

Schedule of Works

Milton House, Phase 1 Re-roofing

Revision: v.02

STOWMARKET TOWN COUNCIL

Milton House, Milton Road South, Stowmarket, IP14 1EZ

Prepared by Alan Wright BEng(Hons) CEng FStructE MICE MCI0B

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WITHOUT APPENDIX A



Wright | Consulting

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INTRODUCTION

Stowmarket Town Council wish to re-roof Milton House in three phases over the next 3 – 5 years. The proposed phasing of the re-roofing is indicated on Wright Consulting Drawing No. SK1. Phase 1 of the re-roofing encapsulates the roof over the Council Chamber, over the Registrar's Office and the adjacent staircases. Phase 1 is planned to be completed between January and May 2022. This tender document outlines the works proposed for the Phase 1 Contract and outlines the selection criteria for the Principal Contractor. It also requests budget costs for Phases 2 and 3 re-roofing and access works only to aid the future planning of the Council's resources.

The works are subject to Listed Building Consent which it is proposed will be obtained prior to the start of works.

Phase 1 works are broken down into three distinct areas within the Schedule below as follows:

1. Re-roofing works – the re-roofing of existing roofing finishes including batons and roofing felt with options for roof tile reuse and replacement.
2. Structural repairs – allowances for the supplementation of the existing roof structure in the areas of the works.
3. Miscellaneous works – including the provision of insulation to the ceiling and access in to the roof voids for re-surfacing.

Whilst the area of the building within the Phase 1 works will largely be unoccupied during the works it should be noted that the remaining areas of the building are occupied by Stowmarket Town Council and their tenants. Accordingly, an appropriate Health and Safety Management Plan for safe fire access for all staff and tenants will be paramount in considering any Principal Contractor to undertake the works.

The tender includes for the reconstruction of a single chimney to the Council Chamber and the provision of suitable structural lateral restraint onto the Council Chamber roof.

For the purpose of this Schedule of Works the Council Chamber shall be taken to be on a North South axis and therefore the bay window addressing Milton Road South should be taken to be on the South elevation of Milton House. Accordingly vehicular access to parking is available from the south west and south entrances onto the Milton House site from Milton Road South.

1.0 Indicative Procurement Timetable and Evaluation Criteria

1.1 Indicative Procurement Timetable

1.1.1 The procurement is intended to follow the time-line below:

ITEM	DESCRIPTION	DATE
1	Request for Quotation Issued	31 st August 2021
2	Deadline for Questions about the requirement	12:00 noon, 24 th September 2021
3	Deadline for Return of Quotations	12:00 noon, 8 th October 2021
4	Evaluation	9 th October to 22 nd October 2021
5	Contract Award	Week commencing 1 st November 2021
6	Pre-Contract Meeting	Week commencing 15 th November 2021
7	Contract Start	5 th January 2022
8	Completion of Works	6 th May 2022

1.1.2 Please note the Client reserves the right to amend this time-table and steps 4, 5, 6 and 7 are provided for indicative purposes only.

1.2 Evaluation of Quotations

- 1.2.1 A two stage process is being used. Stage one of this process comprises an initial assessment as detailed in 'Evaluation of Quotations'. An initial examination will be made to establish the completeness of submitted quotations.
- 1.2.2 The evaluation of submissions will be based upon two stages, Business Information Assessment and Award Criteria. Only those submissions that pass the Assessment criteria will then be evaluated against the award criteria. Those deemed not to meet the Assessment Criteria will not be considered further.
- 1.2.3 Tenderers should note that regardless of a bid's overall merits, in the event that Evaluating Officers (acting reasonably) consider there to be a fundamental weakness (i.e. that a score of 0-1 is achieved on more than two occasions for any Proposed Working Method question) which is likely to impact adversely upon the supply of the goods and/or services, then grounds will exist to exclude the bid from further consideration.
- 1.2.4 Throughout the evaluation process the Client reserves the right to seek clarifications from Tenderers where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the Evaluation Panel, in its reasonable judgement, identify a fundamental failing or weakness in any quotation, then that quotation may, regardless of its other merits, be excluded from further consideration.

1.3 Assessment Criteria

- 1.3.1 A range of pass / fail assessment criteria will be applied to the responses given by Tenderers to the Business Information section of the Request for Quotation document. The assessment criteria are the minimum standards which the Client requires its Tenderers to meet or exceed. The assessment criteria will be evaluated using a pass/fail method.
- 1.3.2 Whilst it is unlikely that any Tenderer which fails on any of the assessment criteria below will proceed to the next round of evaluation, the Client reserves the right to seek explanation from a Tenderer as to the incomplete nature of its tender and to ask for clarification and / or submission of additional or missing information where there is a mitigating explanation as to the omission, such as mistake or issues beyond the control of the organisation. This does not create a legal obligation for the Client to make such a request and each case will be considered on its own merits and with regard to the risks and implications involved should the Client decide to proceed.

Assessment Criteria	
Completion of Quotation Documents	<p>Tenderers must submit a fully complete quotation with a priced Schedule of Works included in Section 3. In addition the quality of the submission will be judged based on the Tenderers' responses to the information requested in Sections 2 and 3 and completion of the questions in Appendix C. It should be noted that any Tenderer must:</p> <ul style="list-style-type: none">• submit full Company details• answer all questions contained within the Professional Standing section• must self-certify that they can provide evidence, if requested to do so, of their satisfactory financial standing• must demonstrate relevant experience and sound contract performance• must have in place the specified levels of insurance• must demonstrate a sound Health and Safety track record• must demonstrate a sound Environmental Management track record• must demonstrate a sound Equality and Diversity track record

1.3.3 If the situation arises where no Tenderers meet the minimum requirements, the Client reserve the right to cancel or restart the tender process.

1.4 Award Criteria

1.4.1 The Client will accept the Quotation which is the most economically advantageous, i.e. a balance between cost and quality.

1.4.2 If a Quotation submission meets the minimum requirements of the Assessment Criteria as detailed above, it will then be evaluated using the Tenderers Responses to the Proposed Working Methods questions in Section 2 and Pricing Schedule (Section 3).

1.4.3 The Award Criteria will be scored out of 100%, with bids evaluated on the following basis:

Prices and Costs	40%
Quality (Working Method Statements)	60%

1.5 EVALUATION - PRICE – 40%

- 1.5.1 Price will usually be evaluated giving the maximum price % to the lowest submitted price. Other price scores will be calculated as a percentage of the maximum score based on their price in relation to the lowest price.

For example, in the table below Supplier 3 has submitted the lowest price and therefore receives maximum points. Supplier 1 has submitted a price 25% higher and therefore receives a score 25% lower.

Supplier	Price	%
1	£125,000	30
2	£185,000	6
3	£100,000	40
4	£150,000	20
5	£225,000	0 *

*If a bid is more than twice the amount of the lowest price the equation will produce a negative number, in this case the bids score 0 points.

Please note the figures used in the above table are purely for example purposes only and are not anticipated tender prices.

1.6 EVALUATION - QUALITY – 60%

1.6.1 The Tenderers are requested to submit the following information on which the quality element of the evaluation will be scored:

1. Completion of Tendering Contractor Response Questionnaire in Appendix C
2. A proposed programme for the works
3. Method Statements for each element of the works
4. Experience of the Principal Contractor on projects of a similar nature
5. Experience of the management team and tradesman proposed on projects of this nature
6. Experience in coordinating Public Engagement as included within the project under Section 3, Schedule of Works, Item 1.40 below.
7. Provision of Certification of Public Liability Insurance of £10M and Employer's Liability Insurance of £15M.

1.6.2 Tenderers will be scored on their responses to Section 2 and 3 in relation to the requirements of the specification. The weighting applied to each of the quality sub criteria is shown in the table below:

Element	Weighting
Quality	70%
Approach to Delivery of the Specification	20%
Skillset & Relevant Experience of Project Personnel	20%
Methods of Communication/reporting mechanisms	10%
Social Value & Engagement	10%
Risk Management	10%

1.6.3 The quality element of the quotation will be scored using the following scale of awarding marks between 0 and 4:

0	Completely unsatisfactory/unacceptable response No response to the question or serious deficiencies in meeting the required standards. The risk to the Client is very high.
1	Poor response The proposals provide only limited evidence that the specified requirements will be met and / or demonstrate significant omissions and / or demonstrate only a limited level of quality. The risk to the Client is high.
2	Acceptable response in some areas The response is compliant in most areas, but in some areas falls short of the required standards. The proposals provide evidence that reasonable quality will be met where detailed, but with some material omissions. The risk to the Client is medium.
3	Good response The response is compliant and meets the contract standards. The proposals provide evidence that the specified requirements will be met, with no more than minor omissions and where any concerns are only of a minor nature and demonstrate reasonable quality. The risk to the Client is low.
4	Outstanding response The response is fully compliant, with no omissions, and clearly indicates a full understanding of the Contract. The proposals provide strong evidence that all of the specified requirements will be consistently delivered to a high level of quality. The risk to the Client is very low.

1.7 GENERALLY

- 1.7.1 This Schedule of Works is to be read in conjunction with the project specification, and other project documentation including Preliminaries and General Conditions.
- 1.7.2 The Schedule of Works is not to be regarded as a Bill of Quantities but as a general description of the works required.
- 1.7.3 A price or rate shall be entered against each item within the Specification, including the Preliminaries to assist in any future assessment of interim valuations and any possible variations. Before a tender is accepted, an analysis of all prices in the Preliminaries shall be provided.
- 1.7.4 The Contractor is to assess the site and make due allowance for temporary works, access facilities and protection of tradesmen, site users and the public. The Contractor's attention is drawn to the requirements of the scaffolding specification and the need for the appointment of a Specialist Temporary Designer to be appointed to the Contractor given the scale and complexity of the temporary works anticipated.
- 1.7.5 The Contractor is responsible for assessing quantities required for the complete execution of the works. The term 'provisional item' relates to work that will be re-measured on completion and may be deducted in whole, in part, or not at all, from the tender following agreement of measurements between the CA and the Contractor. The Contractor is required to price all items in the specification and where not done so, it will be deemed to be included in the works. Those items shown and referred to in the contract drawings are also priced and assumed to form part of this project and tender.
- 1.7.6 All works are to be carried out in accordance with British Standards and good practice and in accordance with relevant statutory requirements.
- 1.7.7 All replacements shall be of the same colour, size, style, profile and pattern as the original unless otherwise stated. Where items are to be installed, renewed/removed, all finishes are to be made good. Damage to existing surfaces is also to be made good. Costs for all necessary making good should be included in the individual work items whether or not making good is specifically referred to.
- 1.7.8 Working hours to be 8.30 am to 5.30 pm during the normal working week. No radios permitted. No naked flames permitted. *NOTE: Any internal works that are noisy or disruptive to existing tenants are to be undertaken outside of normal working hours.*
- 1.7.9 There is no emergency lighting and fire alarm systems present. The Contractor is to make allowance for all relevant emergency lighting and alarm systems to maintain the building and protect the remaining building fabric during the works.
- 1.7.10 The tenderer shall examine the numbers on each page of the specification and schedules of work and if any page is missing or duplicated or if any text or figures are indistinct, they shall notify the Contractor Administrator.

- 1.7.11 The tenderer shall not alter the tender documents without the written authorisation of the Contract Administrator. Any unauthorised amendment will be ignored.
- 1.7.12 Tenderers are to price and extend the specification and complete the tender documents in black ink that can be clearly reproduced.
- 1.7.13 The Employer is not bound to accept the lowest or any tender.
- 1.7.14 The Employer accepts no liability for any costs incurred in the preparation and submission of tenders.
- 1.7.15 Any obvious errors in pricing or significant errors in arithmetic shall be dealt with in accordance with the tender procedure specified in the Preliminaries.
- 1.7.16 Do not scale drawings - The Contractor is to check all dimensions on site before carrying out any works.
- 1.7.17 This Schedule of Works together with the Structural Engineer's marked up photographs are to be read in conjunction with specification, which should be used to verify layout, setting out, finishes etc. Any discrepancies are to be reported before proceeding with the works.
- 1.7.18 Weight of masonry units - any element weighing more than 20kg should be lifted by double (or greater) handling or by using mechanical assistance. Although elements greater than 20kg have not been specified unless it has been appropriate to do so, the contractor should make due allowance for the correct handling of heavier elements.

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.0	PRELIMINARIES				
2.1	This Schedule is to be read in conjunction with all contract documents and specifications.				
2.2	<p>For pricing purposes, the Contractor is to ascertain the extent of works required and provide all safe access, lift, hoist, tower, scaffold, crane, or as deemed necessary. Scaffold design is to be in accordance with the scaffold specification attached to this Schedule of Works. It should be noted that whilst scaffold is anticipated on all elevations of the Council Chamber and within the access road on the west side of Milton House allowances must be made for pedestrian access along the west side of the site. It is not anticipated that vehicular access will be available to the west car park during the works.</p> <p>Should a storage platform be required at eaves level it is anticipated this would be constructed over the Citizens Advice Bureau entrance although it should be noted that pedestrian access to the entrance door to the Citizens Advice Bureau will be necessary throughout the works.</p>				
2.3	Erect an independent tubular scaffold to access the works to ensure the works are carried out in accordance with the contract drawings and works schedule. Reference should be made to the Specification for the temporary works and scaffold and the need for the appointment of a specialist Temporary Works Designer. Ensure all permits and licences are obtained prior to erection. Provide calculations to justify scaffold design and maximum loads to be stored on the scaffold. The scaffolding shall conform to all current safety regulations. Allow for weekly inspections and provide scaftags.				
2.4	The contractor is to provide all safety equipment to enable the works to be safely undertaken. This extends to the shrouding of all mains electrics, the necessary safety harness, lanyards etc. along with all netting and general protection from falling. (Please note that this list is not necessarily exhaustive).				
2.5	The contractor is to establish the full extent of the works and is to provide all skips, site supervision, insurance, boarded, hoarding, protection etc. to the whole site.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.6	There will be a designated area available for the location of a site compound, skips. Provide adequate warning notices and lighting and ensure the contractor's compound area is secured. All items can be stored on site at the contractor's own risk. The contractor's compound will need to be confirmed and agreed with the CA prior to works commencing.				
2.7	It is the contractor's responsibility to provide all necessary welfare facilities, as necessary.				
2.8	Put in place and maintain security to the site boundary and to exclude all unauthorised access. The existing property is to be left safe and secure at the end of each working day. Maintain fire escape routes throughout works.				
2.9	The Contractor is to assume that no hot works are to be undertaken on site.				
2.10	Take all necessary safety precautions to comply with Health & Safety Executive, Local Authority and manufacturer's guidelines, in particular with respect to the following:				
	<ul style="list-style-type: none"> • Use of safety helmets and toe protectors 				
	<ul style="list-style-type: none"> • Safe transfer of waste to skips 				
	<ul style="list-style-type: none"> • Eye and respiratory protection 				
	<ul style="list-style-type: none"> • Undertake COSHH assessments when necessary. 				
2.11	Work to include all necessary instruction, supervision and enforcement. Site safety method statements to be provided prior to work commencement. The contractor is also required to undertake site induction prior to commencement of the works.				
2.12	Provide and maintain all necessary temporary support(s).				
2.13	Provide and maintain all necessary temporary services. The contractor is to make safe all services as required prior to starting on site.				
2.14	Mains electric may not be directly available on site. The contractor is to establish themselves the extent of the exiting supply and is to provide their own generator(s), temporary supply, where necessary. The cost of this supply is the contractor's own responsibility.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.15	The Contractor is to ensure that a suitably qualified Site Manager is employed on a full-time basis on site to supervise and monitor throughout the course of the contract.				
2.16	All quantified items are to be reviewed on site with the Contract Administrator at the first meeting on site following erection of the scaffolding. Costs that have been provided shall be adjusted on a pro rata basis.				
2.17	There has been no intrusive stie investigation to determine the existing building foundations or the underlying soils of the site. The tendering contractor shall assume the existing foundations are to remain unaltered.				
2.18	The works are intended to be let under the JCT Minor Works Building Contract. The Contractor should make all relevant allowances for the design of these steel frame and its fixings along with the precast concrete panels.				
2.19	STOWMARKET TOWN COUNCIL'S PRIORITIES CARE OF THE ENVIRONMENT <ul style="list-style-type: none"> - The Council is committed to the care and sustainability of the natural environment. It is essential that the greatest possible care be taken at all times to prevent any damage or pollution to the natural environment. - The Council's requirements are set out in Section A34. 				
2.20	STOWMARKET TOWN COUNCIL FIRE POLICY <ul style="list-style-type: none"> - Whilst fire will always have dangerous and expensive consequences, for Stowmarket Town Council property it represents the risk of irretrievable loss of buildings of great architectural, and/or historic importance. - The Council's requirements are set out in Section A33. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.21	CONTROL OF COST <ul style="list-style-type: none"> - As a Local Authority, the Council has a duty to ensure careful control of cost - The Council's requirements for tendering are set out in Section A30 and for cost control of the works in Section A32. 				
2.22	DOCUMENTS OR PHOTOGRAPHS <ul style="list-style-type: none"> - Documents or photographs relating to Council's properties or works undertaken shall not be reproduced or publicised in any way without the written consent of the Council. 				
2.23	PROJECT PARTICULARS THE PROJECT <ul style="list-style-type: none"> - Name: Phase 1 Re-roofing of Milton House, Stowmarket. - Location: Milton House, Milton Road South, Stowmarket, IP14 1EZ - Length of contract: Commencement after 5 January 2022 and to be completed by 6 May 2022. 				
2.24	TIMESCALE FOR COMPLETION OF THE WORK <ul style="list-style-type: none"> - Tenderers shall submit with Tender, the date that they can commence the Works and the date by which they will be complete 				
2.25	EMPLOYER (CLIENT) <ul style="list-style-type: none"> - Name: Stowmarket Town Council - Address: Milton House, Milton Road South, Stowmarket, IP14 1EZ - Telephone: 01449 612060. 				
2.26	PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER <ul style="list-style-type: none"> -Title: Contractor Administrator (hereinafter referred to as CA). -Name: Alan Wright. -Address: Wright Consulting, Meeting House Farm, Oulton, Norwich. NR11 6NZ -Telephone: 07957 430 204. -E-mail: aw@awce.co.uk 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.27	PRINCIPAL DESIGNER - Name: Alan Wright - Address: Wright Consulting, Meeting House Farm, Oulton, Norwich. NR11 6NZ - Telephone: 07957 430 204. - E-mail: aw@awce.co.uk				
2.28	PRINCIPAL CLIENT CONTACT - Name: Matt Alcock - Address: Milton House, Milton Road South, Stowmarket, IP14 1EZ - Telephone: 01449 612060 - E-mail: matta@stowmarket.org				
2.29	CLIENT LEGAL REPRESENTATIVE - Name: Rory Abel - Address: Birketts, Kingfisher House, 1 Gilders Way, Norwich. NR3 1UB				
2.30	TENDER AND CONTRACT DOCUMENTS - CONTRACT DRAWINGS - The Contract Documents: Wright Consulting Schedule of Works, Drawings, Specification and marked-up photographs - PRECONSTRUCTION INFORMATION: Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.31	<p>THE SITE/ EXISTING BUILDINGS</p> <ul style="list-style-type: none"> - THE SITE <ul style="list-style-type: none"> - Description: Head Office of Stowmarket Town Council, Council Chamber and Registrar's Office. - To be read in conjunction with clause 2.31. - EXISTING BUILDINGS ON/ADJACENT TO THE SITE <ul style="list-style-type: none"> - Description: Traditionally constructed Grade II listed building used as Office accommodation. - Surrounding Adjacent land is used as gardens to the Council Office set within Stowmarket Town Centre. Coordination with the Client and Tenants will be needed on a day to day basis. - RESTRICTION OF WORKING HOURS/DAYS <ul style="list-style-type: none"> To be agreed but to be assumed no work allowed outside normal working hours - 8am to 5pm Monday to Friday.. - TENANT <ul style="list-style-type: none"> The site is permanently occupied by the Client's staff and tenants. The building is regularly visited during working hours by members of the general public. A pre-start meeting will be held on site prior to commencement to agree programme, access and site arrangements. Coordination with the client is to assume on a day to day basis. - PARKING <ul style="list-style-type: none"> Restrictions on parking of the Contractor's and employees' vehicles: To be agreed. Agree arrangements with the CA prior to commencement. - ACCESS TO SITE/WORKING AREA FOR THE WORKS <ul style="list-style-type: none"> Agree details of routes (internal and external) and times for access and any restrictions, with the CA prior to commencement. - USE OF THE SITE <ul style="list-style-type: none"> General: Do not use the site for any purpose other than carrying out the Works. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.31 cont.	<p>- HEALTH AND SAFETY HAZARDS: General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present: - Asbestos, see Appendix C for current Asbestos Register. Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works. Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures</p> <p>- 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. Arrangements for visit: Contact Alan Wright of Wright Consulting Tel: 07957 430204</p>				
2.32	<p>JCT MINOR WORKS BUILDING CONTRACT</p> <ul style="list-style-type: none"> - BUILDING CONTRACT - The Contract: JCT Minor Works Building Contract - Requirement: Allow for the obligations, liabilities and services described therein against the headings below: <p>THE RECITALS</p> <p>First THE WORKS AND THE CONTRACT ADMINISTRATOR</p> <ul style="list-style-type: none"> - The work comprises: Phase 1 Reroofing of Milton House including the Council Chamber and associated areas. - Contract Administrator: See clause 2.28. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.32 cont.	<p>Second CONTRACT DOCUMENTS</p> <ul style="list-style-type: none"> - Contract drawings: As listed in clause 2.30. - Contract documents: Schedule of Works. Specification and drawings as listed in 2.30. <p>Third PRICED DOCUMENTS</p> <ul style="list-style-type: none"> - The references to Work Schedules and Schedule or Rate will be deleted. 				
2.33	<p>THE ARTICLES</p> <ul style="list-style-type: none"> - 3 - CONTRACT ADMINISTRATOR - Contract Administrator: See clause 2.28. <p>4 and 5 PRINCIPAL DESIGNER / PRINCIPAL CONTRACTOR</p> <ul style="list-style-type: none"> - Articles 4 and 5 will be deleted 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.34	<p>CONTRACT PARTICULARS</p> <p>Fourth Recital and Schedule 2 BASE DATE - Base date: N/A .</p> <p>Fifth Recital CDM REGULATIONS The project is not notifiable.</p> <p>Clause 2.2 COMMENCEMENT AND COMPLETION -Date for Commencement of the Works: After 6 January 2022. -Date for Completion: By 6 May 2022</p> <p>Clause 2.8 LIQUIDATED DAMAGES - At the rate of: £930.00 per week or pro-rate thereto.</p> <p>Clause 2.10 RECTIFICATION PERIOD - Period: 12 months.</p> <p>Clause 4.3 PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC. - Percentage: 95 per cent.</p> <p>Clause 4.5 PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR - Percentage: 97.5 per cent.</p>				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.34 cont.	<p>Clause 5.3.2 CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY Insurance cover (for any one occurrence or series of occurrences arising out of one event): £5,000,000.</p> <p>CONTRACTOR'S EMPLOYERS LIABILITY INSURANCE Insurance cover (for each and every occurrence): £5,000,000</p>				
2.35	TENDERING/ SUBLETTING/ SUPPLY				
2.36	MAIN CONTRACT TENDERING				
2.37	SCOPE				
	General: These conditions are supplementary to those stated in the invitation to tender and on the form of tender.				
2.38	<p>EXCLUSIONS</p> <ul style="list-style-type: none"> - Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered. - Relevant parts of the work: Define those parts, stating reasons for the inability to tender. 				
2.39	<p>ACCEPTANCE OF TENDER</p> <ul style="list-style-type: none"> - The Employer and Employer's representatives: - Offer no guarantee that any tender will be recommended for acceptance or be accepted. - Will not be responsible for any cost incurred in the preparation of any tender 				
2.40	<p>PERIOD OF VALIDITY:</p> <ul style="list-style-type: none"> - Tenders must remain open for not less than thirteen weeks from the date of submission (unless previously withdrawn). 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.41	PRELIMINARIES IN THE SPECIFICATION <ul style="list-style-type: none"> - Measurement rules: Preliminaries/General Conditions must not be relied on as having been prepared in accordance with SMM7 				
2.42	PRICING OF PRELIMINARIES <ul style="list-style-type: none"> - Charges: If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries those charges must be clearly shown against the items. 				
2.43	PRICED DOCUMENTS <ul style="list-style-type: none"> - Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected. - Measurements: Where not stated, ascertain from the drawings. - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender. - Submit: Within one week of request. 				
2.44	TENDER <ul style="list-style-type: none"> - General: 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. 				
2.45	THE FORM OF TENDER <ul style="list-style-type: none"> - Must be submitted with the tender. 				
2.46	SUBSTITUTE PRODUCTS <ul style="list-style-type: none"> - Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered. - Compliance: Substitutions accepted will be subject to the verification requirements of clause 2.67. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.47	<p>HEALTH AND SAFETY INFORMATION: Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of sub-contractors, and of any person whom the Works may affect. Include:</p> <ul style="list-style-type: none"> - A copy of the Contractor's health and safety policy document, including risk assessment procedures. - Accident and sickness 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. <p>Submit: To CA prior to commencement</p>				
2.48	<p>OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN: Content: Submit the following information with tender return or within one week of request:</p> <ul style="list-style-type: none"> - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the Contractor will be addressed. - 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 cooperation and coordination between Contractors. - Procedures for carrying out risk assessment and for managing and controlling the risk. - Emergency procedures including those for fire prevention and escape. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.48 cont.	<ul style="list-style-type: none"> - 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 training (site induction). - 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. 				
2.49	STOWMARKET TOWN COUNCIL'S SPECIFIC REQUIREMENTS				
2.50	ALLOW IN PRICING: Any item which the Contractor notices which is omitted from the drawing, specification and schedules and which is necessary for the proper completion of the works and state this with an additional price, in a letter which should accompany the tender.				
2.51	VAT: The Main Contractor will be responsible for making and calculating the correct allowance within each valuation for the percentage of works classed at 0% rated, reduced rated 5% or VAT rated costs. The Contractor, on receipt of the Order, to proceed with the works shall liaise with the Council's Financial Controller to assess the correct ratings to be applied.				
2.52	CONTRACTOR TO VISIT THE SITE: The Contractor must visit the site before tendering and ascertain all local conditions, the nature of the ground to be excavated, access, the full character and extent of the operations and restrictions likely to affect the execution of the works. No claims arising from failure to do so will be considered.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.53	TENDERS: The tender will be Fixed Price and no increases or decreases in the cost of labour or materials will be allowed.				
2.54	<p>ATTENDANCE ON SUB-CONTRACTORS: The Contractor shall provide free of charge to any sub-contractor and/or supplier all reasonable hoisting facilities, storing, loading and unloading of all materials delivered, water, electricity for the purpose of the sub-contractor element of works, space for the storage of materials for the use on site and the use of mess rooms, sanitary accommodation and welfare facilities.</p> <ul style="list-style-type: none"> - Also allow for returning empty crates etc and clearing of site/areas of work. - Provide general attendance upon Sub-contractors, cut away for and make good after all trades at completion and including the free reasonable use of plant, scaffolding etc., and the provision of any special plant or scaffolding required. - The Contractor shall ascertain in conjunction with the Sub-contractor, the positions of holes, chases and the order of execution of the works before the works is put in hand, as not claim for extra cost in consequence of lack of information of knowledge will be allowed - The Contractor will be allowed the appropriate cash discount of 5% on goods supplied by a Nominated Supplier and two and a half percent on goods supplied and work carried out by a nominated sub-contractor. Receipted accounts in connection with Provisional Sums, shall be produced on the request of the CA. - A Nominated Supplier or Sub-contractor shall be bound by the terms and conditions of the contract in the same manner and terms of the General Contractor and the Principal Contractor shall apply a contract between themselves and the sub-contractor for the works 				
2.55	USE OF SCAFFOLDING: The Contractor, sub-contractor, their employees and work people respectively in common with all other persons having a like right shall for the purposes of the works (but not further or otherwise) be entitled to the use of any erected scaffolding belonging to or provided the Contractor or sub-contractor as the case may be while it remains on the site.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.56	<p>MAINTENANCE PERIOD: The Contractor will be required to make good at his own expense and to the satisfaction of the CA, any defects found for a period of 12 months after completion of the contract.</p> <ul style="list-style-type: none"> - The maintenance period for heating installations shall be period of 12 months. 				
2.57	<p>ACCESS FOR CA: Provide at all reasonable times access to the Works and to other places of the Contractor or sub-contractors where work is being prepared for the Contract.</p>				
2.58	<p>ACCESS: The Contractor is to provide at all times during the contract and the defects liability, proper means of access with ladders etc., and necessary attendance to move them for the inspection and measurement of the works by the CA.</p>				
2.59	<p>ASSIGNMENT AND SUB-LETTING: Do not assign or sublet any part of the contract without written consent.</p>				
2.60	<p>PROVISION, CONTENT AND USE OF DOCUMENTS</p> <p>DEFINITIONS AND INTERPRETATIONS</p>				
2.61	<p>DEFINITIONS</p> <ul style="list-style-type: none"> - Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary. 				
2.62	<p>PRODUCTS</p> <ul style="list-style-type: none"> - Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works. - Includes: Goods, plant, materials, site materials and things for incorporation into the Works. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.63	SITE EQUIPMENT <ul style="list-style-type: none"> - Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities. 				
2.64	DRAWINGS <ul style="list-style-type: none"> - Definitions: To BSRIA BG 6/2012 A design framework for building services. Design activities and drawing definitions. - CAD data: In accordance with BS 1192:2007 				
2.65	TERMS USED IN SPECIFICATION <ul style="list-style-type: none"> - Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services. - Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment. - Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise. - Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed. - Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement. - Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed. - Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement. - Refix: Fix removed products. - Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.65 cont.	<ul style="list-style-type: none"> - Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible. - System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function. 				
2.66	<p>MANUFACTURER AND PRODUCT REFERENCE</p> <ul style="list-style-type: none"> - Definition: When used in this combination: <ul style="list-style-type: none"> - Manufacturer: The firm under whose name the particular product is marketed. - Product reference: The proprietary brand name and/ or reference by which the particular product is identified. - Currency: References are to the particular product as specified in the manufacture's technical literature current on the date of the invitation to tender 				
2.67	<p>SUBSTITUTION OF PRODUCTS</p> <ul style="list-style-type: none"> - Products: If an alternative product to that specified is proposed, obtain approval before ordering the product. - Reasons: Submit reasons for the proposed substitution. - Documentation: Submit relevant information, including: <ul style="list-style-type: none"> - manufacturer and product reference; - cost; - availability; - relevant standards; - performance; - function; - compatibility of accessories; - proposed revisions to drawings and specification; - compatibility with adjacent work; - appearance; - copy of warranty/ guarantee. - Alterations to adjacent work: If needed, advise scope, nature and cost. - Manufacturers' guarantees: If substitution is accepted, submit before ordering products. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.68	CROSS REFERENCES <ul style="list-style-type: none"> - Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to. - Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply. - Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply. - Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions. 				
2.69	REFERENCED DOCUMENTS <ul style="list-style-type: none"> - Conflicts: Specification prevails over referenced documents. 				
2.70	EQUIVALENT PRODUCTS <ul style="list-style-type: none"> - Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included. 				
2.71	SIZES <ul style="list-style-type: none"> - General dimensions: Products are specified by their co-ordinating sizes. - Timber: Cross section dimensions shown on drawings are: - Target sizes as defined in BS EN 336:2003 for structural softwood and hardwood sections. - Finished sizes for non-structural softwood or hardwood sawn and further processed sections. 				
2.72	DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS <ul style="list-style-type: none"> - Copies: Two of each contract document will be issued free of charge (not counting any certified copies). - Additional copies: Issued on request and charged to the Contractor. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.73	SECURITY OF DRAWINGS - All drawings and other information supplied by Stowmarket Town Council are confidential. Keep such documents safe at all times and do no copy of pass to third parties without Council's written permission.				
2.74	DIMENSIONS - Scaled dimensions: Do not rely on.				
2.75	THE SPECIFICATION - Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.				
2.76	DIVERGENCE FROM THE STATUTORY REQUIREMENTS - Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities. - Action: Inform immediately.				
2.77	DOCUMENTS PROVIDED BY CONTRACTOR/ SUB-CONTRACTORS/ SUPPLIERS				
2.78	AS BUILT DRAWINGS AND INFORMATION - Contractor designed work: Provide drawings/ information: N/A . - Submit: At least two weeks before date for completion.				
2.79	MAINTENANCE INSTRUCTIONS AND GUARANTEES - Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works. - Information location: N/A. - Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: N/A.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.80	STOWMARKET TOWN COUNCIL SPECIFIC REQUIREMENTS MAINTENANCE INSTRUCTIONS AND GUARANTEES <ul style="list-style-type: none"> - Retain copies delivered with components and equipment (failing which, obtain) register with manufacturer as necessary and handover to CA on or before Practical Completion. 				
2.81	SECURITY OF INFORMATION <ul style="list-style-type: none"> - All documents issued by to Contractors and Sub-Contractors for tendering or carrying out of the works are to be kept in a secure place, it will be the Contractor's responsibility for adequate security of such information. All documents at the end of the tender period are to be returned to Town Council or destroyed in an appropriate manner (either shredded or incinerated). No copies are to be taken and all information issued to sub-contractors is to be retrieved and checked for completeness. This is to ensure the safe keeping and confidentiality of building plans and details relating to the Property. Should the Town Council suffer a loss as a result of the Contractors failure to properly safeguard the information, the Council will take steps to recover such losses. 				
2.82	SPECIFIC REQUIREMENTS <ul style="list-style-type: none"> - The Contractor is to familiarise themselves of the documents as listed below and note the requirements within these documents incorporating them within the contract. Variations from these requirements or clarification can only be made by the Building Department or representative: - GENERAL REQUIREMENTS FOR BUILDING WORKS - SCAFFOLD STRUCTURES - The Contractor is to notify the Contract Administrator if they do not have these documents. The Contractor or his representative is to enforce these requirements during the contract including all site personnel, sub-contractors or persons entering the construction site. The Contractor is to forward copies of these documents on to their sub-contractor. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.83	MANAGEMENT OF THE WORKS GENERALLY				
2.84	SUPERVISION <ul style="list-style-type: none"> - Accept responsibility for co-ordination, supervision and administration of the works. Notwithstanding the foregoing, the Council reserves the right to instruct the Contractor, or any person working for the Contractor, to suspend their work if it poses an imminent risk of serious injury to anyone or damage to the property. - 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. - The Principal Contractor will be responsible for the programming of all works including those carried out by his sub-contractors 				
2.85	COMPLIANCE <ul style="list-style-type: none"> - Notwithstanding clause 2.84, The Council reserves the right to require the Contractor to produce evidence that he is complying with relevant statutory provisions. In particular, Council is likely to require the Contractor to demonstrate that he has properly assessed the risks to his own employees and others arising from the nature of the work. 				
2.86	INSURANCE <ul style="list-style-type: none"> - Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required by the Conditions of Contract (reference Appendix 1) 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.87	INSURANCE CLAIMS <ul style="list-style-type: none"> - Notice: 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, immediately give notice to the Employer, the person named in clause 2.26 and the Insurers. - Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice. 				
2.88	CLIMATIC CONDITIONS <ul style="list-style-type: none"> - Information: Record accurately and retain: <ul style="list-style-type: none"> - Daily maximum and minimum air temperatures (including overnight). - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost. 				
2.89	OWNERSHIP <ul style="list-style-type: none"> - Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. 				
2.90	PROGRAMME/ PROGRESS				
2.91	ORDERING <ul style="list-style-type: none"> - The Contractor shall place orders for all materials required as soon as his tender is accepted and any likely delay shall be reported in writing. 				

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Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.92	PROGRAMME <ul style="list-style-type: none"> - Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of: <ul style="list-style-type: none"> - Planning and mobilisation by the Contractor. - Sub-contractor's work. - 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 others concurrent with the Contract. - Submit to CA 3 weeks before commencement. 				
2.93	MONITORING <ul style="list-style-type: none"> - Progress: Record on a copy of the programme kept on site. - Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time. 				
2.94	NOTIFICATION OF COMPENSATION EVENT <ul style="list-style-type: none"> - Content: Notwithstanding the Contractor's obligations under the Contract written notice must also be given of all other causes which apply concurrently. 				
2.95	SITE MEETINGS <ul style="list-style-type: none"> - General: Site meetings will be held to review progress and other matters arising from administration of the Contract. - Frequency: As required. - Location: On site. - Accommodation: Ensure availability at the time of such meetings. - Attendees: Attend meetings and inform sub-contractors and suppliers when their presence is required. - Chairperson (who will also take and distribute minutes): The CA. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.96	NOTICE OF COMPLETION <ul style="list-style-type: none"> - Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works. - Associated works: Ensure necessary access, services and facilities are complete. - Period of notice (minimum): 2 weeks. 				
2.97	EXTENSIONS OF TIME <ul style="list-style-type: none"> - Reference clause 5 of contract 				
2.98	ADVERSE WEATHER <ul style="list-style-type: none"> - Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions. Cover up and protect from frost and inclement weather the works in course of erection. The Contractor will be required to make good at his own expense, any part of the works damaged by such cause. 				
2.99	CONTROL OF COST				
2.100	PROVISIONAL SUMS <ul style="list-style-type: none"> - All provisional sums and allowances shall only be expended at the direction of the CA; if not expended, no claim for loss of profit and attendance shall be deemed to be included in such sums. 				
2.101	REMOVAL/ REPLACEMENT OF EXISTING WORK <ul style="list-style-type: none"> - Extent and location: Agree before commencement. - Execution: Carry out in ways that minimize the extent of work. 				
2.102	PROPOSED INSTRUCTIONS <ul style="list-style-type: none"> - Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days. 				

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Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.103	MEASUREMENT - Covered work: Give notice before covering work required to be measured.				
2.104	DAYWORK: Do not carry out daywork without the consent of the CA.				
2.105	OVERTIME: - No extra will be allowed for overtime without the written consent of the CA. This also applies to work outside normal working hours. - No extra cost will be allowed for such works unless written consent has been obtained from the CA.				
2.106	VARIATIONS: reference clause 3 of contract				
2.107	DAYWORK VOUCHERS - Before commencing work: Give reasonable notice to person countersigning daywork vouchers. - Content: Before delivery, each voucher must be: - Referenced to the instruction under which the work is authorized. - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct. - Submit: By end of week in which the work has been undertaken.				
2.108	INTERIM VALUATIONS - Applications: Include details of amounts due under the Contract together with all necessary supporting information. - Submission: At least seven days before established dates. - Reference clause 4 of contract				
2.109	PRODUCTS STORED OFF SITE - Valuations will only include works completed and products which are stored on site. Products stored offsite will not be included in any valuations.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.110	STOWMARKET TOWN COUNCIL'S SPECIFIC REQUIREMENTS				
2.111	<p>CONDUCT</p> <ul style="list-style-type: none"> The conduct of all personnel on the site under the Contractor's direction shall be appropriate to the Town Council's priorities as set out in Section 2.19. The Council shall reserve the right to instruct the Contractor to expel from site any person whose conduct is prejudicial to those priorities. 				
2.112	<p>NOISE</p> <ul style="list-style-type: none"> The use of radios, audio equipment or the like, will not be permitted where they would cause nuisance or offence to the public, tenants or employees the Council. 				
2.113	<p>QUALITY STANDARDS/ CONTROL</p> <p>STANDARDS OF PRODUCTS AND EXECUTIONS</p>				
2.114	<p>INCOMPLETE DOCUMENTATION</p> <ul style="list-style-type: none"> General: Where and to the extent that products or work are not fully documented, they are to be: <ul style="list-style-type: none"> Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used. Suitable for the purposes stated or reasonably to be inferred from the project documents. Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract. 				
2.115	<p>WORKMANSHIP SKILLS</p> <ul style="list-style-type: none"> Operatives: Appropriately skilled and experienced for the type and quality of work. Registration: With Construction Skills Certification Scheme. Evidence: Operatives must produce evidence of skills/ qualifications when requested. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.116	QUALITY OF PRODUCTS <ul style="list-style-type: none"> - Generally: New. (Proposals for recycled products may be considered). - Supply of each product: From the same source or manufacturer. - Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance. - Tolerances: Where critical, measure a sufficient quantity to determine compliance. - Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence. 				
2.117	QUALITY OF EXECUTION <ul style="list-style-type: none"> - Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. - Colour batching: Do not use different colour batches where they can be seen together. - Dimensions: Check on-site dimensions. - Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. - Location and fixing of products: Adjust joints open to view so they are even and regular. 				
2.118	COMPLIANCE <ul style="list-style-type: none"> - Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied. - Compliance with performance specifications: Submit evidence of compliance, including test reports indicating: <ul style="list-style-type: none"> - Properties tested. - Pass/ fail criteria. - Test methods and procedures. - Test results. - Identity of testing agency. - Test dates and times. - Identities of witnesses. - Analysis of results. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.119	INSPECTIONS <ul style="list-style-type: none"> - Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to: <ul style="list-style-type: none"> - Date of inspection. - Part of the work inspected. - Respects or characteristics which are approved. - Extent and purpose of the approval. - Any associated conditions. 				
2.120	RELATED WORK <ul style="list-style-type: none"> - Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is: <ul style="list-style-type: none"> - Appropriately complete. - In accordance with the project documents. - To a suitable standard. - In a suitable condition to receive the new work. - Preparatory work: Ensure all necessary preparatory work has been carried out. 				
2.121	MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS <ul style="list-style-type: none"> - General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender. - Changes to recommendations or instructions: Submit details. - Ancillary products and accessories: Use those supplied or recommended by main product manufacturer. - Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates. 				

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Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.122	WATER FOR THE WORKS <ul style="list-style-type: none"> - Mains supply: Clean and uncontaminated. - Other: Do not use until: <ul style="list-style-type: none"> - Evidence of suitability is provided. - Tested to BS EN 1008: 2002 if instructed. 				
2.123	SAMPLES/ APPROVALS				
2.124	210 SAMPLES <ul style="list-style-type: none"> - Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either: <ul style="list-style-type: none"> - To an express approval. - To match a sample expressly approved as a standard for the purpose. 				
2.125	APPROVAL OF PRODUCTS <ul style="list-style-type: none"> - Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. - Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained. - Complying sample: Retain in good, clean condition on site. Remove when no longer required. 				
2.126	APPROVAL OF EXECUTION <ul style="list-style-type: none"> - Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme. - Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal or proceed with affected work until compliance with requirements is confirmed. - Complying sample: Retain in good, clean condition on site. Remove when no longer required. <ul style="list-style-type: none"> - General tolerances (maximum): To BS 5606:1990, tables 1 and 2. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.127	SUPERVISION/ INSPECTION/ DEFECTIVE WORK				
2.128	SUPERVISION <ul style="list-style-type: none"> - General: 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. - Replacement: Give maximum possible notice before changing person in charge or site agent. 				
2.129	PERSON IN CHARGE: Keep upon the works at all times a competent person in charge, this should be a suitably qualified/experienced Foreman who will deal with the day to day management of the site and the works taking place. The Contractor shall allow for the Forman to be in attendance for the duration of the contract unless authorised by the CA. Written or verbal instructions given to this person by the CA will be deemed to have been issued to the contractor. Verbal instructions will be confirmed by the CA in writing.				
2.130	CONTRACTOR'S PERSON-IN-CHARGE <ul style="list-style-type: none"> - Give maximum possible notice to CA before changing the person-in charge. 				
2.131	ACCESS <ul style="list-style-type: none"> - Extent: 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. 				
2.132	OVERTIME WORKING <ul style="list-style-type: none"> - Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done. - Minimum period of notice: 2 days. - Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.133	DEFECTS IN EXISTING WORK <ul style="list-style-type: none"> - Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received. - Documented remedial work: Do not execute work which may: <ul style="list-style-type: none"> - Hinder access to defective products or work; or - Be rendered abortive by remedial work. 				
2.134	TESTS AND INSPECTIONS <ul style="list-style-type: none"> - Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented. - Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time. - Records: Submit a copy of test certificates and retain copies on site. 				
2.135	PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS <ul style="list-style-type: none"> - Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. - Acceptability: Such proposals may be unacceptable and contrary instructions may be issued. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.136	WORK AT OR AFTER COMPLETION				
2.137	WORK BEFORE COMPLETION <ul style="list-style-type: none"> - General: Make good all damage consequent upon the Works. - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed. - Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials. - Cleaning materials and methods: As recommended by manufacturers of products being cleaned and must not damage or disfigure other materials or construction. - COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. - Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions. - Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls. 				
2.138	SECURITY AT COMPLETION <ul style="list-style-type: none"> - General: Leave the Works secure with, where appropriate, all accesses closed and locked. - Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt. 				
2.139	MAKING GOOD DEFECTS <ul style="list-style-type: none"> - Remedial work: Arrange access with CA. - Rectification: Give reasonable notice for access to the various parts of the Works. - Completion: Notify when remedial works have been completed. 				

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Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.140	SECURITY/ SAFETY/ PROTECTION SECURITY, HEALTH AND SAFETY				
2.141	CONSTRUCTION PHASE HEALTH AND SAFETY PLAN: Submission: Present to the Client before work start date of project 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 the CDM Regulations. Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause 2.48, and the Pre-tender Health and Safety Plan/ Preconstruction information – reference contract clause 6				
2.142	HSE APPROVED CODES OF PRACTICE <ul style="list-style-type: none"> - Comply with the following: <ul style="list-style-type: none"> - Management of health and safety at work. - Managing construction for health and safety. 				
2.143	SUSPENSION OF WORK <ul style="list-style-type: none"> - The Council reserves the right to instruct the Contractor, or any person working for the Contractor, to suspend work if their work poses an imminent risk of serious injury to any person. 				
2.144	SECURITY <ul style="list-style-type: none"> - Protection: 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. - Special requirements: Notify tenants and ensure properties are secure when leaving site. - Consult with the CA over security measures to the property, scaffold etc. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.144 cont.	<ul style="list-style-type: none"> - At the end of each working day it is the Principal Contractor's responsibility to ensure all ladders giving access to elevated areas, should have the ladders to the first lift of scaffold removed or ladders generally on site to be removed and placed under lock and key. Where there is an enhanced risk of children on site refer to the HSE document GS/7 'Accidents to Children on Construction Sites' for guidance. - Consult with the CA prior to any works taking over security measures to be implemented in relation to erection of scaffolding. - On commencement the Contractor is to report to the Client/CA to obtain advice on the security arrangements for the property and security measures required during the contract. Movement of Contractor's personnel is to be restricted to the work area only and the Contractor is to ascertain which areas are accessible and/or not to be entered. - At the end of each working day the Contractor, with the Client is to verify that the security alarm system and physical security protection are operating/in place (particularly sensors). - Under no circumstances is the integrity of the alarm system or physical security to be affected by the works either by compromising the detection system or works adjacent to or near the alarm panel which may affect its operation. 				
2.145	STABILITY <ul style="list-style-type: none"> - Responsibility: Maintain the stability and structural integrity of the Works during the Contract. - Design loads: Obtain details, support as necessary and prevent overloading. 				
2.146	OCCUPIED PREMISES <ul style="list-style-type: none"> - Extent: Existing buildings will be occupied and/ or used during the Contract. - Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users. - Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance. 				

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Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.147	IDENTIFICATION PASSES - All site operatives are to wear photographic identification passes issued by their respective employer.				
2.149	BATS IN BUILDINGS - All bats and their roosts sites are protected by law. - Before commencement of any contract the whole site is to be thoroughly checked for the presence of bats. If any are discovered, or their presence suspected, the CA should be notified immediately. - Should a bat or evidence of bats be discovered during the course of an operation the work shall cease immediately and the CA shall be informed. - In all cases no work is to take place which in any way can be shown to be detrimental to bats or their habitat without written instruction				
2.150	MOBILE TELEPHONES - Use: Not permitted in the following areas: - Within Client's or Tenant's Offices.				
2.151	EMPLOYER'S REPRESENTATIVES SITE VISITS - Safety: Submit details in advance, to the Employer or the person identified in clause 2.26, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. - Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause 2.26 and other visitors to the site.				
2.152	ACCESS - The Contractor is to provide at all times during the execution of the works and the defects liability period, proper means of access with ladders etc., and the necessary attendance to move them for the inspection and measurement of the works by the CA.				

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Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.153	PROTECT AGAINST THE FOLLOWING				
2.154	NOISE CONTROL <ul style="list-style-type: none"> - Standard: Comply generally with the recommendations of BS 5228-1, to minimize noise levels during the execution of the Works. - 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: <ul style="list-style-type: none"> - Pneumatic drills and other noisy appliances without consent. - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance. 				
2.155	POLLUTION <ul style="list-style-type: none"> - Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution. - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information. 				
2.156	PESTICIDES <ul style="list-style-type: none"> - Use: Not permitted. 				
2.157	PLANTING AND VEGETATION <ul style="list-style-type: none"> - Unless stated otherwise, existing trees and plants are to remain on completion. - Take all care to avoid damaging roots and above ground parts of trees, and plants that are to remain on completion. - Take all care to protect trees and plants that may be damaged by the Works. Agree protection methods with the CA. - Agree with the CA any tying back of vegetation from elevations if necessary for the Works and reinstate upon completion. - Agree with the CA any cutting back necessary for the work. - Do not dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or plant, store materials or place temporary accommodation within the branch spread of trees without the CA's express approval. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.157 cont.	<ul style="list-style-type: none"> - Do not sever tree roots exceeding 25mm in diameter without the CA's approval. - Provide with approved replacements, any trees or plants damaged or removed without approval. 				
2.158	NUISANCE <ul style="list-style-type: none"> - 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. 				
2.159	PROTECTION <ul style="list-style-type: none"> - Adequately protect all parts of the Works, throughout the Contract. Wherever work is of a vulnerable nature or exposed to abnormal risks provide special protection to ensure that damage does not occur. 				
2.160	ASBESTOS CONTAINING MATERIALS <ul style="list-style-type: none"> - Duty: Report immediately any suspected materials discovered during execution of the Works. - Do not disturb. - Agree methods for safe removal or encapsulation. 				
2.161	ANTIQUITIES <ul style="list-style-type: none"> - Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works. - Preservation: Keep objects in the exact position and condition in which they were found. 				

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Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.162	<p>FIRE PREVENTION</p> <ul style="list-style-type: none"> - Duty: Prevent personal injury or 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') and The Regulatory Reform (Fire Safety) Order 2005. - The Contractor shall make himself aware of the Council / Client's local fire instructions and procedures to be followed in the event of a fire. - The Contractor shall make himself aware of the location of the nearest telephone. - The Contractor shall ensure that all fire exits and access points for emergency equipment are kept clear at all times and that combustible materials are not left unused on site or adjacent to any building. - Suitable and sufficient adequately maintained fire extinguishers shall be provided by the Contractor for use during the work. - Burning off paint using blow lamps or electrical element burners shall not be permitted - Burning on site of materials arising from the work shall not be permitted. - Except with the CA's express written dispensation, <u>'Hot Work' shall not be permitted on or within six metres of any building</u> and the Contractor must allow for alternative methods of work. ('Hot Work' is defined as being all operations involving flame, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat or having naked flames) - Do not store Flammable materials on site without the agreement of the CA - The Contractor is to provide onsite at all times on each floor of the building a minimum of one 9 litre water type extinguisher and a 5kg CO2 extinguisher. The Contractor is to ensure that these are regularly maintained/serviced and from an approved manufacturer. - Temporary halogen lights shall not be permitted. 				
2.163	<p>EXISTING FIRE PRECAUTIONS</p> <ul style="list-style-type: none"> - Obtain from the Employer or CA, before commencement, advice on existing fire detection and alarm systems in the property, call points, fire extinguisher positions, fire escape routes, nearest telephone and Fire Station and procedures to be followed in the case of a fire and incorporate with the Contractors Health & Safety Plan. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.164	ACTION IN THE EVENT OF FIRE - In the event of discovering fire the Contractor shall call the Fire Brigade and immediately report the fire to the Council's Representative / Tenant and to the CA.				
2.165	SMOKING ON SITE - Smoking on site: Not permitted.				
2.166	BURNING ON SITE - Burning on site: Not permitted.				
2.167	WATER - Prevent damage to building fabric and ground finishes, including patina, from storm and surface water including dripping from scaffolding and sheeting. - Protect the works and existing builders from damage by inclement weather at all times. Allow for any temporary covers. Make good any damage caused by rain or storm or other inclement weather at no cost.				
2.168	MOISTURE - Wetness or dampness: Prevent, where this may cause damage to the Works. - Drying out: Control humidity and the application of heat to prevent: - Blistering and failure of adhesion. - Damage due to trapped moisture. - Excessive movement.				
2.169	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. - Testing: Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other microorganisms are within acceptable levels.				

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Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.170	ELECTRICAL SAFETY <ul style="list-style-type: none"> - The Contractor shall comply at all times with the Electricity at Work Regulations 1989 [Electricity at Work Regulations (NI) 1991] (as amended). - All temporary wiring installations provided by the Contractor shall be inspected and tested by a competent person before use for the first time and at three-monthly intervals thereafter. - All portable electric tools shall, as far as practicable, be supplied from a reduced voltage, (i.e. 110v or less) system. - All portable electric equipment shall be properly maintained and shall be subject to a regime of inspection and periodic testing. - All electrical connections shall be through correctly fused plugs, sockets and extension leads. All such equipment shall be unplugged at the end of each working day. - The Contractor shall take appropriate precautions when working in the vicinity of overhead power lines: Reference HSE Guidance Note GS6 - Avoidance of Danger from Overhead Electric Lines. - All electrical work shall be carried out by NICEIC registered Contractors. 				
2.171	WASTE <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - Non-hazardous material: In a manner approved by the Waste Regulation Authority. - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations. - Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in. - Waste transfer documentation: Retain on site. 				
2.172	ELECTROMAGNETIC INTERFERENCE <ul style="list-style-type: none"> - Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.174	PROTECT THE FOLLOWING				
2.175	DRYING THE WORKS - Provide all apparatus, fuel, power and attendance as necessary for drying the works.				
2.176	EXISTING SERVICES - Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations. - Identification: 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 authority's/ statutory undertaker's 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. - 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. - Marker tapes or protective covers: Replace, if disturbed during site operation's to service authority's/ statutory undertakers recommendations.				

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Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.177	ROADS AND FOOTPATHS <ul style="list-style-type: none"> - Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. - Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner. 				
2.179	RETAINED TREES/ SHRUBS/ GRASSED AREAS <ul style="list-style-type: none"> - Protection: Preserve and prevent damage, 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. 				
2.180	EXISTING FEATURES <ul style="list-style-type: none"> - 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. 				
2.181	EXISTING WORK <ul style="list-style-type: none"> - Protection: Prevent damage to existing property undergoing alteration or extension. - Removal: Minimum amount necessary. - Replacement work: To match existing. 				
2.182	BUILDING INTERIORS <ul style="list-style-type: none"> - Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work. 				
2.183	BUILDING INTERIORS <ul style="list-style-type: none"> - Protection: Prevent exposure to weather during course of alteration work, with temporary enclosures of sufficient size to permit execution of the work and which will remain weathertight in severe weather. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.184	ADJOINING PROPERTY RESTRICTIONS				
2.185	Precautions: <ul style="list-style-type: none"> - Prevent trespass of workpeople and take precautions to prevent damage to 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. 				
2.186	EXISTING STRUCTURES <ul style="list-style-type: none"> - Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. - Supports: During execution of the Works: <ul style="list-style-type: none"> - 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 oversteering of completed work when removing supports. - Adjacent structures: Monitor and immediately report excessive movement. - Standard: Comply with TG20:08 Supplement 1: Jan 2012 and BS EN 12812:2008 				
2.187	FACILITIES/ TEMPORARY WORKS/ SERVICES				
2.188	GENERALLY				
2.189	SITE STORAGE, TEMPORARY WORKS AND SERVICES <ul style="list-style-type: none"> - Location: Give notice of intended siting. - Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.190	ACCOMMODATION				
2.191	TEMPORARY ACCOMMODATION <ul style="list-style-type: none"> - Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to the Commencement Date. - Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal. 				
2.192	EXISTING ACCOMMODATION <ul style="list-style-type: none"> - Restrictions on use: Temporary accommodation is prohibited in any location that disturbs the Client or their tenant. The site accommodation is to be place in the site compound noted on Wright Consulting drawings S001. 				
2.193	CONTRACTOR'S WORKING AREA <ul style="list-style-type: none"> - The contractor is to confine his activities to the smallest possible area of the site for the execution of the Works and storage of materials, unless otherwise defined. 				
2.194	TEMPORARY WORKS				
2.195	TEMPORARY FENCE(S) <ul style="list-style-type: none"> - Employer's Specific Requirements: Provide suitable separation fencing for the site to demarcate the site boundary and to avoid confusion or disruption of the tenant farmer. 				
2.196	SCAFFOLDING <ul style="list-style-type: none"> - All scaffolding shall comply with the Scaffolding Specification within this document. - All scaffolds to be fully independent. - No putlog scaffolds will be permitted. - Bracing of scaffolding from buildings will only be permitted with prior agreement from the CA. - All scaffold tubes are to be fitted with protective plastic end caps and are to be free from rust. - All scaffolding must be adequately earthed against lightning strikes. 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.196 cont.	<ul style="list-style-type: none"> - All scaffolding shall be erected by NASC registered scaffolders and comply with the Contract Specification 'General Requirement for Building Works' and 'Scaffold Structures' and The Work at Height Regulations 2005 (as amended). Extreme care must be taken to avoid damage to buildings and grounds during the erection or striking of scaffolding. - At the end of each day's work and in rain, measures should be taken to prevent splashing to the property. 				
2.197	<p>HEIGHT</p> <ul style="list-style-type: none"> - No scaffold from which a person could fall more than 2 metres should be used unless: <ul style="list-style-type: none"> - It has been inspected by a competent person: <ul style="list-style-type: none"> - Before being used. - After substantial installation. - After any event likely to have affected its stability. - At regular intervals not exceeding 7 days. - A record has been made of the inspection (other than for a mobile tower scaffold in place less than 7 days) containing the details specified in HSE booklet HG(G)150. 				
2.198	<p>LADDERS</p> <ul style="list-style-type: none"> - Ladders and other items of equipment must not be left unattended when accessible to the general public. - When the site is not being worked on, all ladders shall have their first lift ladder removed and placed under lock and key. All loose ladders shall be similarly chained and locked or removed from the site. - Scaffolds and other associated equipment, erected in area accessible to the general public, must be provided with warning tape at least 3 metres clear of the scaffold where practicable to deter unauthorised access. 				
2.199	<p>ESSENTIAL ACCESS TO THE PROPERTY</p> <ul style="list-style-type: none"> - Agree with the CA special precautionary arrangements under a working scaffold or where specific security arrangements are required 				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.201	SERVICES AND FACILITIES				
2.202	LIGHTING - Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.				
2.203	LIGHTING AND POWER - The Client's mains may not be used for the Works: no electricity will be provided for the Contractors use.				
2.204	WATER - The Client's mains may be used for the Works.				
2.205	WATER RESTRICTIONS - If the water supply is or is likely to be restricted by emergency legislation, inform CA without delay and ascertain the availability and additional cost of water from alternative sources.				
2.206	OPERATION/ MAINTENANCE OF THE FINISHED WORKS				
	GENERALLY				
2.207	The Principal Contractor will be responsible as noted below for provision and collation of all information requested including obtaining specific information from the design team for the works completed.				
2.208	The Principal Contractor must provide a completed Health and Safety File within three weeks of the contract completion for the Principal Designer to check, and if acceptable it will be forwarded to the Client as a record of the project for future reference. The Principal Contractor must compile all relevant information as the work proceeds for inclusion in the Health and Safety File. This must be a continual process and not left until the project completion.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.209	<p>The Health and Safety File should contain the following and in the format shown.</p> <p>NB. Depending on the scope of works it may be there is nothing appropriate to a particular section if so a suitably titled insert must be included in the section containing 'not applicable'.</p>				
2.210	<p>General Content Requirements</p> <p>Section 1 – Description of the building/service works undertaken.</p> <p>Section 2 – Full contact / address details for sub-contractors to include type of work carried out</p> <p>Section 3 – Details of all new and incoming services, on record drawings to include:</p> <ul style="list-style-type: none"> • Confirmation of type / status of service; • Location of isolation controls <p>Section 4 – Confirmation of any residual hazards in relation to the works undertaken to include information relevant to control of associated risks (if applicable)</p> <p>Section 5 – Information in respect of any hazardous materials incorporated in the works to include location and certification for use, Material Safety Data Sheets, etc (if applicable)</p> <p>Section 6 – As-built drawings recording the general building works undertaken</p> <p>Section 7 – Operating and Maintenance information</p> <p>Section 8 – Information in respect of fixtures, fittings, materials and finishes.</p> <p>Section 9 – Cleaning and maintenance information</p> <p>Format and Delivery</p> <p>The Health and Safety File should be provided to the Principal Designer as follows –</p> <p>One paper copy in A4 size hardback file</p> <p>One electronic copy in Adobe Acrobat pdf format to include all text and drawings.</p>				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.211	PROVISIONAL WORK/ ITEMS (reference pricing document)				
2.212	CONTINGENCIES				
	- Provisional sum: Include: 10% of Contract Sum				

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Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.1	PHASE 1 - RE-ROOFING (AS SET OUT ON DRAWING S002) – Roof of Council Chamber, Registrar's Office, adjacent Staircases and / landings.				
3.1.1	<p>The plain clay roofing tiles of Council Chamber are in a poor condition with many being highly weathered and shaling. It is unclear without a detailed appraisal of the tiles how many are able to be re-used and therefore it is proposed to replace the tiles of the Council Chamber in their entirety reclaiming and storing any of the existing tiles for reuse if appropriate. Strip existing roof finishes throughout the area of the Phase 1 works. Dispose of all batons, roofing felt and insulation. De-nail all rafters to provide a clean working surface for the new roof finishes.</p> <p>Clean and assess existing roof tiles from re-use and agree quantity of re-usable tiles with the CA. Do not dispose of any roof tiles without agreement. Two types of roof tile are anticipated:</p> <ul style="list-style-type: none"> • Red handmade clay plain tile. • Grey concrete tile (to inner slope of concealed roof over Main Staircase Landing) <p>Assume 50% of the tiles can be reclaimed. Allow for pelleting of tiles to be reused for storage by the Council.</p>				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.1.2	Strip all valleys (4 no.) of existing lead and associated finishes. Allow for assessment of the exposed valley boards and timbers by the CA. Store all removed lead for disposal by the Client.				
3.1.3	Strip all swept valley tiles along with applied finishes. Check all valley tiles for condition and make assessment of residual broken or highly weathered tiles unable to be re-used. Store tiles for reuse.				
3.1.4	Strip all flashings and gable / gablet flaunchings storing failed lead for disposal by the Client.				
3.1.5	Allow for new TLX Batsafe breathable membrane roofing felt over all areas of the roof installed in accordance with the Manufacturers recommendations including recommended taping of joints and fixings.				
3.1.6	Install new tile battens which are to be 50mm wide x 25mm deep and graded to BS5534 in accordance with the attached H60 specification.				
3.1.7	Option 1 – Reclaimed Tile Replacement - Supply new reclaimed roofing tiles to match the residual existing tiles. Assume at tender stage that 50% of the existing tiles are to be replaced and 50% reused. Allow for the replacement of the existing inner roof slope over the main Staircase Landing with new red hand made plain tiles. Allow for palletting up the residual plain concrete tiles for storage by the Client or patch repair of the adjacent roof slopes which may be damaged during access.				
3.1.8	Option 2 – New Roof Tiles to Council Chamber and Entrance: Assume none of the existing roof tiles over the Council Chamber can be re-used. Provide a price for the complete replacement of all roof tiles over the Council Chamber with new red handmade clay plain tiles from one of the selected suppliers listed within the specification section H60 and listed below. Assume within the tender approximate surface area of the Council Chamber and associated roof slopes is 200m ² plus associated swept valley tiles. Exact re-measure of tiles required to be agreed on site.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	Prices for three new tile replacements are to be provided, these are:				
3.1.8A	Sandtoft Roof Tiles Limited – Goxhill Handmade Plain Clay Tiles				
3.1.8B	<i>Keymer Handmade Clay Tiles</i>				
3.1.8C	<i>Tudor Roof and Tile Co. Ltd (handmade tiles)</i>				
3.1.9	Where possible retain existing boarding to valleys but allow within the tender for their replacement with suitable 18mm WBP plywood and lining in accordance with the specification. Allow for relining 4no. valleys with Code 5 lead in accordance with the attached specification.				
3.1.10	Allow for resetting 4no. swept tile valleys using existing valley tile supplemented with reclaimed valley tiles to match existing.				
3.1.11	Allow for the provision of 50% replacement of the existing ridge tiles to match the existing. Assume new ridge tiles are to be reclaimed to match the existing or new to match the new tiles.				
3.1.12	Form within the eaves board to the roof areas bespoke eaves ventilation on each side of the Council Chamber with continuous bespoke eaves ventilators formed as slots within the eaves board and covered with stainless steel insect mesh in accordance with the attached specification.				
3.1.13	Allow for the removal of the redundant Soil Vent Pipe through the Council Chamber roof on the north east corner. Dismantle the vent pipe to beneath eaves level within the roof space and remove from site.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.1.14	Re-roof 2no. oriel bay window roofs to the Registrar's Office and Council Chamber. Roof areas to be finished with Code 5 sheet lead with rolls tucked under the existing rough cast render which will need to be patch repaired to allow the insertion of the lead. All leadwork to be in accordance with the British Lead Association Recommendations and the attached specification. Allow within this price for the replacement of the boarding under the existing mastic or asphalt finish with 18mm WBP plywood or similar approved boarding.				
3.1.15	Allow for the replacement of the existing lead flashings to the 2no. chimneys within the phase 1 re-roofing works. All leadwork to be in accordance with the Lead Association Recommendations and the attached specification.				
3.1.16	Allow for the replacing flashings to the 2no. rooflights within the single storey Council Chamber Entrance Hall on the west elevation. All new flashings are to be in accordance with the attached specification.				
3.2	PHASE 1 - STRUCTURAL REPAIRS (AS SET OUT ON DRAWING S005)				
3.2.1	Allow for supplementing the existing roof rafters with new rafters 125 x 50 C24 at 350mm centre to centre. New rafters to placed adjacent to the existing and span from eaves to ridge. Allow for the birds mouth of the new rafters on to the wall plate and suitable angle bracket fixings to ensure lateral restraint of the Council Chamber in an east west direction. Include for trebling rafters directly under new stainless steel cross brace and connection of steel connection plate as under Item 3.3.12. Also allow for alignment and connection to the new purlins noted in 3.2.2 below.				
3.2.2	Allow for doubling up the existing purlins with new 175 x 75 C24 purlins bolted to the existing purlins with M12 bolts at 350 mm centre to centre staggered about the centre line. All bolts to receive 40mm diameter plate washers on each side of the connection. Allow for bespoke connection from purlin to existing truss.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.2.3	Allow for the supplementing of the existing bottom boom to the 5no. trusses with 2no. 225 x 75 C24 timbers spanning from east to west supported on the external walls of the Council Chamber. New timbers are to be sat each side of the existing bottom boom of the trusses and bolted to the existing with M12 through bolts with 40mm diameter plate washers. Total number of timbers should be assumed to be 10no. Allow for the birds mouth of the new bottom boom timber on to the wall plate and suitable angle bracket fixings to ensure lateral restraint of the Council Chamber in an east west direction.				
3.2.4	Allow for the installation of additional paired rafters 175 x 75mm C24 directly under the new steel chimney brace and bespoke steel connection between supporting rafters and steel brace all as per drawing S005. New rafters to be supported on wall plate, purlin and ridge beam as other typical rafters and notched or birds mouthed to suit.				
3.2.5	Provisional Item: Allow for the replacement of 4m of existing wall plate if found rotten. The repair of the existing wall plate will be required on a half lap basis with suitable pegged joints in accordance with the typical detail on drawing S005. The existing wall plate should be assumed to be 150mm wide x 100mm deep.				
3.2.6	Provisional Item: Allow for up to 24m of 125 x 50 C24 replacement rafter to be cut and used on site where timbers are found to be rotten or half inadequate capability. Allow for the birds mouth and jointing of timbers to supplement existing and to connect to wall plates, purlins or ridge beam as appropriate.				
3.2.7	Provisional Allowance: Allow for 40m of rafter repair or replacement in North roof areas over the Registrar's Office and adjacent staircases. New rafters are to be assumed as 125mm x 50mm grade C24 with all connections to match existing .				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.2.8	Provisional Allowance: Allow for 20m of purlin repair or replacement in North roof areas over the Registrar's Office and adjacent staircases. New purlins are to be assumed as 150mm x 100mm grade C24 with all connections to match existing .				
3.2.9	Provisional Allowance: Allow for 8m of wall plate repair or replacement in North roof areas over the Registrar's Office and adjacent staircases. New wall plates are to be assumed as 150mm x 100mm grade C24 with all connections to be half lapped to existing as per the typical repair details on drawing SK06. .				
3.2.10	Provisional Allowance: Allow for the formation of a new 'overlay' roof over the small duo-pitched roof over the Main Staircase to the north-east of Phase 1 roof. Assume the new roof consists of 125mm x 50mm C24 rafters positioned between the existing and supported on the existing wall plate. Provisionally allow 20 new paired rafters, 3m long supported from the existing wall plates. Allowance to include for all traditional connections including birds mouthing over wall plates and existing ridge beams.				
3.3	PHASE 1 - MISCELLANEOUS WORKS				
3.3.1	Allow for the removal, cleaning and redecoration of all gutters to the areas of roof being re-roofed. Reinstate all gutters making sure connections are adequate and watertight. Allow for the full redecoration of the guttering in a 3 coat matt black finish.				
3.3.2	Provisional Item: allow for the replacement of 5m of the exiting cast iron gutter to the Council Chamber in profiles to match the existing. Allow for the full redecoration of the guttering in a 3 coat matt black finish.				
3.3.3	Allow for the dismantling, cleaning and re-erection of the existing rainwater downpipes to ensure that all joints are watertight and maintainable. Include within this quotation for the cleaning and redecoration of all downpipes in a 3 coat matt black finish.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.3.4	Rod the outfall to all of the downpipes in the Phase 1 works to ensure that these are clear and outfall to the existing mains drains. Confirm to the CA the outfall drain for each downpipe.				
3.3.5	Allow for the provision of 210mm of Thermafleece – UltraWool High Density Sheep's Wool Insulation to be applied to all of the ceiling areas within the Phase 1 works. Insulation to be installed taking account of the eaves ventilation inserted under item 3.1.12 above.				
3.3.6	Provisional Item: Allow for the provision of 200mm of mineral wall insulation to be applied to all of the ceiling areas within the phase 1 works. Insulation to be installed taking account of the eaves ventilation inserted under item 3.1.12 above.				
3.3.7	Allow for the provision of an access platform walkway to be formed through the roof void of the Council Chamber, Registrar's Office and Main Staircase roof voids. New access platform to be formed with 3no. 150 x 50 C16 timbers and 18mm plywood supported on the existing ceiling joists and roof trusses. Allowance to be made for suitable joist hanger connections between all of the structural members such that a formal walkway adjacent to the services within the roof voids can be made.				
3.3.8	Allowance should be made for the provision of 200mm wide galvanised steel cable tray within all roof voids for the formal storage and co-ordination of all cables within the roof voids. Allowance should be made for 30m of galvanised cable tray plugged and screwed to the rafters in locations to be agreed with Client and CA.				
3.3.9	Allowance for 2 days of electrician time for the co-ordination, alignment and diversion of existing cables within the roof spaces. Provisional Item: Extent of work to be agreed with the Town Council once redundant and live cables have been identified.				
3.3.10	Allow for the Code 5 lead flashings to the two chimneys and two soil vent pipe and ventilation cowls on the roof above the Registrar's Office. All new flashings to be in accordance with the British Lead Association and attached specification.				

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.3.11	<p>Allow for the reconstruction of the ornate brick chimney to the Council Chamber using the stored bricks for the chimney have been stored in a course by course manner within the Local Council storage. Reconstruction to be in accordance with the Listed Building Consent in Appendix D. Allowance should be made for:</p> <ul style="list-style-type: none"> • Transfer of stored bricks from the Client's local Storage Depot • 3no. sample panels for mortar to used which is to be agreed with local Conservation Officer • Remove and dispose of existing temporary chimney capping • Reconstruct 38 course, 550mm square soft red brick base of chimney with all new soft red bricks from Bulmer Brick and Tile or similar approved in agreed mortar. • Use of tracing templates taken during dismantling of chimney to reconstruct of the chimney using the agreed mortar • New red clay chimney pot and flaunching 				
3.3.11 cont.	<ul style="list-style-type: none"> • New insulated bespoke cut registry plate within the Council Chamber with 2no. access panels. Registry plate to be painted with a three coat matt black paint 				
3.3.12	<p>Allowance should be made for the introduction of a painted stainless steel lateral cross brace and collar to chimney as per the attached Wright Consulting drawing S006. Cross brace to be painted matt black.</p>				
3.3.13	<p>Allow for the repair, refurbishment and redecoration of all first floor windows within the Phase 1 works. 3no windows (to Registrar's Office, Main Staircase Landing and First Floor Store Room) are all to be refurbished and be put in to good working order. Allowance should also be made for the full redecoration of the windows with a three coat paint system along with suitable draught stripping to open all lights.</p>				
3.3.14	<p>It is assumed that scaffold will be required within the north garden area to access the valley adjacent to the dormer window to the Main Staircase Landing. This scaffold will provide access to the inner valley gutter between the Phase 1 and Phase 2 works.</p>				
3.3.15	<p>Provisional Allowance: Allow for the raising of the inner valley gutter between the Phase 1 and Phase 2 re-roofing areas on North elevation to widen gutter and provide better safer access. Assume that the valley gutter is to be raised such that the overall width of the valley</p>				

[illegible]

Cont... Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.4	PHASE 2 AND 3 RE-ROOFING (AS SET OUT ON DRAWING S002)				
3.4.1	Provide a provisional budget quotation for the replacement of the grey concrete roof tile to the Phase 2 roofing area with a new red handmade clay plain tile from one of the approved suppliers in H60 Specification. Assume the tiles are to match the specification and allowances should be made for the refurbishment of all gutters and eaves soffit boards. This provisional allowance should include for an access scaffold to the north and south elevations of the Phase 2 area.				
3.4.2	Provide a provisional quotation for the replacement of the grey concrete roof tile to the Phase 3 roofing area with a new red handmade clay plain tile from one of the approved suppliers in H60 Specification. Assume the tiles are to match the specification and allowances should be made for the refurbishment of all gutters and eaves soffit boards. This provisional allowance should include for an access scaffold to the east and west elevations of the Phase 3 area.				

SECTION 4 – STRUCTURAL SPECIFICATIONS

4.1 General

- 4.1.1 THIS SPECIFICATION is to be read with Preliminaries/General Conditions.
- 4.1.2 DO NOT SCALE DRAWINGS. The Contractor is to check all dimensions on site before carrying out any works.
- 4.1.3 THIS SPECIFICATION together with the Structural Engineer's drawings are to be read in conjunction with Lead Consultant's and all other Consultants' drawings and specifications, which should be used to verify layout, setting out, finishes etc. Any discrepancies are to be reported to the Lead Consultant before proceeding with the works.
- 4.1.4 SETTING OUT details are shown on the Lead Consultant's drawings unless noted otherwise on the drawings.
- 4.1.5 WEIGHT OF MASONRY UNITS. Any element weighing more than 20kg should be lifted by double (or greater) handling or by using mechanical assistance. Although elements greater than 20kg have not been specified unless it has been appropriate to do so, the Contractor should make due allowance for the correct handling of heavier elements.
- 4.1.6 THE CONTRACTOR is to inform the Lead Consultant and Structural Engineer if the existing fabric, including foundations, is opened up and found to be inadequate, unsuitable to support the proposed works, or at variance from the details shown on the drawings.
- 4.1.7 ITEMS NOTED on the drawings or in the Schedule of Works 'to be verified on site' are to be exposed by the Contractor for inspection by the Structural Engineer at the earliest opportunity.
- 4.1.8 HOLES OR CHASES must not be cut through any structural members without the written consent of the Structural Engineer.
- 4.1.9 THE CONTRACTOR is to ensure that the Approved Inspector is notified to carry out his inspections prior to concreting new foundations, slabs etc., and other structural items prior to them being covered up.
- 4.1.10 FIXINGS for signs, balustrades etc., which have been designed by others, are to be installed in accordance with the manufacturer's details and specifications.
- 4.1.11 NOTHING included or omitted from this outline specification will relieve the Contractor of his duty to carry out the works in accordance with current standards of safety and good building practice.

4.2 Tolerances

- 4.2.1 ALL TOLERANCES are to be agreed with the Lead Consultant, and the Contractor will be responsible for ensuring that sufficient tolerances are provided and integrated throughout all elements of the works
- 4.2.2 THE CONTRACTOR is to take account of tolerances detailed elsewhere on the drawings, appended specifications, and British Standards when complying with the above clause.

4.3 Materials

- 4.3.1 ALL ARTICLES materials and goods shall be new and of good quality, suitable for the required purpose and shall conform to the appropriate British Standard where such exists.
- 4.3.2 Where references to the above are made it shall be inferred that the latest edition applies, together with subsequent amendments, unless otherwise specified.
- 4.3.3 The plain clay roofing tiles of Council Chamber are in a poor condition with many being highly weathered and shaling. It is unclear without a detailed appraisal of the tiles how many are able to be re-used and therefore it is proposed to replace the tiles of the Council Chamber in their entirety reclaiming any of the existing tiles for reuse if appropriate.
- 4.3.4 The choice of plain clay tile is the subject of an ongoing Planning and Listed Building Consent application therefore within the Schedule of Works and specification options for tile replacements are given which should be costed and procurement periods obtained.

4.4 Temporary Works Stability

- 4.4.1 THE CONTRACTOR is entirely responsible for maintaining the stability of all existing buildings and structures, within and adjacent to the works, and of all the works from the date of possession of the site until practical completion of the works. The existing structure has been investigated through series of targeted opening up works, it is the Contractor's responsibility to confirm the location of the existing structure is as drawn, the Structural Engineer should be notified immediately of any variations or discrepancy found on site.
- 4.4.2 THE CONTRACTOR shall design, install and maintain all necessary temporary works and shall advise both the Lead Consultant and Structural Engineer at least ten working days from commencement of the works, of his proposals for temporary supports and sequence of construction for the works. These proposals shall be supported by design calculations if requested.
- 4.4.3 Under no circumstances will any structural alterations be carried out prior to the Structural Engineer commenting on the Contractors temporary works proposals.
- 4.4.4 THE DESIGN of temporary works shall include an assessment of the loads to be resisted and is to be undertaken by a competent person. Due regard shall be given to lateral stability as well as to the support of vertical loads.
- 4.4.5 THE CONTRACTOR is to familiarise himself with the building and its structure so that he is aware of the nature and magnitude of the loads to be supported.
- 4.4.6 PARTICULAR care is to be taken to ensure that temporary props remain adequately seated and tightened so that support to the structure above is not allowed to yield during building operations.
- 4.4.7 THE CONTRACTOR is to ensure that a temporarily propped structure is adequately wedged, pinned or packed off the permanent works prior to removal of any temporary supports.
- 4.4.8 THE CONTRACTOR shall ensure that any completed or partially completed structural element is not overloaded. Details of design loads may be obtained from the Structural Engineer.

4.5 Masonry

- 4.5.1 All new BRICKWORK and MORTAR shall match the existing masonry on site. It is to be assumed all new bricks are to be Bulmer Brick & Tile soft red facing bricks of standard size laid in a traditional lime based cream mortar. Joints are to be fully filled and finished with a flush joint brush finished when green to show the aggregate and grit.
- 4.5.2 WORKMANSHIP is to comply generally with BS 5628 Parts 1 & 3.
- 4.5.3 WEIGHT OF MASONRY UNITS Where possible, masonry walls have been designed to use units with a maximum weight of 20kg. Where this has not been possible, units must be lifted using mechanical assistance or double-handling.
- 4.5.4 NEW brickwork if required is to match the existing stones.
- 4.5.5 BRICKWORK is to be laid properly bonded as agreed with the Structural Engineer and fully bonded into existing work or as specified otherwise on the drawings.
- 4.5.6 DO NOT lay masonry when the ambient air temperature is less than 5°C.
- 4.5.7 WHERE pinning up to soffits is required, completely fill the joint at the top of loadbearing walls with lime based dry pack, well rammed into position using temporary shuttering.
- 4.5.8 CARRY up work with no portion or section of wall more than three courses of stonework above another at any time, raking back between levels. Do not carry up work higher than 3 courses in one day when laying with a lime based mortar.

4.6 Structural Timber

- 4.6.1 Use timber that has been independently certified under a fully participatory and objective timber certification scheme, i.e. FSC or PEFC. Where independently certified timber is not available, use timber and wood products from suppliers that have adopted a formal Environmental Purchasing Policy for those products, and can provide evidence of commitment to that Policy.

The Contractor should confirm and provide evidence of the source of timber before placing an order.

- 4.6.2 The green oak frame of the barn and garage are to be designed and drawn by a specialist oak framing company with all joints traditionally carpentered. Fabrication drawings and calculations by the specialist framing company are to be provided to the CA for agreement and forwarding to the local Building Control Officer for approval prior to start of manufacture.

- 4.6.3 NEW timber in the works is to be selected timber as follows:

- **Barn and Lean-to** - All timber softwood Grade C24 or better to suit design by Specialist and formed with traditional carpentered joints unless noted otherwise on the drawings.
- **Weatherboarding for barn** – seasoned quarter sawn European oak vertical planks of Select Grade.

- 4.6.4 (if required) STRUCTURAL sheathing to floors and walls to be OSB3 or an equivalent board material.

- 4.6.5 NEW structural softwood timber in internal dry environments is to be double vacuum impregnated with preservative to BS 5268: Part 5 and the manufacturer's recommendations. Where available, use water based treatment products such as ARCH Timber Protection 'Vacsol Aqua' or Osmose 'Protim Aqeos' to remove the use of VOCs in the treatment process.

New timber in the works either in contact with the ground, exposed to the weather or severe condensation (such as wall plates) is to be vacuum pressure impregnated with preservative to BS 5268: Part 5 and the manufacturer's recommendations. As from 30 June 2004 the EC will restrict the use of CCA treated timber as a treatment option in all residential buildings and other public locations where skin contact is possible. This does not apply to 'as built' CCA treated timber.

Use water based, heavy-metal free treatment products such as ARCH Timber Protection

'Tanalith E' or Osmose 'Naturewood' as an alternative to CCA treated timber.

Cut ends are to be thoroughly treated with brush applied coats of appropriate preservative, preferably water based similar products as above, before fixing. All preservatives are to be to the Lead Consultant's approval.

4.6.6 STRUCTURAL timbers may only be drilled or cut for services as noted below if agreed with the Structural Engineer:

- Notches in the joists are to be at the top and located between 0.1 and 0.25 of the span from the support. Notch cannot be deeper than 0.125 of the joist depth.
- Holes in the joists are to be along the centre with maximum diameter of 0.125 of the joist depth.

4.6.7 SIZES of new structural timbers noted on the drawings are sawn basic sizes.

4.6.8 UNLESS noted otherwise on drawings, joists to be supported on proprietary hangers to BS6178 Part 1 size to suit joist. Hangers should be installed and joists fitted strictly in accordance with the manufacturer's instructions. Particular care should be taken to see that the hanger is fitted tight to walls, with a level bearing and that that joists are cut to the tolerances specified and fully nailed. Hangers should not be loaded until the minimum wall load specified by the manufacturer is applied.

4.6.9 ALL SCREWS nails, timber connectors, joist hangers, steel straps etc., are to be galvanized or sherardized. Joist hangers, straps, connectors etc., shall be of proprietary manufacture and of the size or performance stated on the drawings. All such items are to be fixed strictly in accordance with the manufacturer's instructions, unless shown otherwise on the drawings.

4.6.10 WHERE SPECIFIED Simpson Strong-Drive coach screw by Simpson Strong Tie, length to suit full thickness of timber being joined.

4.6.11 ALL existing timbers are to be inspected at the beginning of the works by a specialist sub-Contractor for rot and infestation. Details of replacing or strengthening any defective timbers recommended by the specialist are to be agreed on site.

4.7 Mortars

4.7.1 CEMENTS FOR MORTARS OF BELOW GROUND BRICKWORK

- White cement: To BS EN 197-1 and CE marked.
 - Type: Portland cement, CEM I.
 - Strength class: 52.5.
- Sulphate resisting Portland cement:
 - Type: To BS EN 197-1 Sulphate resisting Portland cement, CEM I/SR and CE marked.
To BS EN 197-1 fly ash cement, CEM II/B-V and CE marked.
 - Strength class: 32.5, 42.5 or 52.5.

4.7.2 LIME: SAND MORTAR MIXES FOR ALL EXPOSED BRICKWORK

- Specification: To match the existing mortar to a specification to be agreed with the Lead Consultant and Structural Engineer.

4.7.3 SAND FOR LIME: SAND MASONRY MORTARS FOR ALL EXPOSED BRICKWOKR

- Type: Sharp, well graded with colour and grit content to match existing mortar test results.
 - Quality, sampling and testing: To BS EN 13139.
 - Grading/ Source: As specified elsewhere in relevant mortar mix items.

4.7.4 READY PREPARED LIME PUTTY FOR ALL EXPOSED BRICKWORK

- Manufacturer: Submit proposals to match existing mortar.
- Product reference: Submit proposals. Mortar to include aggregate and grit to provide textured finished when brushed back as green mortar.
- Maturation period before use (minimum): 90 days.

4.8 Scaffold Performance Specification

To be read with Preliminaries/ General conditions of Contract.

GENERAL

4.8.1 TERMS USED IN STRUCTURAL RETENTION, SCAFFOLD ACCESS & TEMPORARY SUPPORT

Definitions: As European Standard BS EN12811-1 Code of Practice for Access & Working Scaffolds & Special Scaffold Structures, TG20:08 Scaffold Guidance and National Access & Scaffolding Confederation (NASC):

- **Façade:** Elevations that are to be kept in place, including external elevations, internal elevations and party walls listed as requiring support.
- **Access Scaffold:** The temporary access scaffold structure for accessing structural elements or historic building fabric externally.

4.8.2 EXTERNAL ACCESS AND WORKING PLATFORMS TO MILTON HOUSE PHASE 1 RE_ROOFING AREA

- **Extent of Elevations to be Accessed:** Access elevations and roof structure for re-roofing and repairs to roof.
- **Nature of structure:** Historic loadbearing brick structure in public accessible setting and gardens to be accessed for repair.
- **Position of structure:** Adjacent to Grade II Listed loadbearing brick and rendered elevations and within gardens.
- **Structure:** Assumed to be traditional steel tube & fitting scaffold.
- **Foundations:** Scaffold assumed to be constructed off existing subsoil with spread foundations as required. Assume existing topsoil will be removed and new spread foundations installed on sub-soil at a maximum depth of 1m below existing ground level. For tender purposes assume bearing capacity of sub-soil is 50KN/m². NOTE – Foul and surface water drainage pipes and manholes exist around the perimeter of the building – location to be ascertained by contractor for incorporation into the foundation design and prior to installation.
- **Kentledge:** Will be required for access scaffold either use water, sand or other imported means.
- **Connection to façade walls:** NO fixings are allowed into the historic building fabric without agreement from the CA or Structural Engineer.

Other requirements:

- All scaffold to be designed and installed incorporating the NASC Guidance and Specification as well European Standard BS EN12811-1 Code of Practice for Access & Working Scaffolds & Special Scaffold Structures in Steel.
- The base of the scaffold will be enclosed in 3m high plywood boarding, fixed in a way to prevent any hand holds and to prevent access to the main scaffold. Boarding to be painted in agreed colour.
- All ladders removed to base of scaffold when scaffold not in use.
- Provision of a scaffold alarm system is to be installed to cover all aspects of the scaffold is to be made.
- Weekly Scaffold inspection and certification.
- Access under or through scaffold at ground floor level will be required and maintained for Council staff and tenants use throughout the works. Provide appropriate fan and hoarding protection around base of scaffold for passing of Council Staff, Tenants and General Public.

4.8.3 RAKING SHORES/BUTTRESSES TO EXTERNAL SCAFFOLD TO MILTON HOUSE ROOF

- **Structure:** Elevation Scaffold to Milton House.
- **Foundation:** Timber Grillage or concrete as required by the design
- **Kentledge:** Contractor's choice but submit proposals for agreement
- **Connection to façade:** NO connections to the façade of Milton House will be permitted, the use of raking shores, buttresses or kentledge will therefore be required.
- **Connection to existing supporting walls:** NO connections into the elevation walls is permitted.

4.8.4 STRUCTURAL STEEL SPECIFICATION STANDARD

- **Standard:** Comply with latest edition of National Structural Steelwork Specification (NSSS).
- **Document availability:** If required make available during the course of the Works at fabrication shop and on site.

4.8.5 CONCRETE SCAFFOLD FOUNDATIONS

NOTE: All foundation base for the scaffold are to be designed to be removable and have no permanent impact on the ground, buildings or local environment. The use of concrete as part of these foundations will only be permitted as a last resort and will need to be removed at the completion of the project.

- **Material:** Insitu concrete grade FND2 or similar as required. Precast concrete planks or similar as required.

- **Specification:** Design strength as required for compressive strength and subsequent removal.
- **Other requirements:** To be removable at completion of works.
- **Formed surfaces:** Neat and contained local to works.
- **Reinforcement:** As required by the design.

4.8.6 TEMPORARY WORKS CO-ORDINATOR

- **Requirement:** Appoint a suitably qualified and experienced temporary works coordinator as defined in BS 5975, section 7.
- **Responsibilities:** To ensure:
 - Safety of the works.
 - Relevant features of the façade, whether known at the outset or discovered during the course of the work, are fully considered in design and construction.
 - Components of the design and detailing fit each other.
 - Required actions are only undertaken when it is safe to do so and are carried out under supervision in accordance with design and relevant standards.
 - Liaison with the temporary works supervisors appointed by subcontractors.
- **Period of appointment:** From commencement of Contract until completion of all temporary works.

SYSTEM PERFORMANCE

4.8.7 EXTERNAL ACCESS TO MILTON HOUSE ROOF

- **Standards:** Not exhaustive, but reference should be made to the adherence to the following relevant Guidance Notes:

TG 20:13	Guide to good practice for scaffolding with tube and fittings
BSEN12811-1	Scaffolding – Performance requirements and general design
TG 4:11	Anchorage systems for scaffolding
G 4:15	Preventing falls in scaffolding
SG10:14	Requirements for use of brickguards
SG16:14	Management of fall protection equipment
SG19:15	A guide to formulating a rescue plan
SG25:14	Access and Egress from scaffolds via ladders & stair towers etc
SG6:15	Manual Handling for Scaffolder

SG7:14	RAMS
SG31:15	Management of slips and trips
SG30:17	Working from vehicles
SG32:17	Guidance on the provision of inside boards
SG33:14	Loading bays and load bearing platforms
SG 35:11	Handover
SG36:12	Unauthorised modifications to scaffolds
SG29:08	Internal edge protection on scaffold platforms
TG12:10	Tying down of scaffold boards

- **Service load class:** 3 – General Building Work.
- **Drop tests:** Not Required.
- **System width class:** SW12 minimum, Contractor to design to suit working area.
- **Bay length:** As design requires to provide access for repairs specified by the Lead Consultant.
- **Cladding type:** The base of the scaffold will be enclosed in 3metre high plywood boarding, fixed in a way to prevent any hand holds and to prevent access to the main scaffold. Boarding to be painted in agreed colour. All Monarflex to be “Flamesafe”. Debris netting is to be fire resistant.
- **Headroom class:** H1 minimum, Contractor to design to suit working height.
- **Access:** Ladder unless otherwise agreed.
- **Number of levels:** As design requires to provide access for repairs specified.

• **Design requirements:**

- Scaffold will be required to all elevations to provide the following:
 - Access for inspection and investigation of existing building fabric
 - Protect the Council Staff, Tenants and General Public when accessing adjacent buildings.
 - For programme sequencing requirements refer to the Contract documents.
- Scaffold bearings to be capable of withstanding the loads applied to them by the scaffold and its working load.
- Lightning protection should be included to the scaffold. THE SCAFFOLD STRUCTURE MUST BE EARTHED BY A COMPETENT PERSON IN ACCORDANCE WITH NASC GUIDANCE DOCUMENT SC3:08.
- Allowance for inclusion of netting to the perimeter of the scaffold at all levels.
- The design should be carried out in liaison with the Principal Contractor to ascertain the access requirements for the works and loading requirements.

- The Contractor is to allow all necessary co-ordination between the electrical, mechanical sub-contractor and any other sub-contractors required to complete the works.
- The Client Engineer is to prepare and ensure that any foundations/supports are suitable for the supporting the loads imposed upon it by the scaffold including its working loads – the scaffold designer will provide detail of loading arrangements and detail of proposed foundations to enable the client engineer to assess.
- The enquirer (Principal Contractor) is to ensure that adequate facilities for tying the scaffold are made available and that the building or structure setting out and final levelling of the scaffold or similar equipment used as a system of support.
- The Principal Contractor will be responsible for appointing a suitably competent person to act as the Temporary Works Co-ordinator.
- Prior to commencement of the design and installation the proposed scaffold positions are to be checked for voids, drainage or any underground services prior to final sign off.
- Contractor to supply fully detailed drawings showing layout of scaffold enclosure giving full details of the location of all scaffold, scaffold lifts, buttresses, kentledge and the location, magnitude and direction of all forces exerted by the scaffold on the historic structure 14 days before the programmed commencement of scaffold erection. A method statement is also required detailing the proposed method of scaffold erection. No alteration in the loading of the building or foundation is to be made without prior reference to the Client Engineer
- The Contractor shall submit a detailed design to the Client's Structural Engineer and Lead Consultant 14 days prior to the proposed erection of the scaffold. The details should show principal dimensions of the structure and all necessary bracings, restraints and any special connection requirements. Where proprietary elements, such as ladder beams, cluster props etc. are to be used, the manufacturer's details and recommendations for the use of elements are to be provided with the calculations. The calculations should include a copy of the main Contractor's instructions as to the numbers and locations of working levels and loading bays which are to be provided.
- Erection of the scaffold shall not commence until the drawings have been agreed with the Client's Structural Engineer, Lead Consultant and relevant authorities.
- Scaffolding must not be tied or fixed to the existing Listed Building
- All boards and sheeting are to be tied/fixed to the scaffold structure in accordance with relevant standards.
- A hoist should be supplied to the main scaffold, to enable roofing activity to be undertaken and for hoisting of lead sheet work.
- All tubes in close proximity to the building to have plastic end caps, Putlog scaffolds will not be permitted.
- The Principal Contractor is to provide fully designed propping/shoring and access to facilitate the works specified. All propping and bracing is to be adequately founded to ensure the stability / integrity of the existing structures. The temporary works are not to impose reactions on the permanent structure without prior written consent from the Client Engineer.
- Public access to the scaffold is not permitted in the design.
- Where kentillage is deemed necessary, the design and installation will need to be verified by the Client Engineer.
- All access and working platforms to be protected with brick guards in addition to the full Monarflex sheeting.

- It is also required that the designer attends the site on the day that work starts, to ensure that the scaffolders' foreman on the site fully understands the requirements of the design and is to attend at intervals not exceeding one week thereafter throughout the erection period, to confirm that the requirements of the design are being met.
- At the completion of the erection, the designer is to certify to the Client Engineer and Lead Consultant that the scaffolding and/or roof structures have been properly erected and checked. Give three working days' notice of completion of temporary scaffold structures.
- Whenever planned or unplanned alterations are to be made to the scaffolding, the designer is to be consulted in advance of the alterations being undertaken, the designer is to obtain the agreement of the Structural Engineer and is to give any necessary instructions or advice in writing.

Site Specific Requirements:

- Handover and weekly scaffold assessment: The Contractor shall ensure that an inspection of the scaffold is made by the 'Competent person' responsible for erecting the scaffold and a Handover Certificate is issued, laminated and cable tied to upright scaffold tubes to the main access ladder prior to its use by any operative.
- **Note:** No access shall be permitted to the scaffold to inspect or undertake any building works unless the Handover Certificate is fixed to the scaffolding. The Competent person shall be required to inspect the scaffolding weekly or following periods of severe inclement weather and record that the scaffold is safe to use, this can be by 'Scafftag' or other written means.
- Allow for ensuring that all scaffold is not a risk to the public with surfaces, tubes and metal connections to be softened and hazard taped as necessary.
- If plants are to be moved, cut back or relocated to the exterior of the building – provide 14 day's notice to the Head Gardener to enable them to manage and remove plants.
- All debris to the perimeter of the building shall be cleared away at the end of the works, which may be lime mortar, brickwork or dust from the works – it is advisable to lay protective covering prior to the works starting to aid clearance on completion
- The provision of all necessary road & access licences, temporary work/access platforms, loading platforms, and masonry working platforms to elevations to enable the scaffold erection are the responsibility of the Main Contractor.
- The provision of protective tunnels for public access to and from the adjacent buildings form part of the scaffold design.
- The design of the scaffold is to be completed using components that can be transported to site bearing in the mind the access routes and limitations imposed given the site's location.

PRODUCTS

4.8.8 STRUCTURAL STEEL

- **Steel grades:** Submit proposals.
- **Protective coating:** Protect steelwork and prevent rust staining of façade and other permanent or retained works until the scaffold is dismantled.

- **Other requirements:** Only use where high local load spread is required.

4.8.9 STRUCTURAL TIMBER

- **Standard:** To BS EN 1995-1-1.
- **Grading:** To BS 4978, BS EN 14081-1 or other national equivalent and so marked.
- **BS EN 338 strength class (minimum):** C16.
- **Anticorrosion finish to carbon steel fasteners/ accessories:** Protect fasteners/ accessories and prevent rust staining of façade and other permanent or retained works until scaffold structure is dismantled.
- **Other requirements:** Consider decorative nature, surface finish, and visual impact of timber used in direct sight of General Public on internal scaffolds or areas where direct interaction is unavoidable.

4.8.10 SCAFFOLDING AND ACCESSORIES

- **Standard:** To BS EN 12811-1 and -2.
- **Protective coating for carbon steel tubes and fittings:** Protect steelwork and prevent rust staining of façade and other permanent or retained works until the scaffold is dismantled.

4.8.11 TIMBER SCAFFOLD BOARDS

- **Standard:** To BS 2482.

4.8.12 THREADED STEEL STUDDING

- **Material:** Carbon steel, zinc plated to BS EN ISO 4042.
- **Additional protection:** None.

4.8.13 LOADBEARING TIMBER WEDGES/ PACKS

- **Species:** Straight grained hardwood.
- **Density (minimum):** 640kg/m³.

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v.02 **EXECUTION**

4.8.14 GENERAL

- All works to be carried out in accordance with this specification.
- Employees will ensure the scaffolding boards and tubes use are in good condition prior to use. Harnesses will be worn according to NASC Guidance Note SG4:15
- Ensure the working area is fenced off to keep members of the public away from the working area.
- Construct fans to ensure protection from falling materials (also during construction)
- Provide appropriate signage.
- Provide a safe working zone.
- Tethered tools if required.
- Correct “Safe Working Loads”.
- Grinding / metal cutting is not permitted within 6 metres of the building or adjacent to historic structures
- Transfer of scaffolding components is to be by hand, pulley or hoist. Dropping or throwing of components is strictly forbidden.
- Reference should be made to the Lead Consultant’s Site Constraints drawings relating to the delivery of materials to the site, lorry delivery is restricted to certain areas only and will require off loading / manual handling to parts of the building due to restricted width of paths around the Milton House.

4.8.15 WORKMANSHIP

- **Standard:** To the designated code of practice and falsework standard.
- **Operatives skill and experience:** Appropriate for the type of work but scaffolders are to be trained in safe erection and dismantling of Scaffolding and hold C.I.S.R.S. Certificates/ registration cards. Scaffold Labourers hold C.S.C.S. cards.
- **Evidence:** Submit prior to commencement.
- **Other requirements:** All Scaffolding Contractors used by Stowmarket Town Council must be full members of the National Access and Scaffolding Association (NASC) and follow the recommended practices covered in the NASC Guidance ‘Scaffold Structures’ should be adhered too

4.8.16 FOUNDATIONS

- **Investigation:** Before commencing excavation for foundations, check existing information and excavate exploratory holes to determine soil conditions and the position of all drainage or other obstructions that need to be designed into the overall design of the scaffold foundation.

- **Findings:** Submit details.
- **Backfill to exploratory holes:** As dug material from excavation.
- **Services:** Protect, sleeve through or temporarily divert around foundations.
- **Immature concrete:** Protect from loading, drying and frost until concrete is cured.
- **Other requirements:**
 - Contractor to note: The Scaffold Contractor shall be responsible for ascertaining the suitability of ground conditions to support the proposed scaffold loadings and informing the Client's Structural Engineer of any deficiency.
 - The Scaffold Contractor is to satisfy himself of the suitability of the proposed bearings for the scaffold, including the location of existing services and drains. The scaffold Contractor is to ascertain from site inspection the location of all manholes, gullies and drains and to satisfy himself that the applied loads will not cause damage or affect same.

4.8.17 ERECTING SCAFFOLD STRUCTURE

- **Existing and new services which may be affected by scaffold structure:** Locate and mark positions. Provide temporary diversions, as necessary.
- **Existing foundations:** Prevent excessive load being imposed onto foundations of façade and other structures retained in permanent works.
- **Scaffold structure:** Erect and stabilise without fixings into the façade, taking precautions to prevent damage. Allow for movement of structure which may occur before, during and after erection.
- **Connections:** Tighten/ wedge to prevent slip under load.
- **Vulnerable areas of façade:** Protect jambs of openings and other surfaces that could be knocked or rubbed.
- **Method of protection:** Plywood sheeting or otherwise or other approved.
- **Damage to adjoining property or façade:** Give notice of damage arising from the execution of the works. Agree methods of repair.
- **Compliance check:** Check scaffold structure for compliance with design at agreed stages during erection.
- **Commissioning:** When scaffold is complete, the designer is to certify to the Client's Structural Engineer and Lead Consultant that the scaffolding and/or roof structures have been properly erected and checked. Give three working days' notice of completion of temporary scaffold structures.
- Handover scaffold assessment: The Contractor shall ensure that an inspection of the scaffold is made by the 'Competent Person' responsible for erecting the scaffold and a Handover Certificate is issued, laminated and cable tied to upright scaffold tubes to the main access ladder prior to its use by any operative.

Note: No access shall be permitted to the scaffold to inspect or undertake any building works unless the Handover Certificate is fixed to the scaffolding. The Competent Person shall be required to inspect the scaffolding weekly or following periods of severe inclement weather and record that the scaffold is safe to use, this can be by 'Scafftag' or other written means.

4.8.18 UNFORESEEN HAZARDS

- **General:** Give notice if unrecorded voids, flues, bonding timbers, services, etc. are discovered during erection of support systems.
- **Action:** Submit proposals for methods for infill, making good, relocation of connections, etc.as required.

4.8.19 SCAFFOLD STRUCTURE MAINTENANCE

- **Visual inspection:** Inspect daily for evidence of movement, distress or vandalism. Weekly Scafftag assessment and certification.
- **Detailed inspection and maintenance:** Carry out at same intervals as monitoring, making good to ties, wedges, connections, weatherproofing, corrosion protection, etc. as necessary.
- **Accidental loading:** Protect structure from impact damage by vehicles, plant and site operations that system has not been designed to withstand.
- **General:** Prevent access onto scaffold structure by unauthorized persons. Leave structure safe outside working hours with all ladders removed from lower lifts.

4.8.20 MAINTENANCE CERTIFICATES

- **Submit:** Within 24 hours.
- **Record of Weekly scaffold assessment shall include:**
 - **Inspection details:** Date, time and climatic conditions.
 - **Monitoring results:** Present tabular form.
 - **Any deterioration in façade condition.**
 - **Remedial work carried out to scaffold structure.**
 - **Recommendations:** Action necessary to maintain condition of façade.
 - **Any variance from anticipated condition.**
 - **Confirmation of:**
Current adequacy or otherwise of scaffold structure. Whether visual inspections have been carried out daily.

Other requirements:

The Contractor shall ensure that an inspection of the scaffold is made by the 'Competent person' responsible for erecting the scaffold and a Certificate is issued, laminated and cable tied to upright scaffold tubes to the main access ladder prior to its use by any operative. No access shall be permitted to the scaffold to inspect or undertake any building works unless the Certificate is fixed to the scaffolding. The Competent person shall be required to inspect the scaffolding weekly or following periods of severe inclement weather and record that the scaffold is safe to use, this can be by 'Scafftag' or other written means.

COMPLETION

4.8.21 DISMANTLING SCAFFOLD STRUCTURE

- **Disconnection and dismantling:** Obtain permission before proceeding.

4.8.22 REMOVAL OF TEMPORARY FOUNDATIONS

- **Break out:** Break out and remove from site.
- **Backfilling:** With as dug material.

4.8.23 COMPLETION CONDITION SURVEY

- **Timing:** After disconnection of scaffold, survey and record the state of façade.
- **Defects:** Ensure that defects caused by or due to scaffold structure have been remedied.
- **Record:** Submit for agreement.

4.8.24 COMPLETION

- **Requirements:** Tidy and leave site and building as found and recorded in Site Record Photographs prior to works.

4.8 Roofing

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To be read with Preliminaries/General conditions.

TYPE(S) OF TILING

110 CLAY ROOF TILING TO EXISTING ROOF PHASE 1

Wright Consulting Drawing ref-S002

Manufacturer and reference: Carefully remove existing clay peg tiles to Phase 1 as dwg S002. *Allow for 50% extra handmade clay tiles* (to match existing) to replace existing damaged. As tiles are removed they are all to be stacked on scaffold for selection by CA.

Base: New rafters laid between existing rafters. Remove existing battens, de-nail rafters and lay new underlay

Pitch: As existing rafters

- Underlay: As Clause P10/320

Lay as clause 240, directly over new and existing joists

Minimum horizontal lap: 150 mm.

- Battens: As clause 245, size 25 x 38 mm.

- Batten gauge: 90mm

Fixing: As clause 265 in accordance with BS 5534-1

Tile fixing: As clause 275 *and twice nail every 3rd course and verges and valleys*

- Other requirements: Half Round ridged tiles to roof & dormer, *Universal valley tiles to dormer roof.*

Samples to be approved by CA.

111 PROVISIONAL NEW CLAY ROOF TILING TO EXISTING ROOF PHASE 1

Drawing ref-s002

If existing roof tiles are to be replaced use handmade plain clay tiles colour to match existing from one of the following manufacturers:-

Sandtoft Roof tiles Ltd

Tile :Goxhill handmade plain clay tiles

tel 01427-871200

Wienerberger Keymer Handmade clay tiles

tel 01427 871200

Tudor Roof and Tile Co. Ltd (hand made tiles)

Tel: 01797 320202

Base Existing rafters. Remove existing battens, de-nail rafters and lay new underlay

Underlay: As Clause P10/320

Lay as clause 240, directly over existing joists

Minimum horizontal lap: 150 mm.

Battens: As clause 245, size 25 x 38 mm

Fixing: As clause 265 in accordance with BS 5534-1

Tile fixing: As clause 275 and twice nail every 3rd course and verges and valleys

- *Other requirements: half round ridged tiles to dormer and main roof. Hipped tiles to main roof.*

All tile samples to be approved by CA.

EXISTING TILES TO BE REMOVED will remain the property of the Client. Allowance to be made for all tiles to be cleaned and palletted for Client storage.

TILING GENERALLY

210 BASIC WORKMANSHIP:

- Set out to give true lines and regular appearance, fitting neatly at all edges, junctions and features.
- Fix tile roofing to make the whole sound and weathertight at the earliest opportunity.
- Repair any defects as quickly as practicable to minimise damage and nuisance.
- Keep gutters and pipes free of debris and clean out at completion.

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- 220 EXISTING TILING: Carefully remove tiles, battens, underlay, etc. the minimum necessary to carry out alterations, ensuring minimum disturbance of adjacent tiles. Set aside undamaged tiles for reuse.
- 225 SUITABILITY OF STRUCTURE/BASE: Before commencement of tiling, survey supporting structure/base, checking line, level and fixing points and make available for inspection by CA.
- 240 UNDERLAY:
- Handle carefully to prevent tears and punctures, repair any which do occur with adhesive tape and cover with underlay patch tucked under the horizontal lap above.
 - Lay parallel to eaves, maintaining consistent tautness.
 - Vertical laps must be not less than 100 mm wide, coinciding with supports. Fix with galvanized steel, copper or aluminium extra large head felt nails.
 - Where pipes and other components penetrate the underlay, use proprietary underlay seals or cut accurately and turn flanges up to give a tight, water shedding fit.
 - Ensure that underlay does not obstruct roof ventilation.
- 245 BATTENS/COUNTERBATTENS:
- Sawn softwood, species type A or B to BS 5534:Part 1, clause 2.12.1. Permissible characteristics and defects must not exceed the limits given in BS 5534:Part 1, annex E. Moisture content: Not more than 22% at time of fixing.
 - Preservative treatment: CCA vacuum pressure or organic solvent double vacuum as section Z12 and British Wood Preserving and Damp-proofing Association Commodity Specification C8.
- 265 BATTEN FIXING:
- In straight horizontal lines, aligned on adjacent areas, with no batten less than 1200 mm long.
 - Joints to be square cut, butted centrally on supports and must not occur more than once in any group of four battens on any one support.
 - Provide an additional batten where an unsupported lap in the underlay occurs between battens.
 - Fix each batten to each support with at least 75mm long galvanised nails, with splay fixings at joints .
- 270 BATTENS FIXED TO MASONRY:
- To be in straight horizontal lines with no batten less than 3 m long.
 - Fix at not more than 400 mm centres.
- 272 TIMBER FOR TILING BASE WORK:
- Sawn softwood, free from wane, pitch pockets, decay and insect attack (except pinhole borers).
 - Moisture content: Not more than 22% at time of covering.
 - Preservative treatment: CCA vacuum pressure or organic solvent double vacuum as section Z12 and British Wood Preserving and Damp-proofing Association Commodity Specification C8.
- 275 TILE FIXING:
- Lay each course to a half lap bond with tails aligned and joints slightly open.
 - Use tile and a half tiles at ends of courses to maintain bond and ensure that cut tiles are as large as possible.
 - Fix tiles as specified in the Type(s) of Tiling clause(s). In all cases fix perimeter tiles. At verges, abutments and each side of valleys and hips twice nail the end tile in every course. At eaves and top edges, twice nail two courses of tiles or clip as appropriate.
 - Nail tiles where specified using tile manufacturer's recommended nails or, if none, aluminium nails to BS 1202: Part 3, size as recommended by tile manufacturer.
- 280 LOCAL AND GENERAL FIXING AREAS, as referred to in the Type(s) of Tiling clause(s), are defined as follows:
- Local areas: The bands of tiling around all edges or obstructions of each plane of the roof. The dimension of each such band is to be calculated in accordance with BS 5534:Part 1, Section 3.
 - General areas: The remaining areas of roof tiling.

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290 MORTAR BEDDING/POINTING:

- Mortar: 1:1:6 Cement : Lime : Sand. Bond strength providing resistance to uplift must be to BS 5534:Part 1.
- Do not use in wet or frosty weather or when imminent.
- Tiles to be bedded must be wetted and surface water allowed to drain before fixing.
- Finish neatly as work proceeds and remove any residue.

ROOF TILING EDGES/JUNCTIONS/FEATURES

305 GENERALLY:

- Form details using the specified and manufacturer's recommended fittings and accessories; do not improvise without approval.
- Exposed fittings and accessories must match tile colour and finish unless specified otherwise.
- Cut tiles only where necessary, with an appropriate tool, to give straight, clean edges.
- Fix edge tiles and fittings securely to neat, true lines.
- Ensure that all flashings (specified in another section) are fixed with or immediately after the tiling and are neatly dressed down.

325 FIRE SEPARATING WALLS:

- Ensure that separating wall is cut on the rake 25 mm to 50 mm below top of adjacent rafters.
- Fill space over top of wall with mineral fibre quilt so that, when overlaid, it is lightly compressed. Tuck edges of quilt between edges of wall and adjoining rafters.
- Lay 300 mm wide pads of mineral fibre quilt thick enough to seal all gaps and cut to fit snugly between battens. Fix in position with continuous self-adhesive tape from ridge to eaves before tiling.
- At boxed eaves completely seal air paths in the plane of the separating wall with wire reinforced mineral fibre, 50 mm thick, nailed to rafter and carefully cut to shape.

365 EAVES:

- Ensure that thermal insulation is laid continuous out to eaves.
- Continuous support for underlay at eaves to prevent water retaining troughs: Continuous softwood fillet see G20
- Fix a strip of BS 747, type 5U felt, or comparable durable underlay, to underlap first full course of underlay.
- Dress underlay or underlay carrier down into gutter.
- Fix eaves undercourse and first course tiles with tails projecting 50 mm over gutter or to centre of gutter, whichever dimension is the lesser.

555 MORTAR BEDDED HIP:

- Lay courses of underlay over hip with overlaps of not less than 150 mm.
- Cut and fix tiles closely at junction.
- Hip irons: Galvanized steel to BS 5534:Part 1, clause 2.16.1, fixed to hip rafter or hip batten with galvanized steel screws.
- Hip tiles: To match tiles as clause 111
Make weathertight with edges continuously bedded and joints solidly bedded in mortar as clause 290.
- Where rigid masonry walls support or abut hip, all hip tiles within 900 mm of such walls must be mechanically secured. Fix to hip rafter or supplementary hip batten with nails/wire ties recommended by tile manufacturer.
- Shape first hip tile neatly to align with corner of eaves and fill end with mortar and slips of tile finished flush.

660 SIDE ABUTMENT:

- Turn underlay not less than 100 mm up abutment.
- Cut tiles as necessary and interleave with metal soakers (specified in another section). Fix soakers by turning down over the head of each tile.
- Fix tiles close to abutment to enable a weathertight junction to be formed by metal step flashing (specified in another section).

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670 TOP EDGE ABUTMENT:

- Turn underlay not less than 100 mm up abutment.
- Lay eaves/top tiles and clip or nail fix as recommended by tile manufacturer.
- Fix tiles close to abutment to enable a weathertight junction to be formed by metal apron flashing (specified in another section).

740 MORTAR BEDDED RIDGE:

- Lay top course of underlay from one side of ridge over apex to overlap top course of underlay at other side by not less than 150 mm.
- Lay eaves/top tiles and clip or nail fix as recommended by manufacturer.
- Ridge tiles: As existing. Replacement tiles to match existing
Make weathertight with edges continuously bedded and joints solidly bedded in mortar as clause 290.
- Where rigid masonry walls support or abut ridge, all ridge tiles within 900 mm of such walls must be mechanically secured. Fix to supplementary ridge tile fixing batten with nails/wire ties recommended by tile manufacturer.
- Ridge terminals
- Fill ends of ridges at gables with mortar and slips of tiles finished flush.

Revisions:

1	16/08/2021	Tender Issue
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TYPE(S) OF LEADWORK

- 150 ORIEL WINDOW LEAD ROOFS:
- Drawing & Photograph reference(s): S002 and Photo No's. 12 and 13
 - Main roof covering: Redland Grovebury Concrete Tile
 - Base: 18mm Plywood
 - Underlay: N/A
 - Type of lead: milled as clause 512, code 5
 - Joints in roof: joints over rolls and clip welted
- 226 PITCHED LEAD VALLEY GUTTER LINING:
- Drawing & Photograph reference(s): S002 and Photo No's. 2, 3, 8, 9, 10
 - Base: 18mm Plywood and 4mm plywood sheathing
 - Type of lead: milled as clause 512, code 4 , at least 525mm wide, in lengths not exceeding 1500 mm and with laps of not less than 150 mm.
 - Fixing: Dress lead sheet into valley. Nail top edge only of each sheet. Dress bottom end neatly into eaves gutter. Dress lead roofing sheets over tilted fillet along both sides of the, forming laps of not less than 75 mm, sides turned back 25mm and leaving a gap of 150 mm between the lower end of the fillet and the centreline of the valley.
- 240 ROLLS TO PRIEL WINDOW LEAD ROOFS:
- Drawing & Photograph reference(s): S002 and Photo No's. 12 and 13
 - Core: Rounded timber as clause 650.
Size: 45 x 45 mm tapering to a flat base 30 mm wide. Fix to base board with brass or stainless steel screws at not more than 600 mm centres.
 - Capping: Lead of the same code as the roof, in lengths not exceeding 2000 mm. Laps: Not less than 150 mm. Cover: See Clause 730. Splay end rolls.
 - Fixing: Nail each sheet at underlapping end and secure wings with one copper or stainless steel clip (clause 720) per roofing bay and at each lap.
- 310 APRON FLASHINGS TO DORMER SILLS AND PITCH ROOF ABUTMENT
- Drawing reference(s): S002
 - Lead: Code 4 in lengths not exceeding 1500 mm.
 - End to end joints: Laps of not less than 100 mm.
 - Dimensions:
Upstand: Not less than 75 mm.
Cover to abutment: Not less than 115 mm.
 - Fixing: as Clause 710 and 715
- 320 COVER FLASHINGS TO BAY WINDOW ROOF TO COUNCIL CHAMBER AND ROOFLIGHTS
- Drawing & Photograph reference(s): S002 and Photo. No. 10
 - Lead: Code 4 in lengths not exceeding 1500 mm.
 - End to end joints: Laps of not less than 100 mm.
 - Cover: Overlap to upstand of not less than 75 mm.
 - Fixing: as Clause 710 and 715
- 340 STEP AND COVER FLASHINGS TO 2no. CHMINEY ABUTMENTS AND SVP
- Drawing reference(s): S002
 - Lead: Code 4 in lengths not exceeding 1500 mm.
 - End to end joints: Laps of not less than 100 mm.
 - Dimensions:
Upstand: Not less than 85 mm.
Cover to roof: Not less than 150 mm.
 - Fixing: Lead wedges at every course and clips (clause 720) at not more than 500 mm centres along free edge.

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380 VERTICAL TILING BOTTOM EDGE FLASHINGS:

- Drawing reference(s): _____
- Lead: Code 4 in lengths not exceeding 1500 mm.
- End to end joints: Laps of not less than 100 mm.
- Width to be adequate for underlap to underlay, dressing over tilting fillet, and welted
- Cut and dress to shape for fixing by tiler/slater.

382 VERTICAL TILING BOTTOM EDGE TILE COVER FLASHINGS:

- Drawing reference(s): _____
- Lead: Code 4 in lengths not exceeding 1500 mm.
- End to end joints: Laps of not less than 100 mm.
- Cover to roof: Not less than 150 mm.
- Width to be adequate for underlap to underlay, dressing over tilting fillet,
- Cut and dress to shape for fixing by tiler/slater.

385 VERTICAL TILING/SLATING TOP EDGE FLASHINGS:

- Drawing reference(s): _____
- Lead: Code 4 in lengths not exceeding 1500 mm.
- End to end joints: Laps of not less than 100 mm.
- Width to be adequate for underlap to abutment and dressing down over tiles/slates not less than 150 mm.
- Cut and dress to shape for fixing by tiler/slater.

GENERAL REQUIREMENTS/PREPARATORY WORK

510 WORKMANSHIP GENERALLY:

- Cut, joint and dress lead neatly and accurately, to provide fully waterproof coverings/flashings, free from ripples, kinks, buckling and cracks.
- Comply with BS 6915 and current good practice as described in the latest editions of 'The Lead Sheet Manual' and Updates published by the Lead Sheet Association, unless specified or agreed otherwise.
- Do not use scribes or other sharp instruments to mark out lead.
- Use solder only where specified.
- Ensure that finished leadwork is fully supported, adequately fixed to resist wind uplift but also able to accommodate thermal movement without distortion or stress.
- Ensure that finished leadwork is protected against staining, discolouration and damage by subsequent works.

512 LEAD SHEET: Colour marked for thickness and weight and of the type and code specified:

- Rolled, to BS EN 12588, or
- Machine cast, Agrément certified and to code thicknesses with a tolerance (by weight) of $\pm 5\%$, or
- Sand cast, from lead free from bitumen, solder, other impurities, inclusions, laminations, cracks, air, pinholes and blowholes; to code thicknesses but with a tolerance (by weight) of $\pm 10\%$.

515 INSITU LEADWELDING will not be permitted.

571 EXISTING LEAD TO BE REMOVED will remain the property of the Employer. Give ample notice to the CA of when the lead is to be stripped, so that arrangements can be made for supervision. Using a certified weighing machine, record the weight of all stripped lead and give copies of certificates to the CA. Store in an approved place.

580 REPLACEMENT OF EXISTING LEAD must be carried out in small sections at a time to reduce the risk of weather damage to a minimum. Provide and maintain temporary waterproof coverings to ensure that there is no damage to the existing base and building.

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610 SUITABILITY OF BASES:

- Bases to be dry and free of dust, debris, grease and other deleterious matter.
- Laying of lead will be taken as acceptance by the lead contractor of the suitability of bases.

620 PREPARATION OF EXISTING TIMBER BASES:

- Inform CA of any defective boards and comply with instructions for replacement. Ensure that all boards are securely fixed. Punch in any protruding fastenings and plane or sand as necessary to achieve an even surface.
- Moisture content: Not more than 22% at time of covering. Inform CA if moisture content greater than 16%.

650 TIMBER FOR USE WITH LEADWORK:

- Planed, free from wane, pitch pockets, decay and insect attack except pinhole borers.
- Moisture content: Not more than 22% at time of covering. Inform CA if moisture content greater than 16%.
- Preservative treatment: CCA as section Z12 and British Wood Preserving and Damp-proofing Association Commodity Specification C8.

660 UNDERLAY:

- Handle carefully to prevent tears and punctures.
- Lay on dry base in strips across fall of roof, lapped and fixed in position with copper or stainless steel staples or clout nails.
- Do not lay over roof edges but do turn up at abutments.
- Wood core rolls, where used, must be fitted over the underlay.
- Keep underlay dry and cover with lead at the earliest opportunity.

FIXING/JOINTING LEAD

710 HEAD FIXING LEAD SHEET:

- Where not specified otherwise, secure top edge of lead sheets with two rows of fixings, 25 mm and 50 mm from top edge of sheet, at 75 mm centres in each row, evenly spaced and staggered.
- Sheets less than 500 mm deep may be secured with one row of fixings, 25 mm from top edge of sheet and evenly spaced at 50 mm centres.

715 FIXINGS:

- Where not specified otherwise, fix lead sheet to timber substrates with:
Copper clout nails to BS 1202-2, table 2, with annular ringed, helical threaded or serrated shank, length not less than 20 mm, shank diameter not less than 2.65 mm, or Stainless steel (austenitic) clout nails with annular ringed, helical threaded or serrated shank, length not less than 19 mm, shank diameter not less than 2.65 mm.
- Where not specified otherwise, fix lead sheet to concrete or masonry substrates with:
Brass or stainless steel screws to BS 1210, table 3, length not less than 19 mm and diameter not less than 3.35 mm, with washers of the same material and plastics plugs of length and diameter to suit screws.

720 CLIPS:

- Generally 50 mm wide where not specified to be continuous, length to suit detail.
- Lead clips to be cut from sheets of same code as sheet being secured.
- Copper clips to be cut from 0.6 mm thick sheet to BS EN 1172, temper designation R220 in welts, seams and rolls, R240 elsewhere; dipped in solder if exposed to view.
- Stainless steel clips to be cut from 0.38 mm sheet to BS EN 10088, grade 1.4301(304) terre coated if exposed to view.
- Unless specified otherwise fix each clip with two fastenings not more than 50 mm from edge of lead sheet. Clips welts around edges of sheets to be turned over 25 mm.

Project:	Milton House, Milton Road South, Stowmarket	Job ref:	MH
Specification for:	LEAD SHEET COVERINGS/FLASHINGS	Ref:	H71
		rev:	1
		Status:	TENDER
		Page:	4 of 4

730 WOOD CORED ROLL JOINTS WITHOUT SPLASH LAP:

- Core: 45 x 45 mm rounded timber as clause 650 tapering to a flat base 25 mm wide. Fix to base with brass or stainless steel countersunk screws at not more than 300 mm centres.
- Dress undercloak half way around core.
- Fix copper or stainless steel clips (clause 720) to the roll at not more than 450 mm centres. Ensure that clip fixing does not restrict thermal movement of the undercloak.
- Dress overcloak around core with edge welted around ends of clips, finishing 5 mm clear of main surface.

770 WELTED JOINTS:

- Form with a 50 mm overlap, 25 mm underlap and copper or stainless steel clips (clause 720) at not more than 450 mm centres.
- Welt overlap and clips around underlap, loosely turn over and lightly dress down.

780 DRIPS WITH SPLASH LAPS:

- Dress underlap into rebate along top edge of drip and fix with one row of nails at 50 mm centres on centre line of rebate.
- Dress overlap over drip and form a 40 mm splash lap.

820 WEDGE FIXING INTO JOINTS/CHASES:

- Carefully rake out joint/chase to a depth of not less than 25 mm.
 - Dress lead into joint/chase and fix with lead wedges at not more than 450 mm centres, at every change of direction and with at least two for each piece of lead.
 - Prepare joint/chase and apply sealant as section Z22.
- Sealant: Leadwedge and mortar

880 FINISHING: As soon as practical, apply a smear coating of patination oil, evenly in one direction and in dry conditions, to all leadwork

Revisions:

0 Unrevised

Project:	Milton House, Milton Road South, Stowmarket	Job ref:	MH
Specification for:	SUNDRY INSULATION/PROOFING WORK/FIRE STOPS	Ref:	P10
		Status:	TENDER
		Page:	1 of 1

To be read with Preliminaries/General conditions.

- 120 HIGH DENSITY SHEEP WOOL INSULATION LAID BETWEEN/OVER CEILING TIES/JOISTS:
- Sheep wool mats to BS ISO 17749:2018, Kitemark certified and installed to BS 5803:Part 5. Manufacturer and reference: Thermafleece UltraWool Thickness: 200mm (100mm + 100mm batts).
 - Before laying, ensure that holes in the ceiling for pipes, lighting drops, etc. are sealed and all debris has been removed.
 - Fit 100mm batts tightly with closely butted joints, leaving no gaps and extending over wall plates. Lay 100mm batts at right angles to ceiling joists over first layer. Fit batts tightly with closely butted joints, leaving no gaps.
 - Ensure that eaves ventilation is unobstructed and electric cables are not covered (unless they have been sized accordingly).
 - Do not lay insulation below water cistern platform(s).
- 170 LOFT ACCESS HATCH(ES):
- Insulate with sheep wool mat, the same thickness as the loft insulation, neatly cut to fit with no gaps and securely fixed.
 - Seal edges of hatch with an approved compressible draught excluder.
-
- 229 SHEEP WOOL INSULATION FITTED BETWEEN STUDS ON VERTICAL WALLS AT CHANGE IN LEVEL IN ROOFSPACES
- Manufacturer and reference: Thermafleece Ultrawool batts Thickness 150mm
 - Fix securely, with facing on warm side, by stapling flanges at 300 mm centres to face of studs. Closely butt joints, leaving no gaps. Seal joints at ends of lengths with adhesive tape.
- 320 BREATHER MEMBRANE TO PITCHED ROOF
- Material: spun bonded fibre Manufacturer and reference: TLX Insulation Limited, Batsafe
 - Fix carefully and neatly to provide a complete barrier to water, snow and wind blown dust.
 - Fix with galvanized, sherardized or stainless steel large head nails or stainless steel staples at approximately 450mm centres
 - Horizontal laps to be 150 mm, vertical laps 300 mm and staggered, to shed water away from substrate and structure.
 - Ensure that membrane extends below lowest timber member and into reveals of openings.
 - Follow at all times the manufacturer's installation recommendations and with relevant standards: BS5534:2014+A2: 2018 Code of Practice for Slating & Tiling BS5250:2011 Code of Practice for Control of Condensation in Buildings
- 440 FIRE STOPPING: Ensure that any imperfections of fit between building elements which are required to have fire resistance and/or resist the passage of smoke, are completely sealed. Where not specified otherwise, tightly pack gaps with mineral wool.

Revisions:

Revision 1	16/08/2021	Tender Issue
------------	------------	--------------

5.0 RISK ASSESSMENT

PHASE/ SECTION / ACTIVITY	IDENTIFIED SIGNIFICANT RESIDUAL HAZARD	WHO MAY BE HARMED	POTENTIAL RISK LEVEL	SUGGESTED RISK REDUCTION MEASURES	ACTIONS TO BE CARRIED OUT BY
Preliminary	Welfare facilities	Injury to workers	Low	Ensure welfare facilities meet health and safety requirements.	Contractor
Preliminary	Arrangement of access and egress	Injury to workers/public	Low	Make sure adequate safeguards are in place to ensure safe access and egress for workers and separation from the general public.	Contractor
Preliminary	Signage	Injury to public	Medium	Make sure clear signage is erected to notify public of potential hazards.	Contractor
Construction	Falling objects	Injury to public	High	Ensure adequate safeguards are in place to prevent falling objects and cordon off the areas of work including protection of internal ceilings.	Contractor
Construction	Dust	Injury to public	Medium	Make sure adequate safeguards are in place to warn and protect public and neighbours from dust.	Contractor
Construction	Noise	Injury to public	Medium	Make sure adequate safeguards are in place to warn and protect public and neighbours from noise.	Contractor

Cont. 1 of 2

PHASE/ SECTION / ACTIVITY	IDENTIFIED SIGNIFICANT RESIDUAL HAZARD	WHO MAY BE HARMED	POTENTIAL RISK LEVEL	SUGGESTED RISK REDUCTION MEASURES	ACTIONS TO BE CARRIED OUT BY
Cont. 2 of 2					
Construction	Disposal of debris	Injury to public	Medium	Make sure adequate safeguards are in place for the disposal of debris.	Contractor
Construction	Unforeseen construction	Injury to workers	Medium	Whilst every effort has been made to understand the existing structure, there is always a risk of unforeseen elements and changes having been made. Care will have to be taken on site to duly note any conflicts and to make the design team aware.	Contractor
Construction	Scaffolding arrangement for temporary support of existing structure during works	Injury to workers	High	Ensure a sensible scaffold arrangement is chosen to prevent potential hazards for workers below.	Contractor
Construction	Temporary stability of existing structure whilst being repaired	Injury to workers	High	Ensure suitable propping and associated measures are in place to maintain stability. If concerned consult Client's Structural Engineer	Contractor

6.0 COLLECTION

1.0	PRELIMINARIES	£
2.0	SCHEDULE OF REPAIRS	£

Sub-total £

Contingency @ 10% £

Total £

=====

7.0 BASIC TRADES

List of basic trade rates to be applied in the calculation of daywork. Charges for works described in the specification and for which provisional sums have been allowed.

Carpenter	Per hour £
Carpenter Mate	Per hour £
Rofer	Per hour £
Electrician	Per hour £
Plumber & Mate	Per hour £
Other Craft Operative	Per hour £

Percentage increases required on basic price of labour, materials and plant.

Labour	%
Materials	%
Plant	%
Percentage for profit and overheads	%
Required on specialist Contractors' invoices	

Stowmarket Town Council
Milton House, Re-roofing Phase 1
16 August 2021
v.02

FORM OF TENDER

Client: Stowmarket Town Council

**Milton House, Milton Rd South, Stowmarket IP14 1EZ
Phase 1 – Milton House, Re-roofing Project**

I/We having read the conditions of contract and specification delivered to me/us, do hereby offer to execute and complete in accordance with the conditions of contract the whole of the works described in the sum of:

£ (plus VAT)

in words: £..... (plus VAT)

I/We confirm that we will complete the works within weeks of possession.

I/We confirm that if this tender is accepted we could commence on site within weeks of acceptance.

The employer is not bound to accept the lowest or any offer.

Signed

Date

Position

Tel Number

Company

Address

.....

.....

.....

8.0 TENDER SUBMISSION CHECKLIST

The following is intended to act as a checklist for tenderers and tenderers are advised that failure to submit the following information may prejudice consideration of their submission.

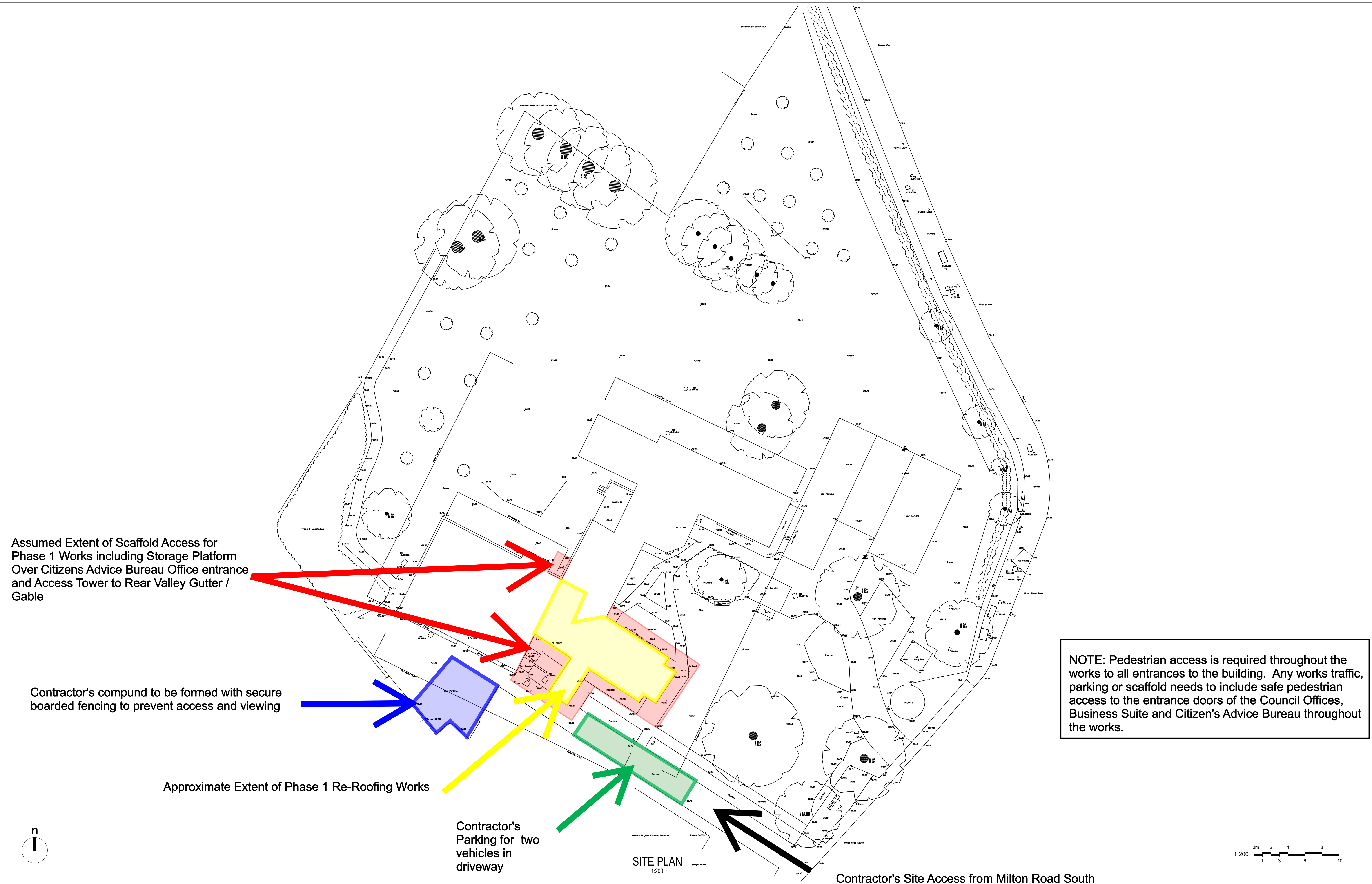
- 8.1 Outline programme or works
- 8.2 Schedule of staff/sub-contractors to be appointed to the project
- 8.3 Form of Tender
- 8.4 Current Insurance Certificate(s) if not previously submitted
- 8.5 CIS Tax Certificate if not previously submitted
- 8.6 Preliminaries breakdown
- 8.7 Priced Schedule of Work
- 8.8 Collection
- 8.9 Basic Trade Rates
- 8.10 Contractor's Health & Safety Policy
- 8.11 Method statement is required upon completion of the tenders

This method statement will be required to demonstrate the contractor's proposal for management of the works and outline the method statement for key elements.

APPENDICES

Appendix A – Marked Up & Information Photographs

Appendix B – Drawings



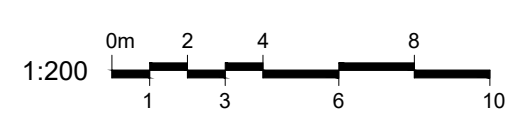
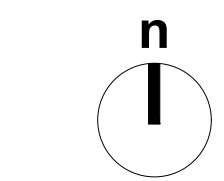
Assumed Extent of Scaffold Access for Phase 1 Works including Storage Platform Over Citizens Advice Bureau Office entrance and Access Tower to Rear Valley Gutter / Gable

Contractor's compound to be formed with secure boarded fencing to prevent access and viewing

Approximate Extent of Phase 1 Re-Roofing Works

Contractor's Parking for two vehicles in driveway

NOTE: Pedestrian access is required throughout the works to all entrances to the building. Any works traffic, parking or scaffold needs to include safe pedestrian access to the entrance doors of the Council Offices, Business Suite and Citizen's Advice Bureau throughout the works.

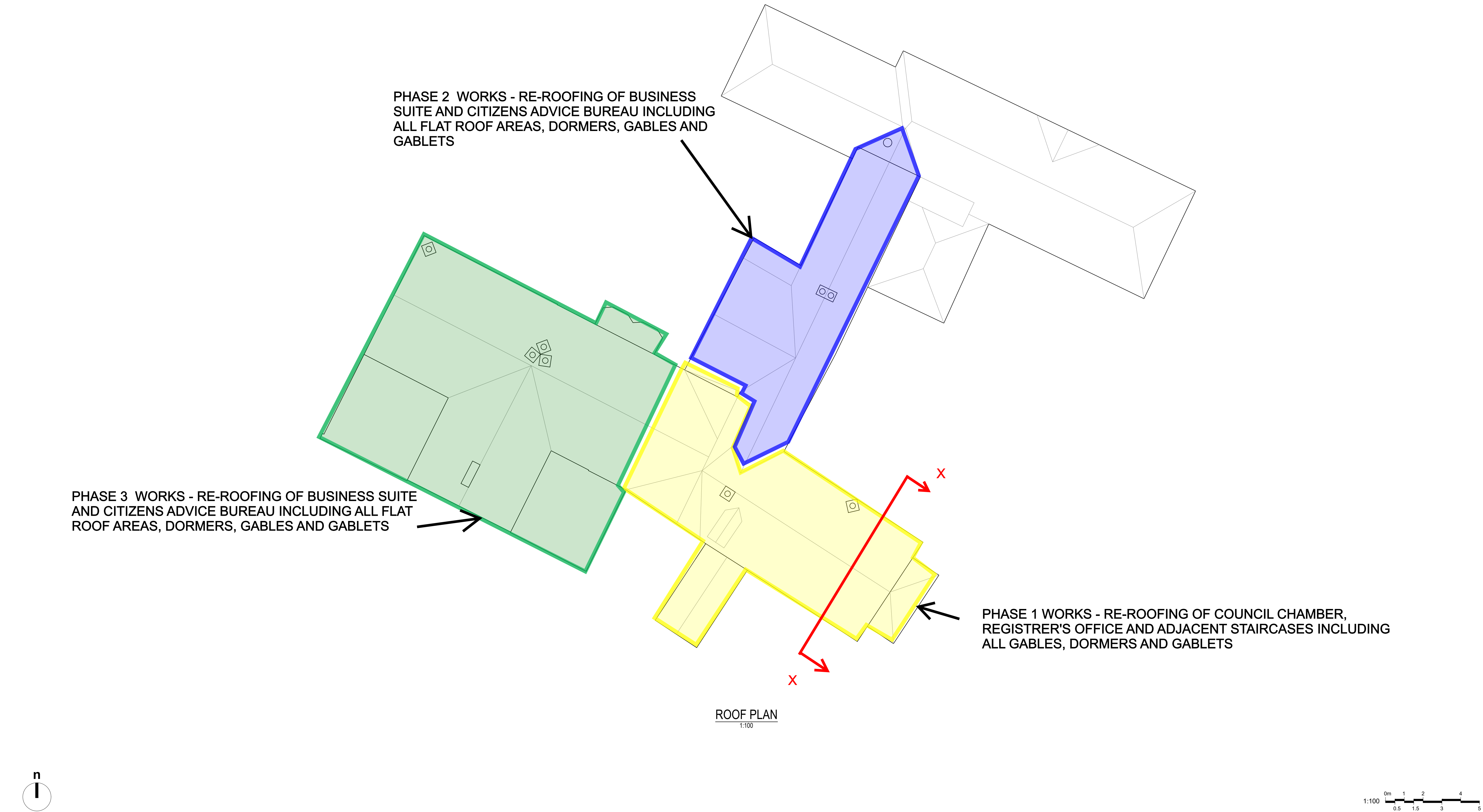


T1	23/06/2021	TENDER ISSUE	JHF	AW
rev.	date	description	dwn	chk'd

NOTES
Do not scale from this drawing, use figured dimensions only.
All dimensions to be checked on site.
All drawings to be read in conjunction with other contract documentation.
Any discrepancies to be reported to the Contract Administrator before any work commences.
© Copyright Wright Consulting



client:	STOWMARKET TOWN COUNCIL	Wright Consulting			
project:	MILTON HOUSE, MILTON ROAD SOUTH, STOWMARKET, SUFFOLK IP14 1EZ	Colliers Lane Stow-cum-Quy Cambridge CB25 9AU T: 07957 430 204 aw@awce.co.uk			
discipline:	STRUCTURAL ENGINEERING	drawn:	JHF	chk'd:	AW
project no.:	--	dwg no.:	S001	rev.:	P1
date:	23/06/2021	scale:	@ A1	status:	TENDER

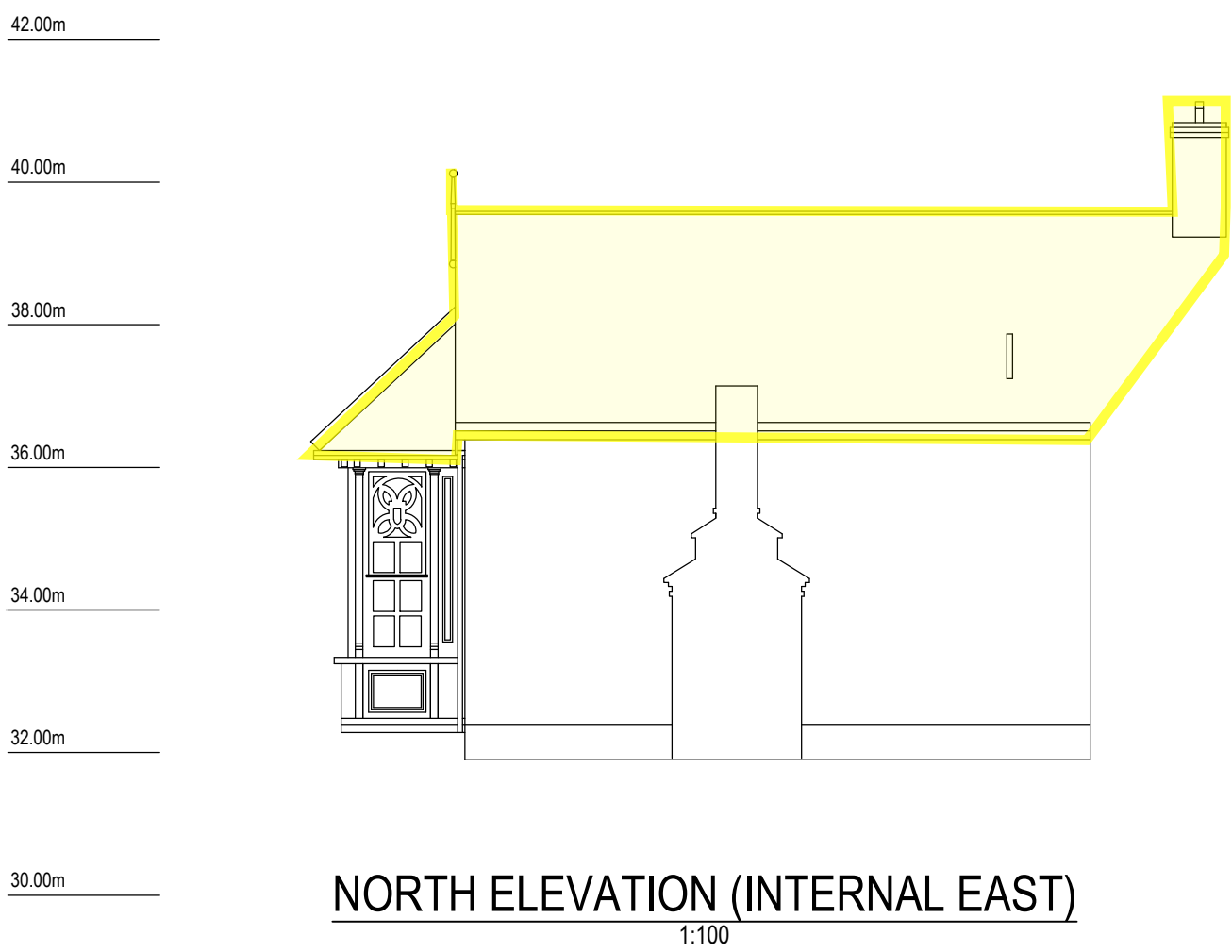


T1 23/06/2021 TENDER ISSUE				JHF	AW
rev.	date	description		dwn	chk'd

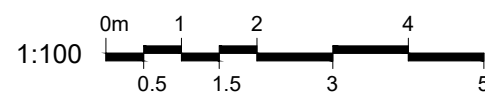
NOTES
Do not scale from this drawing, use figured dimensions only.
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Any discrepancies to be reported to the Contract Administrator before any work commences.
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client: STOWEMARKET TOWN COUNCIL				Wright Consulting	
project: MILTON HOUSE, MILTON ROAD SOUTH, STOWEMARKET, SUFFOLK IP14 1EZ				Colliers Lane Stow-cum-Quy Cambridge CB25 9AU	
discipline: STRUCTURAL ENGINEERING				T: 07957 430 204 aw@awcoe.co.uk	
dwg no. S002		rev. P1		status: TENDER	



Extent of Phase 1 Re-Roofing works shown highlighted in yellow thus:

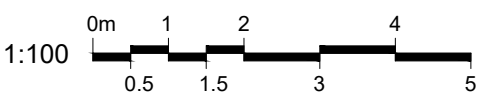
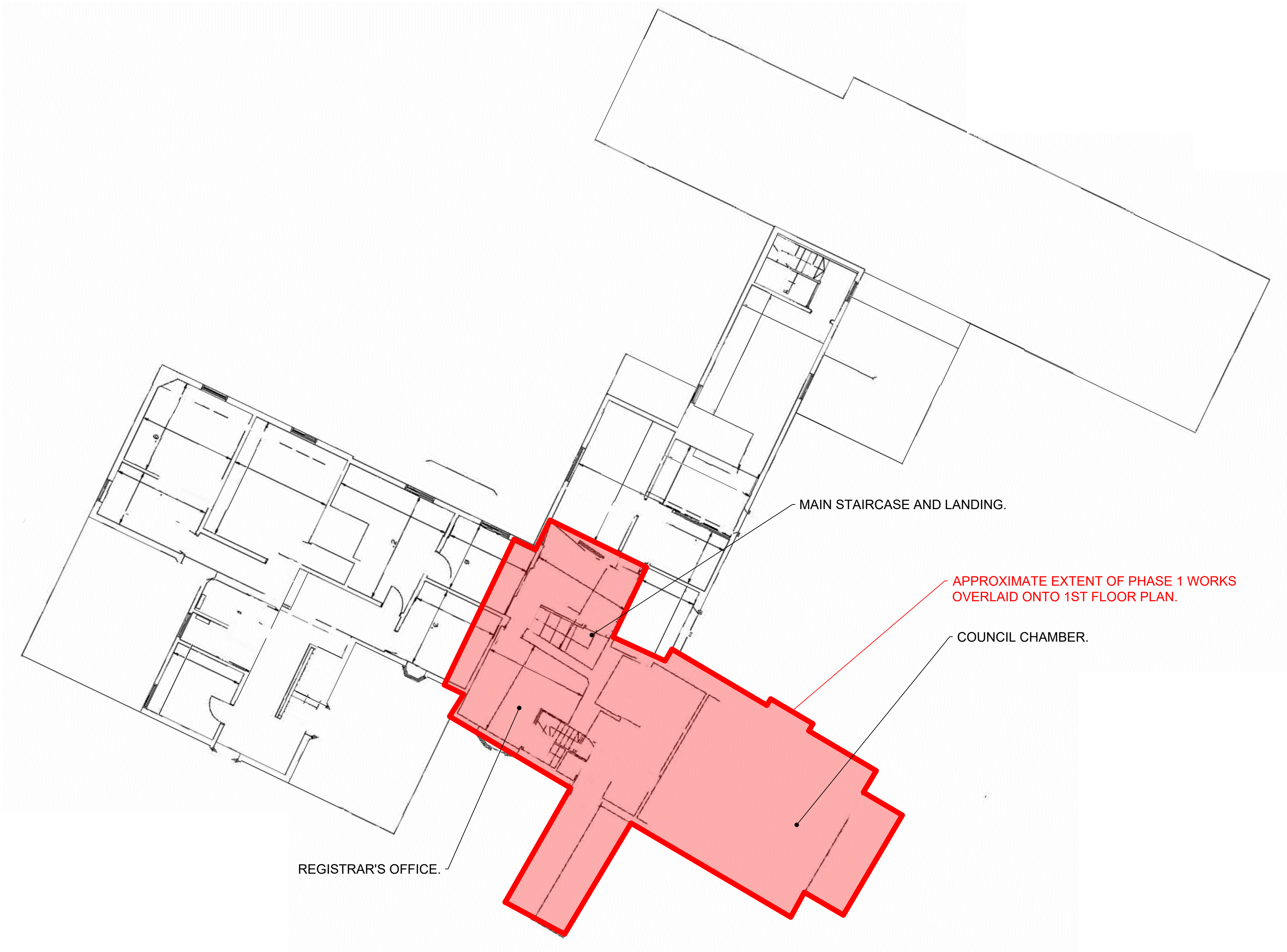


T1	23/06/2021	TENDER ISSUE	JHF	AW
rev.	date	description	dwn	chk'd

NOTES
Do not scale from this drawing, use figured dimensions only.
All dimensions to be checked on site.
All drawings to be read in conjunction with other contract documentation.
Any discrepancies to be reported to the Contract Administrator before any work commences.
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client:	STOWEMARKET TOWN COUNCIL	Wright Consulting			
project:	MILTON HOUSE, MILTON ROAD SOUTH, STOWEMARKET, SUFFOLK IP14 1EZ	Colliers Lane Stow-cum-Quy Cambridge CB25 9AU T: 07957 430 204 aw@awce.co.uk			
dwg title:	ELEVATIONS				
discipline:	STRUCTURAL ENGINEERING	drawn:	JHF	chk'd:	AW
project no.:	--	dwg no.:	S003	rev.:	P1
				date:	23/06/2021
				scale @ A1:	1:100
				status:	TENDER



NOTES
Do not scale from this drawing, use figured dimensions only.
All dimensions to be checked on site.
All drawings to be read in conjunction with other contract documentation.
Any discrepancies to be reported to the Contract Administrator before any work commences.
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client:

STOWEMARKET TOWN COUNCIL

project:

MILTON HOUSE, MILTON ROAD SOUTH, STOWEMARKET, SUFFOLK IP14 1EZ

dwg title:

EXTENT OF PHASE 1 RE-ROOFING WORKS & 1ST FLOOR ROOM USE

discipline

STRUCTURAL ENGINEERING

project no.

--

dwg no.

S004

rev.

T1

date:

10/08/2021

scale @ A1

1:100

status:

TENDER

Wright | Consulting

Colliers Lane
Stow-cum-Quy
Cambridge
CB25 9AU

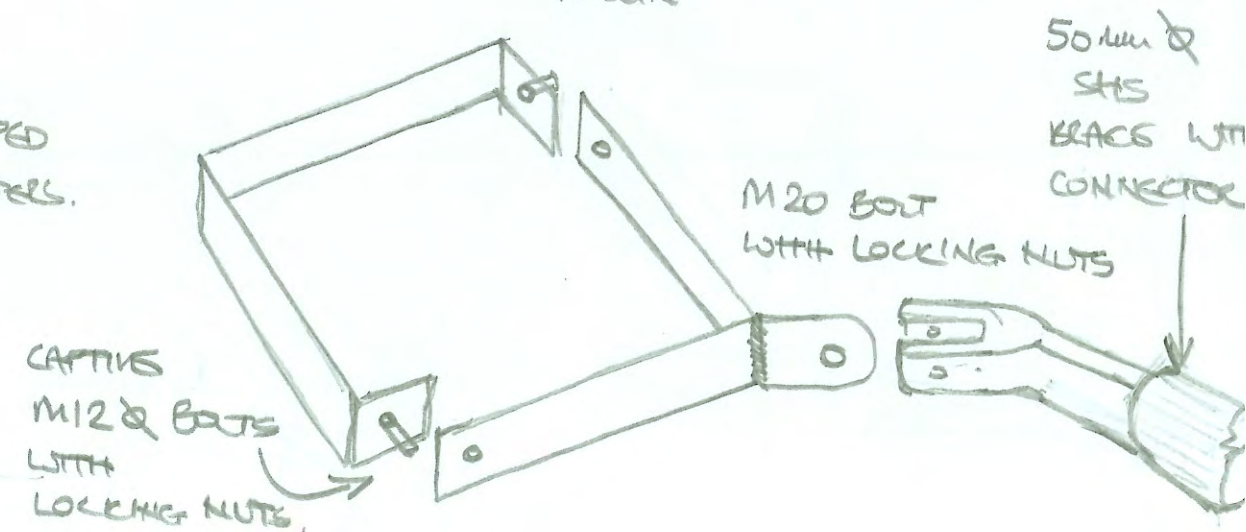
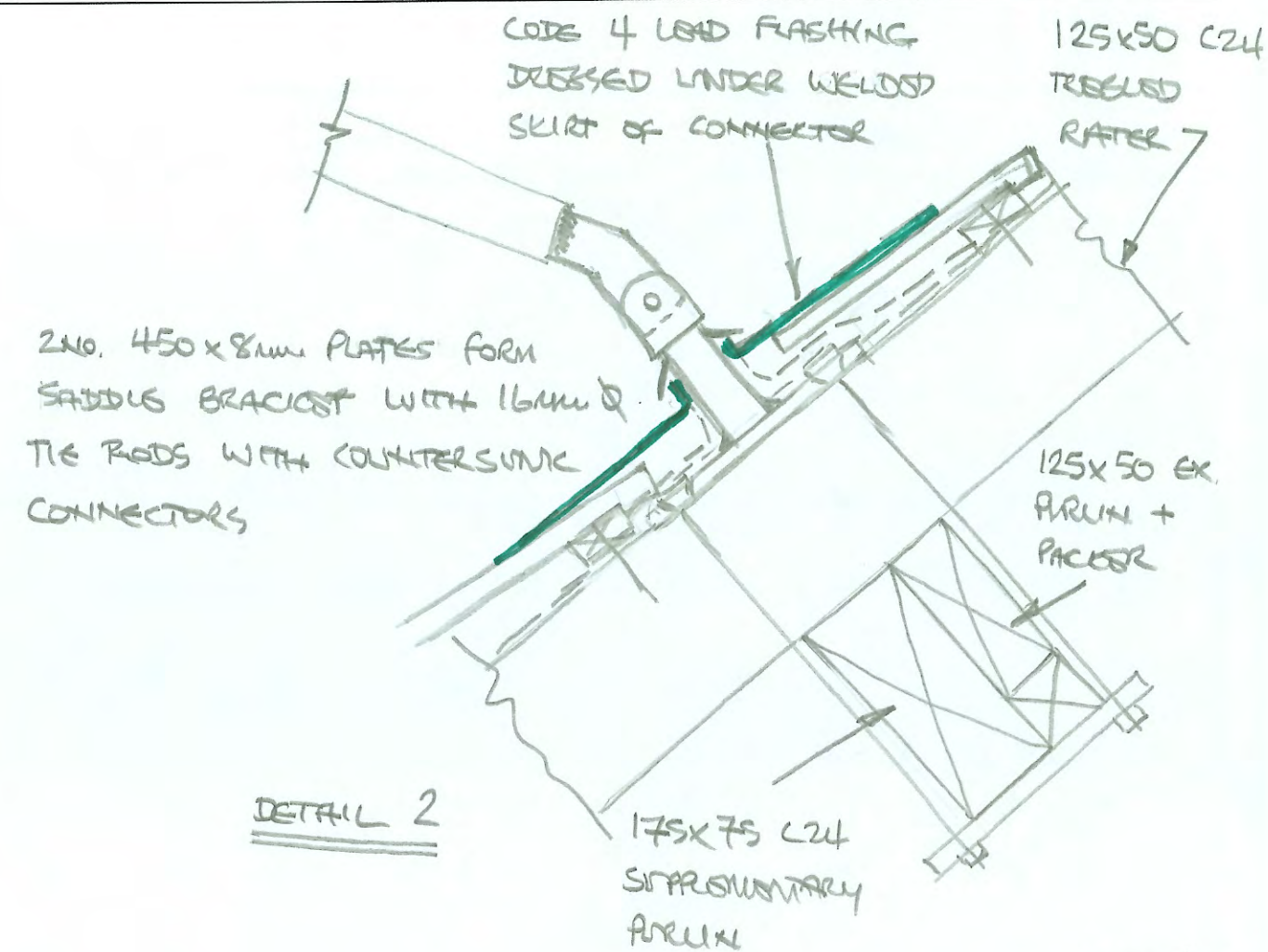
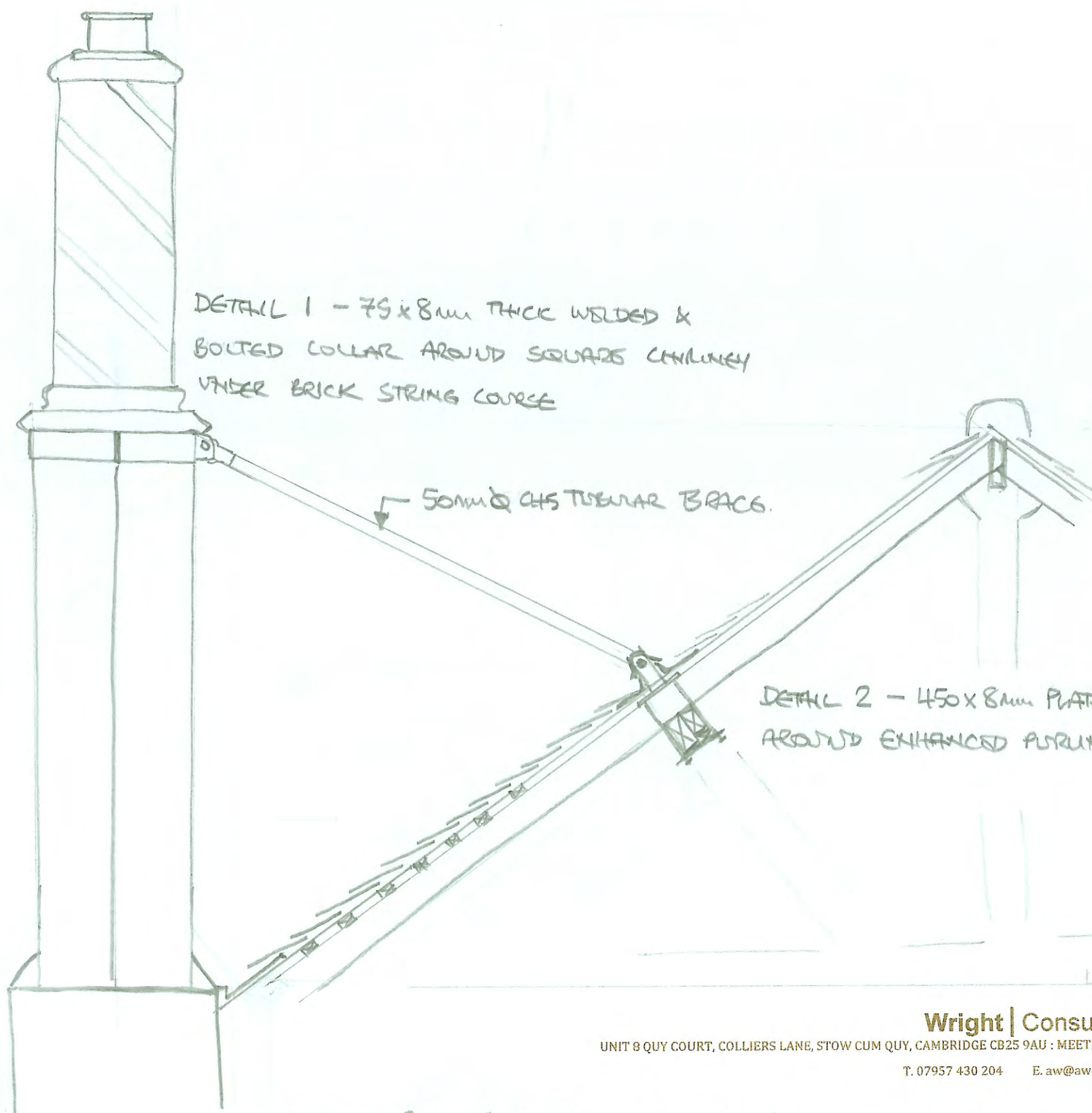
T: 07957 4304 204
aw@awce.co.uk

T1	10/08/2021	TENDER ISSUE	JHF	AW
rev.	date	description	dwn	chk'd

CLIENT: STOWMARKET TOWN COUNCIL
 PROJECT NAME: MILTON HOUSE PHASE 1 RS-ROOFING
 DRAWING NAME: BESPOKE CHIMNEY BRACE DETAIL
 DATE: AUGUST 2021

No.: REV.

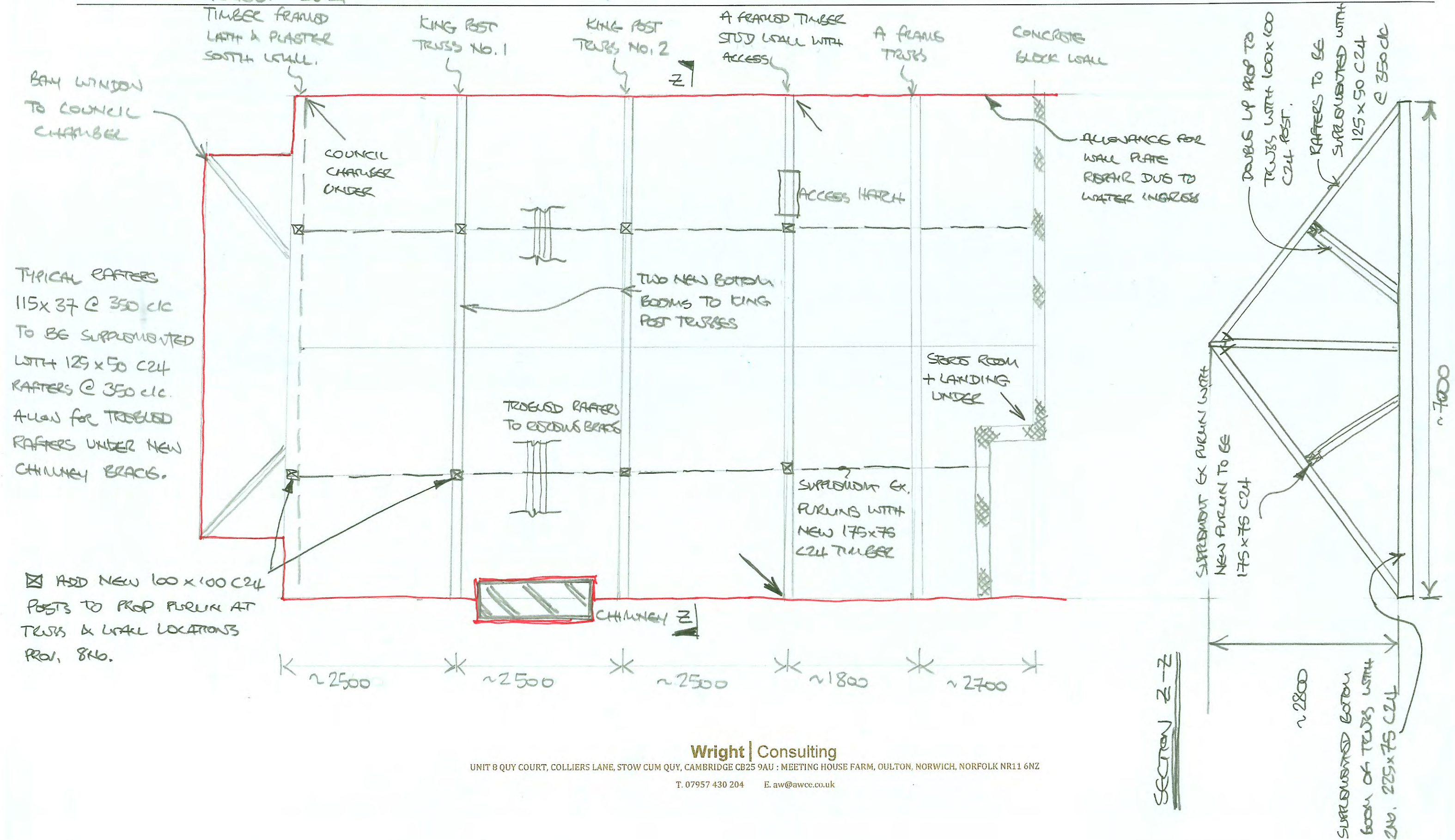
5006



NOTE: ALL BRACE + COLLAR FORMED IN GRADE 304 STAINLESS STEEL

CLIENT: STOWMARKET TOWN COUNCIL
 PROJECT NAME: MULTON HOUSE PHASE 1 RE-ROOFING
 DRAWING NAME: COUNCIL CHAMBER GENERAL ARRANGEMENT
 DATE: AUGUST 2021

No.:
 REV.
 S005





Appendix C – Tendering Contractor Questionnaire

Note – You may adjust the size of the following text boxes to suit your response.

You are required to respond to the questions below. You may expand the sections provided or provide your responses on clearly cross referenced sheets. Please make sure that where you choose to cross reference, the responses are all submitted in a single word file so that they may be printed of together.

Please note **you do not need to provide supporting documents and policies**, unless specifically requested to do so.

NOTE: Responses to these questions will be assessed as PASS / FAIL. Only those applications achieving a PASS will be put forward for further evaluation.



PART A – Organisation Details		
A1	Organisation Name:	
A2	Organisation Address and Post Code:	
A3	Registered address and Post Code if different from the above:	
A4	Company Registration number (if this applies):	
A5	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
A6	If the Organisation is a member of a group of companies, give the name and address of the ultimate holding Company	
A7	Please confirm that you are recognised as a Small & Medium sized Enterprise (definition is a supplier with less than 250 employees)	
A8	Contact name for enquiries about this tender:	
A9	Job Title:	
A10	Telephone number:	
A11	E-mail address:	



PART B – Capacity of the Organisation	
B1	<p>Please detail your organisation and management structure as it would be pertinent to the delivery of the contract including the number of staff in relevant positions.</p>
B2	<p>Please provide CVs / skills sets / experience of the key staff that you are proposing to commit to this contract should it be awarded to your Organisation</p>

PART C – Financial / Professional Standing		
C1	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p> <p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
(a)	<p>A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
(b)	<p>A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
(c)	<p>Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p> 	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
C2	<p>If you have indicated in A6 that you are part of a wider group, please provide further details below:</p> 	
(a)	<p>Are you able to provide parent company accounts if requested to at a later stage?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>



PART C – Financial / Professional Standing		
(b)	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
C3	Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below.	
C3.1	Participation in a criminal organisation	Yes / No
C3.2	Corruption	Yes / No
C3.3	Fraud	Yes / No
C3.4	Terrorist offences or offences linked to terrorist activities	Yes / No
C3.5	Money laundering or terrorist financing	Yes / No
C3.6	Child labour and other forms of trafficking in human beings	Yes / No
C3.7	Breach of obligations related to the payment of tax or social security contributions	Yes / No
	Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.	
C3.8	Breach of environmental obligations	
C3.9	Breach of social obligations	
C3.10	Breach of labour law obligations	
C3.11	Bankruptcy or the subject of insolvency	
C3.12	Guilty of grave professional misconduct	
C3.13	Entered in to agreements aimed at distorting competition	
C3.14	Is aware of any conflict of interest due to the participation in the procurement procedure.	
C3.15	Been involved with the preparation of the procurement procedure	



PART D – Contract Experience

D1	Please provide details of up to three contracts with either the public or private sector that your organisation has held in the last three years that are relevant to the Client's requirement. (The customer contact should be prepared to speak to the Client if we wish to contact them).			
		Contract 1	Contract 2	Contract 3
	Customer Organisation (name): Website (if available)			
	Customer contact name, phone number and email			
	Date contract awarded:			
	Date contract completed:			
	Brief description of contract (max 100 words)			
	Value:			
D2	In the last three years, have you had any contracts:			
(a)	Terminated for poor performance?			Yes / No
(b)	That has incurred contract penalties, default notices or payment of liquidated damages?			Yes / No
(c)	Terminated by the client earlier than the originally intended date?			Yes / No
(d)	That you have withdrawn from after award, either before or after the commencement of the contract?			Yes / No
	If "Yes" please explain in no more than 150 words why.			



Part F – Insurance

F1	Please provide details of your current insurance cover	Minimum Requirement	Cover
	Employer's Liability (unless exempt)	£15,000,000	£
	Public Liability	£10,000,000	£
			£
F2	If you do not currently have the required levels of insurance, please confirm whether you would be willing to take out the appropriate level of insurance cover as set out above if you are successful in winning the contract?		Yes/No

PART G – Health & Safety

G1	Have any H&S Executive / Local authority actions (e.g. prosecution or issue of improvement or prohibition notices) been taken against your organisation in the past three years	Yes / No
	If "Yes" please give details and what action has been taken by the organisation to remedy enforcing actions and prevent similar occurrences in the future in no more than 150 words	

PART H – Environmental Management

H1	Has your organisation within the last three years had legal action taken against them under environmental legislation, including prosecutions, civil court actions or notices served by the Environmental Agency, local authorities or HM Inspectorate or Pollution?	Yes / No
	If "Yes" please give details and what action has been taken by the organisation to remedy and prevent similar occurrences in the future in no more than 150 words.	



PART I – Equality & Diversity

I1	In the last three years has any finding of unlawful discrimination been made against your organisation and/or your named supply chain members (sub-contractors) by any court or industrial or employment tribunal or equivalent body?	Yes / No
I2	In the last three years has your organisation and/or your named supply chain members (sub-contractors) been the subject of a formal investigation by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?	Yes / No
I3	If the answer to question 1 and / or 2 is “Yes”, what steps did your organisation take as a result of that finding or investigation?	

PART J – Requirement Specific Questions

J1	Please detail below how you will comply with all the requirements detailed in Section 2.6 of this document.

Appendix D – Listed Building Consent Ref.: DC/20/03867

Philip Isbell – Chief Planning Officer
Sustainable Communities

Mid Suffolk District Council

Endeavour House, 8 Russell Road, Ipswich IP1 2BX

Website: www.midsuffolk.gov.uk



LISTED BUILDING CONSENT

PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990
PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) REGULATIONS 1992

Correspondence Address:

Mr Alan Wright
Meeting House Farm
Oulton
Norwich
NR116NZ
Norfolk

Applicant:

Stowmarket Town Council
Milton House
Milton Road South
Stowmarket
IP14 1EZ

Date Application Received: 08-Sep-20

Date Registered: 15-Sep-20

Application Reference: DC/20/03867

Proposal & Location of Development:

Application for Listed Building Consent - Dismantling chimney to Council Chamber and rebuild with the insertion of lateral cross brace prop to roof structure including repairs of roof.

Milton House, Milton Road South, Stowmarket, Suffolk IP14 1EZ

Section A – Plans & Documents:

This decision refers to drawing no./entitled received 15/09/2020 as the defined red line plan with the site shown edged red. Any other drawing showing land edged red whether as part of another document or as a separate plan/drawing has not been accepted or treated as the defined application site for the purposes of this decision.

The plans and documents recorded below are those upon which this decision has been reached:

Design and Access Statement - Received 08/09/2020

Structural Survey V02 September 2020 - Received 08/09/2020

Schedule Of Works V01 September 2020 - Received 15/09/2020

Defined Red Line Plan - Received 15/09/2020

Section B:

Mid Suffolk District Council as Local Planning Authority, hereby give notice that **LISTED BUILDING CONSENT HAS BEEN GRANTED** in accordance with the application particulars and plans listed in section A subject to the following conditions:

1. ACTION REQUIRED IN ACCORDANCE WITH A SPECIFIC TIMETABLE:
COMMENCEMENT TIME LIMIT

The works to which this consent relate must be begun not later than the expiration of three years beginning with the date of this consent.

Reason - To comply with the requirements of Section 18(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 as amended by Section 51 of the Planning and Compulsory Purchase Act 2004

2. APPROVED PLANS & DOCUMENTS

The development hereby permitted shall be carried out in accordance with the drawings/documents listed under Section A above and/or such other drawings/documents as may be approved by the Local Planning Authority in writing pursuant to other conditions of this permission or such drawings/documents as may subsequently be approved in writing by the Local Planning Authority as a non-material amendment following an application in that regard. Such development hereby permitted shall be carried out in accordance with any Phasing Plan approved under Section A, or as necessary in accordance with any successive Phasing Plan as may subsequently be approved in writing by the Local Planning Authority prior to the commencement of development pursuant to this condition.

Reason - For the avoidance of doubt and in the interests of proper phased planning of the development.

3. ACTION REQUIRED IN ACCORDANCE WITH A SPECIFIC TIMETABLE: DETAILS OF CROSS BRACE

Prior to the insertion of the cross brace, details of materials, finish and method of attachment to the stack and roof of the cross brace, shall be submitted to and agreed in writing by the Local Planning Authority and shall be implemented and completed as approved.

Reason - In the interests of the character, integrity and preservation of the heritage assets.

4. ACTION REQUIRED IN ACCORDANCE WITH A SPECIFIC TIMETABLE: AGREEMENT OF SALVAGEABLE MATERIAL

Following the dismantling of the stack, the rounded gault brick element and chimney pot shall be restacked dry on site in current form and inspected by the Local Planning Authority to confirm the extent that is salvageable. None of this material shall be disposed of until the inspection has been completed and the extent to be retained has been agreed in writing with the Local Planning Authority.

Following this, all agreed salvageable material is to be stored as per the storage condition.

Note: The Local Planning Authority requires 14 days written notice of materials being provided on site.

Reason - To secure an orderly and well-designed finish sympathetic to the character of the heritage assets and in the interests of visual amenity and the character and appearance of the area.

5. ACTION REQUIRED IN ACCORDANCE WITH A SPECIFIC TIMETABLE: DETAILS OF MORTAR MIX

Prior to the reconstruction of the stack, details of the proposed mortar mix to be used in the reconstruction, shall be submitted to and agreed in writing by the Local Planning Authority and shall be implemented and completed as approved.

Reason - In the interests of the character, integrity and preservation of the heritage assets.

6. SPECIFIC RESTRICTION OF DEVELOPMENT: DISMANTLING OF BRICKWORK

No brickwork is to be dismantled below the projected brick course approximately 8 courses above eaves level, unless otherwise agreed in writing with the Local Planning Authority.

Reason - To ensure there is no harm to the designated heritage asset and in the interests of the character, integrity and preservation of the heritage assets.

7. SPECIFIC RESTRICTION OF DEVELOPMENT: RECONSTRUCTION TO MATCH

The reconstructed part of the stack shall match the existing in height, dimensions, design and details and mortar finish.

Reason - To ensure there is no harm to the designated heritage asset and in the interests of the character, integrity and preservation of the heritage assets.

8. SPECIFIC RESTRICTION OF DEVELOPMENT: RE-USE OF RED BRICKWORK

All existing red brickwork from the dismantled part of the stack shall be reused except where their condition restricts use.

Reason - To ensure there is no harm to the designated heritage asset and in the interests of the character, integrity and preservation of the heritage assets.

9. SPECIFIC RESTRICTION OF DEVELOPMENT: NEW BRICKS TO MATCH

All new bricks to be used to make up any shortfall in the reconstructed stack shall match the existing.

Reason - To ensure there is no harm to the designated heritage asset and in the interests of the character, integrity and preservation of the heritage assets.

10. SPECIFIC RESTRICTION OF DEVELOPMENT: REPAIRS TO MATCH

All repairs to the remaining stack shall be restricted to the minimum necessary to ensure the stability of the stack and the materials used shall match the existing bricks, mortar and pointing style adjacent to the repair.

Reason - To ensure there is no harm to the designated heritage asset and in the interests of the character, integrity and preservation of the heritage assets.

11. SPECIFIC RESTRICTION OF DEVELOPMENT: STORAGE OF MATERIALS

All dismantled materials shall be stored safely and securely as part the submitted Schedule of Works until reconstruction and shall be available for inspection by the Local Planning Authority upon request within 48 hours' notice.

Reason - To ensure there is no harm to the designated heritage asset and in the interests of the character, integrity and preservation of the heritage assets.

12. ACTION REQUIRED IN ACCORDANCE WITH A SPECIFIC TIMETABLE:
RECONSTRUCTION OF THE STACK

Unless otherwise agreed in writing with the Local Planning Authority, the reconstruction of the stack shall be fully completed within two years of the decision date of this application.

Reason - In the interests of the character, integrity and preservation of the heritage assets.

SUMMARY OF POLICIES WHICH ARE RELEVANT TO THE DECISION:

NPPF - National Planning Policy Framework
CS05 - Mid Suffolk's Environment
FC01 - Presumption In Favour Of Sustainable Development
FC01_1 - Mid Suffolk Approach To Delivering Sustainable Development
GP01 - Design and layout of development
HB01 - Protection of historic buildings
HB02 - Demolition of listed buildings
HB03 - Conversions and alterations to historic buildings
HB06 - Securing the repair of listed buildings

NOTES:

1. **Statement of positive and proactive working in line with the National Planning Policy Framework (NPPF)**

The proposal has been assessed with regard to adopted development plan policies, the National Planning Policy Framework and all other material considerations. The NPPF encourages a positive and proactive approach to decision taking, delivery of sustainable development, achievement of high quality development and working proactively to secure developments that improve the economic, social and environmental conditions of the area. While the applicant did not take advantage of the service, the Council provides a pre-application advice service prior to the submission of any application. The opportunity to discuss a proposal prior to making an application allows potential issues to be raised and addressed pro-actively at an early stage, potentially allowing the Council to make a favourable determination for a greater proportion of applications than if no such service was available.

Babergh and Mid Suffolk District Councils have adopted Community Infrastructure Levy (CIL) charging which affects planning permissions granted on or after 11th April 2016 and permitted development commenced on or after 11th April 2016. If your development is for the erection of a new building, annex or extension or the change of use of a building over 100sqm in internal area or the creation of a new dwelling or holiday let of any size your development may be liable to pay

CIL and you must submit relevant documents to our Infrastructure Team telling us more about your development, who will pay CIL and when the development will start. You will receive advice on the amount you have to pay and what you have to do and you can find more information about CIL on our websites here:

[CIL in Babergh](#) and [CIL in Mid Suffolk](#) or by contacting the Infrastructure Team on: infrastructure@baberghmidsuffolk.gov.uk

This relates to document reference: DC/20/03867

Signed: Philip Isbell

Dated: 2nd November 2020

**Chief Planning Officer
Sustainable Communities**

Important Notes to be read in conjunction with your Decision Notice

Please read carefully

This decision notice refers only to the decision made by the Local Planning Authority under the Town and Country Planning Acts and DOES NOT include any other consent or approval required under enactment, bylaw, order or regulation.

Please note: depending upon what conditions have been attached to the decision, action may be required on your part before you can begin your development. Planning conditions usually require that you write to the Local Planning Authority and obtain confirmation that you have discharged your obligations. You should read your decision notice in detail and make a note of the requirements placed on you by any conditions. **If you proceed with your development without complying with these conditions you may invalidate your permission and put your development at risk.**

Discharging your obligations under a condition:

You should formally apply to discharge your conditions and the relevant application forms are available on the Council's website. The Local Planning Authority has 8 weeks to write to you after you submit the details to discharge your conditions. You should always account for this time in your schedule as the Local Planning Authority cannot guarantee that conditions can be discharged quicker than this. A fee is applicable for the discharge of planning conditions.

Building Control:

You are reminded that the carrying out of building works requires approval under the Building Regulations in many cases as well as a grant of planning permission. If you are in doubt as to whether or not the work, the subject of this planning permission, requires such approval, then you are invited to contact the Building Control Section of Babergh and Mid Suffolk District Councils.

Appeals to the Secretary of State

1. If the applicant is aggrieved by the decision of the Local Planning Authority to refuse permission or consent, or to grant permission or consent subject to condition, they may appeal to the Secretary of State for Communities and Local Government. The applicant's right of appeal is in accordance with the appropriate statutory provisions which follow:

Planning Applications: Section 78 Town and Country Planning Act 1990

Listed Building Applications: Section 20 Planning (Listed Buildings and Conservation Areas) Act 1990

Advertisement Applications: Section 78 Town and Country Planning Act 1990
Regulation 15

Town and Country Planning (Control of Advertisements) Regulations 2007

Notice of appeal in the case of applications for advertisement consent must be served within eight weeks of receipt of this notice. Notice of Householder and Minor Commercial Appeals must be served within 12 weeks, in all other cases, notice of appeal must be served within six months of this notice. If this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice, if you want to appeal against your local planning authority's decision on your application, then you must do so within 28 days of the date of this notice. If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against your local planning authority's decision on your application, then you must do so within: 28 days of the date of service of the enforcement notice, or within six months of the date of this notice, whichever period expires earlier.

Appeals must be made on a form which is obtainable from The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN or online at <https://www.gov.uk/government/publications/modelnotification-notice-to-be-sent-to-an-applicant-when-permission-is-refused>

The Secretary of State has power to allow a longer period for the giving of a notice of appeal but he/she will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving notice of appeal. The Secretary of State is not required to entertain an appeal if it appears to him/her that permission for the proposed development could not have been granted by the Local Planning Authority, or could not have been so granted otherwise than subject to the conditions imposed by it, having regard to the statutory requirements*, to the provisions of the Development Order, and to any directions given under the Order. The Secretary of State does not in practice refuse to entertain appeals solely because the decision of the Local Planning Authority was based on a direction given by him/her.

2. If permission or consent to develop land or carry out works is refused or granted subject to conditions, whether by the Local Planning Authority or by the Secretary of State and the owner of the land claims that the land has become incapable of reasonable beneficial use by the carrying out of any development or works which has been or would be permitted they may serve on the Council of the district in which the land is situated, a purchase notice requiring the Council to purchase his interest in the land in accordance with the provisions of Section 137 of the Town and Country Planning Act 1990 or Section 32 Planning (Listed Buildings and Conservation Areas) Act 1990.

*The statutory requirements are those set out in Section 79(6) of the Town and Country Planning Act 1990, namely Sections 70 and 72(1) of the Act.

Babergh District Council

Endeavour House, 8 Russell Road, Ipswich IP1 2BX
Telephone: (0300) 1234 000
SMS Text Mobile: (07827) 842833
www.babergh.gov.uk

Mid Suffolk District Council

Endeavour House, 8 Russell Road, Ipswich IP1 2BX
Telephone: (0300) 1234 000
SMS Text Mobile: (07827) 842833
www.midsuffolk.gov.uk

Appendix E – Milton House Asbestos Register

CAMBRIDGE ASBESTOS REMOVAL LTD

R & D Survey for Asbestos containing materials at

**Milton House
Milton Road South
Stowmarket
Suffolk
IP14 1EZ**



SURVEY DATE; 01st July 2019

REFERENCE; ECB/4164

SURVEYOR; Conrad Bristow
Barry Bridges

Cambridge Asbestos Removal Ltd
Unit 26 Grange Mill
Chevington
Bury St Edmunds
Suffolk, IP29 5PQ
Tel ; 01223-240100
Fax ; 01284-852414

CAMBRIDGE ASBESTOS REMOVAL LTD

CLIENT NAME :

Stowmarket Town Council
Milton House
Milton Road South
Stowmarket
Suffolk, IP14 1EZ
michaelm@stowmarket.org
Michael Marriot
Tel; 01449 612060 Fax; 01449 775103

INSTRUCTING PARTY :

Stowmarket Town Council
Milton House
Milton Road South
Stowmarket
Suffolk, IP14 1EZ
michaelm@stowmarket.org
Michael Marriot
Tel; 01449 612060 Fax; 01449 775103

SITE FULL NAME :

Milton House
Milton Road South
Stowmarket
Suffolk
IP14 1EZ
Ian
Tel; 01449 612060 Fax; 01449 775103

REPORT AUTHOR :

Cambridge Asbestos Removal Ltd
Kings View
Queens Lane
Chevington
Bury St Edmunds
Suffolk
IP29 5RF
Barry Bridges/Conrad Bristow
Tel; 01223 240100 Fax; 01284 852414
Email; info@cambridge-asbestos.co.uk

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SECTION ONE

EXECUTIVE SUMMARY

Asbestos Surveys & Advisory Services Ltd

Executive Summary

General Information:

Site asbestos refurbishment & demolition survey consisted of council offices arranged over two levels, roof space & cellar.

Built 100+ years ago and extended later.

Constructed of brick, block, concrete, steel, quarry roof tiles, slate roof tiles, non asbestos roof tiles, asbestos cement roof tile undercladding, asbestos insulation board/concrete/wood soffits, plastic rainwater goods, non asbestos bitumastic roof felts, plaster, plasterboard, lathe & plaster, ceramic wall tiles, non asbestos vinyl floor coverings, non asbestos textured coated ceilings, non asbestos bitumastic pads under sinks, non asbestos vinyl staircase nosings, and no asbestos detected to electrics.

Area	Comments	Accessed
Main	Sample taken, asbestos materials present.	Yes

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SECTION TWO

SURVEY DRAWINGS

Asbestos Surveys & Advisory Services Ltd

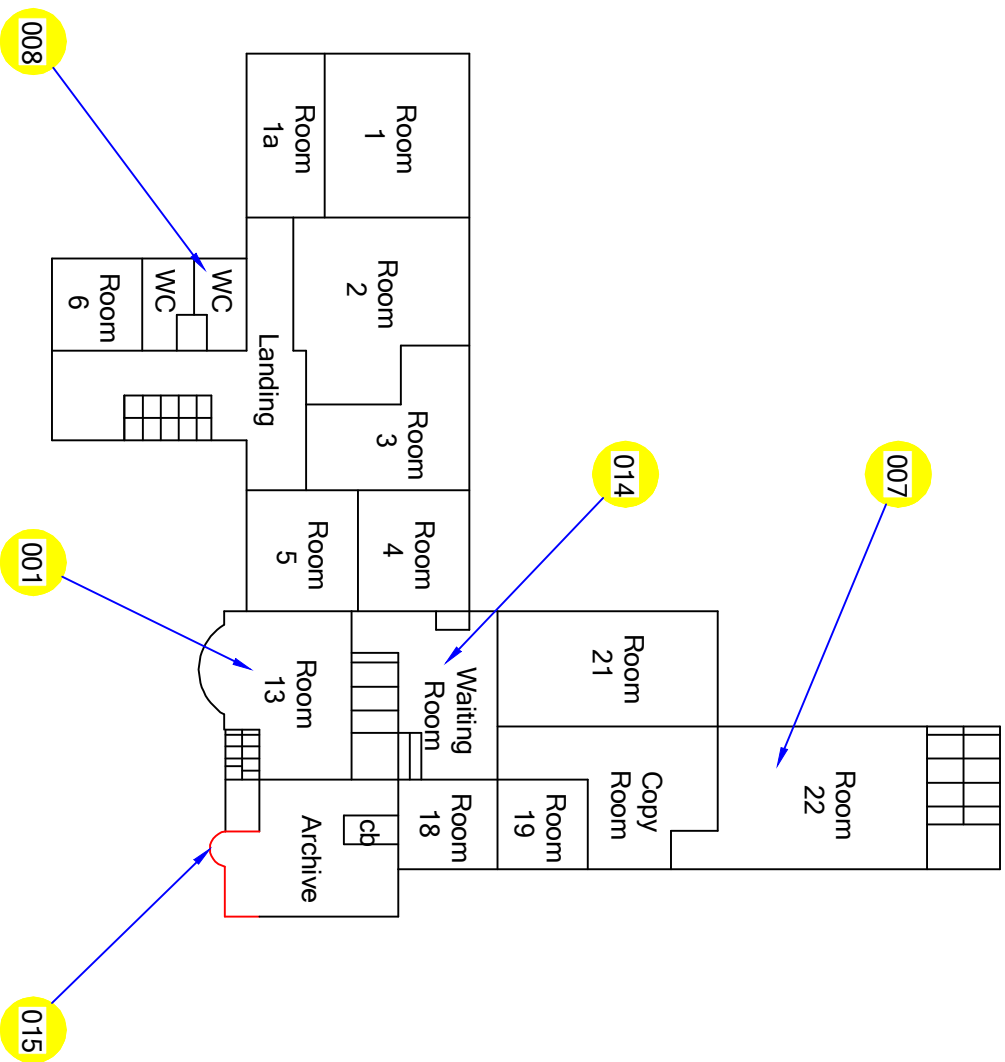


Survey Drawings and Documentation

Project Number:

ECB/4164





FIRST FLOOR

● INSPECTION/SAMPLE LOCATION

● ASBESTOS PRESENT

● INACCESSIBLE AREAS

NOT TO SCALE

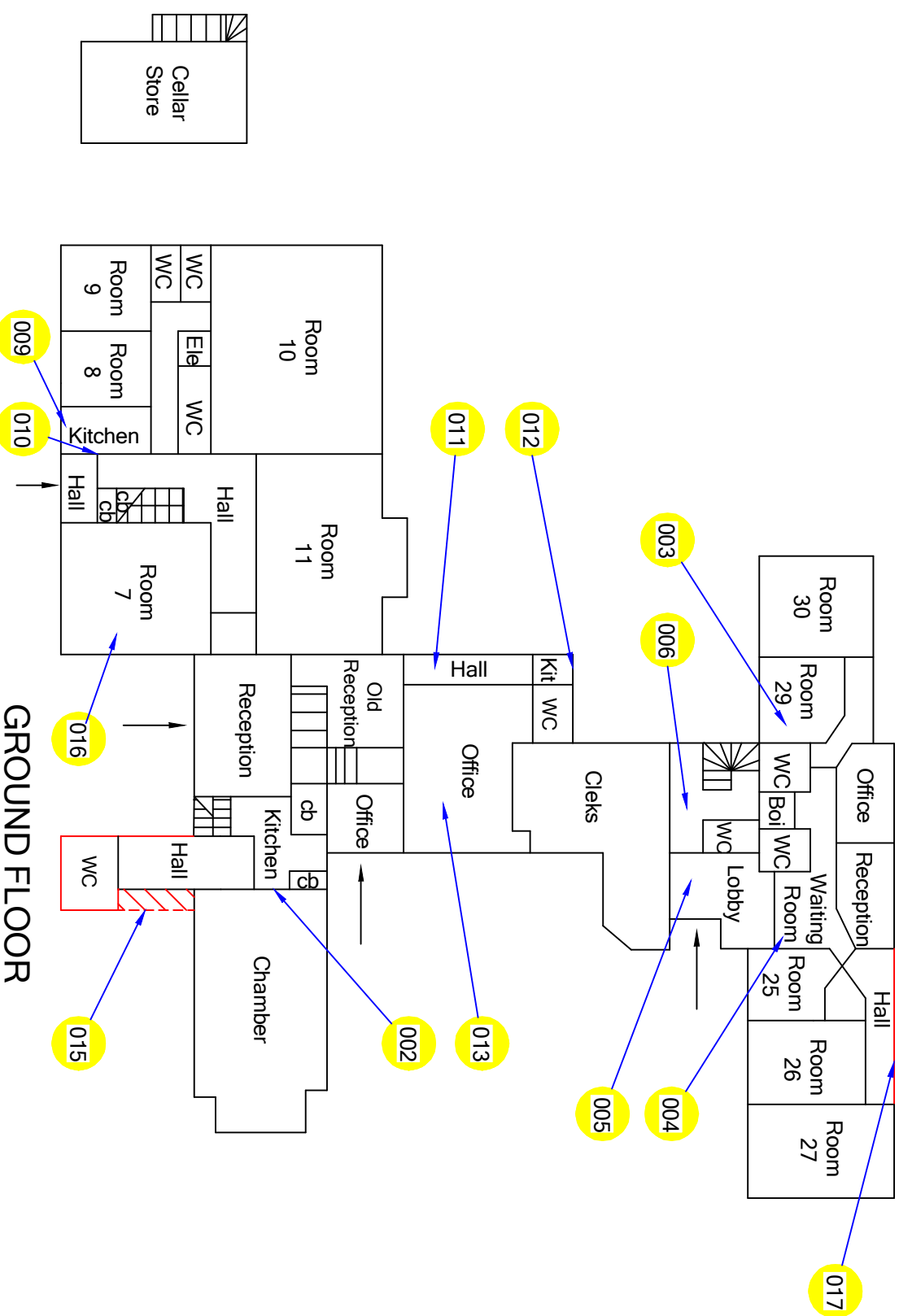
PAGE 1 OF 2

**Cambridge Asbestos
Removal Ltd**

TEL: 01223-240100

CLIENT;
SITE: Stowmarket Town Council
Milton House
Milton Road South
Stowmarket

SURVEY REF;
SURVEY DATE; 01/07/19
SURVEYOR/S; Conrad Bristow



GROUND FLOOR

INSPECTION/SAMPLE LOCATION

ASBESTOS PRESENT

INACCESSIBLE AREAS

NOT TO SCALE

PAGE 2 OF 2

Cambridge Asbestos Removal Ltd

TEL: 01223-240100

CLIENT;
SITE;
Stowmarket Town Council
Milton House
Milton Road South
Stowmarket
Suffolk, IP14 1EZ

SURVEY REF;
SURVEY DATE;
SURVEYOR/S;
ECB/4164
01/07/19
Conrad Bristow

SECTION THREE

SURVEY OBJECTIVES

Asbestos Surveys & Advisory Services Ltd

Survey Objectives

- 1 Produce a report by qualified asbestos surveyors under HSE guidance contained in HSG264 publication, in a database format, indicating areas containing identified and suspected asbestos based materials, including photographic records of asbestos occurrences where possible.
- 2 To carry out a survey to ascertain the presence of asbestos based materials.
- 3 To include a risk assessment for each individual Sample.

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SECTION FOUR

SURVEY TECHNIQUES

Asbestos Surveys & Advisory Services Ltd

Survey Techniques

- 1 Materials of a similar type were only occasionally sampled and it was assumed that other surfaces identical to where the sample was taken, was of a similar composition.
- 2 Photographs were taken at all of the sample locations (unless otherwise stated).
- 3 Samples were returned to the Main Laboratory for analysis.
- 4 Asbestos Bulk Sample Analysis is conducted by using Polarised Light and Dispersion Staining Techniques. Dispersion Staining is used to describe the colour effects produced when a transparent colourless particle or fibre is immersed in a liquid having a refractive index near to that of the particle or fibre, and is viewed under a microscope using transmitted white light (based on HSE Publication MDHS 77).

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SECTION FIVE

SURVEY CAVEAT

Asbestos Surveys & Advisory Services Ltd

Survey Caveat

- 1 This report is based upon a destructive inspection of an unfamiliar site. During the course of the survey all reasonable efforts were made to identify the physical presence of materials containing asbestos within the areas of the building which are subject to future refurbishment works. It is known that asbestos materials are frequently concealed within the fabric of buildings or within sealed building voids so that it is not possible to regard the findings of any survey as being definitive. It must always remain a possibility that further asbestos containing materials may be found during refurbishment or demolition activities. For reasons set out in this report, the results cannot give an assurance that all asbestos materials have been found and must not be thought to do so. The nature of the survey was a non-destructive inspection at key locations of accessible voids and areas. From the evidence of the inspections and of the sampling and analysis undertaken, it is clear that asbestos containing materials are either present or within or associated with various areas as detailed in the report. We recommend that samples be taken of suspect materials which may be uncovered within the listed areas or within the areas of the site which were not included in this survey.

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SECTION SIX

SURVEY NOTES

Asbestos Surveys & Advisory Services Ltd

Survey Notes

- 1 Whilst every effort was made to locate the ceiling panels, wall partitions and other panels, which may have been constructed from asbestos boarding, none other than those detailed were found. Some may have been missed due to repairs, alterations etc, where false and other finishes have been applied or where different specifications (including a possible mixture of asbestos and non-asbestos) panels have been used in the same area. Only by sampling each panel would the composition of all the materials be known. This was clearly not practical in terms of cost or time.
- 2 No air monitoring was carried out whilst the survey was undertaken and therefore care was taken not to cause disturbance of fibre or contamination of clean surfaces.
- 3 This report has been written with reference to the various Guidance Notes etc, issued, and current at the date of this report and describes circumstances at the site on the date the investigation took place.
- 4 Where similar items exist in the building, only one or two samples have been taken to ascertain the material content. It was assumed that similar products were of the same material. Only random sampling was carried out.
- 5 Any person undertaking work within the buildings should be told of the presence of asbestos. This briefing also applies to any other person associated with the site, including staff, sub-contractors and others.
- 6 The diagrams in the report are not to scale and are illustrative only to indicate approximate locations. The descriptions used are for location identification purposes
- 7 All the recommendations described in this report are based upon assumptions made after consideration of the type of material, condition of the material, its location, analysis result and type of use the area is thought to be subjected to. However, statutory authorities or others, could require amendments based on local knowledge, change in legislation, change in use or indeed, other conditions of criteria.
- 8 Equipment, machinery, ducting etc were not moved, opened up or examined for the purpose of this investigation except in the odd occasion where hatches were available.

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SECTION SEVEN

SURVEY SUMMARY

Asbestos Surveys & Advisory Services Ltd

Survey Summary

- 1 For positive identification of asbestos bearing materials please refer to the individual sample data sheets.

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SECTION EIGHT

SURVEY RECOMMENDATIONS

Asbestos Surveys & Advisory Services Ltd

Survey Recommendations

1 Material Assessment and Algorithm

The material assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way. This material assessment will give a good initial guide to the priority for management, as it will identify the materials, which will most readily release airborne fibres if disturbed. However, there are other factors to take into account when prioritising action.

HSG264 recommends the use of an algorithm to carry out the material assessment, and contains an example. The algorithm is a numerical way of taking into account several influencing factors, giving each factor considered a score. These scores can then be totaled to give a material assessment score. The use of algorithms is not infallible, but the assessment process is clear for all to see, so if discrepancies arise, it should be possible to track back through the assessment process to find the root of the error. The algorithm shown in HSG264 considers four parameters that determine the risk from ACM: that is the ability to release fibres if disturbed. These four parameters are:

Product type;
Extent of damage;
Surface treatment; and
Asbestos type

Each of the parameters is scored and added to give a total score between 2 and 12:

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

Those with a score between 7 and 9 are regarded as medium risk;

Materials with a score between 5 and 6 are low risk; and

Scores of 4 or less are very low risk.

PRIORITY ASSESSMENT AND ALGORITHM

The material assessment identifies the high-risk materials, that is, those which will most readily release airborne fibres if disturbed. It does not automatically follow that those materials assigned the highest score in the material assessment will be the materials that should be given priority for remedial action. Management priority must be determined by carrying out a risk assessment which will also take into account factors such as:

Maintenance activity;
Occupant activity;
Likelihood of disturbance;
Human exposure potential.

THE RISK ASSESSMENT INCLUDES A MATERIAL ASSESSMENT AND A PRIORITY ASSESSMENT.

THE MATERIAL ASSESSMENT LOOKS AT THE TYPE AND CONDITION OF THE ACM AND THE EASE WITH WHICH IT WILL RELEASE FIBRES IF DISTURBED.

THE PRIORITY ASSESSMENT LOOKS AT THE LIKELIHOOD OF SOMEONE DISTURBING THE ACM.

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Asbestos Surveys & Advisory Services Ltd

Survey Recommendations

The risk assessment can only be carried out with detailed knowledge of all the above. Although a surveyor may have some of the information which will contribute to the risk assessment and may be part of an assessment team, you, as the duty holder under CAW, are required to make the risk assessment, using the information given in the survey report and your detailed knowledge of the activities carried out within your premises. The risk assessment will form the basis of the management plan, so it is important that it is accurate.

MAINTENANCE ACTIVITY

The first and most important factor which must be taken into consideration is the level of maintenance activity likely to be taking place in an area. Maintenance trades such as plumbers and electricians are the group who the duty to manage is primarily trying to protect. There are two types of maintenance activity, planned and unplanned. Planned work can be assessed and carried out using procedures and controls to reduce exposure to asbestos. Unplanned work requires the situation to be dealt with as found and the controls that can be applied may be more limited. The frequency of maintenance activities also need to be taken into account in deciding what management action is appropriate.

OCCUPANT ACTIVITY

The activities carried out in an area will have an impact on the risk assessment. When carrying out a risk assessment the main type of use of an area and the activities taking place within it should be taken into account. For example a little used storeroom or an attic will rarely be accessed and so any asbestos is unlikely to be disturbed. At the other end of the scale, in a warehouse lined with asbestos insulating board panels, with frequent vehicular movements, the potential for disturbance of ACMs is reasonably high and this would be a significant factor in the risk assessment. As well as the normal everyday activities taking place in an area, any secondary activities will need to be taken into account.

LIKELIHOOD OF DISTURBANCE

The two factors that will determine the likelihood of disturbance are the extent or amount of the ACM and its accessibility/vulnerability. For example, asbestos soffits outdoors are generally inaccessible without the use of ladders or scaffolding, are unlikely to be disturbed. The asbestos cement roof of a hospital ward is also unlikely to be disturbed, but its extent would need to be taken into account in any risk assessment. However if the same ward had asbestos panels on the walls they would be much more likely to be disturbed by trolley/bed movements.

HUMAN EXPOSURE POTENTIAL

The human exposure potential depends on three factors: the number of occupants of an area, the frequency of use of the area, and the average time each area is in use. For example, a school boiler room is likely to be unoccupied, but may be visited daily for a few minutes. The potential for exposure is much less than say in a classroom lined with asbestos insulating board panelling, which is occupied daily for six hours by 30 pupils and a teacher.

PRIORITY ASSESSMENT ALGORITHMS

Taking all these factors into account in a logical, consistent manner is difficult. Using an algorithm will help you to produce priority assessments that have taken the factors into account in a consistent way. The number of factors relevant at any one site needs to be carefully considered, as the more factors included in an algorithm, the lower the influence of the most important risk factors becomes, and this may produce anomalies. For this reason it is recommended that the number of factors that are scored is limited to four, the same as the number of factors in the material assessment. There is no single set of factors that can be recommended that will apply equally to all types of premises. Therefore four general headings have been used and one or more factors can be taken into account and averaged under each heading to suit the circumstances. If you choose to use more

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Asbestos Surveys & Advisory Services Ltd

Survey Recommendations

than one factor under a general heading, then average the scores under that heading, rounding up where necessary.

The scores from the material assessment (i.e. the condition of the ACM or presumed ACM) are added to the scores of the priority assessment (the likelihood of disturbance), to give the overall risk assessment. Risk assessment scores for different ACMs can then be compared to develop your action plan. In many circumstances the scores will be similar, making decisions more difficult. For example a boiler house with asbestos pipe work insulation in poor condition may get the same or similar risk assessment score to an office with asbestos insulating board in reasonably good condition. This is simply because the ACM in the boiler house received a higher score than the ACM in the office because the ACM in the boiler house was in poor condition. However, the priority assessment for the office will get a higher score than the boiler house since the office is occupied more often. Add the scores together for the material and priority assessments, and you get similar scores. If this is the case then you may decide that the office needs doing first because it is used daily. On the other hand you may decide that the poor condition of the ACM in the boiler house means that it should be done first. If the office was a classroom, the young age of the occupants may be a deciding factor. Algorithms are provided to help you, but they are best guesses and will often require you to make your own additional judgements.

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SECTION NINE

ASBESTOS REGISTER

Asbestos Register

Site Name: Milton House

Project Number: ECB/4164

Location	Product type and name		Extent	Accessibility	Condition	Surface treatment	Asbestos Type	Sample	Sample no	Material Risk Score	Priority Risk Score	Total Score
Ground floor, External	Asbestos Insulating Board	Boarding	<=10 m2 or <=10 m pipe run	Medium Accessibility	Low damage: Scratches or marks	AIB painted or encapsulated	Amosite & Chrysotile	Identified	15	6	4	10
Ground floor, External	Asbestos cement	Boarding	<=10 m2 or <=10 m pipe run	Difficult Accessibility	Low damage: Scratches or marks	Asbestos cement sheets etc	Chrysotile	Identified	17	4	2	6

MATERIAL SCORES ABOVE 10 HAVE HIGH POTENTIAL TO RELEASE FIBRES

SECTION TEN

MATERIAL ASSESSMENT SCHEDULE BY FLOOR

Material Assessment Schedule By Floor

Site Name: Milton House

Floor: First floor

Project Number: ECB/4164

Sample Date	Location Ref	Location ID	Drawing Reference	Area	Room	Asbestos Type	Product Name	Material Risk Score	Material Risk Band	Priority Risk Score	Comments	Action	Survey Type
01/07/19	1	22927	1	Main	Roof Space	NADIS	Roofing felt	0	NADIS	N/A	Non asbestos bitumastic roof felts.	No Action Required	RDS
01/07/19	14	22940	1	Main	Waiting room	NADIS	Textured coating	0	NADIS	N/A	Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.	No Action Required	RDS
01/07/19	7	22933	1	Main	Room 22	NADIS	Textured coating	0	NADIS	N/A	Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.	No Action Required	RDS
01/07/19	8	22934	1	Main	Female Toilet	NADIS	Textured coating	0	NADIS	N/A	Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.	No Action Required	RDS

Material Assessment Schedule By Floor

Site Name: Milton House

Floor: Ground floor

Project Number: ECB/4164

Sample Date	Location Ref	Location ID	Drawing Reference	Area	Room	Asbestos Type	Product Name	Material Risk Score	Material Risk Band	Priority Risk Score	Comments	Action	Survey Type
01/07/19	10	22936	2	Main	Kitchen	NADIS	Boarding	0	NADIS	N/A	Non asbestos board soffit above microwave.	No Action Required	RDS
01/07/19	11	22937	2	Main	Hall	NADIS	Textured coating	0	NADIS	N/A	Non asbestos textured coated ceiling in hall, kitchen, & toilet. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.	No Action Required	RDS
01/07/19	12	22938	2	Main	Kitchen	NADIS	Bitumen pad	0	NADIS	N/A	Non asbestos bitumastic pad under sink. Identical non asbestos bitumastic pads under sinks in other areas.	No Action Required	RDS
01/07/19	13	22939	2	Main	Old Office	NADIS	Textured coating	0	NADIS	N/A	Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.	No Action Required	RDS
01/07/19	15	22941	2	Main	External	Amosite & Chrysotile	Boarding	6	Low Risk	4	Asbestos board entrance soffit and soffit. Presume the soffit to first floor dormer above contains asbestos. Unable to access safely.	Annual Inspection	RDS
01/07/19	16	22942	2	Main	External	NADIS	Roof Tiles	0	NADIS	N/A	Non asbestos reof tiles.	No Action Required	RDS
01/07/19	17	22943	2	Main	External	Chrysotile	Boarding	4	Very Low Risk	2	Asbestos cement board roof tile undercloaking.	Annual Inspection	RDS
01/07/19	2	22928	2	Main	Kitchen	NADIS	Bitumen pad	0	NADIS	N/A	Non asbestos bitumastic pad under sink. Identical non asbestos bitumastic pads under sinks in other areas.	No Action Required	RDS
01/07/19	3	22929	2	Main	Room 29	NADIS	Textured coating	0	NADIS	N/A	Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.	No Action Required	RDS

Material Assessment Schedule By Floor

Site Name: Milton House

Floor: Ground floor

Project Number: ECB/4164

Sample Date	Location Ref	Location ID	Drawing Reference	Area	Room	Asbestos Type	Product Name	Material Risk Score	Material Risk Band	Priority Risk Score	Comments	Action	Survey Type
01/07/19	4	22930	2	Main	Waiting room	NADIS	Textured coating	0	NADIS	N/A	Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.	No Action Required	RDS
01/07/19	5	22931	2	Main	Lobby	NADIS	Textured coating	0	NADIS	N/A	Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.	No Action Required	RDS
01/07/19	6	22932	2	Main	Hall	NADIS	Textured coating	0	NADIS	N/A	Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.	No Action Required	RDS
01/07/19	9	22935	2	Main	Kitchen	NADIS	Bitumen pad	0	NADIS	N/A	Non asbestos bitumastic pad under sink. Identical non asbestos bitumastic pads under sinks in other areas.	No Action Required	RDS

SECTION ELEVEN

SAMPLE INSPECTION RECORD

Asbestos Surveys & Advisory Services Ltd

Sample Inspection Record

Sorted by: Location ID

Site Address:

Milton House, Milton Road South, Stowmarket, Suffolk,
IP14 1EZ

Client Name:

Stowmarket Town Council

Project Number:

ECB/4164

Area/ Floor/ Room/ Product: Main: First floor: Roof Space: Roofing felt

Inspection Date: 01/07/2019

Next Inspection: Not Applicable

Survey Type: RDS

Location ID: 22927

Location Ref: 1

Product Type: NADIS



Action:

No Action Required

Damage: NADIS

Treatment: NADIS

Material Comments:

Non asbestos bitumastic roof felts.

Asbestos Type: NADIS

Identification: Identified

Quantity: 50+m²

Material Risk Score: 0

Material Risk Band: NADIS

Priority Risk Score: N/A

Area/ Floor/ Room/ Product: Main: Ground floor: Kitchen: Bitumen pad

Inspection Date: 01/07/2019

Next Inspection: Not Applicable

Survey Type: RDS

Location ID: 22928

Location Ref: 2

Product Type: NADIS



Action:

No Action Required

Damage: NADIS

Treatment: NADIS

Material Comments:

Non asbestos bitumastic pad under sink.
Identical non asbestos bitumastic pads
under sinks in other areas.

Asbestos Type: NADIS

Identification: Identified

Quantity: < 1m²

Material Risk Score: 0

Material Risk Band: NADIS

Priority Risk Score: N/A

Area/ Floor/ Room/ Product: Main: Ground floor: Room 29: Textured coating

Inspection Date: 01/07/2019

Next Inspection: Not Applicable

Survey Type: RDS

Location ID: 22929

Location Ref: 3

Product Type: NADIS



Action:

No Action Required

Damage: NADIS

Treatment: NADIS

Material Comments:

Non asbestos textured coated ceiling.
Identical non asbestos textured coated
ceilings in other areas as sampled and
presumed.

Asbestos Type: NADIS

Identification: Identified

Quantity: 14m²

Material Risk Score: 0

Material Risk Band: NADIS

Priority Risk Score: N/A

Asbestos Surveys & Advisory Services Ltd

Sample Inspection Record

Sorted by: Location ID

Site Address:

Milton House, Milton Road South, Stowmarket, Suffolk,
IP14 1EZ

Client Name:

Stowmarket Town Council

Project Number:

ECB/4164

Area/ Floor/ Room/ Product: Main: Ground floor: Waiting room: Textured coating

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

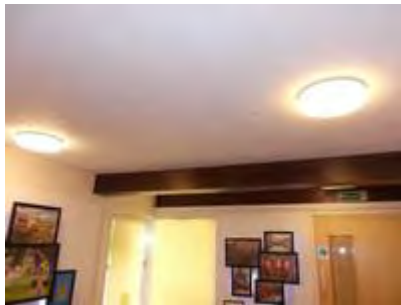
22930

Location Ref:

4

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

30m²

Material Comments:

Non asbestos textured coated ceiling.
Identical non asbestos textured coated
ceilings in other areas as sampled and
presumed.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Area/ Floor/ Room/ Product: Main: Ground floor: Lobby: Textured coating

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

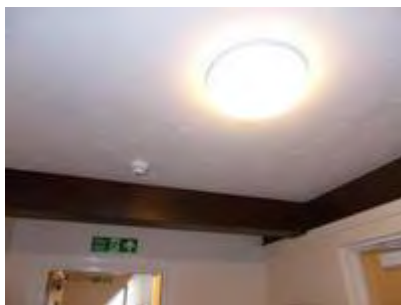
22931

Location Ref:

5

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

8m²

Material Comments:

Non asbestos textured coated ceiling.
Identical non asbestos textured coated
ceilings in other areas as sampled and
presumed.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Area/ Floor/ Room/ Product: Main: Ground floor: Hall: Textured coating

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

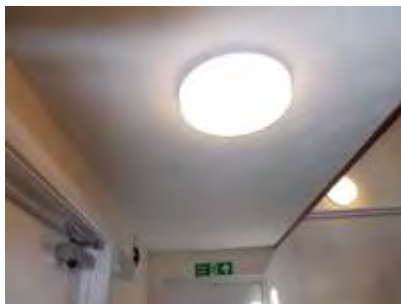
22932

Location Ref:

6

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

3m²

Material Comments:

Non asbestos textured coated ceiling.
Identical non asbestos textured coated
ceilings in other areas as sampled and
presumed.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Asbestos Surveys & Advisory Services Ltd

Sample Inspection Record

Sorted by: Location ID

Site Address:

Milton House, Milton Road South, Stowmarket, Suffolk,
IP14 1EZ

Client Name:

Stowmarket Town Council

Project Number:

ECB/4164

Area/ Floor/ Room/ Product:

Main: First floor: Room 22: Textured coating

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

22933

Location Ref:

7

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

14m²

Material Comments:

Non asbestos textured coated ceiling.
Identical non asbestos textured coated
ceilings in other areas as sampled and
presumed.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Area/ Floor/ Room/ Product:

Main: First floor: Female Toilet: Textured coating

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

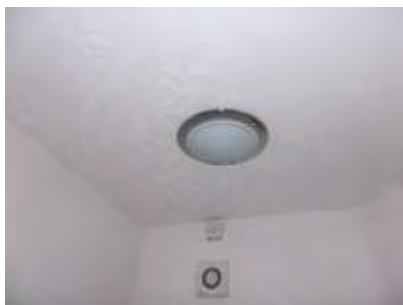
22934

Location Ref:

8

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

3m²

Material Comments:

Non asbestos textured coated ceiling.
Identical non asbestos textured coated
ceilings in other areas as sampled and
presumed.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Area/ Floor/ Room/ Product:

Main: Ground floor: Kitchen: Bitumen pad

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

22935

Location Ref:

9

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

< 1m²

Material Comments:

Non asbestos bitumastic pad under sink.
Identical non asbestos bitumastic pads
under sinks in other areas.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Asbestos Surveys & Advisory Services Ltd

Sample Inspection Record

Sorted by: Location ID

Site Address:

Milton House, Milton Road South, Stowmarket, Suffolk,
IP14 1EZ

Client Name:

Stowmarket Town Council

Project Number:

ECB/4164

Area/ Floor/ Room/ Product:

Main: Ground floor: Kitchen: Boarding

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

22936

Location Ref:

10

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

< 1m²

Material Comments:

Non asbestos board soffit above microwave.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Area/ Floor/ Room/ Product:

Main: Ground floor: Hall: Textured coating

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

22937

Location Ref:

11

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

10m²

Material Comments:

Non asbestos textured coated ceiling in hall, kitchen, & toilet. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Area/ Floor/ Room/ Product:

Main: Ground floor: Kitchen: Bitumen pad

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

22938

Location Ref:

12

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

< 1m²

Material Comments:

Non asbestos bitumastic pad under sink. Identical non asbestos bitumastic pads under sinks in other areas.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Asbestos Surveys & Advisory Services Ltd

Sample Inspection Record

Sorted by: Location ID

Site Address:

Milton House, Milton Road South, Stowmarket, Suffolk,
IP14 1EZ

Client Name:

Stowmarket Town Council

Project Number:

ECB/4164

Area/ Floor/ Room/ Product: Main: Ground floor: Old Office: Textured coating

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

22939

Location Ref:

13

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

28m²

Material Comments:

Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Area/ Floor/ Room/ Product: Main: First floor: Waiting room: Textured coating

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

22940

Location Ref:

14

Product Type:

NADIS



Action:

No Action Required

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

16m²

Material Comments:

Non asbestos textured coated ceiling. Identical non asbestos textured coated ceilings in other areas as sampled and presumed.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Area/ Floor/ Room/ Product: Main: Ground floor: External: Boarding

Inspection Date:

01/07/2019

Next Inspection:

31/12/2019

Survey Type:

RDS

Location ID:

22941

Location Ref:

15

Product Type:

Asbestos Insulating Board



Action:

Annual Inspection

Damage:

Low damage: Scratches or marks

Treatment:

AIB painted or encapsulated

Asbestos Type:

Amosite & Chrysotile

Identification:

Identified

Quantity:

4m²

Material Comments:

Asbestos board entrance soffit and soffit. Presume the soffit to first floor dormer above contains asbestos. Unable to access safely.

Material Risk Score:

6

Material Risk Band:

Low Risk

Priority Risk Score:

4

Asbestos Surveys & Advisory Services Ltd

Sample Inspection Record

Sorted by: Location ID

Site Address:

Milton House, Milton Road South, Stowmarket, Suffolk,
IP14 1EZ

Client Name:

Stowmarket Town Council

Project Number:

ECB/4164

Area/ Floor/ Room/ Product:

Main: Ground floor: External: Roof Tiles

Inspection Date:

01/07/2019

Next Inspection:

Not Applicable

Survey Type:

RDS

Location ID:

22942

Location Ref:

16

Product Type:

NADIS

Damage:

NADIS

Treatment:

NADIS

Asbestos Type:

NADIS

Identification:

Identified

Quantity:

40m²



Action:

No Action Required

Material Comments:

Non asbestos reof tiles.

Material Risk Score:

0

Material Risk Band:

NADIS

Priority Risk Score:

N/A

Area/ Floor/ Room/ Product:

Main: Ground floor: External: Boarding

Inspection Date:

01/07/2019

Next Inspection:

30/06/2020

Survey Type:

RDS

Location ID:

22943

Location Ref:

17

Product Type:

Asbestos cement

Damage:

Low damage: Scratches or marks

Treatment:

Asbestos cement sheets etc

Asbestos Type:

Chrysotile

Identification:

Identified

Quantity:

6 metres



Action:

Annual Inspection

Material Comments:

Asbestos cement board roof tile
undercloaking.

Material Risk Score:

4

Material Risk Band:

Very Low Risk

Priority Risk Score:

2

SECTION TWELVE

PRIORITY ASSESSMENT SCHEDULE

Priority Assessment Schedule

Site Name: Milton House

Floor: Ground floor

Project Number: ECB/4164

Sample Date	Location Ref	Location ID	Drawing Reference	Area	Room	Comments	Normal Occupant Activity	Likelihood Of Disturbance	Human Exposure Potential	Maintenance Activity	Risk Score
01/07/19	15	22941	2	Main	External	Annual inspection.	1	0	2	1	4
01/07/19	17	22943	2	Main	External	Annual inspection.	0	0	2	0	2

SECTION THIRTEEN

EXCLUDED AREAS

Asbestos Surveys & Advisory Services Ltd

Excluded Areas

The Following rooms / areas could not be accessed during the survey. Asbestos Containing Materials (ACMs) should be deemed as being present in these areas until proven otherwise.

- 1 On roofs,
live electrics/plant,
damage kept to a minimum as property is occupied.

Client Name:	Stowmarket Town Council	Project Number:	ECB/4164
		Survey Date:	01 July 2019
Site Address:	Milton House, Milton Road South, Stowmarket, Suffolk, IP14 1EZ	Printed On:	05 July 2019
		Excluded Areas:	Page 1 of 1

SECTION FOURTEEN

BULK IDENTIFICATION REPORT

Asbestos Surveys & Advisory Services Ltd

BULK IDENTIFICATION REPORT

Client:	Stowmarket Town Council	Date Samples Received:	01/07/2019
Client Address:	Milton House, Milton Road South, Stowmarket, Suffolk, IP14 1EZ	Date Samples Analysed:	03/07/2019
Site Address:	Milton House, Milton Road South, Stowmarket, Suffolk, IP14 1EZ		
F.A.O:	Michael Marriot	Page 1 of 1	

METHOD STATEMENT:

Samples of material referenced below, have been examined to determine the presence of asbestos fibres, using a method of polarising light microscopy and centre stop dispersion staining, based on the HSG 248, Asbestos: The Analyst's guide for sampling analysis and clearance procedures". NOTE: We cannot be held responsible for the accuracy and competence of samples taken by third parties. Under these circumstances we cannot be held responsible for the interpretation of the results shown.

Location Ref	Location ID	Sample Location	Fibre Type-Quantity
1	22927	First floor, Roof Space, Roofing felt	NADIS 50+m ²
2	22928	Ground floor, Kitchen, Bitumen pad	NADIS < 1m ²
3	22929	Ground floor, Room 29, Textured coating	NADIS 14m ²
4	22930	Ground floor, Waiting room, Textured coating	NADIS 30m ²
5	22931	Ground floor, Lobby, Textured coating	NADIS 8m ²
6	22932	Ground floor, Hall, Textured coating	NADIS 3m ²
7	22933	First floor, Room 22, Textured coating	NADIS 14m ²
8	22934	First floor, Female Toilet, Textured coating	NADIS 3m ²
9	22935	Ground floor, Kitchen, Bitumen pad	NADIS < 1m ²
10	22936	Ground floor, Kitchen, Boarding	NADIS < 1m ²
11	22937	Ground floor, Hall, Textured coating	NADIS 10m ²
12	22938	Ground floor, Kitchen, Bitumen pad	NADIS < 1m ²
13	22939	Ground floor, Old Office, Textured coating	NADIS 28m ²
14	22940	First floor, Waiting room, Textured coating	NADIS 16m ²
15	22941	Ground floor, External, Boarding	Amosite & Chrysotile 4m ²
16	22942	Ground floor, External, Roof Tiles	NADIS 40m ²
17	22943	Ground floor, External, Boarding	Chrysotile 6 metres

REPORT RAISED BY:

Signed: Print:



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD ☐
PREMIUM ☐
EMERGENCY ☐

Client:	CAMBRIDGE ASBESTOS REMOVAL
Address:	KINGS VIEW QUEENS LANE CHEVINGTON BURY ST EDMUNDS SUFFOLK IP29 5RF
Attention:	TECHNICAL MANAGER
Site Address:	MILTON HOUSE MILTON ROAD SOUTH STOWMARKET SUFFOLK IP14 1EZ
Date sample taken:	01/07/19
Date sample received:	03/07/19
Date of Analysis:	03/07/19

Analysis Report No.	SCO/19/12469
Report Date.	03/07/19
Site Ref No.	ECB/4164
Page No:	1 Of 2
No. of Samples:	17
Obtained:	DELIVERED

Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
1	ECB/4164/001	1 ST FLOOR-ROOF SPACE-ROOF FELT	NADIS
2	ECB/4164/002	GROUND FLOOR-KITCHEN-BITUMEN	NADIS
3	ECB/4164/003	GROUND FLOOR-ROOM 29-TEXTURED COATING	NADIS
4	ECB/4164/004	GROUND FLOOR-WAITING ROOM-TEXTURED COATING	NADIS
5	ECB/4164/005	GROUND FLOOR-LOBBY-TEXTURED COATING	NADIS
6	ECB/4164/006	GROUND FLOOR-HALL-TEXTURED COATING	NADIS
7	ECB/4164/007	1 ST FLOOR-ROOM 22-TEXTURED COATING	NADIS
8	ECB/4164/008	1 ST FLOOR-FEMALE TOILET-TEXTURED COATING	NADIS
9	ECB/4164/009	GROUND FLOOR-KITCHEN-BITUMEN	NADIS
10	ECB/4164/010	GROUND FLOOR-KITCHEN-BOARDING	NADIS

KEY: NADIS - No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.

Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.

Analysed by:	P ROWLAND	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 5 12-AUGUST-09-QCM



CERTIFICATE FOR IDENTIFICATION OF ASBESTOS FIBRES

STANDARD	<input type="checkbox"/>
PREMIUM	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>

Client:	CAMBRIDGE ASBESTOS REMOVAL
Address:	KINGS VIEW QUEENS LANE CHEVINGTON BURY ST EDMUNDS SUFFOLK IP29 5RF
Attention:	TECHNICAL MANAGER
Site Address:	MILTON HOUSE MILTON ROAD SOUTH STOWMARKET SUFFOLK IP14 1EZ
Date sample taken:	01/07/19
Date sample received:	03/07/19
Date of Analysis:	03/07/19

Analysis Report No.	SCO/19/12469
Report Date.	03/07/19
Site Ref No.	ECB/4164
Page No:	2 Of 2
No. of Samples:	17
Obtained:	DELIVERED

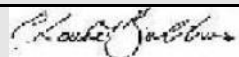
Samples of material, referenced below, have been examined to determine the presence of asbestos fibres, using Scopes Asbestos Analysis "in house" method of transmitted/polarised light microscopy and centre stop dispersion staining, based on HSE's HSG248. If samples have been DELIVERED the site address and actual sample location is as given by the client at the time of delivery. Scopes Asbestos Analysis Services Limited are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Scopes Asbestos Analysis Services Limited cannot be held responsible for the interpretation of the results shown.

SCOPES SAMPLE No.	CLIENT SAMPLE No.	Sample Location	Fibre Type Detected
11	ECB/4164/011	GROUND FLOOR-HALL-TEXTURED COATING	NADIS
12	ECB/4164/012	GROUND FLOOR-KITCHEN-BITUMEN	NADIS
13	ECB/4164/013	GROUND FLOOR-OLD OFFICE-TEXTURED COATING	NADIS
14	ECB/4164/014	GROUND FLOOR-WAITING ROOM-TEXTURED COATING	NADIS
15	ECB/4164/015	GROUND FLOOR-EXTERNAL-BOARDING	AMOSITE/CHRYSTOTILE
16	ECB/4164/016	GROUND FLOOR-EXTERNAL-ROOF TILE	NADIS
17	ECB/4164/017	GROUND FLOOR-EXTERNAL-BOARDING	CHRYSTOTILE

KEY: NADIS - No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.

Note: This Certificate for Identification of Asbestos Fibres shall not be reproduced except in full without the written approval of the Laboratory.

Analysed by:	M ZHOU	Authorised signatory:	
		Print name:	C.BOLTON – ADMINISTRATION MANAGER

BULK 001-VER 5 12-AUGUST-09-QCM