



Statement of Works

Project: Refurbishment of Manor House Jubilee Room

Address: The Manor House, Gallows Hill Lane, Abbots Langley, Herts. WD5 0DD.

Contact Details: David Abbott, Facilities Manager, email: david.abbott@abbotslangley-pc.gov.uk, Tel 01923 268374

Target Start Date: February 2025

Anticipated Project Duration: 2 weeks

Project Description

The Jubilee Room is a function room large enough to accommodate 100 people. It offers hirers a large room with high vaulted wooden beam ceiling, a dance floor, a full-service bar, a small stage area, and access to a small patio. The walls of the function room are non-insulated, painted breeze block resulting in the room losing heat. The Council is seeking to improve heat retention. The windows and doors have already been replaced. We are now looking to plaster the walls to improve heat retention, install more energy efficient lighting, and redecorate.

Part 1: Electrical Works

Electrical works for refurbishment of Manor House Jubilee Room as follows -

- To modify all circuits for lighting and power, hiding / installing all cables behind new Batton Wall.
- Reinstalling all accessories with new back boxes. Existing accessories to be fitted back to new finished wall.
- Supply and fit 24V LED lighting in trough coving approximately 50M, dimmable controlled behind bar (hardwired - not wireless)
- Supply and fit new multicoloured lighting panels above stage area using remote switching behind bar (budget of ~£200 per light panel)
- Supply and fit 16x new LED tubes T5 to existing light fittings on ceiling beams
- Supply and fit 9x LED spot lighting, dimmable, black
- Lift / Reinstall TV and curtains / curtain rails
- Lift / Reinstall Fire accessories
- Supply and fit 7x Wall LED Up lights
- Supply and fit 3x new Vent Axia TX9WL Lo-Carbon T-Series 9-inch Wired Commercial Wall Fan with Series T controllers
- All relevant NIC EIC Approved Contractor Installation certification required
- Fully protect all surfaces and dispose of all waste



Part 2: Plumbing Works

- Drain down system
- Remove all Radiators
- Re-Hang Radiators
- Supply Copper For Re-Hanging & Adaptions
- Renew Radiator, Valves & Installation in lefthand side corridor Disabled Access area
- Power Flush & Inhibitor Dosing
- Therma Wrap for Heat Repellent to be placed behind all radiators when re-hanging
- Fully protect all surfaces and dispose of all waste

Part 3: Plastering Works

- Baton out the function room
- Fit 12.5mm square edged plaster boards and skim
- Remove carpentry in lefthand side corridor and then prime, hardwall and skim
- Prime and skim out entrance doorway area in foyer
- Fully protect all surfaces and dispose of all waste

Part 4: Carpentry Works

- Supply and fit new skirting to perimeter of function room
- Supply and fit new skirting and arcs to lefthand side corridor after plastering works
- Supply and fit new skirting and arcs to entrance doorway area in foyer
- Supply and fit timber/plaster trough to perimeter of function room to house cables and lighting
- Fully protect all surfaces and dispose of all waste

Part 5: Decoration Works

- Supply and fit high quality Dulux (or similar upon request) emulsion to all new plastered surfaces
- Supply and fit 2 coats of eggshell, gloss, etc. to all new skirting and arcs
- Stain newly installed timber trough to match function room ceiling (as near as possible)
- Fully protect all surfaces and dispose of all waste

Part 6: Finishing Works

- Removal of all waste, protections, signage etc. (internal and external)
- Clean down of interior surfaces and carpets
- External areas washed down
- Skips removed from site

Part 7: Project Management

- Project Management oversight
- All Manuals, certificates, and warranty information to be provided upon completion of work.
- Six-month warranty, from date of completion, to be provided on all work undertaken.

Abbots Langley Parish Council



Council Offices,
Langley Road,
Abbots Langley,
Herts. WD5 0EJ

Telephone: 01923 265139

www.abbotslangley-pc.gov.uk

Additional guidance to those submitting quotations:

- A price should be quoted per line item above, and unit prices included were applicable
- All itemised prices to include labour, materials, protections (personal and building), waste management / disposal, and electrical/plumbing certs.
- Payment terms: 14 days
- Site visits can be arranged by contacting David Abbott, Facilities Manager, email: david.abbott@abbotslangley-pc.gov.uk, Tel 01923 268374
- Closing date for quotations: 4pm, 24th Jan 2025