and in alignment.
  - Where not specified otherwise, select fixing and jointing methods and types, sizes and spacing's of fastenings in compliance with section Z20. Fastenings to comply with relevant British Standards.
  - Provide suitable, tight packings at screwed and bolted fixing points to take up tolerances and prevent distortion. Do not over tighten fixings.
  - Adjust location and fixing of components and products so that joints which are to be finished with mortar or sealant or otherwise left open to view are even and regular.
  - Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval.

### 6.1.10 Water for the Works

Water for the works must be clean and uncontaminated. Where other than mains supply is proposed provide evidence of suitability. Test to BS 3148 if instructed.

A mains water supply is available on site, within the Cottage. Employer will arrange for temporary water to be connected into the site office.

# 6.2 Samples / Approvals

### 6.2.1 Approval of Products

Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.

### 6.2.2 Samples of Finished Work

Where a sample of finished work is specified for approval, the requirement for approval relates to the sample itself (if approval of the finished work as a whole is required this is specified separately). Obtain approval of the stated characteristic(s) of the sample before proceeding with the Works. Retain approved sample in good, clean condition on site. Ensure that the relevant



characteristic(s) of the Works match the approved characteristic(s) of the sample. Remove samples which are not part of the finished Works when no longer required.

# 6.2.3 Approvals

Where and to the extent that products or work are specified to be approved or the CA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either:

To the express approval of the CA or

To match a sample expressly approved by the CA as a standard for the purpose.

Inspection or any other action by the CA must not be taken as approval of products or work unless the CA so confirms in writing in express terms referring to:

- Date of inspection.
- Part of the work inspected.
- Respects or characteristics which are approved.
- Extent and purpose of the approval.
- Any associated conditions.

# 6.3 Accuracy / Setting Out Generally

### 6.3.1 Setting Out

Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify CA in writing of any discrepancies and obtain instructions before proceeding.

Inform CA when overall setting out is complete and before commencing construction.

### 6.3.2 Appearance and Fit

Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance.

Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.

Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) be not greater than those given in BS 5606, Tables 1 and 2.

### 6.3.3 Levels of Structural Floors

Maximum tolerances for designed levels to be as follows:

- Floors which are to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: ±10 mm.
- Floors to receive dry board/panel construction with little or no tolerance on thickness: +/-10
  mm.
- Floors to receive mastic asphalt flooring/underlays directly: +/-10 mm.



- Floors to receive mastic asphalt flooring/underlays laid on mastic asphalt levelling coat(s): +/-15 mm.
- Floors to receive fully bonded screeds/toppings/beds: +/-15 mm.
- Floors to receive un-bonded or floating screeds/beds: +/-20 mm.

# 6.3.4 Record Drawings

Record details of all grid lines, setting-out stations, bench marks and profiles on the site settingout drawing. Retain on site throughout the contract and hand to CA on Completion.



# 7. Services

# 7.1 Generally

Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.

# 7.1.1 Water Regulations/Byelaws Notification

Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.

Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

# 7.1.2 Water Regulations/Byelaws Contractor's Certificate

On completion of the work, submit to the CA (and where required also to the Water Undertaker) a certificate including:

The address of the premises.

- A brief description of the new installation and/or work carried out to an existing installation.
- The Contractor's name and address.
- A statement that the installation complies with the relevant Water Regulations or Byelaws.
- The name and signature of the individual responsible for checking compliance.
- The date on which the installation was checked.

# 7.1.3 Gas Installation Certification

Hand over to the CA before Practical Completion a certificate stating:

- The address of the premises.
- A brief description of the new installation and/or work carried out to an existing installation.
- Any special recommendations or instructions for the safe use and operation of gas appliances and flues.
- The Contractor's name and address.
- A statement that the installation complies with the Gas Safety (Installation and Use) Regulations.
- The name and signature of the Gas Safe registered individual responsible for checking compliance.
- The date on which the installation was checked.

# 7.1.4 Electrical Installation Certificate

Hand over to the EA before Practical Completion.

### 7.1.5 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.



# 7.1.6 Mechanical and Electrical Services

Must have final tests and commissioning carried out so that they are in full working order at Practical Completion.

# 7.2 Supervision / Inspection / Defective Work

# 7.2.1 Supervision

In addition to the constant management and supervision of the works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.

# 7.2.2 Co-Ordination of Engineering Services

The site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering services, one with another and each in relation to the Works generally. Submit to the CA, when requested, CV's or other documentary evidence relating to the staff concerned.

# 7.2.3 Person-In-Charge

Give maximum possible notice to CA before changing the person-in-charge or site agent.

# 7.2.4 Access for CA

Provide at all reasonable times access to the Works and to other places of the Contractor or Subcontractors where work is being prepared for the Contract.

### 7.2.5 Overtime Working

Whenever overtime is to be worked, give CA notice as early as possible, specifying times, types and locations of work to be done. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractor's expense.

# 7.2.6 Defects in Existing Construction

To be reported to CA without delay. Obtain instructions before proceeding with work which may:

- Cover up or otherwise hinder access to the defective construction, or
- Be rendered abortive by the carrying out of remedial work.

### 7.2.7 Access for Inspection

Give CA not less than 2 days' notice before removing scaffolding or other facilities for access.

### 7.2.8 Timing of Tests and Inspections

Agree dates and times of tests and inspections with CA several days in advance, to enable the CA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.

# 7.2.9 Test Certificates

Submit a copy of each certificate to CA as soon as practicable and keep copies of all certificates on site.



### 7.2.10 Proposals for Rectification of Defective Work/Products

As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to CA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.

Such proposals may be unacceptable to the CA, and contrary instructions may be issued.

# 7.2.11 Air Permeability

The contractor must allow within his tender for undertaking any necessary air permeability tests as required to satisfy Building Regulations and Planning Permission conditions, and paying all associated fees.

### 7.2.12 Acoustic tests

The contractor must allow within his tender for undertaking any necessary acoustic tests as required to satisfy Building Regulations and Planning Permission conditions, and paying any associated fees.

# 7.2.13 Continuity of Thermal Insulation

Method: Infra-red thermography inspection to BRE Report 176.

Compliance: Submit inspection report.

# 7.2.14 Energy Performance Certificate

Assessment to be undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.

### 7.2.15 Measures to Establish Acceptability

Wherever inspection or testing shows that the work, materials or goods are not in accordance with the Contract and measures (e.g. Testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:

will be at the expense of the Contractor, and

will not be considered as grounds for extension of time.

### 7.2.16 Quality Control

Establish and maintain procedures to ensure that the Works, including the work of all subcontractors, comply with specified requirements. Maintain full records, keep copies on site for inspection by the CA, and submit copies of particular parts of the records on request. The records must include:

- Identification of the element, item, batch or lot including location in the Works.
- The nature and dates of inspections by the Contractor or CA, tests and approvals.
- The nature and extent of any nonconforming work found.
- Details of any corrective action.


# 8. Works After Completion

# 8.1 Generally

- Make good all damage consequent upon the work.
- Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.
- Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work.
- Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials or construction.
- Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufactures.
- Touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Adjust, ease and lubricate moving parts of new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

# 8.2 Security at Completion

Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

# 8.3 Making Good Defects

Make arrangements with the CA and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform CA when remedial works to the various parts of the Works are completed.

#### 8.4 Highway/Sewer Adoption

Any works identified on the drawings or within the specification which are to be adopted by the Highway/Sewer Authorities under Section 38 of the Highways Act, or Sections 16 to 18 of the Roads (Scotland) Act or Section 104 of the Water Industry Act, must be;

- Completed by the Contractor to the satisfaction of the Highway/Sewer Authorities before the certificate of Practical Completion is issued.
- Subject to a Defects Liability Period of 12 months (see Appendix to the Contract).
- Maintained by the Contractor during the Defects Liability Period including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Highway/Sewer Authorities.



# 9. Project Control

# 9.1 Generally

9.1.1 Pre-Construction Information

Location: Integral with the project Preliminaries / Contained within the Tender Information.

#### 9.1.2 Execution Hazards

Common hazards: Not listed. Control by good management and site practice.

Significant hazards: Refer to the Pre-Construction Information

#### 9.1.3 Product Hazards

Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits.

Common hazards: Not listed. Control by good management and site practice.

Significant hazards: refer to the designers' risk assessment

9.1.4 Construction Phase Health and Safety Plan

Submission: Present to the Employer (Client) not less than one week prior to commencement of site works.

Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by CDM Regulation 12.

Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan and the Pre-construction Information Document.

All as required by the CDM regulations 2015.

9.1.5 Security

Protection: Adequately safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.

Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

9.1.6 Stability

Responsibility: Maintain the stability and structural integrity of the Works during the Contract.

Design loads: Obtain details, support as necessary and prevent overloading.

9.1.7 Employer's /Employer's Persons' Site Visits

Client organized tours: provide access for client organized tours for which reasonable notice will be provided.



Safety: Submit details in advance, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

9.1.8 Work in Hazardous Areas

Hazardous areas: refer to Health & Safety Plan.

9.1.9 Permit to Work

Location: refer to Health & Safety Plan.

# 9.2 Protect Against the Following

9.2.1 Noise Control

Standard: Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimize noise levels during the execution of the Works.

Noise levels from the works: Take all reasonable steps to reduce noise created through undertaking the Works to a minimum.

Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Restrictions. Do not use:

- Pneumatic drills and other noisy appliances without consent during the hours of after 6pm and before 8am
- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

#### 9.2.2 Pollution

Prevention: Protect the site, the Works and the general environment including streams and waterways against pollution.

Contamination: If pollution occurs inform immediately, including the appropriate Authorities and provide relevant information.

9.2.3 Pesticides

Use: Only where specified or approved, and then only suitable products listed in the UK Pesticide Guide.

Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.

Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.

Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.



# 9.2.4 Nuisance

Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.

Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

9.2.5 Asbestos Based Materials

An asbestos Management Survey has been undertaken and all identified asbestos, and a copy is contained within the tender documentation.

Report immediately any suspected materials discovered during execution of the Works. Do not disturb and agree methods for safe removal or encapsulation.

9.2.6 Dangerous or Hazardous Substances

Report immediately any suspected materials discovered during execution of the Works.

Do not disturb.

Agree methods for safe removal or encapsulation.

9.2.7 Fire Prevention

Duty: Prevent personal injury, death, and damage to the Works or other property from fire.

Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

9.2.8 Smoking on Site

Duty: Prevent except in designated areas, carefully controlled, equipped with fire fighting equipment and receptacles for the safe disposal of smokers' materials and inspected to guard against risk of fire.

9.2.9 Burning on Site

Burning on site is not permitted.

9.2.10 Moisture

Wetness or dampness: Prevent where this may cause damage to the Works.

Drying out. Control humidity and application of heat to prevent:

- Blistering and failure of adhesion.
- Damage due to trapped moisture.
- Excessive movement.

# 9.2.11 Infected Timber

Removal: Where instructed to remove timber affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.



# 9.2.12 Waste

Includes: Rubbish, debris, spoil, containers and surplus material.

Minimize: Keep the site and Works clean and tidy.

Remove. Frequently and dispose off site in a safe and competent manner:

- Non-hazardous material: In a manner approved by a Waste Regulation Authority.
- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.

Documentation: Retain on site.

Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.

#### 9.2.13 Electromagnetic Interference

Prevent excessive electromagnetic disturbance to apparatus outside the site.

#### 9.2.14 Laser Equipment

Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.

Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.

Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

#### 9.2.15 Invasive Species

Prevent the spread of species (eg. plans or animals) that may adversely affect the site of Works economically, environmentally or ecologically.

Report immediately any suspected invasive species discovered during execution of the Works. Do not disturb and agree methods for safe eradication or removal.

### 9.3 **Protect the Following**

#### 9.3.1 Existing Services

Notice: Notify all service authorities, statutory undertakers and/or adjacent owners of proposed works not less than one week before commencing site operations.

Before starting work: Check and mark positions of mains/services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

Work adjacent to services: Comply with service authorities'/statutory undertakers' recommendations.

Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/statutory undertakers or other owners.



Identifying services: Below ground use signboards, giving type and depth; overhead use headroom markers.

If disturbed during site operations replace marker tapes or protective covers to service authority's/statutory undertaker's recommendations.

Damage to services. If any results from execution of the Works:

- Immediately give notice and notify appropriate service authority/statutory undertaker.
- Make arrangements for the work to be made good without delay to the satisfaction of service authority/statutory undertaker or other owner as appropriate.
- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

#### 9.3.2 Roads and Footpaths

Obtain all permits and procure footpath closures and traffic control measures as necessary.

Maintain roads and all other footpaths within and adjacent to the site and keep clear of mud and debris. Ensure all public footpaths are maintained and not obstructed.

Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

#### 9.3.3 Existing Topsoil/Subsoil

Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.

Protection: Before starting work submit proposals for protective measures.

#### 9.3.4 Retained Trees/Shrubs/Grassed Areas

Protection: Prevent damage and preserve, except those not required.

Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

# 9.3.5 Retained Trees

Protected area. Unless agreed otherwise do not:

Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.

Sever roots exceeding 25 mm in diameter. If unintentionally severed, give notice and seek advice.

Change level of ground within an area 3 m beyond branch spread.



#### 9.3.6 Wildlife Species and Habitats

Generally safeguard wildlife species and habitats.

Upon discovery of protected habitats or species immediately advise the CA. Ensure employees and visitors to the site receive suitable instruction and awareness training.

# 9.3.7 Existing Features

Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

# 9.3.8 Building Interiors

Protection: Prevent exposure to weather during course of alteration work permitting execution to proceed.

# 9.3.9 Existing Furniture, Fittings and Equipment

Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstate in the original position.

# 9.3.10 Especially Valuable / Vulnerable Items

Protection: Ensure provision and maintenance of special protective measures to prevent damage.

# 9.3.11 Adjoining Property

Precautions: Prevent trespass of workpeople and damage to adjoining property and land generally.

Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property. Pay all charges.

Remove and make good on completion or when directed.

Damage: Bear cost of repairing damage arising from execution of the Works.

In conjunction with the CA inspect and photograph the adjoining properties and paving prior to works commence on site as a record of their condition.

#### 9.3.12 Existing Structures

Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

Supports. During execution of the Works:

- Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works.
- Do not remove until new work is strong enough to support existing structure.
- Prevent overstressing of completed work when removing supports.

Adjacent structures: Monitor and immediately report excessive movement.

Standard: Comply with BS 5975.



# 9.3.13 Existing Structures

Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.

Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.



# 10. Operation & Maintenance of the Finished Project

# 10.1 The Building Manual

Purpose: The Building Manual (incorporating the Health and Safety File) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems to enable efficient and safe operation and maintenance.

Draft: To be issued to the Principal Designer a minimum of two weeks prior to Practical Completion. Submission of the Building Manual, to the satisfaction of the Principal Designer, will be a condition of the Certificate of Practical Completion.

Provide 2nr paper copies of the completed Building Manual and 1nr electronic copy.

#### 10.1.1 Compilation:

The Building Manual (incorporating the Health and Safety File and subtitled accordingly) will be in accordance with the Pre-Construction Information document.

# **10.2** Information for Commissioning of Services

Provide the CA with relevant drawings and preliminary performance data at the commencement of commissioning to enable the Employer's staff to familiarise themselves with the installation(s).

# 10.3 Training of Employer's Staff

Before Practical Completion explain and demonstrate to the Employer's maintenance staff the purpose, function and operation of the installations including all items and procedures listed in the Building Manual.

#### 10.4 Spare Parts

Before completion submit a priced schedule of spare parts that the contractor recommends should be obtained and kept in stock by the employer for maintenance of the service installation

#### 10.5 Tools

Provide two complete sets of tools and portable indicating instruments at completion of the project for the operation and maintenance of all services plant and equipment together with suitable means of identifying, storing and securing same.

#### 10.6 The Building Log Book

In addition to the provision of comprehensive Operating & Maintenance Manuals, the Contractor is to provide a Log Book. The aforementioned will be in accordance with that detailed within the Pre-Construction Information document.



# 11. Specific Limitations on Method / Sequence / Timing

# 11.1 Scope

The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings. Any restrictions imposed by the Planning Approval Conditions are to be taken into consideration when planning and undertaking the works.

#### 11.2 Working Hours

Hours of construction to be within the hours of 08:00 and 17:00, Monday to Friday inclusive. Working outside of these hours, including weekend working, may be possible but must be with prior written agreement of the Contract Administrator.

# 11.3 Scaffolding

Ensure that scaffolding is erected in conjunction with the requirements of the programme.

All scaffolding is to be fully sheeted to provide adequate weather protection during construction of the works.

Scaffolding must be self-supporting and not be built into, or cause damage to the existing historic structures.

The scaffold is to remain in place over the winter period to protect the render.

#### 11.4 Completion in Sections or Parts

Where the Client is to take possession of any section or part of the works and such section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site, complete such other work in time to permit such possession to take place.

During execution of the remainder of the Works ensure that completed sections or parts of the works have continuous and adequate provision of services, fire precautions, means of escape and safe access.



# 12. Facilities / Temporary Work / Services

# 12.1 Locations

Inform the CA of the intended siting of all spoil heaps, temporary works and services.

#### 12.2 Maintain

The contractor can alter, adapt and move temporary works and services as necessary. All temporary works must be removed when no longer required.

# 12.3 Room for meetings

Provide suitable temporary accommodation for site meetings adequately heated and lit with table and chairs for 6nr people.

#### 12.4 Sanitary Accommodation

Provide and maintain in a clean condition for the Employer's Persons, either separate or shared with the contractor's supervisor staff.

# 12.5 Temporary Fencing

Provide temporary fencing to secure the construction works and prevent trespass.

# 12.6 Site Sign Board

Obtain approval from the CA and provide a suitable temporary name board. The name board shall be constructed of timber supports of suitable size and exterior plywood panelling of a suitable thickness.

# 12.7 Name boards & Advertisements

No advertisements other than those on the sign board will be permitted.

#### 12.8 Lighting for inspections

During finishing work and inspection provide temporary lighting, the intensity and direction of which resembles that provided by the permanent installation

### 12.9 Lighting & Power

Mains electrical supply is available on site. The contractor may use the existing electrical supply but will be responsible for paying all fees, charges and the like. The Employer will not be held responsible for the effect of any failure or restrictions in the supply.

#### 12.10 Water

Mains water supply is available on site. The contractor may use the existing electrical supply but will be responsible for paying all fees, charges and the like. The Employer will not be held responsible for the effect of any failure or restrictions in the supply.

#### 12.11 Telephones & Email

Provide as soon as practicable after the date of possession a temporary on site telephone and email facility and pay all charges.



# 12.12 Temperature & Humidity

Not applicable

# 12.13 Meter Readings

Ensure that meter readings are taken by the relevant authorities at possession and completion as appropriate. Ensure that copies of readings are supplied to interested parties, including the CA.



# 13. Work / Products By / On Behalf of Employer

# 13.1 Products Provided By / On Behalf of Employer

Details of such products are noted below and identified in the Bills of Quantities, for fixing as part of the contract. Use for no other purpose than the Works.

Accept delivery, check against receipts and take into appropriate storage. Keep surplus products safe and obtain instructions.

• None specified.



5. Contract Particulars



# Part 1: General

Fourth Recital & Clause 4.2	Construction Industry Scheme (CIS)	Employer is not a 'contractor' for the purpose of the CIS
Fifth Recital	CDM Regulations	The project is notifiable
Sixth Recital	Framework Agreement	Not applicable
Seventh Recital	Supplementary Provisions	
	Collaborative Working	Applies
	Health & Safety	Applies
	Cost Savings & Value Improvements	Applies
	Sustainable Development & Environmental Considerations	Applies
	Performance Indicators & Monitoring	Does not apply
	Notification & Negotiation of Disputes	Applies
	Employer's Nominee	To be advised
Article 7	Arbitration	Article 7 applies
1.1	Base date	Tender return date
2.2	Works commencement date	June 2021
2.2	Date for completion	To be advised, but within 20nr calendar weeks of the works commencement date.
2.8	Liquidated damages	£1,400 per week or part thereof.



2.10	Rectification period	12 months
4.3	Interim payments – due dates	Within one month after the date of possession and thereafter the same date in each month or nearest Business Day in that month, to coincide with the monthly site meeting. Date to be agreed.
4.3	Interim payments – percentage of value	95%
4.3	Practical completion – percentage of value	97.5%
4.3 and 4.8	Fluctuations Provision	Do not apply
4.8.1	Supply of documentation for computation of final account	Three months
5.3	Contractor's Public Liability Insurance: Injury to persons or property	£10,000,000.00
5.4	Insurance of the Works	Option B applies (Works and existing structures insurance by Employer in Joint Names)
5.4	Percentage to cover professional fees	15%
7.2	Adjudication, nomination of Adjudicator	The Royal Institution of Chartered Surveyors
Schedule 1	The appointor of an arbitrator is	President or Vice President of the RICS
Attestation		
	Execution of the Contract	Under Hand



6. Amendments to the Standard Form of Contract



There are no amendments to the Standard Form Contract.



7. Forms of Tender



# FORM OF TENDER

**PROJECT:** Moot Hall Project Development & Repair Works

**EMPLOYER:** Appleby Town Council

TO: Town Clerk, The Moot Hall, Boroughgate, Appleby-in-Moorland, Cumbria. CA16 6YB

I/We, having read the Conditions of Contract, Tender Documents, Specifications, Pre-Construction Information and Form of Tender delivered to me/us and having examined the Drawings and Documents referred to therein, do hereby offer to execute and complete in accordance with the Conditions of Contract the whole of the Works described for the sum of:

\_\_\_\_\_ £

and within **20** calendar weeks from the date of possession.

I/We agree that should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer in the completed Contract Sum Analysis or Priced schedule of Quantities submitted by me/us, these errors will be corrected in accordance with JCT Practice Tendering 2017, Alternative 2.

This tender remains open for consideration for 16 weeks from the date fixed for the submission of tenders.

Signed:	 Date:	
Name:		
Position:		
On Behalf of:		
Address:		



# FORM OF TENDER – ALTERNATIVE TIME

**PROJECT:** Moot Hall Project Development & Repair Works

**EMPLOYER:** Appleby Town Council

TO: Town Clerk, The Moot Hall, Boroughgate, Appleby-in-Moorland, Cumbria. CA16 6YB

I/We, having read the Conditions of Contract, Tender Documents, Specifications, Pre-Construction Information and Form of Tender delivered to me/us and having examined the Drawings and Documents referred to therein, do hereby offer to execute and complete in accordance with the Conditions of Contract the whole of the Works described for the sum of:

£

and within

calendar weeks from the date of possession (contractor to advise).

I/We agree that should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer in the completed Contract Sum Analysis or Priced schedule of Quantities submitted by me/us, these errors will be corrected in accordance with JCT Practice Tendering 2017, Alternative 2.

This tender remains open for consideration for 16 weeks from the date fixed for the submission of tenders.

Signed:	Date:
Name:	
Position:	
On Behalf of	
On Benan Or.	
Address:	



# 8. Pricing Schedule

# P R O G R A M M E

# INTRODUCTION TO MASONRY CONSERVATION DATE

#### 9.00 **Doors open / Registration starts**

# 9.20 Introductions

# 9.30 Introduction to Building Masonry & Solid wall construction

- Types of building stones, brickwork and their properties
- Traditional building construction & breathability
- Cavity construction and modern techniques

# **Introduction to Lime Mortars**

- Why do we use lime mortar?
- Different limes and aggregates

# 11.00 Short Tea/Coffee break

# 11.15 Stone decay and Conservation

- Methods of stone and brickwork decay
- Philosophy Good practice conservation generally
- Options for repair specific methods and uses

# 12.45 Lunch

# 1.30 **Practical - Mixing/batching up, NHL non-hydraulic & Hot lime.**

- Practical demos, including safety hints and tips.
- Mixing mortars. NHL, non-hydraulic & Hot Lime.
- Correct raking out, preparation of substrate.
- Re-pointing and mortar repairs, demos and hands-on.

# 3.15 Tea/Coffee break

# 3.30 Practical Workshops

- Identify and discuss issues with delaminating brickwork on building
- Repair and replacement

# 4.30 **Questions and answers**

5.00 Finish



# P R O G R A M M E

#### INTRODUCTION TO LIME MORTARS & ITS USES

DATE

#### MORTARS AND POINTING

#### 9.15 **Doors open / Registration starts**

#### 9.30 Introductory Talk

- What is lime and why/where is it used?
- Why do we need to know about it?

# 10.00 Health and Safety followed by Slaking Demonstration

- Limecycle
- Types of lime

10.45 Tea/Coffee

# 11.00 Practical Demonstration - Types of Lime and mixing mortars

- Sand and other aggregates
- Hot Limes and pozzlonaic additives
- 11.30 Practical Demonstration Pointing
- 12.00 Practical Workshops Mixing and Pointing

# 1.00 Lunch

- 1.45 Practical Demonstration Introduction to Hydraulic Lime
  - Natural
  - Man made
- 2.15 Practical Workshops Mixing and using Hydraulic Lime
- 3.00 Practical Demonstration Finishing the joint, aftercare , protection and curing

#### 3.30 Tea/Coffee

- 3.45 Practical Workshops aftercare, protection and curing
- 4.15 Recap / Intro to day 2
- 4.30 Day 1 finishes



# PLASTERS AND RENDERS

# 9.15 Doors open

# 9.30 Different types of plasters and renders

- Materials
- Internal plasterwork
- Roughcast / Harling
- Smooth renders

# 10.00 Health and Safety followed by Practical Demonstration

- Mixing materials and ratios
- Background preparation
- Masonry and lathes

# 10.45 **Practical Workshops -** Background preparation

# 11.15 Tea/Coffee

# 11.30 Practical Demonstration – plain lime plaster application

- Scratch coat / setting coat / finishing coat
- Surface finishes
- 12.15 Practical Workshops lime plaster application

#### 12.45 Lunch

- 1.30 **Practical Demonstration –** Roughcast / harling
- 2.00 Practical Workshops Delegates continue with applying flat plaster
- 3.00 **Practical Demonstration** Mixing and application of limewash
  - Mixing and application
  - Pigmenting
- 3.30 Practical Workshops Limewashing
- 4.00 Tea/Coffee
- 4.15 Lime in Building Recap / Questions
- 4.30 End





Ref.	Element	Cost £
1	Preliminaries	-
2	Ground Floor	-
3	First Floor	-
4	Second Floor and Attic	-
5	Roof	-
6	Elevations	-
7	Schedule of Rates	-
8	Dayworks	10,000.00
	Total Carried to Form of Tender £	10,000.00



Ref	1: Preliminaries	Qty	Unit	Rate	Value Fixed	Value Time Related
1.1	Preliminaries (main contract)					
1	All costs arising from compliance with information and requirements noted within the contract preliminaries not specifically identified elsewhere within this document		item			
1.2	Main Contractor's cost items					
1.2.1	Management and staff					
1	Project specific management and staff		item			
2	Visiting management and staff		item			
3	Extraordinary support costs		item			
4	Staff travel		item			
1.2.2	Site establishment					
1	Site accommodation		item			
2	Temporary works in connection with site establishment		item			
3	Furniture and equipment		item			
4	IT systems		item			
5	Consumables and services		item			
6	Brought-in services		item			
7	Sundries		item			
1.2.3	Temporary services					
1	Temporary water supply		item			
2	Temporary gas supply		item			
3	Temporary electricity supply		item			
4	Temporary telecommunication systems		item			
5	Temporary drainage		item			
	Carried Forward				-	-



Ref	1: Preliminaries	Qty	Unit	Rate	Value Fixed	Value Time Related
	Brought Forward				-	-
1.2 1.2.4	Main Contractor's cost items (contd) Security					
1	Security staff		item			
2	Security equipment		item			
3	Hoardings, fences and gates; as dwg 223(04)001		item			
1.2.5	Safety and environmental protection					-
1	Safety programme		item			
2	Barriers and safety scaffolding		item			
3	Environmental protection measures		item			
4	Protect all trees to be retained		item			
1.2.6	Control and protection					
1	Survey, inspections and monitoring		item			
2	Setting out		item			
3	Protection of works		item			
4	Samples		item			
5	Environmental control of building		item			
1.2.7	Mechanical plant					
1	Generally		item			
2	Tower cranes		item			
3	Mobile cranes		item			
4	Hoists		item			
5	Access plant		item			
6	Concrete plant		item			
7	Other plant		item			
	Carried Forward				-	-



Ref	1: Preliminaries	Qty	Unit	Rate	Value Fixed	Value Time Related
	Brought Forward				-	-
1.2 1.2.8	Main Contractor's cost items (contd) Temporary works					
1	Access scaffolding; allow for a fully enclosed scaffold for the duration of the works, to provide weather protection of the external rendering works; protection to base of scaffold as appropriate. Obtain all necessary permits.		item			
2	Allow for retaining scaffolding in place to protect rendering works throughout the winter; dismantle end of April 2022; alter the scaffold to allow access to the retail units and TIC, install all necessary protection and provide areas for shop signage; allow for maintaining scaffold as necessary to ensure protection of rendering works		item			
3	Close side street for duration of works; erect and maintain barriers and signage		item			
4	Temporary works; generally		item			
1.2.9	Site records					
1	Site records		item			
1.2.10	Completion and post-completion requirements					
1	Testing and commissioning plan		item			
2	Handover		item			
3	Post completion services		item			
1.2.11	Cleaning					
1	Undertake initial site clean; remove debris		item			
2	Site tidy		item			
3	Maintenance of roads, paths and pavings		item			
4	Final deep clear prior to hand over		item			
1.2.12	Fees and charges					
1	Fees		item			
2	Charges		item			
	Carried Forward				-	-



Ref	1: Preliminaries	Qty	Unit	Rate	Value Fixed	Value Time Related
	Brought Forward				-	-
1.2 1.2.13	Main Contractor's cost items (contd) Site services					
1	Temporary works		item			
2	Multi-service gang		item			
1.2.14	Insurance, bonds, guarantees and warranties					
1	Works insurance		item			
2	Public liability insurance		item			
3	Employer's (main contractor's) liability insurance		item			
4	Other insurances		item			
5	Bonds		item			
6	Guarantees		item			
7	Warranties		item			
1.2.15	Others					
1	Allow for undertaking / implementing all necessary Covid 19 safe working practices throughout the duration of the contract.		item			
2	Provide 6nr sets of PPE (vests, hats and gloves) for use by official visitors (if permitted by Covid 19 restrictions in place at time of works)		item			
3	Heritage Training Events; half-day scaffold tours	3	nr			
4	Heritage Training Events; full-day CPD workshop for building professionals	1	nr			
5	Heritage Training Events; two-day lime training event for contractors	1	nr			
	Total Fixed / Tim	e Related	Prelim	inaries £	-	-
	Total F	ixed Price	Prelim	inaries £		-
Total Carried to Summary £						-



Ref	2: Ground Floor	Qty	Unit	Rate	Value		
1.0	Room GF01						
1	Cut vent holes and fix vent grilles to all timber and plasterboard drylining at high and low level; approximately 1.20m intervals		item				
2	Cut vent holes and fix vent grilles to window stalls at high and low level		item				
3	Hack back plaster to reveals, GD01; plaster in lime		item				
2.0	Room GF02						
1	Retain older timber panelling to reveals; fix vent grilles top and bottom; GW07		item				
3.0	Room GF03						
1	Remove all modern plaster from doorway reveal and crosswall as far as start of shopfittings; replace with 3 coat lime plaster, full height		item				
2	Walls and window stalls, cut vent holes and fix vent grilles to all plasterboard lining and through backs of shopfittings; high and low level, at 1.20m intervals		item				
4.0	Room GF04						
1	External walls and window stalls, excluding 1970 extension; cut vent holes and fix vent grilles to all plasterboard lining and through backs of shopfittings; high and low level, at 1.20m intervals		item				
	The contractor is to include for any further items of work specifically identified, or inferred within the tender information, but not specifically identified above						
	Total Carried to Summary £						



Ref	3: First Floor	Qty	Unit	Rate	Value
1.0	Room F1.01				
1	Replace stone threshold with new, to match		item		
2	Replace carpet with barrier matting at entrance		item		
3	Replace carpet with new wool carpet and wool-felt underlay throughout		item		
4	Ease door and ensure correct operation; F1D02		item		
5	Remove modern dias entirely; allow for minor timber repairs to floor		item		
6	Replace existing picture rails with new alternative system		item		
7	Remove all painted planted timbers from ceiling, block up vent opening and make good		item		
8	Form new insulated timber hatch in lath and plaster ceiling, approximately 600 x 400mm; draught seals		item		
9	South lobby external wall; remove all existing plaster back to stone, allow for deep packing cracks and dub out flush; replaster in insulated lime plaster; full height to underside of ceiling above		item		
10	External south masonry wall in void above lowered ceiling soffit; remove all existing plaster back to stone, allow for deep packing cracks and dub out flush; replaster in insulating lime plaster; full height to underside of ceiling above		item		
11	External south masonry walls and 1.5m approximately to west and east returns; remove all existing plaster back to stone, allow for deep packing cracks and dub out flush; replaster in insulating lime plaster; full height to underside of ceiling and into reveals		item		
12	External west and east masonry walls; remove all existing plaster back to stone, allow for deep packing cracks and dub out flush; replaster in insulated lime plaster; full height to underside of ceiling and into window reveals		item		
13	Overboard lath and plaster ceiling with woodfibre insulation and lime skim plaster		item		
14	Paint in breathable paint to walls and ceilings		item		
15	Enlarge existing hatch and fix new insulated timber cover, approximately 600 x 400mm		item		
16	Allow for replacement of 20nr floor boards with new oak, thickness to match existing; 200mm wide x 2400mm long boards; secured with reduced head screws (Provisional)		item		
	The contractor is to include for any further items of work specifically identified, or inferred within the tender information, but not specifically identified above				
		Total Car	ried to	Summary £	-



Ref	4: Second Floor and Attic	Qty	Unit	Rate	Value
1.0	Room 2F.01				
1	Replace split board to head of stair with new to match		item		
2	Lag exposed pipework to CH header tank		item		
3	Overhaul 4nr rooflights; de-rust, seal glazing, redecorate internally		item		
4	RL04; repair adjacent roof timbers locally where decayed		item		
2.0	Roof void above Mayor's Parlour				
1	Enlarge existing access hatch; fit new timber cover approximately 600 x 400mm		item		
2	Construct boardwalk above ceiling, to give safe access to roof space		item		
3.0	Roof void above Council Chamber				
1	Remove all mineral wool insulation, clean out between ceiling joists with vacuum cleaner; reinsulate between and over joists with natural wool insulation, 250mm thick		item		
2	Construct timber boardwalk spanning between trusses, full length; for maintenance access and inspection		item		
3	Fit 12nr doubling timbers alongside existing rafters; approximately 75 x 100 x 2m long, oak;		item		
4	Block off 2nr ceiling vents from council chamber with plywood blocking and seal		item		
5	Enlarge existing hatchway to void, approximately 600 x 600mm; to provide access via new hatch in lowered ceiling below; fix 2m length of new fixed ladder through void space		item		
6	Fix 6nr LED bulkhead lamps in roof void		item		
7	Allow for doubling 20nr ceiling rafters in new oak 75 x 50mm; in lengths spanning between trusses (Provisional)		item		
8	Allow for 2nr splice repairs to purlins; in new oak, sized to suit (Provisional)		item		
	The contractor is to include for any further items of work specifically identified, or inferred within the tender information, but not specifically identified above				
		Total Car	ried to	Summary £	-



Ref	5: Roof	Qty	Unit	Rate	Value
1.0	Roof R2				
1	Clear vegetation, replace individual damaged slates with new to match, on hidden clip fixings		item		
2	Lift and rebed all ridges and hips and repoint in lime mortar		item		
3	Extra over; new replacement stones to match existing where necessary		item		
2.0	Roof R3				
1	Clear vegetation, replace individual damaged slates with new to match, on hidden clip fixings		item		
2	Lift coping stones, replace all flashings to upstand wall; form new lead detail to kneelers; rebed copings on lime mortar with 2nr M12 stainless steel dowels per coping; between R02 and R03		item		
3	Lift and rebed coping stones; rebed and improve lead detail to kneeler		item		
4	Extra over; 20% new coping stones		item		
5	Bellcote; scape back paint to bare timber; piece in minor timber repairs; repaint with linseed paint; repair and refix lead cap and flashings		item		
6	Allow for removal of existing vent and replacement with new timber louvred, lead capped vent; approximately 300 x 300 x 500mm; exact details to be confirmed (Provisional)		item		
3.0	Chimney CH.01				
1	Remove vegetation and repoint		item		
2	Replace flashings		item		
3	Replace flaunching		item		
4.0	Chimney CH.02				
1	Remove vegetation and repoint		item		
2	Replace flashings and back gutter		item		
3	Replace flaunching		item		
4	Fit new vent cowl to closed flue		item		
	Carried Forward £				-



Ref	5: Roof	Qty	Unit	Rate	Value
	Brought Forward £				-
5.0	Rooflights				
1	Renew flashings to 4nr rooflights		item		
2	De-rust, prepare and redecorate 4nr rooflights		item		
	The contractor is to include for any further items of				
	work specifically identified, or inferred within the tender information, but not specifically identified above				
Total Carried to Summary £					



Ref	6: Elevations	Qty	Unit	Rate	Value
1.0	North Elevation				
1	Clear vegetation and planters from lead roof		item		
2	Remove decayed fascia; replace entirely with painted Accoya fascia; refix gutters; including to East and West elevations		item		
3	Remove existing door and frame, single; fill aperture with 75mm concrete block in two skins with PIR insulation and 50mm cavity; apply three coats rough cast finish to external leaf		item		
4	Remove all existing planted timber pilasters from modern extension; build up lime backing coats; finish corners with smooth plaster quoins to match elsewhere, approximately 350 x 260mm on face with 12 x 12mm chamfer to arises; apply single coat roughcast; including to East and West elevations		item		
5	Replace door to WC with new, unglazed panelled door; single		item		
6	Replace doors with new, timber, part-glazed and panelled master and slave leaf; double		item		
7	Remove roughcast to entire elevation at first floor level; replace with lime backing coats and roughcast finish		item		
8	Strip back sandstone quoins with DOFF system; repoint		item		
9	Strip back concrete window surrounds		item		
10	Repaint sandstone quoins and concrete window surrounds; pigmented limewash with linseed oil additive		item		
11	6 coats limewash to roughcast finish		item		
12	Prepare and repaint windows, 2 coats Sadolin Superdec; FW07 and FW08		item		
2.0	East Elevation				
1	Remove modern floodlight; make good		item		
2	Remove existing surface mounted conduits and wiring; refix internally or at eaves level		item		
3	Remove notice boards; refix in alternative location as directed		item		
4	Retain smooth plinth to base of extension wall; apply 1 coat roughcast over entire elevation		item		
5	Remove all straps, fixings and other metalwork associated with window box planters; fix new galvanized and painted retaining straps with stainless steel fixings to suit trough planters		item		
	Carried Forward f				
					-


Ref	6: Elevations	Qty	Unit	Rate	Value
	Brought Forward £				-
2.0	East Elevation (contd)				
6	Clean off low level cast iron vents; prepare and repaint		item		
7	Prepare and paint flagpole; replace rope		item		
8	Form chamfer tops to corbel timbers to shed water; revise fixings of flagpole as required		item		
9	Take down existing cast iron gutter and brackets; replace entirely with new deep1/2 round profile cast iron gutters nominal 125 x 75mm on new rise and fall brackets to suit		item		
10	Take down existing cast iron rainwater pipe and hopper, prepare and repaint; refix		item		
11	New 75mm diameter cast iron rainwater pipe with hopper, offsets, shoe and running outlet; fixed through pipe ears; discharge to new gulley		item		
12	Replace flashings and canopy weatherings to all shop fronts and doorways with new Code 5 lead		item		
13	Strip back concrete window surround with DOFF system; undertake indent repairs as necessary; repoint; windows FW05 and FW06		item		
14	Strip back stone window with DOFF system; undertake indent repairs as necessary; repoint; windows FW01, FW02, FW03 and FW04		item		
15	Fix 4nr 300 x 200mm vent grilles through brickwork; screen wall to south steps		item		
16	Strip cement band to expose sandstone quoins; repoint		item		
17	Scrape back all loose and flaking paint, and cut back paint from glass; replace any defective putty; make timber repairs to cills and frames as necessary; prepare and apply2 coats Sadolin Superdec; windows FW01, FW02, FW03 and FW04		item		
18	Scrape back all loose and flaking paint; undertake minor timber repairs and replace missing details; prepare and apply 2 coats Sadolin Superdec; doors GD01, GD02 and GD03		item		
19	Scrape back all loose and flaking paint; undertake minor timber repairs and replace missing details; prepare and apply 2 coats Sadolin Superdec; shop fronts GW01, GW02, GW03, GW04		item		
20	Strip existing render from entire screen wall to south steps; strap across cracks in brickwork and make good; re-render in lime		item		
	Carried Forward £				-



Ref	6: Elevations	Qty	Unit	Rate	Value
	Brought Forward £				-
2.0	East Elevation (contd)				
21	Remove roughcast to entire elevation; allow for stone repairs and stitching as required; deep packing to cracks; dub out and apply lime backing coats and roughcast finish		item		
22	Repaint sandstone quoins, window surrounds and concrete window surrounds; pigmented limewash with linseed oil additive		item		
23	6 coats limewash to lime render		item		
24	Prepare and repaint windows, 2 coats Sadolin Superdec; FW05 and FW06		item		
25	New inspection gulley, with glazed dish and cast iron grate; new connection to existing below ground surface water drainage		item		
3.0	South Elevation				
1	Clean out debris from void below steps		item		
2	Remove all cables, conduit, services, etc; re-route internally		item		
3	Strip paint to door, fix new oak drip bar; apply oil finish; prepare and paint ironmongery		item		
4	Carefully remove paint from door surround by poultice (DOFF if essential); paint with pigmented limewash with linseed oil additive		item		
5	Remove cement bands to corners to expose sandstone quoins; clean off and repoint		item		
6	Strip existing render from wall to void beneath stairs; flush point in lime mortar; accessed through manhole in landing		item		
7	Remove roughcast and cement pointing to entire elevation (excluding void beneath stairs); allow for deep packing to cracks; dub out and build up lime base coats and apply roughcast finish		item		
8	6 coats limewash to lime render and sandstone quoins		item		
4.0	West Elevation				
1	Remove floodlight cabling		item		
2	Remove notice boards; refix in alternative location as directed		item		
3	Remove cement render to expose original quoins		item		
	Carried Forward £				-



Ref	6: Elevations	Qty	Unit	Rate	Value
	Brought Forward £				-
4.0	West Elevation (contd)				
4	Retain smooth plinth to base of extension wall; apply 1 coat roughcast over entire elevation		item		
5	Take down existing cast iron gutter and brackets; replace entirely with new deep1/2 round profile cast iron gutters nominal 125 x 75mm on new rise and fall brackets to suit, with running outlet to hopper		item		
6	Take down existing cast iron rainwater pipe and hopper, prepare and repaint; refix with new stainless steel fixings and cast iron shoe		item		
7	New 75mm diameter cast iron rainwater pipe with hopper, offsets, shoe and running outlet; fixed through pipe ears; discharge to new gulley		item		
8	Remove planted timber lintel, fix new pcc lintel minimum 150mm bedding each side; make good		item		
9	Strip back concrete window surrounds; windows GW05, FW09, FW10 and FW11		item		
10	Strip back stone window surround with DOFF system; undertake indent repairs as necessary; repoint; windows FW12 and FW13		item		
11	Strip back stone surrounds with DOFF system; undertake indent repairs as necessary; repoint; doors GD07 and GD08 and window GW08		item		
12	Strip back sandstone quoins with DOFF system; repoint		item		
13	Strip paint, replace putty, prepare and apply 2 coats Sadolin Superdec; window GW06		item		
14	Strip paint, replace putty, fix new oak cill, prepare and apply 2 coats Sadolin Superdec; window GW07		item		
15	Scrape back all loose and flaking paint; replace any defective putty; replace timber cill with new oak cill to match; prepare and apply 2 coats Sadolin Superdec; window GW08		item		
16	Scrape back all loose and flaking paint; ease window and replace ironmongery; replace timber cill with new oak cill to match; prepare and apply 2 coats Sadolin Superdec; window GW09		item		
17	Scrape back all loose and flaking paint, and cut back paint from glass; replace any defective putty; piece in new timber to cills if necessary; prepare and apply 2 coats Sadolin Superdec; windows FW12 and FW13		item		
18	Modify existing door to take top hung casement in place of upper 4 x 2 glazing, with existing stiles, head and mid-rail 3 x 2 format with slender glazing bars; door GD08		item		
	Carried Forward 6				
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Ref	6: Elevations	Qty	Unit	Rate	Value
	Brought Forward £				-
4.0	West Elevation (contd)				
19	Remove roughcast to entire elevation; rake out cracks and allow for deep packing; dub out and build up lime base coats and apply roughcast finish		item		
20	6 coats limewash to lime render and limestone quoins		item		
21	Prepare and paint sandstone quoins, window and door surrounds, concrete window surrounds and lintels; pigmented limewash with linseed oil additive		item		
22	Prepare and repaint windows, 2 coats Sadolin Superdec; windows GW05, FW09, FW10 and FW11		item		
23	Prepare and repaint doors, 2 coats Sadolin Superdec; door GD07		item		
24	Drainage channel; comprising 100 x 150 x 50mm thick dry jointed concrete setts, bedding on 50mm sharp sand and compacted Type 3 hardcore; 63 x 200mm road edge set in C20 concrete bed and haunch one side; make good surfacing disturbed; including all excavation and earthworks; as dwg 223(94)001 Detail X		item		
25	Extra over; trim sett margin to terminate against existing kerbs at each end		item		
26	Extra over; working around and re-setting existing gulleys in new sett margin		item		
	The contractor is to include for any further items of work specifically identified, or inferred within the tender information, but not specifically identified above				
		Total Car	ried to	Summary £	-



Ref	7: Schedule of Rates	Qty	Unit	Rate	Cost £
1	Dub-out masonry, re-plaster in traditional 3-coat haired lime plaster (Provisional)	40	m <sup>2</sup>		-
2	Dub out and roughcast (Provisional)	40	m <sup>2</sup>		-
3	Deep point in lime mortar (Provisional)	40	m²		-
4	Limewash; per coat (Provisional)	40	m²		-
5	Rebuild masonry walls; in isolated areas not exceeding 1.00m <sup>2</sup> (Provisional)	10	m²		-
		Total Ca	ried to	Summary £	-



Ref	8: Dayworks	Qty	Unit	Rate	Cost £			
<b>1</b> 1.1	Labour The contractor must state below the all-inclusive hourly rates required for labour for works undertaken during the normal working day							
1	20 hours (provisional) General Operatives	20	hr		-			
2	20 hours (provisional) Carpenter / Joiner	20	hr		-			
3	20 hours (provisional) Roofer	20	hr		-			
4	20 hours (provisional) Mason / Bricklayer	20	hr		-			
5	20 hours (provisional) Plasterer	20	hr		-			
6	20 hours (provisional) Painter & Decorator	-						
7	Other Grades/Trades (insert):							
1.1.1	The contractor must state below the all-inclusive hourly rates required for labour for works undertaken outside of the normal working day							
1	20 hours (provisional) General Operatives	20	hr		-			
2	20 hours (provisional) Carpenter / Joiner	20	hr		-			
3	20 hours (provisional) Roofer	20	hr		-			
4	20 hours (provisional) Mason / Bricklayer	20	hr		-			
5	20 hours (provisional) Plasterer	20	hr		-			
6	20 hours (provisional) Painter & Decorator	20	hr		-			
7	Other Grades/Trades (insert):				-			
1.2	Materials and Goods							
1	Provide the prime cost of materials and goods		item		5,000.00			
2	Add the percentage addition for incidental costs, overheads and profit		%	5,000.00	-			
	Carried Forward £				5,000.00			



Ref	8: Dayworks	Qty	Unit	Rate	Cost £
	Brought Forward £				5,000.00
1.3	Plant				
1	Provide for the prime cost of plant hired by the Contractor		item		2,500.00
2	Add the percentage addition for incidental costs, overheads and profits		%	2,500.00	-
1.3.1	Rates for plant not hired by the Contractor shall be as set out in The Schedule of Basic Plant Charges for Use in Connection with Daywork Under a Building Contract published by the Royal Institution of Chartered Surveyors (current edition at the Base Date)				
1	Provide for the prime cost of plant not hired by the Contractor		item		2,500.00
2	Add the percentage addition for incidental costs, overheads and profits		%	2,500.00	-
		Total Ca	ried to	Summary £	10,000.00

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Ref.	Item	Location	Specification
	Roof slates	Main roofs	STRIPPING SLATES: Remove damaged slates carefully to avouid damaging adjacent slates. Carefully remove nails using pads to protect existing slates, without splitting slates or enlarging nail holes. Do not lever out slate nails by lifting the tails of slates. REPLACEMENT SLATES: New sound Westmorland Green riven slate, grade 'strong', selected to match existing in thickness, texture and colour. Cut shoulders to match existing. Leave 3mm gap between slates. Trim slates with traditional axe, not with cutting disc. FIXINGS: Fix with copper or stainless steel nails, 2no. fixings per slate. Fix isolated replacement slates with proprietery secret fixings e.g. Jenny Twin Clips or HallHooks.
	Ridge stones	Main roof north	REPLACEMENT STONES: Cut & worked from seasoned sandstone to match existing in terms of type, colour and texture. Provide samples for Architect's approval before commencing work. Cut accurately to match existing profile and angle, hand tool all visible surfaces to match existing. FITTING: Bed new & re-used ridges on gauged hot-lime mortar mix as below, laid neatly onto slates. Lay code 4 lead soakers 150 wide x girth to suit under all joints. Trim back mortar flush with ridge - do not butter over joint with slates. Fill butt joints fully, strike off flush, finish by beating with stiff brush once 'green' hard.
	Copings	Main roofs	REPLACEMENT STONES: Cut & worked from seasoned sandstone to match existing in terms of type, colour and texture. Provide samples for Architect's approval before commendcing work. Cut accurately to match existing profile and angle, hand tool all visible surfaces to match existing. LAYING: Bed new & re-used copings on gauged hot-lime mortar mix as below, laid neatly onto full lead DPC. Trim back mortar flush. Fill butt joints fully, strike off flush, finish by beating with stiff brush once 'green' hard. DOWELLING: Where instructed fix copings with blind holes onto 12mm stainless steel threaded rod dowels set in resin, with a minimum 75mm penetration into the wall-top masonry. Fix dowels through lead DPC, seal penetration with fixing resin. Layout of dowels as drawings / TBC on site.



Ref.	Item	Location	Specification
	Stone indents	To window surrounds	REPLACEMENT STONES: Cut & worked from seasoned sandstone to match existing in terms of stone type, colour and texture. Provide samples for Architect's approval before commendcing work. Cut accurately to fit into receiving bed, & finish to match existing profile, hand tool all visible surfaces to match existing. Set in fine lime mortar, with 4mm stainless steel threaded rod dowels if required to aid security.
	Lead flashings, weatherings, details	Porch roof & canopies to shopfronts, main roofs, chimneys, bellcote	LEADWORK: Rolled lead, to BS EN 12588, colour marked for thickness/ code, weight and type. Workmanship standard: To BS 6915 and latest editions of 'Rolled lead sheet - the complete manual' published by the Lead Sheet Association. Fabrication and fixing is to provide a secure, free draining and weathertight installation. Scribers or other sharp instruments should not be used to mark out lead. Finished leadwork must be fully supported, adequately fixed to resist wind uplift but also able to accommodate thermal movement without distortion or stress. Patination oil to be applied; smear coating to all visible lead, evenly in one direction and in dry conditions. Lead welding should be carried out off the scaffold to prevent any heat transfer to timbers below.
	Gutters, downpipes, gullies	All roofs	CAST IRON RAINWATER GOODS: Manufacturer: Hargreaves, Range: Premier. GUTTERS: Deep half-round profile 125x75mm, on rise & fall brackets to suit. RAINWATER PIPES: 75mm, with all offsets & shoes to match. HOPPERS: Hargreaves pattern H1, 75mm outlet. All new fittings to be factory-finished black. Touch up on site following installation. All preparation and fixings to manufacturer's recommendations. Joints to rainwater pipes to be assembled dry, with 3no. lead slips 25mm wide to each joint to prevent rattling. FIXING: To masonry through ears use M12 stainless steel coach screws into nylon plugs or M12 stainless steel threaded rod resin-fixed into masonry, trimmed to length & secured with M12 domed nuts, painted to match. Use cast iron bobbins (not timber) to achieve good vertical alignment of pipes & fittings. GULLIES: Mfr: Knowles Item: glazed gully dish KRDR2/2G with cast iron grid to suit, set on roddable inspection gully to suit.

# CROSBY GRANGER ARCHITECTS

Ref.	Item	Location	Specification
	Below-ground drainage	To new rainwater gullies	BELOW-GROUND DRAINAGE: OSMADrain uPVC pipework & components to suit
	Road edging	New drain channel to West side of building	KERB: Marshalls Conservation Edging 63x150x915, set in C20 concrete as Drawing 223(94)001. SETTS: Marshalls Conservation X Sett Paving 150x100x100.
	Masonry work: Preparation	External & internal solid masonry walls	Removal of cementitious mortar / render from face of stonework and into joints. Ensure removal is done carefully by hand. No power tools will be permitted unless expressely agreed by CA following assessment on site. Original stonework is to be protected from harm as much as possible. No power tools will be permitted for the raking out. Rake out by hand only, to a depth of min 30mm or twice the thickness of the joint. The cleared joint should be square and clean with no round backs. All dust should be removed with a vacuum cleaner with fine-particle filter.



Ref.	Item	Location	Specification
	Mortar mix: gauged hot- mixed lime	Pointing & bedding to ridges, chimneys, surrounds & masonry generally	GAUGED HOT-MIXED LIME MORTAR: FOR BEDDING RIDGES & REPOINTING CHIMNEYS: Hot-mixed lime mortar to be mixed on site from kibbled quicklime from Shap quarry, supplied by Eden Lime. For pricing; mix to be 1 part quicklime, 1 part NHL (NHL2 for generaly walling, NHL 3.5 for chimneys, ridges etc), 5 parts aggregate. The aggregate to consist of 1 part Seaforth sand, 1 part Cardewmires sand, 2 parts clean 6mm limestone, 1 part crushed limestone 4mm - dust. Fpr fine ashlar, omit limestone chippings and allow for sieving sands as necessary to suit joint sizes being worked. Actual mix to be confirmed by samples and trials on site before commencement of mortar work. Prepare the mix in large rubber tubs or on a board, placing the quicklime in a hollow in the centre of the sand and covering the top with sand. Mixes should be made in regular small batches and used immediately, not left to go cold. Add water, being careful not to 'drown' the mix nor quench the heat - regular small quantities of water are better than large doses. Mix up into a thick creamy mix. Use while hot. Do not remix setting mortar. LIMEWORK GENERALLY: Safety - ensure gloves, goggles and long sleeves/trousers are worn at all times. Ensure trousers are worn over the top of boots (not inside), and that gloves/sleeves are elasticated and tight around the wrist. Respiratory hazard - wear mask when mixing. Diphoterine sugar eye wash, such as Diphex, to be kept on the person at all times, used if any hot lime splashed into the eye, as directed.



Ref.	Item	Location	Specification
	Roughcast mix: hot-mixed lime	All external walls	<ul> <li>HOT-MIXED LIME MORTAR: FOR ROUGHCASTING: Hot-mixed lime mortar specification as above. Actual mix to be confirmed by samples and trials on site before commencement of roughcasting.</li> <li>LIME ROUGH-CAST: Rough-cast render to be applied to a dampened substrate in two tight coats; [2No.] hand thrown rough-cast coats. Mechanical spraying may be permitted upon prior agreement. Apply the first of the rough-cast coats tightly to the stonework, to a consistent thickness of approximately 3-5mm, followed by the second coat of simialr thickness, while the first coat is still soft-to-green. Careful planning is required to prevent natural breaks. Visible day joints can be avoided by 'fairing' out the rough cast (gradually reducing its thickness) in a wave like shape (not a straight line) and blended in the following day.</li> <li>PREPARATION &amp; TENDING: Reinforcement mesh is to be fixed over the top joint of all lead flashings, onto which the rough-cast will be 'feathered-out'. Prior to applying the first coat of lime render, all substrate is to be dampened down over a period of at least one day to ensure moisture retention. Dampen down using a light spray or a sponge only. Following application, protect thoroughly from sun, wind and rain. Ensure substrate is lightly damp prior to subsequent coat, but not wet. Lime not to be used if day or night time temperatures are due to drop below 5 degrees in the forthcoming weeks.</li> <li>LIMEWORK GENERALLY: Safety - ensure gloves, goggles and long sleeves/trousers are worn at all times. Ensure trousers are worn over the top of boots (not inside), and that gloves/sleeves are elasticated and tight around the wrist. Respiratory hazard - wear mask when mixing. Diphoterine sugar eye wash, such as Diphex, to be kept on the person at all times, used if any hot lime splashed into the eye, as directed.</li> </ul>



Ref.	Item	Location	Specification
	Insulating lime plaster	Internal masonry walls	HOT-MIXED INSULATING LIME PLASTER: 'Eden Lime Insulation' supplied by Eden Hot Lime Mortar (info@edenhotlimemortar.co.uk). Product consists of hemp fibre insualtion, volcanic rock lightweight insulating aggregate, quicklime, aggregate, NHL lime. Precise mix proportions to be developed and agreed with the architect on site following trial mixes & applications. Apply directly to prepared masonry background in two layers up to 30mm thick. Final layer to consist of fine aggregates 6 - 8mm thick. Final finish (sponge / wood float / trowel) suitable for direct decoration to be agreed on site with architect following trial applications. See also general notes relating to limework above.
	Softwood joinery	Shopfonts, external doors & frames, windows & frames, fascia boards & any other painted external joinery excepting cills (see below)	<ul> <li>REPAIR / REPLACE STRATEGY: Retain existing historic fabric wherever possible. Extent of repairs or replacement of joinery elements to be agreed and marked up with architect on site. Repairs to joinery to consist of carefully shaped and finished graving pieces let in to existing work and fully screwed and glued in place. Replacement to consist of complete individual components (e.g. cills, rails) crafted in specified timber to original dimensions and profiles and accurately jointed into existing work.</li> <li>TIMBER: All replacement softwood timber components or pieces let-in to be close grained Douglas Fir free from knots, splits, shakes, or other defects.</li> <li>FIXINGS: All screws to be 304 stainless steel or brass, set into accurately sized drilled pilot &amp; clearance holes. Any visible screws to be <u>slotted</u> head not Phillips / Pozi. Fixing generally to be pelleted over with cross-grain plugs cut from matching timber &amp; glued in.</li> <li>ADHESIVES: For repairs to external joinery to be polyurethane.</li> <li>SEALANT: To cracks, gaps, junctions with adjacent materials: Sikaflex EBT+ modified polymer sealant, applied as mfrs instructions.</li> <li>RESIN-REPAIRS: Permitted only with approval of CA - submit proposals.</li> <li>GENERALLY: Work new components accurately to size, shape &amp; profile. All joints to be close fitting - fillers not permitted.</li> <li>Remove all loose &amp; degraded finishes before re-decoration.</li> </ul>



Ref.	Item	Location	Specification
	Hardwood joinery	South Door F1D01 Replacement cills to windows	TIMBER: All replacement timber components or pieces let-in to be air-dried English or European oak, straight grained, free from knots, splits, shakes & other defects. NB: No sapwood permitted. OTHER DETAILS: As above.
	Structural Lintels	Windows to west elevation	LINTELS: Pre-cast reinforced concrete. Mfr: Contractor's choice. Size: to SE specification. Bearing: min 150 each side. Bedding: Gauged hot lime mortar as above. Pack with slate if required.
	Rafters, doubling	Main roof void	RAFTERS: Air-dried oak, section to suit, in lengths to span between purlins. Confirm locations required with CA. Slide new rafters into place alongside existing. Wedge up with fine oak folding wedges onto purlins to take up a proportion of the load. NB: no sapwood permitted.
	Glazing, replacement	All windows	GLASS: To be anealed float glass minimum thickness 4mm or as specified. Architect to specify replacement for any historic hand-made glass (cylinder glass, spun glass and the like) Toughened glass to be used where required to comply with Building Regulations, with markings visble. PUTTY: Dry-Seal MP by Repair-Care International Ltd. or equivalent approved polymer putty.



Ref.	Item	Location	Specification
	Decoration	Throughout	MASONRY - ROUGHCAST EXTERNAL WALLS: Limewash: for Tender purposes assume mixed up hot on site using Shap lime (Supplier: Eden Lime). Optimum consistency to be determined by site trials. Mix up to a thick cream consistency and apply to a dampened substrate, while the mix is still warm. Rub into the render surface using a thick brush, applied in a circular motion to rub into open pores of render. Tend the lime wash by protecting and dampening as above for the render to avoid chalking and failing. Wait until the coats have dried before applying the next with the final coat being well brushed over when almost dry to consolidate the surface. Allow for 6no. coats or as indicated on drawings.
			MASONRY - SURROUNDS: Carefully strip back all existing coatings by DOFF system or other methods with approval of CA. Allow to dry fully. Apply 3 coats linseed oil paint according to mfrs instructions. Mfr: Broun & Co.
			PAINTED JOINERY: To windows, shopfronts, doors: apply 2no. coats Sadolin Superdec Satin finish as mfrs instructions. Colour: TBC Filling gaps, cracks & junctions: Sika EBT+ sealant.
			BELLCOTE: Carefully strip back all existing coatings by DOFF system or other methods with approval of CA. Allow to dry fully. Apply 3 coats linseed oil paint allow for thinning first coat as necessary with Raw Linseed Oil & Balsam Turpentine, according to mfrs instructions. Mfr: Brouns & Co
			CLEAR-FINISHED INTERNAL FINE JOINERY: Carefully clean surfaces as directed by CA without removing patina. Sparingly apply a beeswax paste wax with a soft cloth, e.g Liberon Pure Beeswax & Turpentine Paste.
			CLEAR FINISHED EXTERNAL JOINERY: Clean off existing coatings, prepare surface, apply Osmo UV Protection Oil 420 Extra.
			STEEL, CAST-IRON: Remove loose rust & existing coatings with a power tool & wire brush e.g. twisted-knot cup brush. Abrade surface & degrease with a suitable solvent. Prime all bare metal with Dulux Trade Metalshield Zinc Phosphate Primer as mfrs instructions. Apply 2no. coats Dulux Metalshield Satin finish. Colour: TBC
			INTERNAL WALLS & CEILINGS: Wash down existing finishes & prepare as necessary. Apply Earthborn Claypaint, 2no. coats as mfrs instructions.

#### CROSBY CROSBY GRANGER ARCHITECTS

Ref.	Item	Location	Specification
	Vent grilles, internal	Ground Floor panelling & cabinetwork	Pressed brass louvre vent, 150x75mm, finish - <u>unlaquered</u> . Product Code: MSVE1864PBU, broughtons.com, or approved equivalent.
	Insulation	Roof voids	Thermafleece CosyWool - sheeps wool rool (Eden Renewable Innovations Ltd) 100mm thick laid between joists, 150 thick laid over, perpendicular to joists. Avoid burying live cables.



# **PRE-CONSTRUCTION INFORMATION**

Project Name: Moot Hall, Appleby-in-Westmorland

Project Number: 223

Date Prepared: March 2021

By Whom: Crosby Granger Architects, Chloe Granger – Principal Designer & Architect

This Pre-Construction Health and Safety Information document has been prepared on behalf of Client in accordance with the requirements of Construction (Design and Management) Regulations 2015.

This document shall be used in connection with the design and construction of the project works and shall form a basis for development of a Construction Phase Plan to be submitted at least one week before work commences. This Construction Phase Plan will cover and include information required in as per Appendix 3 of the Construction (Design & Management) 2015 regulations. A brief guide to what is expected is included in Appendix 'A' of this document.





No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
1.0	Description of project:	Removal of existing cement roughcast & re- rendering with lime roughcast, roof & coping repairs, window, doors & shopfront repairs & redecoration, internal replastering, repairs & redecoration.	
1.1	Provide key dates (including planned start and finish of the construction phase): Please refer to the Prelims and Specification.	Out to Tender – March 2021	Start on site – June 2021 Finish on site – September 2021. Scaffold to remain in place until April 2022.
1.2	Extent and location of existing records and plans (such as relevant information from existing health and safety file and asbestos surveys).	Existing Drawings, Plans & documents provided by client. (Measured survey 2018) Condition Survey, Crosby Granger Architects, 2021	See Architects Proposed Plans & Drawings. Asbestos Survey: 2018 Management Survey – no ACM's identified in the building.
1.3	Project Directory including details of client, project address, designers, principal designer and other appointed consultants	See Preliminaries	
1.4	Party Wall issues Does the project need to be notified to HSE? Is Planning Permission / Listed Building Consent / Scheduled Ancient Monument Consent necessary	None Yes. F10 to be submitted prior to commencement on site. LBC Consent: Required SAM Consent: N/A PP Approval: N/A	



No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
2.0	CDM management requirements:		
2.1	Planning for and managing the construction work, including any health and safety goals for the project	PD to liaise with other designers / professionals to develop Pre-Construction H&S information	To have the entire workforce understand the purpose and value of good health and safety management. To treat health in the same way as safety. Strict observance of the Health & Safety Plan. Maintenance of site security. Zero reportable accidents and dangerous occurrences for all personnel on site, and the public in the vicinity of the site.
2.2	Are there any specific communication and liaison requirements between the client and others associated with the project?	All communication from and to the Client is to be through the office of Crosby Granger Architects.	
2.3	Are there any specific or special security requirements for the site?	Site is located in a town environment on a busy thoroughfare, with on-street parking directly adjacent. The building houses the Tourist Information Centre, offices of Appleby Town Council, and the	Consider implications of location during initial site set-up and in the design of scaffold access, hoardings, site fencing, control of access points, specification of lighting, alarms, etc





No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
		Council Chamber. These will not be in operation during the contract.	See Preliminaries for additional information. Appleby Horse Fair is an annual event, proposed for 3 – 6 June 2021, Covid-19 restrictions permitting. There is significant potential for disruption to the work before, during, and after the event, and this will need to be taken into account.
2.4	Who will provide the welfare provision and where will it be located?	n/a	Contractor to provide a cabin for welfare, a WC and storage. See Site Plan 223(04)000.
2.5	What will be the site hoarding requirements?	n/a	As required to maintain safety & security. See Preliminaries.
2.6	Identify site transport arrangements	Site Post Code – CA16 6YB	Site accessed off Boroughgate (B6260), the main street through the town.
2.7	Identify any vehicle movement restrictions	Limited-time parking available adjacent to the Hall. Free unlimited parking available at Appleby swimming pool car park, north end of Chapel Street.	Plan all vehicle movements accordingly. Limited drop-off zone for HGV. It will be necessary to close off the minor road to the west of the Hall for the duration of the contract to allow scaffolding to be erected. To be discussed with ATC.





No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
2.8	Will a permit-to-work system be required?	n/a	Hot works permit system to be used if required.
2.9	Will there be any special fire precautions required and will a fire risk assessment be required to comply with the Regulatory Reform (Fire Safety) Order 2005?	n/a	Contractor to assess the site and submit proposals for all fire precautions to be taken on site. Any hot works e.g. lead welding to take place away from the building. PC to satisfy any particular requirements of the insurance provider.
2.10	Identify any emergency procedures and means of escape from the building / scaffold / site.		Due to the use of Lime mortars it will be important to keep good supplies of eye wash on site should it be needed. One of the industry recommended products is Diphoterine <u>http://www.diphex.com/diphoterine.html</u>
2.11	Will there be any "No-go" areas or other authorisation requirements for those involved in the project?	See 2.3 and 2.7	See 2.3 and 2.7 The offices and archive room will be out of bounds.
2.12	Are there any areas that have been designated as confined spaces?	No	No





No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
2.13	Factors affecting remote sites: availability of phone signal / emergency services response time.	n/a	n/a
3.0	Environmental restrictions and existing on-site r	isks:	
3.1	Boundaries & access requirements		See 2.3 & 223(04)000 Site Plan
3.2	Are there any narrow roads preventing turning or storage space?		Narrow road to west of building – will need to be closed off during works.
3.3	Will there be any restrictions on materials deliveries or waste collection or storage?	n/a	PC to arrange material deliveries and site waste collection to minimise disruption to adjacent businesses and blocking of thoroughfare. Skip to be placed within compound on car- parking area to north.
3.4	Identify the adjacent property / land uses and determine if they will have any effect on the project?		Neighbouring buildings are retail & hospitality, with residential accommodation above. Access to be maintained at all times.



No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
3.5	Is there any existing storage of hazardous materials on or adjacent to the site?	n/a	None known.
3.6	Identify the location of existing buried or overhead services – water, electricity, gas, etc.	n/a	Contractor to check during pre-tender site visit. Trace and locate services prior to excavations.
3.7	Are ground conditions relevant and if so have they been investigated?	n/a	n/a
3.8	Are there any existing underground structures or water courses adjacent or under the site that might affect the safe use of plant, e.g. cranes, or the safety of groundwork	n/a	Contractor to assess during pre-tender site visit.
3.9	<ul> <li>Provide information:</li> <li>stability of the structure</li> <li>structural form</li> <li>fragile or hazardous materials</li> </ul>	Fragile lath & plaster ceilings to Council Chamber, Mayor's Parlour.	See Tender drawings & information.
3.10	Have there been any previous structural modifications? Including the weakening or strengthening of the structure (particularly where demolition is involved)	n/a	n/a





No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
3.11	<ul> <li>Has there been any of the following issues:</li> <li>Fire damage</li> <li>ground shrinkage</li> <li>movement of the structure</li> <li>poor maintenance which may have adversely affected the structure</li> </ul>	n/a	Water ingress to south gable wall.
3.12	Are there any difficulties relating to access of plant and equipment, e.g. overhead gantries or cables, limited width access ways, soft ground, cattle grids, low bridges or weight restrictions on approach roads?	n/a	Contractor to assess during site visit.
3.13	Provide any health and safety information contained in earlier design, construction or "as- built" drawings, such as details of pre-stressed or post-tensioned structures.	n/a	n/a
Healt	h hazards:		
3.14	Confirm situation regarding asbestos, including results of surveys (particularly where demolition is proposed)	n/a	Asbestos Survey: Management Survey 2018 – no ACM's found.
3.15	Any other hazardous materials stored or present in structures on site	n/a	n/a





No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
3.16	Contaminated land, including results of surveys	n/a	n/a
3.17	Relevant previous land / building use	n/a	n/a
4.0	Significant design and construction hazards		
4.1	Ensure that significant design assumptions and suggested work methods, sequences or other control measures are provided to those who need the information	Through Tender information	PC to cover all necessary mitigations in Construction Phase Health & Safety Plan
4.2	Identify the arrangements for co-ordination of on-going design work and handling design changes	By PD This will be through regular site meetings and telephone conversations. Only instructions issued from the Architect and in writing will be valid.	PC to receive information through CVI sheets, Architect's Instructions, Drawing Issues.
4.3	Ensure that design information on significant risks identified during design is provided to those who need the information	Through CDM review process & issue of information.	n/a
4.4	Identify any materials, components, services or processes that will require specific precautions		PC to cover all necessary assessment & mitigation measures in Construction Phase Health & Safety Plan: Below ground services: assume live unless proven otherwise. Scan & trace before digging.





No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
	Identify any materials, components, services or processes that will require specific precautions cont		<ul> <li>Foul drainage: liaise with Client over sequencing of works to minimise disruption to Client.</li> <li>Hot-mixed lime mortar for plastering, pointing and render: heat &amp; chemical hazard,</li> <li>Materials handling generally: heavy materials</li> <li>Mains electricity available: for site works.</li> <li>Asbestos: Survey to be carried out.</li> </ul>
4.5	Protection of public and adjoining building users.		See 2.3. Provide adequate barriers to exclude the public from the works. Provide road plates to cover any excavations which must be left open. Provide hoarding or sheeting to scaffold to enclose and protect against ejection of hazardous materials e.g. lime when roughcasting.
5.0	The health and safety file		
5.1	Provide a description of its format and any conditions relating to its content.	See Preliminaries and Architect's Specification	PC to collect, compile & submit relevant information and 'before/during/after' photos



No.	Item	Pre-Construction Phase, by Principal Designer	Construction Phase, by Principal Contractor
			of site works, all in agreed format for inclusion in document.
6.0	Site Waste Management Plan		
6.1	Ensure that a Site Waste Management Plan is generated, and a person nominated to ensure that it is maintained throughout the Contract period.		To be provided by main contractor prior to commencement onsite

The Main Contractor will be producing the Health and Safety File / O+M Manual / Building Manual for the project. The contractor is responsible for seeking all information for inclusion into the Health and Safety File / O+M Manual / Building Manual. All information required from sub-contractors should be requested by the contractor at least 1 week prior to completion.



APPENDIX A

#### **Construction Phase Health & Safety Plan Checklist**

The construction phase plan is a document that records how health and safety will be managed for the construction phase of a project.

It is the basis for communicating to all those involved in the construction phase of the project, so it should be easy to understand and as simple as possible. In considering what information is included, the emphasis is that it:

a.) is relevant to the project

b.) has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase, but

c.) is still proportionate to the scale and complexity of the project and the risks involved.

The plan should not be cluttered with documents (such as generic risk assessments, records of how decisions were reached or detailed method statements) that get in the way of a clear understanding of what is needed to manage the construction phase.

The following list of topics should be considered when drawing up the plan:

- a.) A description of the project such as key dates and details of key members of the project team.
- b.) The management of the work, including:
- the health and safety aims for the project
- the site rules

• arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings

- arrangements for involving workers
- site induction
- welfare facilities
- fire and emergency procedures.

c.) The control of any of the specific site risks relevant to the work involved.





First Floor Plan

Re	vision Date	Note	initial						
				PROJECT	ΜΟΟΤ ΗΑΙ	.L, APPLEE	3Y - F	PH1 R	EPAIRS
				TITLE	Existing Gr	ound & Fir	st Flo	oor Pl	ans
				STATUS	TENDER				
				DRAWING NUMBER	223(01)001	REVISION	—	SCALE	1:50
				DRAWN BY	SJL	CHECKED BY	PAC	DATE	28 JAN 2021





Second Floor Plan

# Do not scale from drawing. Dimensions are to be checked onsite.

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	Revision	Date	Note	nitial	Revision	Date	Note
	-			-			
I							



Attic Floor Plan

initi	al Revision Da	ate Note	initial	
			PROJECT MOOT HALL, APPLEBY - PH1 REPAIL	۲S
			TITLE Existing Second And Attic Floor	
			STATUS TENDER	
			DRAWING NUMBER 223(01)002 REVISION - SCALE 1:50	
			DRAWN BY SJL CHECKED BY PAC DATE 28 JAN	2021







East Elevation

# Do not scale from drawing. Dimensions are to be checked onsite.

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Revision	Date	Note	initial	Revision	Date	Note						
-		-	-									



initial Revision Date Note initial l P T S D



# Section through steps on South Elevation

PROJECT	MOOT HAI	L, APPLEE	3Y - F	PH1 R	EPAIRS	
ITLE	Existing Sc	outh & East	Eleva	ation		
STATUS	TENDER					
RAWING NUMBER	223(02)001	REVISION	-	SCALE	1:50	└───── ○ ARCHITECTS
RAWN BY	SJL	CHECKED BY	PAC	DATE	28 JAN 2021	The Fellside Centre, Low Fellside, Kendal, LA9 4NH T + 44 (0) 1539 555300



West Elevation

# Do not scale from drawing. Dimensions are to be checked onsite.

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initial Revision Date Note Revision Date Note | - | |--.--|--



initial Revision	Date	Note	initia	I					
				PROJECT	MOOT HAL	L, APPLEE	3Y - P	PH1 RE	EPAIRS
				TITLE	Existing Nort	h And Wes	t Eleva	ation	
				STATUS	TENDER				
				DRAWING NUMBER	223(02)002	REVISION	-	SCALE	1:50
				DRAWN BY	SJL	CHECKED BY	PAC	DATE	28 JAN 2021







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To GF.04 all external walls & window stalls except in 1970 extension: Cut vent holes & fix vent grilles to all plasterboard lining & through backs of shopfittings, at high & low level at approx. 1.2m intervals

Remove all modern plaster from doorway reveal
 & crosswall as far as start of shopfittings Replace
 with 3 coat lime plaster, full height

- To reveals: hack off plaster, replaster in lime

To GW01, GW02:
 Cut vent holes & fix vent grilles to window stalls at high and low level

To GW01, GW02 all external walls & crosswalls: Cut vent holes & fix vent grilles to all timber & plasterboard drylining at high and low level at approx 1.2m intervals

- Work to south steps & screen wall: see

initial Revision Date Note







### **ROOF VOID ABOVE MAYOR'S PARLOUR**

Do not sca Dimensior	ale from drav ns are to be	ving. checked onsite.
Revision	Date	Note
А	06.04.2021	Revision to annotation to FF plan

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initial Revision Date Note

ACB



Replace spilt board to head of stair with new to — match

Lag exposed pipework to CH header tank –



SECOND FLOOR & ROOF VOID ABOVE COUNCIL CHAMBER



ROJECT MOOT HALL, APPLEBY - PH1 REPAIRS								
TLE Proposed Second And Attic Floor								
TATUS	TENDER							
RAWING NUMBER	223(04)012	REVISION	А	SCALE	1:50			
RAWN BY	SJL	CHECKED BY	PAC	DATE	02 Feb 2021	The Fellsi		

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CHECKED BY PAC DATE 02 Feb 2021 The Fellside Centre, Low Fellside, Kendal, LA9 4NH DRAWN BY SJL



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#### **Orrion Asbestos Ltd**

5 White Water View White Cross Industrial Estate Lancaster, LA1 4XS

> Email: info@orrion.co.uk Web: www.orrion.co.uk Tel: 01524 848 446





# Asbestos Survey Report

Ref: Appleby Moot Hall/180328

Moot Hall Boroughgate Appleby CA16 6XE

28th March 2018

#### Moot Hall Boroughgate

### Contents

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15	PLANS

### **1 Executive Summary**

The following table lists the asbestos containing materials that have been identified, presumed or strongly presumed. The recommended actions required to manage the asbestos containing materials are summarised.

For a detailed explanation of the recommended action required to manage your asbestos containing materials please refer to the '<u>Action Descriptions</u>' section of this report, as they might vary according to which type of survey has been carried out.

ACM Item Asbestos Material	Recommended Action	Photo
----------------------------	--------------------	-------

**Note**: If the above table is blank then no asbestos has been detected or presumed within the '<u>Scope of the Survey</u>'. However, please also refer to the '<u>Exclusions</u>' and '<u>Non</u> <u>Asbestos Materials'</u> sections of this report.

### 2 Introduction

This report contains the findings of an asbestos **Management Survey** carried out at Boroughgate, Appleby, CA16 6XE on the 28th March 2018

- Orrion Asbestos Ltd carried out the survey.
- The purpose of the survey is to enable Appleby Town Council to comply with CAR2012. The aim of the survey is to locate, identify and assess asbestos containing materials.
- Samples, if taken, have been analysed by East Riding Laboratories Ltd to determine the presence of asbestos fibres using the method of Polarised Light Microscopy and central stop dispersion staining based on HSG 248.
- Samples were not taken, where there was an electrical hazard, or it was deemed that in taking a sample it would damage the critical integrity of the product, in these cases presumptions were made on the Asbestos content.
- The extent of the survey was all accessible parts of the areas agreed with Appleby Town Council. Any non-accessible areas are noted in the 'Exclusions' section of this report. Exclusions should be presumed to contain asbestos.

Whilst every effort has been made to detect all sources of asbestos, without a fully intrusive inspection, Orrion Asbestos Ltd cannot be held liable for any omissions in this report.

### 3 Survey Method

This Survey was carried out following the guidelines set out in the Health and Safety Executive Document **HSG264** as detailed below.

#### **Management Survey**

- A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
- Management surveys will often involve minor intrusive work and some disturbance. The extent of intrusion will vary between premises and depend on what is reasonably practicable for individual properties, i.e. it will depend on factors such as the type of building, the nature of construction, accessibility etc. A management survey should include an assessment of the condition of the various ACMs and their ability to release fibres into the air if they are disturbed in some way. This material assessment will give a good initial guide to the priority for managing ACMs as it will identify the materials, which will most readily release airborne fibres if they are disturbed.
- The survey will usually involve sampling and analysis to confirm the presence or absence of ACMs. However a management survey can also involve presuming the presence or absence of asbestos. A management survey can be completed using a combination of sampling ACMs and presuming ACMs or, indeed, just presuming.
- Any materials presumed to contain asbestos must also have their condition assessed (i.e. a material assessment)

# 4 Survey Details

The following is a brief description of the client's building and the survey undertaken.

Building Details					
Client	Appleby Town Council				
Job Reference	Appleby Moot Hall/180328				
Building Reference	Appleby Moot Hall				
Building Description	Office complex				
Building Date	Pre 1960				
Address	Boroughgate				
	Appleby				
	CA16 6XE				

Survey Overview					
Survey Type	Management Survey				
Survey Purpose	Duty to Manage				
Date/Time	28th March 2018	15:10:52			
Surveyor	Graham Orr				

# 5 Summary of Results

#### **Asbestos Content**

The following table shows a breakdown of the laboratory results for any samples taken during this survey.

Asbestos Content	Quantity Found
Chrysotile (White)	0
Amosite (Brown)	0
Crocidolite (Blue)	0
Amosite/Chrysotile (Brown/White)	0
Crocidolite/Amosite (Blue/Brown)	0
Crocidolite/Chrysotile (Blue/White)	0
Crocidolite/Amosite/Chrysotile (Blue/Brown/White)	0
No Asbestos Detected	0

#### Fibre Release

The following table counts the number of asbestos containing items found by their potential fibre release risk.

Fibre Release Risk	Quantity Found
None	0
Very Low	0
Low	0
Medium	0
High	0

### Summary of Results... continued

#### Presumptions

Samples were not taken where there was an electrical hazard, or it was deemed that in taking a sample it would damage the critical integrity of the product.

Following the guidelines set out in the Health & Safety Document HSG264, various materials may be **presumed or strongly presumed** to contain asbestos, and if so these will be included in the Asbestos Register – 0 material(s) were presumed and 0 material(s) were strongly presumed to contain asbestos.

Although during the survey there were no visible signs of asbestos, you should also refer to the '<u>Scope of Survey</u>', '<u>Exclusions</u>' and '<u>Non Asbestos Materials</u>' sections of this report.

Note: Further details are not listed because no asbestos has been detected or presumed within the '<u>Scope of the Survey</u>'. However, please also refer to the '<u>Exclusions</u>' and '<u>Non Asbestos Materials'</u> sections of this report for other items that may have been surveyed.

### 6 Bulk Sample Identification Summary

No samples were taken and therefore there is no laboratory analysis report.

### 7 Asbestos Register

**Note**: The register is blank because no asbestos has been detected or presumed within the '<u>Scope of the Survey</u>'. However, please also refer to the '<u>Exclusions</u>' and '<u>Non Asbestos Materials'</u> sections of this report for other items that may have been surveyed.

No samples were taken.

Sample Ref	ACM Item	Asbestos Content	Asbestos Product	Material Description	Condition	Score	Action	Comments	Date Signature
---------------	----------	---------------------	---------------------	-------------------------	-----------	-------	--------	----------	-------------------

Moot Hall Boroughgate

## 8 Material Assessment Algorithm Guide

Product Type	Asbestos-reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints or decorative finishes, asbestos cement.	1	AIB, Millboard, other low density insulating boards, asbestos textiles, gaskets, ropes and woven textiles, asbestos paper and felt.	2	Thermal insulation (e.g. pipe and boiler lagging) sprayed asbestos, loose asbestos, asbestos mattresses and packing.	3		
Damage or Deterioration	Good condition: No visible damage	0	Low damage: a few scratches or surface marks; broken edges on boards, tiles etc.	1	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibres.	2	High damage or delamination of materials, sprays and thermal insulation. Visible asbestos debris.	3
Surface Treatment	Composite materials containing asbestos: reinforced plastics, resins, and vinyl tiles.	0	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), asbestos cement sheets etc.	1	Unsealed AIB, or encapsulated lagging and sprays.	2	Unsealed lagging and sprays.	3
Asbestos Type	Chrysotile	1	Amphibole asbestos excluding Crocidolite.	2	Crocidolite.	3		

### 9 Recommendations

An asbestos **Management Survey** does not allow for intrusive inspection to all areas, and therefore in non-accessible areas it was not practicable to inspect and sample.

- Caution should be taken when any future refurbishments/demolitions are carried out in areas that were not inspected.
- If at any time you are unsure of any materials that you encounter, please do not hesitate to contact us.
- It is recommended that on receipt of this report, all asbestos materials (confirmed or presumed) in the register should be identified so that they can be managed according to the recommendations set out below.
- All relevant personnel should be made aware of the location of the material to ensure it is not damaged or disturbed during refurbishment work or routine maintenance.
- The register is only a record of the condition of the materials on the day they were inspected, and therefore must be re-inspected at regular intervals to determine if there has been any deterioration of condition. The register should then be updated accordingly.

Recommended actions, as highlighted in the '<u>Asbestos Register</u>' section, are described in the '<u>Action Descriptions</u>' section.

## **10 Action Descriptions**

#### Action A - Immediate Removal

Asbestos containing materials in poor condition, not adequately surface treated and/or vulnerable to damage. This material requires immediate removal under controlled conditions. The area containing this material must be cordoned off to prevent access to all personnel.

# Asbestos removal work must be carried out under the provisions of the Control of Asbestos Regulations 2012.

# Contact the Health and Safety Executive on 08701 545500 or <u>www.hse.gov.uk/asbestos</u> for more information.

#### **Action B - Encapsulation**

Asbestos containing materials showing signs of deterioration and or damage. This material requires encapsulation with a suitable surface sealant, or area to be sealed off to prevent material being disturbed; if encapsulated it should be monitored at six monthly intervals to assess its condition, and comments added to the asbestos register.

#### Action C - Monitor Biannually

This material is not posing a significant hazard to personnel at present, provided it remains undisturbed; however it should be monitored at six monthly intervals to assess its condition, and comments added to the asbestos register.

#### Action D - Monitor Annually

Asbestos containing material in good or reasonable condition, and requiring no attention unless disturbed or condition deteriorates; however it should be monitored annually to assess its condition, and comments added to the asbestos register.

#### N/A - No Action

No action required for non asbestos material.

#### **Exclusion - Non Accessed Area**

Non accessed area. This area should be surveyed prior to refurbishment or demolition.

#### Dispose

Dispose carefully under \*controlled conditions.

#### Labelling

All materials identified on the Asbestos Register (actual or presumed) must be clearly labelled with an approved label, to prevent the accidental disturbance of the asbestos by maintenance personnel or sub-contractors.

# # Orrion Asbestos Ltd recommends that if asbestos removal is required, the client obtains quotations from more than one contractor.

## 11 Scope of Work

Every effort has been made to identify all asbestos materials so far as was reasonably practical to do so within the scope of the survey and the attached report. Methods used to carry out the survey were agreed with the client prior to any works being commenced.

Survey techniques used involves trained and experienced surveyors using the combined approach with regard to visual examination and necessary bulk sampling. It is always possible after a survey that asbestos based materials of one sort or another may remain in the property or area covered by that survey, this could be due to various reasons.

- Asbestos materials existing within areas not specifically covered by this report are therefore outside the scope of the survey.
- Materials may be hidden or obscured by other items or cover finishes i.e. paint, over boarding, disguising etc. Where this is the case then its detection will be impaired.
- Asbestos may well be hidden as part of the structure to a building and not visible until the structure is dismantled at a later date.
- Debris from previous asbestos removal projects may well be present in some areas; general asbestos debris does not form part of this survey however all good intentions are made for its discovery.
- Where an area has been previously stripped of asbestos i.e. plant rooms, ducts etc. and new coverings added, it must be pointed out that asbestos removal techniques have improved steadily over the years since its introduction. Most notably would be the Control of Asbestos at Work Regulations (2012) or other similar subsequent Regulations laying down certain enforceable guidelines. Asbestos removal prior to this regulation would not be of today's standard and therefore debris may be present below new coverings.
- This survey will detail all areas accessed and all samples taken, where an area is not covered by this survey it will be due to No Access for one reason or another i.e. working operatives, sensitive location or just simply no access. It may have been necessary for the limits of the surveyor's authority to be confirmed prior to the survey.
- Access for the survey may be restricted for many reasons beyond our control such as height, inconvenience to others, immovable obstacles or confined space. Where electrical equipment is present and presumed in the way of the survey no access will be attempted until proof of its safe state is given. Our operatives have a duty of care under the Health and Safety at Work act (1974) for both themselves and others.
- In the building where asbestos has been located and it is clear that not all areas have been investigated, any material that is found to be suspicious and not detailed as part of the survey should be treated with caution and sampled accordingly.
- Certain materials contain asbestos to varying degrees and some may be less densely contaminated at certain locations (Artex for example). Where this is the case the sample taken may not be representative of the whole product throughout.

- Where a survey is carried out under the guidance of the owner of the property, or his representative, then the survey will be as per his instruction and guidance at that time.
- Orrion Asbestos Ltd cannot accept any liability for loss, injury, damage or penalty issues due to errors or omissions within this report.
- Orrion Asbestos Ltd cannot be held responsible for any damage caused as part of this survey carried out on your behalf. Due to the nature and necessity of sampling for asbestos some damage is unavoidable and will be limited to just that necessary for the taking of the sample

## 12 Exclusions

During the survey it was not possible to access the following areas. Any items in the excluded areas should be **presumed to contain asbestos**.

Area/Reason	Photo
N/A	N/A

## **13 Non-Asbestos Materials**

The following areas/items were inspected during the survey and, for one or more of the following reasons have been identified as containing no asbestos.

- Laboratory sample analysis has identified non-asbestos containing materials.
- Area inspected in detail and no suspected asbestos containing materials identified.
- Post 1985 amphibole ACMs, such as insulating board, were banned.
- Post 1992 most chrysotile products were banned.
- Post 1999 asbestos cement/friction/gasket products were banned.
- Post 2001 asbestos steam gaskets were banned.
- Knowledge of Product manufactured from a known non-asbestos product.
- Knowledge of Product the product is very unlikely to contain asbestos or have asbestos added.

Location/Item	Justification	Photo
Internal, ground floor, retail unit/store.	Area inspected in detail and no suspected asbestos containing materials identified.	
Ground floor, retail unit, consumer products, storage heaters.	Knowledge of Product - manufactured from a known non- asbestos product.	
Internal, second floor, store.	Area inspected in detail and no suspected asbestos containing materials identified.	
Internal, first floor, council chamber.	Area inspected in detail and no suspected asbestos containing materials identified.	

Internal, first floor, office.	Area inspected in detail and no suspected asbestos containing materials identified.	
Internal, first floor, store.	Area inspected in detail and no suspected asbestos containing materials identified.	
Internal, ground floor, understair cupboard.	Area inspected in detail and no suspected asbestos containing materials identified.	
Internal, ground floor, wc.	Area inspected in detail and no suspected asbestos containing materials identified.	

#### Moot Hall Boroughgate

Ground floor, store/boiler room, boilers, vessels, pipework, boiler.	Asbestos Free Model	Filos
Internal, ground floor, retail unit.	Area inspected in detail and no suspected asbestos containing materials identified.	

### **14 Quality Assurance Statement**

This report has been compiled for the sole use of Appleby Town Council and should not be relied upon by any third party or organisation.

The data contained within this report is intended to provide factual information only as to the presence of asbestos materials. Measurements or quantities described herein should not be relied upon for any contractual purpose.

The following authorised surveyor has checked the contents of this report:								
Name:	Graham Orr							
Date:	28th March 2018							
Signature:	5.D.h.							

#### \*\*\* END OF REPORT \*\*\*

Attachments may follow if applicable

# 15 Plans



Moot Hall Boroughgate



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Please complete the following form and return along with your tender submission in order to allow assessment of the quality of your tender. Assessment will take into account the experience of your company and of the personnel involved in the works and their management of works to historic buildings.

The responses given in this form will be assessed by the Client, Appleby Town Council, according to the Tender Evaluation Matrix provided for information in the package of Tender documents.

#### 1.0. Company Details

Name:	
Address:	
Contact Name:	
Contact Number:	

#### 2.0. Operatives and Management

Please illustrate, through CV's, the experience of operatives to be involved in the works and their management, in particular focussing on their conservation expertise, skills and training.

Name	Position	CV Attached
		Y/N

- 3.0. Company Experience
- 3.1. Conservation Project Experience.

Please provide information about three recent conservation repair projects of similar scope completed within the last 24 months, and ideally involving the use of lime-based materials in a traditional context.

(Additional material such as brochure sheets/ literature or photographs may be included as an appendix to this form and referenced).

Project 1						
Project Name:						
Location:						
Date Completed:						
Listing Status:	Scheduled Monument	Grade	2	Gr	rade I*	Grade II
Conservation Area:		 				
Grant Funding Source:	HE	Council	н	LF	THI	Other
Client:						
Contract Value:						
Reference Name:						
Reference Contact:						
Conservation challenges & how these were addressed:						

Project 2						
Project Name:						
Location:						
Date Completed:						
Listing Status:	Scheduled Monument	Grade	9	G	rade I*	Grade II
Conservation Area:						
Grant Funding Source:	HE	Council	HI	LF	ТНІ	Other
Client:						
Contract Value:						
Reference Name:						
Reference Contact:						
Conservation challenges & how these were addressed:						

# Appleby Moot Hall Repairs Project

# Quality Evaluation Form

Scheduled Monument	Grade I		Grade I*			Grade II
HE	Council	HI	LF	THI		Other
	Scheduled Monument	Scheduled Grade Monument I Grade	Scheduled Monument Grade I	Scheduled Grade I G   Monument I I   HE Council HLF	Scheduled Grade I Grade I*   HE Council HLF THI   I I I I	Scheduled Monument Grade I Grade I*   HE Council HLF THI

#### 4.0 Methodology

Provide methodology on how the project will be carried out, including phasing, carrying out and protection of the lime works, and how the training elements might be incorporated.

#### 5.0 Outline Programme

Provide an outline programme of key stages and phasing.

#### 6.0 Proposed Sub-contractors

Work Element	Sub-contractor required Y/N	Sub-contractor Name	Location of base
Ground works			
Roofing			
Masonry works - including lime repointing, roughcasting & plastering			
Leadwork			
Joinery			
Decorating			
Others (tenderer to insert):			

#### 7.0 Training Provision & Engagement

Please provide a statement and examples describing and demonstrating how you have provided training and engagement in similar projects.

APPLEBY MOOT HALL	REPAIRS PR	OJECT							
TENDER EVALUATION M	ATRIX	<b></b>				•			
To be completed by Client	T		Qu	ality	1				
								Comments on tender (expand as necess	arγ) I
Contractor	Price	Experience (weighting 20%) - Score out of 20	Methodology for Delivery (weighting 20%) - Score out of 20	Programme and Resources (weighting 20%) Score out of 20	Price (weighting 40%) Score out of 40	<b>Total</b> out of 100	Experience Contractor to provide min 3 examples of completed projects using hot-mixed mortars. A higher score will be allocated to those who have completed rough-casting/rendering projects	Methodology Contractors to provide methodology on how the project will be carried out, including phasing, protection of the lime works and how the training elements may be incorporated	Programme & Resourcing Outline programme. Identification of foreman and key personel uding key sub-contractors), and their experience of similar projects.
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							DO NO	T FILL IN	
							TION ONLY - DO		
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