

Poltair, Hugh Town

Internal works package

Client:	Council of the Isles of Scilly	Site Address:	Poltair, Hugh Town, St Mary's, Isles of Scilly
Contract Administrator:	Currie & Brown	Contractor:	To be confirmed
C&B Ref:	4101280-100	Issue date:	24.01.2020

ITEM	DESCRIPTION		COST
1.0	SECTION 1 – GENERAL PROVISIONS AND CONTRACT DETAILS		
	<u>Refer to preliminaries section of the tender package</u>		
1.1	<p>Scope of Works by the Contractor:</p> <p>The Contractor shall:</p> <ul style="list-style-type: none"> Carry out everything necessary for the proper execution and completion of the works, whether or not described in this specification or in the attached drawings, provided the same may reasonably be inferred therefrom and is to include all necessary allowances when tendering. Provide general attendance of one trade upon another and upon all sub-contractors, including the provision of facilities, plant etc, carrying out all sundry and jobbing works and making good etc, necessary for the proper execution of the works. Be responsible for liaison with and co-ordination of all works by the various trades and Sub Contractors and. put in hand any works such as cutting chases, holes or mortices, providing fixings, plant or temporary services to avoid conflict with other work. Provide and install all necessary plant, scaffolding, temporary shoring and supports, tools etc. including hoists, ladders, planking, tackle, trestles, storage facilities, vehicles etc. together with all fixings and fittings and is to alter, adapt and maintain as necessary for the use of all trades including those required by Sub-Contractors, for proper execution of 		

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	<p>the work and shall remove them and make good any damage before completion.</p> <ul style="list-style-type: none"> • Provide and maintain during the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the Site or adjoining that may be endangered or affected by the Works. • Provide and install all necessary temporary services including artificial lighting, electrical power etc. required for the works together with all fixings and fittings and is to alter, adapt, move and maintain as necessary and shall remove them and make good any damage before completion. Where existing supplies can be used, the Contractor shall check their adequacy for his use and where inappropriate, make all necessary arrangements and pay all charges to enable him to use them if he so requires. • Comply with and give all notices required by any Act of Parliament, By-Laws and Regulations of Local Authorities and Statutory Undertakings, together with any local Police requirements and pay all those charges legally demandable and incurred in respect of these works, except for the Building Regulations which will be paid by the Employer. • Ascertain the location of all services (including those underground or overhead) drains or sewers, etc within the vicinity of the works before commencing site operations and shall maintain and protect the same at all times during the contract and make good any damage or pay any costs or charges in connection therewith. • Inform the Contract Administrator of any additional repairs which are outside the scope of this specification before the specified works are carried out, however, no additional work is to be carried out without his written instructions. provide all safety, health and welfare measures and amenities for his own workmen and for those of any Sub Contractors as laid down in all Health & Safety Legislation applicable to this contract and maintain all safety measures required thereunder. • Remove all rubbish, debris and surplus materials from the site as work proceeds including any existing or occasioned by Sub Contractors, and shall keep the site and surrounds clean and tidy at all times. • Ensure that the structure and services of the property including all fixtures, fittings and finishes etc., (whether new or existing to be retained) are protected against falling objects, dust, damage, frost, inclement weather or other hazards throughout the contract by providing all necessary covering, guards, dust sheets, screens, tarpaulins etc. and making good at his own expense any damage caused the inadequacy thereof • Move all furniture and take up and relay any carpet in occupied premises as necessary in order to facilitate the works. 		
	<ul style="list-style-type: none"> • On completion of the works, dismantle and remove all plant and temporary work, clear away all rubbish, debris and surplus materials and shall thoroughly clean all surfaces including any affected portions of the existing premises, both 		

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	internally and externally including removing all stains and paint splashes, touching up any damaged decoration and cleaning all parts, to leave the site clean and perfect to the satisfaction of the Contract Administrator.		
1.2	Site Administration: The Contractor must: <ul style="list-style-type: none"> • Ensure that all work, including that of Sub-Contractors, is adequately supervised at all times by a competent foreman. • Take all reasonable care in order to confine the area of building operations to a minimum necessary for completion of the works. • Keep all persons (including those employed by the Sub Contractors), under his control and within the boundaries of the site. • Obtain all necessary permissions where the execution of the works requires workmen to enter upon adjoining properties prior to such works being executed. • Safeguard the Site, the Works, products, materials and any parts of the existing building affected by the works from unauthorised access, damage and theft and provide all necessary facilities to do so. • Indemnify the Employer against all claims or actions for damages arising from failure to comply with the above. • Allow for attending meetings as notified by the Contract Administrator. • Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes. • Make every effort to keep noise and disturbance to the occupier of the site and surrounding premises to a minimum. • Retain copies of maintenance instructions and guarantees delivered with components and equipment and keep safe for handover to the CA on completion. • Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation and the Loss Prevention Council. 		
2.0	SECTION 2 – CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS & PREAMBLES		
2.1	The contractor is to allow for following the procedures of the CDM Regulations and performing the duties of principle contractor.	Item	
2.2	All work implemented to the premises as specified within Section 3 of this report are to be undertaken in accordance with good building practice and in compliance with current British Standards and Code of Practices.	Item	
2.3	All works are to be undertaken to ensure compliance with current Building Regulations where applicable and the Contractor will be	Item	

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	responsible for submitting a Building Notice if necessary and to obtain a Completion Certificate prior to Practical Completion being issued.			
2.4	Materials Generally: Materials and goods shall be of the best quality of their respective kinds, British Standard Specifications (referred to herein as BS) shall apply unless otherwise stated. Where the name of a proprietary material has been used or referred to in a preamble note or in descriptions, unless otherwise described that proprietary material shall be handled, stored and used strictly in accordance with the manufacturer's recommendations, instructions or specifications. It is the Contractor's responsibility to obtain such details and inform all Sub Contractors and operatives of the requirements and restrictions contained therein.			
2.5	Substitution of Products: No substitution of specified products will be permitted without approval. Such approval will only be granted if the contractor submits documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, fitness for purpose, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, fitness for purposes and appearance of the construction as a whole.			
2.6	Workmanship Generally: Where not fully described herein all works shall be carried out in accordance with current British Standard Codes of Practice and where none apply, shall be carried out to accepted good practice and to the satisfaction of the Contract Administrator. Subject to any specific requirements stated later, fix everything that is intended to be fixed in such a manner that it stays fixed.			
2.7	Workmanship Definitions:			
	Fix Only	All labours in unloading, handling, storing and fixing in position, including use of all plant.		
	Remove	Disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not		

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		include removing associated pipework, wiring, ductwork or other services.		
	Keep for Reuse	During removal prevent damage to the stated components or materials, and 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.		
	Replace	Remove the stated existing components, features and finishes; provide and fit in lieu new components, features or finishes which, (unless specified otherwise, must match those which have been removed) and make good as necessary.		
	Repair	Carry out local remedial work to components, features and finishes, resecure or refix as necessary and leave in a sound and neat condition. It does not include replacement of components or parts of components or redecoration.		
	Make Good	Carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include replacement of components or parts of components, redecoration.		
	Ease	Make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds and make good as necessary.		
	To Match Existing	Use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible.		

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3.0	SECTION 3 – SCHEDULE OF WORKS			
3.1	Internal package			

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3.1.1	<p><u>Rationale behind the works</u></p> <p>The property has undergone internal refurbishment works previously to the bedrooms, kitchen, living room, music room and downstairs bathroom. However, the entrance corridor and upstairs landing have been partially stripped out but the works not completed, leaving the property in an unsafe state.</p> <p>The works package involves making safe the property, and undertaking required routine maintenance works.</p>	Note	
	Windows and doors		
3.1.2	<p><u>Rear door</u></p> <p>The rear door to the property is life expired and requires replacement. Allow to remove the rear door and replace with a new PVCu door set consisting of:</p> <ul style="list-style-type: none"> - Frame - Door - Iron mongery <p>The direction in which the door is hung should will be changed so that the new door opens outwards into the rear courtyard.</p> <p>To meet BS 7412:2007.</p>	Item	
3.1.3	<p><u>Secondary glazing</u></p> <p>The property features single glazed, timber sash windows. To prevent drafts and maintain heat, secondary glazing has been installed.</p> <p>To the upstairs bathroom and main bedroom, secondary glazing has not been provided. Allow to measure the 2 nr windows and provide secondary glazing to match the existing used elsewhere. Install the secondary glazing and make good the area.</p>	Item	
3.1.4	<p><u>Dining room windows</u></p> <p>To the rear elevation in the dining room there is a timber window. Allow to measure up the dimensions and replace with a PVCu window to match the style of the recently installed windows to the kitchen.</p> <p>(note: design and dimensions to be confirmed during site visit with contractor prior to tender return).</p> <p>To meet BS 7412:2007.</p>	Item	

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3.1.5	<u>Bathroom door</u> Allow to measure and replace the timber door set including frame and door to the bathroom. Install the new door set including ironmongery. Make good the area. Allow to dispose of the existing door set.	Item	
	Stairs/ floor alterations		
3.1.6	<u>Contractors design portion</u> To the 3 rd step there is a gap of 1745mm between the stairs and ceiling. This is a risk of head injury to the tenants and does not comply with current building regulations. Reconfiguration of the floor joists will be required to provide suitable head room. Following exposing the structural timbers, the contractor and CA are to undertake an inspection of the area and propose a suitable alterations to provide 2000mm height between the stairs and ceiling.	Contractors design item	
3.1.7	The contractor is to supply and install a new timber balustrade handrail to the stairs. Design to be confirmed and approved by the CA. Handrail to be between 900mm-1000mm from the stair level.	Item	
3.1.8	The contractor is to allow to undertake localised repairs the stairs to provide uniform nosing's along the extent of the stairs. Stairs to be left ready for carpet to be laid.	Item	
	Kitchen		
3.1.9	The contractor is to supply and fit new kitchen cupboard doors. To be measured on site by the contractor. Design to be confirmed. Howdens Greenwich White or similar.	Item	
	Bathroom		
3.1.10	The existing bathroom is life expired and requires replacement. Due to reconfiguration of the first floor joists to allow for adequate	Note	

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	head height detailed in item 3.1.6, a re model of the bathroom arrangement is required in tandem with maintenance works.		
3.1.11	Allow to remove and dispose of the existing bathroom suite in its entirety, including all units, flooring and vanity unit.	Item	
3.1.12	<p>Install new bathroom consisting of Armatage Shank (or similar approved by the CA) bathroom:</p> <ul style="list-style-type: none"> - New pedestal sink - New bath - New wall mounted electric shower unit to be located over the bath - New heated towel rail - Shower screen <p>All bathroom fittings to be white (no including towel rail). All products to be approved by the CA prior to order.</p> <p>Layout plans to be issued by the CA.</p> <p>Allow for plumbing alterations to the bathroom to meet the revised layout.</p>	Item	
3.1.13	Remove all wall tiling and provide new white bathroom tiles around the bath and shower to suit the revised arrangement. Area to be confirmed on a marked up plan once layout agreed. 150mmx150mm tiles.	Item	
3.1.14	Allow to install new lino flooring, to be sealed at all edges. Colour to be confirmed by the CA. Floor covering to be anti slip.	Item	
3.1.15	To the area where alternations have been made the floor joists. Allow to box in the area with 12mm marine grade plywood, to provide a flat surface.	Item	
	Downstairs bathroom		
3.1.16	<p>To the downstairs bathroom there are localised cracked floor tiles. The contractor is to allow to remove all floor tiles for inspection by the CA.</p> <p>The floor is to be left exposed for the floor tiles to be re-laid under a separate instruction if required.</p>	Item	
3.1.17	<u>Provisional sum</u>	Provisional sum	£500.00

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	Allow a provisional sum of £500.00 for any works required once floor tiles have been removed and subfloor exposed.		
	Fire risk		
3.1.18	To the ground floor music room, the tenant has installed a bespoke soundproofing system including insulation, blankets and quilts etc. The contractor is to cut out a small section to allow for further inspection by the CA to undertake an analysis on fire safety of the system.	Item	
	Upstairs bedroom left of landing		
3.1.19	There has been a build up of black spot mould and dampness to the bedroom at ceiling level below the eaves. Allow to redecorate the ceiling to the whole bedroom with a suitable damp stop paint, colour to match the existing.	Item	
	Attic/ loft		
3.1.20	There has been a build up of black spot mould and dampness to the bedroom at ceiling level below the eaves. Allow to provide loft roll insulation to the eaves. Allow for 150mm thickness loft roll. Dimensions and areas to be confirmed on site by the CA.	Item	
3.1.21	The current attic stairs have been deemed unsafe and a health and safety risk to the occupants. Allow to remove and dispose of the existing stairs. Board up the opening from the top of the stairs. To the current opening in the landing area box in the current opening to make a full height cupboard.	Item	
3.1.22	The contractor is to supply and install a loft hatch to the first-floor ceiling, including providing an opening. Location to be confirmed on site. Supply and install metal loft ladder to fit.	Item	

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	Hall, stairwell and landing		
3.1.23	Remove all unstable lath and plaster to the walls and ceilings.	Item	
3.1.24	Following the removal of unstable lath and plaster, allow to install a plaster board suspended ceiling to the hallway, stairwell and landing area. Where the lath and plaster walls have been altered and are unstable, allow to provide timber battens and overboard with plasterboard.	Item	
3.1.25	To the rear elevation wall in the landing between the main bedroom and secondary bedroom, there has been condensation and dampness. Allow to provide battens install a foil backed plasterboard drylining system.	Item	
3.1.26	To all areas where new plasterboard has been installed, allow to skim and decorate in white.	Item	
	Electrical		
3.1.27	<p><u>Contractors design portion</u></p> <p>Refer to recommendations provided in the Domestic Electrical Installation Condition Report (DEICR) ref: POLTAIR IOS EICR / 2019-100747. Date 12/11/2019. Provided by Davey & Gilbert Ltd.</p> <p>In summary, the report deems the property in need of 'major remedial works' and has recommended a full re wire to successfully remedy the defects and risks identified.</p> <p>The contractor is to allow to undertake the works required for the property to achieve a suitable DEICR report. The contractor should provide an acceptable (passed) report prior to practical completion.</p> <p>The client reserves the right to have all works signed off by intendent third party prior to practical completion being achieved.</p> <p>The electrical contractor/ subcontractor is to be registered with NICEIC.</p>	Contractors design item	
3.2	On completion		

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3.2.1	The contractor is to make good any damage caused during the works.	Item	
3.2.2	The area should be left clean and tidy on completion and all areas which have been worked on require a full 'builders clean'.	Item	
3.2.3	The contractor is to dispose of any waste materials including cut offs and packaging.	Item	
3.2.4	The contractor to provide certification for all supplied products to show warranties prior to practical completion. Doors and windows, bathroom.	Item	
3.3	Risk allowance	Provisional sum	£2000.00
		Total from above:	