



INDEPENDENT CHARTERED SURVEYORS

SCHEDULE OF WORKS

PROPERTY: Truro Day Centre, St Clement St, Truro, Cornwall,
TR1 1EQ

DESCRIPTION OF WORKS: Refurbishment and Maintenance of Day Centre

CLIENT: Truro City Council

CONTRACT ADMINISTRATOR: Cockrams Surveying Limited

DATE: February 2020

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Client: Truro City Council
Contract Administrator: Cockrams Surveying Limited
(CA)
Description of works Refurbishment and Maintenance of Day Centre

ITEM	DESCRIPTION	COST
1.0	SECTION 1 – PRELIMINARIES	
1.1	The contractors tender must remain open for acceptance for 8 months from the date fixed for submission of tenders and thereafter, two weeks in writing.	
1.2	The priced Schedule of Works should not be regarded as complete statement of information included in the contract. The contractor must submit his tender to include all works described in the tender document as a whole and those that are implied to be necessary to complete proper execution of the works.	
1.3	The cost relating to items in the Schedule of Works that are not priced will be deemed to include within the tender.	
1.4	Normal working hours should be Monday to Friday 8.00 am to 6.00 pm. Evening and weekend working to be agreed if required directly with Contract Administrator (CA).	
1.5	The contractor shall comply with all Acts of Parliament, By-laws, Local and Statutory Authority requirements and public service company conditions and shall pay all fees and charges levied in connection with the same. If appropriate provide the CA with a copy of the Building Notice prior to commencement of the works and other Notices and correspondence with Statutory and Local Authorities as they arise. Arrangements for tests and inspection as required by Building Control or Environmental Health Officers are to be made directly by the contractor and the cost is to be included in the tender.	
1.6	All work is to be carried out in accordance with good building practice and materials and workmanship clauses included in the Schedule of Works.	
1.7	Take all necessary precautions to protect both the occupants and the public from smoke, dust, rubbish and debris, obstruction by parked vehicles and all other causes.	
1.8	Provide all necessary plant, access, temporary protection and temporary support as necessary for the execution of the works for protection of the property during work including all existing finishes, fixtures, joinery etc.	
1.9	Ensure that the duration for works access to and from the building for the occupants is maintained. Allow for liaison with the employer through the CA with regard to the timing of the works.	
1.10	Provide all necessary welfare facilities for the duration of the works. The contractor is not permitted to utilise the employer's welfare facilities unless consent is provided by the CA. If consent is given	

ITEM	DESCRIPTION	COST
	the contractor is required to reinstate the welfare facilities in good and clean order at practical completion.	
1.11	Ensure that for the duration of the works all plant and materials that are not in use is only installed in the location designated for storage by the employer shall be agreed.	
1.12	On completion clear away all plant, temporary protection, support etc and waste and surplus materials to leave the site, clean and tidy.	
1.13	The word "Approval" and words derived there from means the approval in writing of the CA.	
1.14	The contractors attention is drawn to the nature of the site and they are advised that all adjoining roads, pavements, surrounding buildings and services thereto and existing operation within the building (except those designated for the works) continue to function during the execution of the works shall allow for carrying out all works with as little interference of the functions adjoining roads, pavements to surrounding buildings and services thereto and existing operation within the building.	
1.15	The contractors vehicles will not be permitted within any existing parking spaces. Unless advised otherwise.	

PRE-CONSTRUCTION INFORMATION

1.16	This document also represents the "Pre-Construction Information" as defined by the Construction (Design and Management) Regulations 2015.	
1.17	The purpose of this Pre Construction Information is to provide prospective Principal Contractors / Contractors, and others, with the necessary information to allow the project to be undertaken safely and for the development of the Construction Phase Plan. This document restricts itself to significant health and safety issues omitting reference to those matters any competent contractor could be expected to anticipate.	
1.18	The Principal Designer / Designer has prepared this information on behalf of the Client to comply with Regulation 4 and 11 respectively of the CDM Regulations 2015 and should be used by the Principal Contractor ("PC") to produce and develop the Construction Phase Plan required under Regulation 12. The project will be notifiable if the PC's works programme is longer than 30 days on site and 20 workers simultaneously on site at any one time or 500 man hours.	
1.19	The appointed contractor shall assume the duties of the PC under Regulation 13; 14; and for the general requirements for all construction sites (Regulations 16-35 (where applicable)).	
1.20	The Management Asbestos Survey is available for review on request.	
1.21	The Contractor will also be required to provide the Health & Safety File documentation to the Principal Designer, not less than 48 hours before the date of Practical Completion. This is to include relevant guarantees operating and maintenance manuals, as built drawings details and any Statutory Approvals etc.	

ITEM	DESCRIPTION	COST
1.22	Work should not commence until the PC's Construction Phase Plan has been assessed by the Principal Designer on behalf of the Client. The PC is under a legal duty to administer, implement and update their Construction Phase Plan to reflect changes in design or circumstances throughout the construction period.	
1.23	The accuracy and sufficiency of this information is not guaranteed by the Client and the PC must ascertain for himself any further information he may require to ensure the Health and Safety of all persons affected by the work activities.	

SITE RULES

1.24	Every contractor must be provided with information and training on the Health & Safety risks associated with the project.	
1.25	All work must be carried out in accordance with all current Health & Safety legislation together with associated Approved Codes of Practice and related guidance.	
1.26	<p>Issues which should be included in the site rules to be developed by the PC should cover as discussed at pre contract meeting, where applicable, to include but not limited to the following:</p> <ul style="list-style-type: none"> - Specific site rules which the Client may lay down, e.g. no radios, no eating and drinking outside the property in public areas, no lewd behaviour etc. - Provision of dedicated Health and Safety Officer(s). - No-go areas. - Restrictions on smoking – no smoking is permitted within 5 metres of the buildings or to the rear of the buildings - Banned activities in certain high risk areas such as the use of blow lamps. - Temporary lighting for construction and security. - Fire, accident and emergency procedures including information on access through the site for emergency services and arrangements for dealing with accidents including co-operation and co-ordination with contractors on other sites in the vicinity. - Existing site rules on fire safety standards prevailing at affected occupied premises including emergency plans and arrangements with local fire services. - Instructions or restrictions to apply to visitors to the site, including the need for safety helmets, safety footwear and high visibility jackets and compliance with safe working procedures. - Instructions or restrictions to apply to the delivery of materials to site and removal of surplus materials, debris etc. - Environmental protection arrangements for dealing with spillage or leakage of chemicals, diesel oils etc. - Ensure all necessary C.O.S.S.H sheets are obtained for relevant material use within the schedule and that all requirements within the sheet are followed to ensure the manufacturers requirements are fully complied with. - Arrangements for storage of flammable materials, diesel oils and chemicals. - Arrangements to prevent access by unauthorised persons. - Restrictions on night working – no night working is permitted - Rules for the control of noise and pollution 	

ITEM	DESCRIPTION	COST
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MANAGEMENT OF WORKS

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| 1.27 | <p>Deliveries/Waste Collection Requirements</p> <ul style="list-style-type: none"> • Deliveries and waste collections are to be made during working hours only. This will be discussed at the pre-start meeting. • Banks-persons required for reversing vehicles. | |
| 1.28 | <p>Other Restrictions on Contractors</p> <ul style="list-style-type: none"> • No noisy works before 09:00. • Contractors must comply with all statutory requirements and industry working rules. | |
| 1.29 | <p>Fire Safety Requirements</p> <ul style="list-style-type: none"> • The PC must ensure that all means of escape are kept clear at all times. • A suitable means of raising the alarm must be provided. • Suitable emergency lighting system should be provided. • Signage at regular intervals on long routes and any changes of direction. • Suitable fire extinguishing devices required. • A bespoke construction fire plan is required. | |
| 1.30 | <p>Activities on or Adjacent the Site During Works</p> <p>The buildings being worked on, and those adjacent to the works will be in operation during the project. The PC will need to ensure that their Construction Phase Plan addresses how they will work safely with other persons in the building.</p> | |
| 1.31 | <p>Anticipated Existing Services</p> <ul style="list-style-type: none"> - Gas - Water - Electrics - Telecommunications | |

(NOTE – no as built drawings are available from the client. The PC can use existing services but they must establish that they are safe before use from the Scheme Manager as appropriate.)

SIGNIFICANT H&S RISKS IDENTIFIED DURING DESIGN

Asbestos containing materials

- | | | |
|------|--|--|
| 1.32 | <p>Example controls</p> <ul style="list-style-type: none"> - Management Survey to be consulted by PC; which is available for viewing with the Scheme Manager's office. - Use of licenced asbestos contractors, where applicable - Asbestos containing materials not to be disturbed - Stop work if further asbestos containing materials discovered - Intrusive works (eg. Drilling through walls) will require a Refurbishment & Demolition Asbestos Survey. Principal Contractor to provide costings to surveyor prior to works commencing. - Asbestos Refurbishment & Demolition Survey. | |
| 1.33 | <p>Noise and dust issues</p> <p>Example controls</p> <ul style="list-style-type: none"> - Adequate PPE including respiratory equipment and ear defenders | |

ITEM	DESCRIPTION	COST
	<ul style="list-style-type: none"> - Tools with dust collection controls - Tools with minimal noise levels - Specific noise and dust RAMS 	
1.34	<p>Working adjacent occupied buildings</p> <p>Example controls</p> <ul style="list-style-type: none"> - Regular liaison with tenants - Physical segregation of construction site and other areas - Banks-person for reversing vehicles - Not blocking fire escape routes - Secure site preventing unauthorised persons accessing site 	
1.35	<p>Electrical working</p> <p>Example controls</p> <ul style="list-style-type: none"> - Permit to work system to be used - Electrical supplies to be fully isolated prior to works commencing - Only competent accredited electricians (i.e. those accredited with NICEIC) to work on electrical system 	
1.36	<p>Falling debris / Working at height</p> <p>Example controls</p> <ul style="list-style-type: none"> - Edge protection to all areas with risk of falls - Use of scaffolding (handover certificate must be obtained and weekly checks made) by competent person. - Suitable protection to prevent falls from height - Scaffold design certificate, where applicable, provided to Principal Designer prior to works commencing - Scaffolding installed to NSC requirements - Tower scaffolds / ladders / steps to be visually checked prior to commencement of works. 	

CONTRACT DETAILS

1.37	<p>The contractor shall enter into a contract with the employer for the execution of all works identified within this report.</p> <p>Unless otherwise stated all provisions of the JCT Agreement for Minor Building Works 2016 Edition will apply. The following amendments will be made.</p>	
1.38	<p>The contractor is to allow a £2,500.00 contingency figure for unforeseen works to be directed by the Contract Administrator (CA).</p>	<p>Provisional item £2,500.00</p>
1.39	<p>The Parties to:</p> <p>The Employer: Truro City Council</p> <p>Contract Administrator/Principal Designer: Cockrams Surveying Limited</p>	
1.40	<p>The Works: Internal and External Refurbishment and Maintenance Works.</p>	
1.41	<p>The Contract: JCT Minor Works Contract 2016, Executed by hand.</p>	
1.42	<p>The Articles:</p>	

ITEM	DESCRIPTION	COST
	Article 2: The Contract Sum is to be agreed.	
	Article 3: The Contract Administrator shall be Cockrams Surveying Limited.	
	Article 4: The Principal Designer will be Cockrams Surveying Limited.	
	Article 5: The Principal Contractor is to be appointed.	
	Article 6: No amendments.	
1.43	Contract Particulars	
	Clause 2.1: The date for commencement of works to be agreed.	
	Clause 2.2: The date for completion of works to be agreed.	
	Clause 2.8: Damages for non completion - None.	
	Clause 2.10: Rectification period – 12 months.	
	Clause 4.3: Progress payments - 95% monthly.	
	Clause 4.5: Penultimate Certificate - 95%.	
	Clause 4.5: Final Certificate - six months from date of Practical Completion.	
	Clause 4.8.1: Supply of documentation – three months.	
	Clause 5.3.2: Injury or damage to property - Insurances required - £2,000,000.00	
	Clause 5.4: Insurance of the Works – Clause 5.4C applies.	
	Clause 7.2: Adjudication – President or Vice President of Royal Institution of Chartered Surveyors.	
	Schedule 1 and Schedule 2 – Base date: February 2020	
	Schedule 1, Paragraph 2.1 – Arbitration	
	Appointment of Arbitrator – President or Vice President of Royal Institution of Chartered Surveyors	
1.44	Payment	
	Clause 4.8: The date for final payment shall be 30 days from its due date.	
1.45	Insurances: The Contractor shall:	
	<ul style="list-style-type: none"> • Insure and indemnify the employer against liability, loss, claim or proceedings in respect of any injury or damage whatsoever 	

ITEM	DESCRIPTION	COST
	<p>to any property, real or personal, arising out of or by reason of the execution of the works.</p> <ul style="list-style-type: none"> • Maintain insurance cover in respect of third party risks against a single incident to the value of £2,000,000, the number of incidents for which cover is required shall be unlimited. • Provide documentary evidence and/or policies and receipts for premiums paid for the insurances required by the contract terms. • Immediately advise the CA of any event which may give rise to a claim or proceeding in respect of loss or damage to the works or injury to persons or damage to property arising from the Works 	

Fire insurance will be maintained on the premises by the employer.

1.46 Scope of Works by the Contractor:

The Contractor shall:

- 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 the work and shall remove them and make good any damage before completion.
- 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.

ITEM	DESCRIPTION	COST
	<ul style="list-style-type: none"> • 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. • 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 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. 	

1.47 Site Administration:

The Contractor must:

- 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.

ITEM	DESCRIPTION	COST
	<ul style="list-style-type: none"> • 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. • 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 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. 	

1.21 Site Administration:

The Contractor must:

- 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.
- 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 – PREAMBLES

2.1 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.

2.2 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.

2.3 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.

2.4 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 include removing associated pipework, wiring, ductwork or other services.
Keep Reuse	for	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.

ITEM	DESCRIPTION	COST
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.	

ITEM	DESCRIPTION	COST
3.0	SECTION 3 – THE WORKS	
3.1	<u>Protection, Access Requirement</u>	
	The Contractor has the choice to utilise scaffolding or working access platforms to undertake works as long as they can prove compliance with the Working at Height Regulations 2005 and all other statutory legislation / HSE Guidance. Should scaffolding be used it is to comply with the following:	
3.1.1	The Contractor is to provide safe and install suitable scaffold access to enable all external works to be undertaken. Where the building dictates that sectional, scaffold towers, hanging or cantilevered scaffolding is required, an allowance must be incorporated.	Item
3.1.2	Ensure that where scaffolding needs to be installed adjacent or in close proximity to pedestrian routes that a suitable gantry is installed which is fully boarded with polythene protection beneath the scaffold board. Provide double guard rails and toe boards to all perimeters. All to be agreed with CA and Health & Safety Officer as identified within the Contractors Health & Safety Plan.	Item
3.1.3	The scaffolding to be installed must have no irregularities/projection capable of causing personal injury or damage to vehicles or pedestrians during the course of the works.	Item
3.1.4	Principal Contractor to check ground to ensure safe installation of scaffolding.	Item
3.1.5	The Contractor is to provide ladders, tressels, tower scaffolding, etc., to facilitate the works not readily accessible from main scaffolding.	Item
3.1.6	All ladders are to be locked in horizontal position at the end of each working day above first floor lifts.	Item
3.1.7	The Contractor will be responsible for applying to the Local Authority to erect scaffolding to any elevation where support off a public footpath is required. Such must be obtained prior to erection of any scaffolding.	Item
3.1.8	The Contractor is to allow for a non maintained scaffolding alarm fitted to all scaffolding erected to the premises. To include PIR and motion detectors.	Item
3.1.9	The Site Agent is to maintain a scaffolding inspection register. Copies to be provided to the Contract Administrator at each formal site inspection. The Contractors attention is drawn to any pedestrians entrances.	Item
3.1.10	The Contractor is to provide safe and sufficient access to all internal areas to enable all specified works to be undertaken safely.	Item
3.1.11	Prior to any access towers/staging being erected, the Contractor is to forward the CA a method statement and risk assessment for consideration.	Item

ITEM	DESCRIPTION	COST
3.1.12	Method statements and risk assessments must be submitted to the CA for all works undertaken at height and should clearly demonstrate compliance with the Working At Height Regulations 2005.	Item
3.1.13	Any use of Ladders proposed by the contractor must be compliant with the Working at Height Regulations 2005 and the HSE guide "safe use of ladders and stepladders." To the satisfaction of the CA/principle designer.	Item
3.1.14	The building is occupied by residential occupants and consideration must be given to those occupants. The Contractor is to ensure access is not restricted in any way, especially at the end of each working day.	Item
3.1.15	All scaffolding is to be erected, maintained, dismantled in accordance with the Local Authority requirements (scaffold licensing), where applicable and all other current regulations, Guidance Notes or Codes of Practice.	Item
EXTERNAL WORKS		
3.2	<u>Rainwater Disposal System</u>	
3.2.1	The Contractor is to gain access to all roofs and undertake clearance of the rainwater disposal system, to include removal of all debris, vegetation, bird nests and dispose from the premises.	Item
3.2.2	Contractor to provide photographic evidence of gutter clearance to CA at practical completion.	Item
3.2.3	Wash down all guttering and downpipes to remove any algae, moss growth or other soiling/staining.	Item
3.2.4	Once clear, water test all gutters and downpipes to identify defective joints, end caps and any guttering not laid to fall. Confirm defective areas to CA.	Item
3.2.5	All to repair a provisional quantity of 10No. gutter joints to include replacement of rubber seals using silicone lubricant and re-securing to leave watertight.	Prov. Item
3.2.6	Strip out gutter and downpipe serving flat roof/canopy over the main ground floor entrance and replace with deep flow, 150mm dia. PVCu guttering and downpipe. Ensure correctly laid to fall with sufficient number of clips and installed in accordance with manufacturers' guidance. All fixings to be non-ferrous.	Item
3.3	<u>Roofing Works</u>	
3.3.1	Gain access to all pitched and flat roofs and remove all moss or other organic growth and debris to leave clean.	Item
3.3.2	To the rear flat roof section over Room 0/007 (Storage), strip out mineral felt covering to the drainage channel back to joists, including the timber deck. Following any joist repairs (see internal), supply and install new deck using 18mm marine grade plywood, suitable for external use to BS EN 636. Edges to correspond with joists or noggins, with 3mm expansion gaps. Boards to be double nailed to each joist using nonferrous fixings. Supply and install three-layer torch on mineral felt where removed	Item

ITEM	DESCRIPTION		COST
	to include membrane, base layer and capping sheet, colour to match existing. Contractor is to carefully lift adjacent felt capping and base layer where extending into the channel and fit the new channel felt under to ensure a minimum bonded overlap of 150mm is achieved. New felt to lap up under lead flashing to the maximum height possible.		
3.3.3	To all flat roofs, allow a provisional quantity of 30No. 300mm ² blister repairs. Cross cut each blister, ensuring the cut does not extend through the membrane layer. Ensure exposed area and adjacent surfaces are dry and free from debris, using hot air gun as required, before applying bitumen adhesive and re-adhering the loose felt to leave secure. Once dry, supply and install a mineral felt capping sheet patch over the repair ensuring a minimum overlap of 150mm from any cut. Use bitumen adhesive in accordance with manufacturer's instructions. Colour to match existing. (Option 1)	Prov. Item	
3.3.4	To all flat roofs, provisionally allow to strip all mineral felt coverings and upstands back to deck/solid substrate and install a new three-layer torch on mineral felt roofing system where removed to include membrane, base layer and capping sheet, colour to match existing. Ensure new covering is laid to fall to all gutters/outlets, allowing for tapered rigid insulation to achieve falls if required to prevent water pooling. Provide proprietary outlets to downpipes ensuring properly weathered and with debris cages provided. Ensure all perimeters are adequately detailed to leave watertight and existing flashings to adjoining structures are retained in good order. All works to be undertaken in accordance with manufacturer's instructions. New covering is to be provided with minimum 10 year guarantee. Provide system details to CA for approval. (Option 2) .	Prov. Item	
3.3.5	In relation to item 3.3.4, allow a provisional sum of £500.00 for deck repairs where required following removal of coverings, as instructed by CA.	Prov. Item	£500.00
3.4	<u>General Works</u>		
3.4.1	Cut back and remove all vegetation and organic growth to the perimeter of the building including but not limited to ivy adjacent the main elevation and various plants growing to junction between elevations and paths/ramps to east elevation. Treat roots with appropriate herbicide.	Item	
3.4.2	Brush off all organic growth to pathways and ramps to all elevations before steam cleaning.	Item	
3.4.3	Rake out and remove all organic growth to all windowsills at render reveal junction. Treat joints with appropriate herbicide.	Item	
3.4.4	Following any render repairs, to all window sills and window frame reveal junctions, rake out any old sealant before applying new silicone sealant, Arbosil LM or similar, in accordance with manufacturer's instructions to leave watertight.	Item	
3.4.4	To main entrance canopy, provisionally allow to strip out defective profiled polycarbonate sheets and replace with new to match existing, ensuring minimum 150mm overlap with adjacent sheets and using nonferrous fixings. Ensure sheets are laid to fall into the adjacent gutter. Wash down retained sheets to remove all organic debris and staining (Option 1) .	Prov. Item	

ITEM	DESCRIPTION	COST
3.4.5	To main entrance canopy, provisionally allow to strip out all profiled polycarbonate sheets and fixings and replace with twin wall polycarbonate mono-pitch canopy system with polyester powder coated aluminium frame (Twinfix or similar), fixed to existing timber and steel structure following redecoration using non-ferrous fixings and in accordance with manufacturer's instructions. Ensure laid to fall into new deep flow guttering. Frame colour to be white. System to be provided with manufacturer's guarantee. Provide product details to CA for approval (Option 2).	Prov. Item
3.4.6	To the handrail serving the pathway adjacent the east elevation, carefully remove and replace all brackets with galvanised alternative to match existing using nonferrous bolts to leave secure. Make good affected render surfaces and leave ready for redecoration.	Item
3.4.7	To the west elevation, fill all openings at junction between floors/walls and elevations using proprietary epoxy repair mortar. Finish with fillet to provide 45-degree angled surface, directing water runoff onto the adjacent floor surface.	Item
3.5	<u>Joinery Repairs</u>	
3.5.1	To the ground floor main entrance canopy, strip out the plywood facing including all associated fixings. Fill and make good damage from fixings in preparation for redecoration.	Item
3.5.2	To all small areas of decay to communal timber that does not warrant new sections splicing in, the Contractor is to allow a provisional quantity of 10 no. repairs of decay up to a maximum area of 200cm ³ to be cut out, as directed by the CA during the works. Clean and dispose all the debris from area cut out. Check moisture content of wood is not above 18%, mix required quantity of Window Care dry wood stabiliser to the correct ratio before applying with small brush and wipe off any excess. Leave to cure before working dry flex RP into the seam and seal the joints. Leave to cure before sanding down and preparing for redecoration. The Contractor is to undertake all works in accordance with Window Care repair techniques.	Prov. Item
3.5.3	Where isolated surface defects or open joints remain to any joinery and timber components, the Contractor is to rake out and remove any defective filler and fill with two pack proprietary system and apply in strict accordance with manufacturers recommendations. Any surplus should be removed whilst still wet and allow to cure accordingly. Once cured rub down with a suitable grade of abrasive paper to remove all dust and allow to dry before application of decorative finishes.	Item
3.6	<u>Render Repairs</u>	
3.6.1	Allow a provisional quantity of 50 linear metres of defective/cracked render to be cut out and renewed under strict direction of the CA. All render is to be cut out to a width of 150mm following the line of the cracks and allow for insertion of galvanised EML to prevent surface fracturing. Apply graded sand and cement mix to strength of 1:2:1 to finish flush and true with surrounding surfaces. The contractor is to contact the CA to determine and agree the precise areas for renewal.	Prov. Item

ITEM	DESCRIPTION	COST
3.6.2	Allow a provisional quantity of 10m2 of defective/blown render to be cut out and renewed under strict direction of the CA. Allow for insertion of galvanised EML to prevent surface fracturing. Apply graded sand and cement mix to strength of 1:2:1 to finish flush and true with surrounding surfaces. The contractor is to contact the CA to determine and agree the precise areas for renewal.	Prov. Item
3.5	<u>Cleaning Works</u>	
3.5.1	Allow to clean down all PVCu and plastic coated elements to remove all traces of staining. Wash down using Sandtex PVCu cleaner in accordance with the manufacturer's instructions.	Item
3.5.2	Contractor is to ensure that any factory finished surfaces are cleaned using sugar soap to remove any scuffs and blemishes prior to practical completion.	Item
3.5.4	Sweep clean with a stiff brush all paved and concrete pathway or ramp areas before cleaning with a power washer. Keep the lance at a shallow angle to the paving, not more than 30 degrees from horizontal, to prevent the force of the water removing the jointing material from the paving. Any dislodged jointing material must be replaced. The head of the lance should be 150-300mm from the paving, and the nozzle adjusted, to produce a 'fan' of water rather than a pointer jet.	Item
3.6	<u>External Redecoration</u> N.B. Decorations to include but not exclusively to: main building and all previously decorated external components, including handrails. <i>External Masonry Surfaces</i>	
3.6.1	All surfaces are to be clean, suitably dry and free from anything that may interfere with adhesion of new finishes to be applied. Remove all loose and failing material through scraping and stiff bristle brushing (not wire), back to a sound and firm edge. Ensure all edges of sound paintwork are feathered in.	Item
3.6.2	Where areas of severe localised adhesion failures are present, such decorations are to be stripped back to bare surface and allowed to dry for at least 48 hours or longer before application of new decorated finishes.	Item
3.6.3	It is not considered appropriate for any areas of existing paintwork to be skimmed over and where required, paint should be stripped back to an appropriate straight joint or window or projecting architectural feature to permit smooth and even finish to be obtained.	Item
3.6.4	To all existing previously decorated rendered and masonry surfaces, allow to apply Dulux Trade Weathershield Multi-Surface Fungicidal Wash to all surfaces, in strict accordance with manufacturers' instructions.	Item
3.6.5	To all random, small isolated cracks, allow to rake out, make good with Dulux Trade Weathershield Exterior Flexible Filler and apply in accordance with manufacturers recommendations. All filler	Item

ITEM	DESCRIPTION	COST
	surrounding the cracks should be removed and allow to harden and cure accordingly.	
3.6.6	To all bare, repaired and chalking areas of the external decorative finishes, allow to stabilise with application of Dulux Trade Weathershield Stabilising Primer, allow for a minimum drying time of 16 hours under normal drying conditions and apply in strict accordance with the manufacturer's recommendation.	Item
3.6.7	Bring forward to a smooth and even surface and apply one full coat of Dulux Trade All Seasons Masonry Paint to all patch and stabilised areas and apply in strict accordance with the manufacturer's instructions. Allow a minimum drying time of 2 hours under normal drying conditions before proceeding with 2 coat decoration.	Item
3.6.8	To all previously prepared and decorated rendered and masonry surfaces, allow to redecorate with 2No. full coats of Dulux Trade All Seasons Masonry Paint in accordance with manufacturers' instructions. Allow a minimum drying time of 2 hours between coats under normal drying conditions. Colour to match existing. The Contractor is to provide a colour sample for CA approval prior to application.	Item
	<i>Timber & Joinery Surfaces</i>	
3.6.9	The contractor is to ensure both faces storeroom doors are decorated where applicable. Allow for sufficient drying time.	Item
3.6.10	To all previously decorated surfaces allow to wash with hot water, liquid detergent solution to remove all surface contaminants frequently changing the water. Rinse thoroughly with clean water to remove all residue.	Item
3.6.11	Where any visible signs of organic growth exist, treat with Dulux Trade Weathershield Multi-Surface Fungicidal Wash and apply in strict accordance with manufacturers' instructions.	Item
3.6.12	To all other sound and failing paint, clean to ensure free from anything that will interfere with adhesion of new materials to be applied. Remove all loose and failing paint back to bare timber where breakdown is extensive and such elements should be stripped or scraped utilising hot air paint stripper or provide remover, all utilised in accordance with manufacturers advice.	Item
3.6.13	Prior to any painting, the moisture content should not exceed 10% on any components.	Item
3.6.14	All grey denatured surfaces are to be rubbed down with abrasive paper or mechanical means with all edges of paintwork to be feathered in and cleaned accordingly. Allow to abrade all previously decorated surfaces generally.	Item
3.6.15	Where isolated surface defects or open joints exist to any joinery and timber components, the Contractor is to rake out and remove any defective filler and fill with two pack proprietary system and apply in strict accordance with manufacturers recommendations. Any surplus should be removed whilst still wet and allow to cure accordingly. Once cured rub down with a suitable grade of abrasive paper to remove all dust and allow to dry before application of decorative finishes.	Item

ITEM	DESCRIPTION	COST
3.6.16	Allow to spot prime bare timber with two coats of Dulux Weathershield Exterior Preservative Primer+ and ensure end grain is well coated. Apply second coat as soon as the first coat has soaked in in accordance with manufacturers' instructions. Allow minimum drying time of 24 hours under normal drying conditions.	Item
3.6.17	Bring forward all previously decorated spot primed areas with one full coat of Dulux Weathershield Exterior Preservative Primer+. Colour to match existing.	Item
3.6.18	To all previously decorated and prepared surfaces, allow to treat with full coat of Dulux Trade Weathershield Exterior Undercoat and ensure wet film thickness must not be less than 62 micro metres, in accordance with manufacturers' instructions. Allow drying time of 6-8 hours between coats.	Item
3.6.19	Denib and use fine abrasive paper. Do not break the surface with the coat and remove all dust.	Item
3.6.20	Redecorate all prepared surfaces with two full coats of Dulux Weathershield Exterior Quick Drying High Gloss/Satin to match, in accordance with manufacturers' instructions. Allow drying time of 16-24 hours between coats and ensure end grain is well coated and the wet film thickness must not be less than 55 micro metres. Colour to match existing.	Item
	<i>Metal Surfaces</i>	
3.6.23	To all previously decorated surfaces, allow to treat all areas with Dulux Trade Weathershield Multi-Surface Fungicidal Wash and apply in accordance with manufacturers advice.	Item
3.6.24	To all metal surfaces, clean and ensure free from anything that will interfere with adhesion of new finishes to be applied. Wash with hot water and liquid detergent to remove all oil, grease and other contaminants, frequently changing the water. Rinse thoroughly with clean water to remove residue and allow to dry. Thoroughly rub down all previously decorated surfaces.	Item
3.6.25	To all areas to be decorated, apply a liberal coat of Dulux Trade Mordant Solution in accordance with manufacturers' instructions. Such treatment will blacken galvanised surfaces to confirm surface preparation, allowing a minimum drying time of 2 hours under normal drying conditions.	Item
3.6.26	Within 48 hours of application of applying Dulux Trade Mordant Solution, allow to coat any metal surfaces with Dulux Trade Metalshield Zinc Phosphate Primer, applied in accordance with manufacturers advice.	Item
3.6.27	To all surfaces ensure clean from all loose and failing paintwork, remove by scraping with use of proprietary paint remover, allowing to remove any surface rust to bare metal surfaces. Where necessary, all edges of paint to be feathered with abrasive paper and clean in anticipation of new finishes.	Item
3.6.28	To all prepared surfaces, allow to spot prime, bare metal within the working day with one coat of Dulux Trade Metalshield Zinc Phosphate Primer. The wet film thickness must be between 115-	Item

ITEM	DESCRIPTION	COST
	150 micro metres and allow a minimum drying time of 7 hours under normal condition.	
3.6.29	Dulux Trade Metalshield Zinc Phosphate Primer to all previously prepared decorated surfaces. The wet film thickness must be between 115-150 micro metres and allow drying time of 7 hours under normal drying conditions.	Item
3.6.30	De-nib and use a fine grade scotch bright pad grey or fine grade abrasive paper. Do not break the surface of the coating and remove and clean on completion.	Item
3.6.31	Allow to apply final decorative coat with two full coats of Dulux Trade Metalshield Gloss Finish in accordance with manufacturers recommendations. Wait a minimum of 4-6 hours between application of coats depending on weather conditions. The wet film thickness must not be less than 80 micro metres. Colour to match existing.	Item
INTERNAL WORKS		
3.7	<u>Preparation and General Works</u>	
	N.B. Unless stated otherwise, where 'demolish', 'replace', 'remove', 'hack off' or 'strip out' is used, the contractor should allow to dispose the item and any waste material from site.	
3.7.1	Strip out all floor finishes to all areas, lower ground and ground floor, including any integral upstands/trims. Substrate to be left level and in a suitable condition for installation of new finishes. Where the substrate is vinyl floor tiles, these should not be disturbed.	Item
3.7.2	Carefully remove all notice boards and store onsite in one location for re-use by end user as required.	Item
3.7.3	Strip out redundant loose cables, plant pots, chairs, pictures and other small furnishings including all associated fixings. Make good damage from fixings as required.	Item
3.7.3	Strip out redundant blind runners and fixings to all rooms and make good affected surfaces to leave flush in preparation for redecoration.	Item
3.7.4	Retain roller blinds and vertical blinds to all areas, ensuring they are protected and kept in good order for the duration of the works.	Item
3.7.5	Supply and install 300mm depth of mineral wool insulation roll over joists to entire pitched roof loft space to ensure even and total coverage. Rolls should be 570mm width and laid perpendicular to the ceiling joists.	Item
3.8	<u>Services</u>	
	<i>Gas Supply & Hot Water/Heating Systems</i>	
3.8.1	Test and service main incoming gas supply including all distribution pipework to ensure compliant with current regulations and in good working order. Works to be undertaken by Gas Safe	Item

ITEM	DESCRIPTION		COST
	certified engineer. Contractor to provide certification prior to Practical Completion.		
3.8.2	Test and service the gas cooker in '0/005 Kitchen' to ensure in good working order. Works to be undertaken by Gas Safe certified engineer. Contractor to provide certification prior to Practical Completion.	Item	
3.8.3	Test and service all water heaters to ground floor and lower ground floor including all associated wiring and distribution pipework to ensure compliant with current regulations and in good working order. Works to be undertaken by Gas Safe/NICEIC certified engineer. Contractor to provide certification prior to Practical Completion.	Item	
3.8.4	Unless specified for replacement below and once relocation works are complete, test and service all radiators, space heaters and associated wiring/pipework to all areas to ensure in good working order. Works to be undertaken by Gas Safe/NICEIC certified engineer. Contractor to provide certification prior to Practical Completion.	Item	
	<i>Electrical Supply</i>		
3.8.5	Test main incoming electrical supply to ensure compliant with current regulations and in good working order. Works to be undertaken by NICEIC certified engineer. Contractor to provide certification prior to Practical Completion.	Item	
3.8.6	To lower ground floor and ground floor, test electrical distribution equipment, lighting and small power to ensure compliant with current regulations and in good working order. Works to be undertaken by NICEIC certified engineer. Contractor to provide certification prior to Practical Completion.	Item	
3.8.7	Provisionally allow to isolate, strip out and replace 2No. distribution boards in high level cupboard to '0/005 Kitchen' with modern alternative. Contractor responsible for design.	Prov. item	
3.8.8	Allow a provisional sum of £750.00 to reconfigure or extend small power and data services to suit end user prior to practical completion as directed by CA.	Prov. item	£750.00
	<i>Lighting and Emergency Equipment</i>		
3.8.9	Test and service all emergency light fittings to ensure in good working order. Works to be undertaken by NICEIC certified engineer. Contractor to provide certification prior to Practical Completion. Clean diffusers inside and out.	Item	
3.8.10	Test and service the fire alarm system and all wired fire detection heads to ensure in good working order. Works to be undertaken by NICEIC certified engineer. Contractor to provide certification prior to Practical Completion.	Item	
	<i>Foul Drainage</i>		
3.8.11	Gain access to all inspection chambers and gulleys and flush through sub-ground drainage to ensure clear and free flowing. Remove any debris.	Item	

ITEM	DESCRIPTION	COST
	GROUND FLOOR	
3.9	<u>Room 0/001 - Meeting Room</u>	
3.9.1	To south east and south west corners, allow to hack off plaster in order to expose lintels and adjacent substrate where cracking is evident above 2No. windows, one at each end of the south west elevation. Following inspection by CA, allow to reinstate and make good plaster surfaces including for the use of mesh reinforcement in accordance with item ... below.	Item
3.9.2	Provisionally allow to cut out and replace 8No. lintels to match existing. Reinstate and make good removed or cracked adjacent plaster surfaces with use of mesh reinforcement in accordance with item 3.6.7 below (includes for all areas) .	Prov. item
3.9.3	As directed by CA, hack off damp affected or blown plaster, primarily, but not limited to, low level areas on south east and north west walls including window reveals.	Item
3.9.4	Where corroded, provisionally allow to carefully remove 8No. window straps.	Prov. item
3.9.5	Allow to replace a provisional quantity of 8No. window straps using non-ferrous galvanised steel straps to leave secure.	Prov. item
3.9.6	Where plaster has been removed, cut back adjacent sound plaster to provide straight edges.	Item
3.6.7	Supply and install new plaster to leave flush and level with surrounding surfaces, including 'Promesh, Grade 2' reinforcing fibre glass mesh or similar in accordance with manufacturers' instructions.	Item
3.9.8	Ease and adjust fire exit door to leave in good working order.	Item
3.9.9	Strip out light fittings to ceiling and make good damage from fixings to match adjacent surface finish in preparation for redecoration.	Item
3.9.10	In accordance with the sketch plan provided in Appendix A, supply and install 6No. 6ft LED 60W battens, LAP or similar, in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item
3.9.11	Strip out matting to the fire exit access ramp. Supply and install 6mm ribbed rubber anti-slip mat to match existing to leave secure. Replace timber trims to match existing.	Item
3.9.12	Strip out and replace 2No. space heaters and covers with modern alternative to suit space heating load requirements, including associated services and controls. Contractor is responsible for design. Provide details including manufacturer/product literature to CA for approval prior to purchase.	Item

ITEM	DESCRIPTION	COST
3.10	<u>Room 0/003 – Multi Purpose Use</u>	
3.10.1	Strip out timber surrounds and runners to head of 2No. wall openings. Make good plaster surfaces and supply and install prepared and primed timber reveal to match wall thickness in preparation for redecoration.	Item
3.10.2	Strip out worktop and base cabinet to tea station. Supply and install new Howdens 38mm Black Granite Effect full bullnose laminate worktop on discreet wall angles to leave secure.	Item
3.10.3	Strip out light fittings to ceiling and make good damage from fixings to leave flush and match adjacent surface finish in preparation for redecoration.	Item
3.10.4	In accordance with the sketch plan provided in Appendix A, supply and install 3No. 6ft LED 60W battens, LAP or similar, in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item
3.10.5	Replace dated metal 6 gang light switch with modern plastic unit. Rewire to suit new lighting layouts.	Item
3.10.6	Supply and install 3No. metal handles to built-in cupboard doors. Remove existing handles and padlock latches and make good prior to redecoration.	Item
3.11	<u>Room 0/021 – Office & Room 0/020 – Multi Purpose (Treatment)</u>	
3.11.1	To Room 0/020, isolate and carefully remove heater and set aside for installation in new location. Strip out all associated pipework back to logical point for re-connection to new location.	Item
3.11.2	To Room 0/020, isolate and remove the sink and shower including all associated pipework and wiring back to source.	Item
3.11.3	To Room 0/020, strip out all fixtures and fittings including wall and base units, worksurface and soap/paper towel dispensers. Strip out treatment bed, net curtain and redundant signage to door (retain fire safety signage). Make good all affected surfaces to leave flush and ready for redecoration.	Item
3.11.4	Demolish walls as indicated on plan provided in Appendix A. Make good retained adjacent wall surfaces to leave level and flush, ready for redecoration. Allow to isolate and reconfigure any electrical or plumbing services as required.	Item
3.11.5	Construct new floor to ceiling partition wall as indicated on plan provided in Appendix A. Wall to comprise 75mm lightweight concrete blocks using a 1:5 cement and soft sand mortar mix. Supply and install non-ferrous starter bars to connect into retained adjacent walls at each end. Walls to be dry lined to both sides using dot and dab fixed plasterboard and skim coat of appropriate thickness to leave flush with adjacent wall surfaces and ready for redecoration. Scrim tape all joints prior to skimming. Allow to isolate and reconfigure any electrical or plumbing services as required.	Item

ITEM	DESCRIPTION	COST
3.11.6	Strip out light fittings to ceiling and make good damage from fixings to match adjacent surface finish in preparation for redecoration.	Item
3.11.7	In accordance with the sketch plan provided in Appendix A, supply and install 2No. 5ft LED 45W battens, LAP or similar in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item
3.11.8	Reinstate heater including for supply and install of all necessary associated pipework and connections into existing system to leave in good working order.	Item
3.11.9	Test and service the extract fan and associated controls to ensure clean and in good working order.	Item
3.11.10	Replace missing rose to door handles to match existing finish.	Item
3.11.11	Wash down heater covers to leave clean.	Item
3.12	<u>Room 0/005 - Kitchen</u>	
3.12.1	Retain and protect all fixtures, fittings and equipment for the duration of the works. Allow to remove and reinstate items to facilitate the works as required.	Item
3.12.2	Test and service the waste disposal and controls to ensure in good working order.	Item
3.12.3	Test and service 2No. extraction installations (hood and roof) to ensure in good working order. Allow to replace or clean any filters in accordance with manufacturers' instructions.	Item
3.12.4	Treat and steam clean all tiles and grout joints to remove staining and soiling.	Item
3.12.5	Provisionally allow to replace 30LM of tile grout joints as required to match existing colour.	Prov. item
3.12.6	Strip out light fittings to ceiling and make good damage from fixings to match adjacent surface finish in preparation for redecoration.	Item
3.12.7	In accordance with the sketch plan provided in Appendix A, supply and install 2No. 6ft LED 60W battens, LAP or similar in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item
3.12.8	Ease and adjust roof light to leave in good working order.	Item
3.12.9	Construct new floor to ceiling partition wall as indicated on plan provided in Appendix A. Wall to comprise 75mm lightweight concrete blocks using a 1:5 cement and soft sand mortar mix. Supply and install nonferrous starter bars to connect into retained adjacent walls at each end. Walls to be dry lined to both sides using dot and dab fixed plasterboard and skim coat of appropriate	Item

ITEM	DESCRIPTION	COST
	thickness to leave flush with adjacent wall surfaces and ready for redecoration. Scrim tape all joints prior to skimming. Allow to isolate and reconfigure any electrical or plumbing services as required.	
3.12.10	Form service hatch to wall as indicated on plan provided in Appendix A. Remove half door and install new timber frame to retained doorway. Hatch to start from new door frame, 1.1m above FFL and extend vertically to the same height as the head of the doorway. Hatch to extend horizontally from new door frame to a width leaving a minimum 150mm return from the adjacent partition. Supply and install prestressed concrete lintel, dimensions to be confirmed by contractor. Supply and install prepared and primed timber sill and reveal to new opening and leave ready for redecoration. Allow to isolate and reconfigure any electrical or plumbing services as required.	Item
3.13	<u>Room 0/006 - Storage</u>	Item
3.13.1	Demolish walls as indicated on plan provided in Appendix A. Make good retained adjacent wall surfaces to leave level and flush, ready for redecoration.	Item
3.13.2	Strip out light fittings to ceiling and make good damage from fixings to match adjacent surface finish in preparation for redecoration.	Item
3.13.3	In accordance with the sketch plan provided in Appendix A, supply and install 1No. 4ft LED 45W batten, LAP or similar in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item
3.14	<u>Rooms 0/017 and 0/018 - Female WC</u>	
3.14.1	Strip out and replace the mirror to match existing.	Item
3.14.2	Test and service 2No. extract fans and associated controls to ensure clean and in good working order.	Item
3.14.3	Provisionally allow to relocate 1No. extract fan from Room 0.010 – Accessible WC. Test and service to ensure in good working order.	Prov. Item
3.14.4	Test the DWC alarm/beacon to ensure in good working order.	Item
3.14.5	Test and service all sanitary goods to ensure in good working order, including toilets and taps.	Item
3.14.6	Strip out light fittings to ceiling and make good damage from fixings to leave flush and match adjacent surface finish in preparation for redecoration.	Item
3.14.7	In accordance with the sketch plan provided in Appendix A, supply and install 4No. 18W LED circular ceiling lights, LAP or similar, in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item

ITEM	DESCRIPTION	COST
3.14.8	Deep clean all wall tiles, sanitary ware and retained equipment such as toilet paper holders, towel/soap dispensers to remove any soiling or staining.	Item
3.14.9	Rake out and renew all sealant to sanitary ware, backsplashes etc. in accordance with manufacturers' instructions.	Item
3.15	<u>Room 0/019 - Storage</u>	
3.15.1	Strip out defective shelf.	Item
3.15.2	Supply and install chrome hasp and staple to cupboard doors.	Item
3.16	<u>Rooms 0/015 and 0/016 – Male WC</u>	
3.16.1	Test and service 2No. extract fans and associated controls to ensure clean and in good working order.	Item
3.16.2	Provisionally allow to replace 2No. extract fans with modern alternative by Vent Axia or similar in accordance with manufacturer's instructions.	Prov. item
3.16.3	Test the DWC alarm/beacon to ensure in good working order.	Item
3.16.4	Test and service all sanitary goods to ensure in good working order, including toilets and taps.	Item
3.16.5	Strip out light fittings to ceiling and make good damage from fixings to leave flush and match adjacent surface finish in preparation for redecoration.	Item
3.16.6	In accordance with the sketch plan provided in Appendix A, supply and install 3No. 18W LED circular ceiling lights, LAP or similar, in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item
3.16.7	Install new lever handles to door where missing, to match existing.	Item
3.16.8	Deep clean all wall tiles, sanitary ware and retained equipment such as toilet paper holders, towel/soap dispensers to remove any soiling or staining.	Item
3.16.9	Rake out and renew all sealant to sanitary ware, backsplashes etc.	Item
3.17	<u>Room 0/012 – Corridor</u>	
3.17.1	Decorate side panel of heater where mismatched, colour to match existing.	Item
3.17.2	Replace wired smoke head with modern alternative and leave in good working order.	Item
3.17.3	Strip out light fittings to ceiling and make good damage from fixings to match adjacent surface finish in preparation for redecoration.	Item

ITEM	DESCRIPTION	COST
3.17.4	In accordance with the sketch plan provided in Appendix A, supply and install 3No. 18W LED circular ceiling lights, LAP or similar, in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item
3.17.5	Rake out and fill crack to north end of corridor with appropriate proprietary filler to leave flush and ready for redecoration.	Item
3.17.6	Wash down heater covers to leave clean.	Item
3.18	<u>Room 0/013 – Entrance Lobby</u>	
3.18.1	Strip out and replace the main external entrance doors and frames. New doors and frames to be polyester powder coated aluminium in white with double glazed section to top and bottom panels. Frame to include appropriate integral stainless steel weathered threshold. Dimensions to match existing. All glazing to be safety glazing complying with BS 6206. Doors are to be fitted with a dead lock and external grade digilock as per existing. Internally, doors are to be fitted with quick release push pad emergency exit latch complying with EN179. Contractor to provide manufacturer and product details prior to purchase for CA approval. Doors are to meet Secured by Design standards and works should be undertaken by FENSA approved contractor. Provide 2No. keys prior to practical completion.	Item
3.18.2	Retain ceiling light fitting. Clean down including interior of diffuser and ensure in good working order.	Item
3.19	<u>Room 0/011 – Office</u>	
3.19.1	Remove redundant fixing to ceiling and make good.	Item
3.19.2	Demolish wall as indicated on plan provided in Appendix A. Make good retained adjacent wall surfaces to leave level and flush, ready for redecoration.	Item
3.19.3	Strip out light fitting to ceiling and make good damage from fixings to match adjacent surface finish in preparation for redecoration.	Item
3.20	<u>Room 0/010 – Accessible WC</u>	
3.20.1	To Room 0/020, isolate and carefully remove heater and set aside for installation in new location. Strip out all associated pipework back to logical point for re-connection to new location.	Item
3.20.2	Relocate emergency light to centre of newly formed room. Make good damage from fixings.	Item
3.20.3	Strip out all backsplashes, grab rails, soap/paper towel dispensers, air freshener dispensers, low-level boxing and other fixtures and fittings. Make good all affected surfaces to leave flush and ready for redecoration. <i>Retain grab rails and mirror to replace components in other WC's as directed by CA.</i>	Item
3.20.4	Strip out all sanitary ware (bath, sinks, toilet etc.) including all associated pipework back to source. Make good all affected surfaces to leave flush and ready for redecoration.	Item

ITEM	DESCRIPTION	COST
3.20.5	To centre of newly formed room, supply and install wired smoke head and connect to existing fire alarm system.	Item
3.20.6	Construct new floor to ceiling partition wall as indicated on plan provided in Appendix A. Wall to comprise 75mm lightweight concrete blocks using a 1:5 cement and soft sand mortar mix. Supply and install non-ferrous starter bars to connect into retained adjacent walls at each end. Walls to be dry lined to both sides using dot and dab fixed plasterboard and skim coat of appropriate thickness to leave flush with adjacent wall surfaces and ready for redecoration. Scrim tape all joints prior to skimming. Allow to isolate and reconfigure any electrical or plumbing services as required.	Item
3.20.7	In accordance with the sketch plan provided in Appendix A, supply and install 2No. 4ft LED 45W batten, LAP or similar, in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated switching and wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item
3.20.8	Reinstate heater centrally to the north wall including for supply and install of all necessary associated pipework to connect into the existing system and leave in good working order.	Item
3.20.9	Wash down heater covers to leave clean.	Item
3.21	<u>Room 0/008 – Plant Room</u>	
3.21.1	Remove safe. Clear out any redundant equipment, rubbish and debris.	Item
3.22	<u>Room 0/009 – Plant Room</u>	
3.22.1	Strip out worksurface and backsplash and make good affected surfaces ready for redecoration.	Item
3.23	<u>Room 0/007 - Storage</u>	
3.23.1	Cut back ceiling plaster approximately 500mm back to the length of the west wall where water ingress is evident and expose the roof structure including all decayed timber.	Item
3.23.2	Provisionally allow to remove decayed joist ends, cutting back a minimum of 200mm into sound timber. Supply and install galvanised joist end repair plates to replace removed joist ends, using existing bearing point. Install in accordance with manufacturer's instructions, plates selected to be appropriate for span and size of joists.	Prov. item
3.23.3	Provisionally allow to cut out timber wall plate where decayed. Supply and install new C16 timber wall plate where removed, to match existing dimension.	Prov. item
3.23.4	Provisionally allow to treat the retained timber roof structure adjacent to areas of removed decay.	Prov. item
3.23.5	Remove all blown, loose and friable damp affected plaster to the west wall. Reinstate plaster to leave flush and ready for redecoration.	Item

ITEM	DESCRIPTION		COST
3.23.6	Strip out fire exit door and frame and replace with flush solid core prepared and primed external grade timber door and frame including stainless steel ironmongery to match existing dimensions. Supply and install new 'Stormguard Proline' outward opening threshold or similar to suit door and opening, in accordance with manufacturers' instructions. Supply and install 'fire exit – keep clear' signage internally and quick release push pad emergency exit latch complying with EN179.	Item	
3.23.7	Strip out light fitting to ceiling and make good damage from fixings to match adjacent surface finish in preparation for redecoration.	Item	
3.23.8	In accordance with the sketch plan provided in Appendix A, supply and install 1No. 5ft LED 60W batten, LAP or similar, in accordance with manufacturers' instructions. Colour temperature to be 'day light'. Allow for alteration and extension to associated wiring as necessary. Contractor to advise if different wattage considered to be more appropriate.	Item	
3.23.9	To south wall, hack off drip detail where blown, loose and friable back to solid substrate, leaving a straight clean edge. Reinststate plaster to leave flush and ready for redecoration.	Item	
3.24	<u>Windows – All Areas</u>		
3.24.1	Overhaul, ease and adjust all windows and ironmongery to leave in good working order.	Item	
3.24.2	Clean all PVCu window frames to remove any staining. Wash down using Sandtex PVCu cleaner in accordance with the manufacturer's recommendations.	Item	
3.24.3	Wash all glazing internally and externally prior to practical completion to leave clean.	Item	
3.25	<u>Internal doors – All Areas</u>		
3.25.1	Ease and adjust all doors and ironmongery to ensure in good working order, including overhead door closers, ironmongery etc. Doors should close without snagging and all handles, locks and latches should be secure and in good operation.	Item	
3.25.2	As directed by CA, allow a provisional sum of £250.00 for provision of new ironmongery as required.	Prov. item	£250.00
3.26	<u>Floor Finishes – All Areas</u>		
3.26.1	Where floor finishes have been removed, ensure substrate is reasonably level and free from old adhesive, underlay and debris.	Item	
3.26.2	Supply and install JHS 'Amalfi' sheet carpet in strict accordance with the manufacturers' instructions to the following rooms: 0/001, 0/003, 0/010-11, 0/012, 0/020-21. Contractor to provide samples for approval of colour by CA.	Item	
3.26.3	To the following rooms, supply and install Polyflor Polysafe PUR sheet vinyl with integral upstands including all associated trims as required, in strict accordance with the manufacturers' instructions: 0/005, 0/006, 0/009, 0/015, 0/016, 0/017, 0/018, 0/019.	Item	

ITEM	DESCRIPTION	COST
	Contractor to provide samples for approval of colour by CA. Allow for installation of underlay if recommended by manufacturer.	
3.26.4	To new partition walls or where previously removed, supply and install prepared and primed timber skirting boards to match existing skirting in style and dimension.	Item
3.26.5	Supply and install heavy duty entrance matting in accordance with the manufacturers' instructions to room 0/013 (entrance lobby). Colour to be anthracite.	Item
3.26.6	Where different floor finishes meet, supply and install aluminium junction strips in accordance with manufacturers' instructions to leave flush and secure.	Item
3.26.7	To Room 0/007, prepare the existing floor finish to remove any loose or friable material and feather in edges of existing floor paint. Re-apply two coats of Coo-Var anti-slip acrylic floor paint or similar in accordance with manufacturers' instructions, allowing for any primer or preparation as necessary. Colour to be light grey.	Item
3.27	<u>Cleaning</u>	
3.27.1	Isolate and clean all light switch, data and electrical socket face plates remove all soiling and staining.	Item
3.27.2	Contractor is to ensure that any factory finished surfaces are cleaned using sugar soap to remove any scuffs and blemishes prior to practical completion.	Item
3.28	<u>Internal Redecoration</u>	
	N.B. Redecoration to be undertaken to ground floor areas only, including externally accessed cupboard.	
3.28.1	Prior to decoration the contractor is to allow for removing all furniture and fittings, safely protect/set aside and reinstate on completion of works.	Item
3.28.2	To all previously decorated ceiling surfaces, wash, prepare, bring forward, face fill prior to applying two coats Dulux Trade Vinyl Matt Emulsion in accordance with manufacturer's recommendations. Colour to be white.	Item
3.28.3	To all previously decorated wall surfaces, wash, prepare, bring forward, face fill prior to applying two coats Dulux Trade Diamond Matt Emulsion in accordance with manufacturer's recommendations. Contractor to provide colour samples for selection of colour.	Item
3.28.4	To all previously decorated timber/joinery surfaces: wash down, bring forward, face fill, rub down and prime as necessary. Apply one coat of Dulux Trade Undercoat and two coats of white Dulux Trade High Gloss paint in accordance with manufacturer's recommendations. All surfaces to be prepared to smooth substrate to prevent final uneven gloss finishes. All cupboards and cupboard doors etc are to be decorated internally and on both sides.	Item

ITEM	DESCRIPTION		COST
3.28.5	To all previously decorated stained/varnished surfaces throughout entire common parts. Wash down, bring forward, face fill before applying two coats of Dulux Trade Stain/Diamond Varnish, in accordance with manufacturer's recommendations. All surfaces to be prepared to smooth substrate to prevent final uneven finishes.	Item	
3.29	<u>Decorations Generally</u>		
3.29.1	All products specified must be applied in strict accordance with BS6150:1991 Code of Practice for painting buildings and BS8000:Part 12 1989 Code of Practice for decorating all coverings.	Item	
3.29.2	All products should be applied in manufacturer's instructions/product data sheet.	Item	
3.29.3	If there are any doubts whatsoever in any aspect of the specification, it must be brought to the attention of the CA at tender stage.	Item	
3.29.4	Special precaution should be taken during surface preparation of the existing paint surfaces as they may contain harmful lead. For further information, contact the ICI Centre and raise such queries with the CA. The Contractor will also be required to ensure appropriate PPE is supplied to all operatives and all relevant Risk Assessments and Method Statements are prepared and forwarded to the Contract Administrator.	Item	
3.29.5	Some finishing colours may require an additional coating to achieve complete opacity. Should this situation be suspected or experienced during progress of these works, application of the project ceases immediately and instructions from the CA obtained before continuing.	Item	
3.30	<u>Completion (Internally and Externally)</u>		
3.30.1	The Contractor is to allow to sweep clean all newly decorated surfaces as scaffolding is dismantled and ensure all rainwater goods are clean and clear.	Item	
3.30.2	The contractor is to leave the site clean and free of debris and to ensure all surfaces are cleaned prior to practical completion.	Item	

4.0 COLLECTION PAGE

<i>Section 1 – Preliminaries</i>	£
<i>Section 2 – Health & Safety</i>	£
<i>Section 3 – Schedule of Works</i>	£ _____
 <i>TOTAL TO FORM OF TENDER</i>	 £ _____



Independent Chartered Building Surveyors

Cockrams
Surveyors

Property Address:

Truro Day Centre
St Clement St
Truro
Cornwall
TR1 1EQ

Appendix A

Sketch Plan