

**Schedule of works
Pierremont Hall,
Broadstairs & St Peter's Town Council**

The Scope of works:

Client: Broadstairs and St Peters Town Council

Contract Administrator – Rubicon Building Consultancy Ltd

Nominated Electrical contractor – E. Saunders Ltd Broadstairs.

The work consists of the internal refurbishment of a three storey building + basement, currently vacant on the first and second floors with the Town Council occupying the ground floor. The basement is to remain largely unaffected apart from limited works as outlined.

The existing external staircase used as a fire escape is to be removed as it currently provides opportunity for vandals and others to access the roof. In removing the staircase there has had to be a trade off with increased fire alarm and detection systems as well improved passive fire precaution measures.

The offices spaces identified in zones 1 to 6 are to be office spaces for letting. Zone 0 will be retained and controlled by Broadstairs and St Peters Town Council.

The existing hot and cold-water services along with the central heating is to be removed as this is defective. A new electric heating system will be provided along with hot water via an electric boiler or direct heating. All of the electrical work will be undertaken by E Saunders Ltd including, space heating, hot water heating, small power, lighting, data, fire alarms, fire detection, CCTV, door entry systems and burglar alarm.

The spaces being retained by BSPTC are to be decorated to a higher specification with heritage colour generally being used. (see room by room specification)

The new sanitary accommodation is to be constructed using Armitage Shanks sanitaryware Sandringham 21 range. All sanitary accommodation to be half tiled in white gloss beveled ceramic tiles. Kitchen designs to be subject to further detailed design. Allow provisional sum of £12k for both kitchens for units/worktops, appliances and tiling.

No floor coverings are to be included although all floors are to be left ready to receive either Altro flooring (WC's and kitchens) and commercial grade carpet to remainder.

The works will be carried out under a JCT Minor works contract with a 5% retention for 6 months.

General Requirements Applicable to Entire Building

Specific Area / Location	Works Required	Comments
Windows and internal joinery	<p>Fit appropriate window locks to all windows – to be compliant with secure by design or PAS 24 standard.</p> <p>All internal joinery to be sanded, filled and prepared for painting with white satin coat Dulux paint.</p>	
Walls	All fixtures and fittings and other superfluous fixings need to be removed and wall surfaces made good in preparation for redecoration.	
Lighting	<p>All existing lighting to be removed – new lighting to be installed as designed by nominated sub-contractor E. Saunders Ltd.</p> <p>NB – Existing Council Chamber lights to be set aside for re-use.</p>	
Internal Soft Wood Joinery	All internal soft wood joinery to be prepared and re-decorated with satin coat paint	
Ceilings	Allow for upgrading existing ceilings (those with floor over) by over tacking existing ceiling with 2 layers of 12.5mm Fire Line Board + 3mm skim to provide 60mm fire resistance. See British Gypsum detail	
Flooring	All existing floor finishes (except Council Chamber) to be removed and disposed of.	
Doors	All existing doors to be upgraded to FD30s doors with smoke seals and intumescent strips - doors off main staircase to be four panel Victorian style doors to match existing.	
Services	All existing plumbing (hot water and heating) to be removed and new pressurised electric system installed (electric heating and electric hot water).	

	E. Saunders to deal with electrics but contractor to allow for plumbing new hot and cold water to all sanitary / kitchen appliances.	
	New 300 litre pressurised hot water cylinder to be installed in basement over GF5 – form cupboard in studwork to house cylinder.	
Other	Decorations to walls and ceiling to basement corridor to be completed. Door and frame to basement fire exit to be refurbished and new cill cut in to secure locking mechanism.	

Tender Issued

Main Entrance & Reception Area – GF 0 & GF1		
Specific Area / Location	Works Required	Comments
Windows	Large landing window to be painted white and to be kept sealed	
Walls	All walls to be made good where required and painted with Dulux Heritage Paint (colour - Light French Grey) Dado Rails, coving, door frames etc. to be painted with Dulux heritage Paint (colour - China White)	
Lighting	Hall Chandelier light to remain in place current position – however contractor is to provide fixing for chandelier weight 75kg.	
Skirting Boards / Architrave	All skirtings and architrave throughout entrance area to be white satin finish.	
Ceiling	All ceilings to be painted white and all cornices to remain where possible	
Flooring	<p>All floors to be inspected and existing floor covering to be removed and disposed of (except Council Chamber)</p> <p>Existing floors to be refurbished to enable carpet to be installed. Wet areas to have 'Altro' style flooring to be installed – type and colour to be agreed. (Not to be included in contract).</p> <p>Stairs to have stair carpet fitted with steel runners in keeping with age of property, carpet to continue throughout landing. (Not to be included in contract).</p> <p>Staircase steps to be painted white with a carpet on wooden overlay as described.</p> <p>Wooden floor to be laid or a light carpet / vinyl / Karndean. (Not to be included in contract).</p>	

Staircase	Original hand rail to be kept wooden but overhauled and repaired as required. Gold spindle bannisters to be painted white.	
Door	<p>Inner front doors to be replaced by automatic door with automatic opening device. – P.c. Sum £8,000.00</p> <p>Internal doors to be panel FD30s repeating door to Council Chamber.</p> <p>Door to existing Mayors Parlour to have planted beading to replicate panelled door.</p>	
Services	<p>All existing services to be removed – Note existing BSPTC office electrics to be retained and in working order.</p> <p>Note – existing CCTV system to roof to be retained – ensure power and all cabling to be retained.</p>	
Furniture	None	
Other	<p>Mosaic picture to be removed and re-sited. Plaque to go up on wall</p> <p>Bannisters to be painted white.</p> <p>Provision to be made for possible power demand (E Saunders work)</p>	

Kitchen – GF2		
Specific Area / Location	Works Required	Comments
Windows	Window to be painted and repaired where appropriate Window shutters to be overhauled and refurbished.	
Walls	To be stripped and prepared for tiling between work top and wall units.	
Lighting	Appropriate lighting for a kitchen area – E. Saunders design.	
Skirting Boards / Architrave	To be removed and floor "Altro" style to be used and turned up walls.	
Ceiling	Painted in an appropriate material to enable washdown – preferably white in colour	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Existing floors to be refurbished to enable carpet to be installed. Wet areas to have 'Altro' style flooring to be installed – type and colour to be agreed. Carpet to be removed and floor prepared for Altro flooring.	
Door	Entrance door from GF1 to be blocked up but to have the door in place as a false door to match the other doors in the reception area.	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling retained. Plumbing appropriate to the needs of the kitchen area to be installed. Sink and Dishwasher required and instant kettle.	Kitchen layout and design to be agreed P.C. sum £7,000.00
Furniture	Howdens standard kitchen	

Council Chamber – GF3

Specific Area / Location	Works Required	Comments
Windows	<p>Far back window to have stained glass panel and frosted milky glass to obscure view – whilst still being able to let light in</p> <p>Window shutters to be overhauled and refurbished throughout the room</p> <p>The alcoves at the back of the room to have lighting added to create effect (E. Saunders)</p>	No curtains
Walls	<p>Notice boards to be removed and set aside for re-siting</p> <p>Walls to be painted in Dulux Heritage Paints (colour – Heritage Beach Comb Grey (between dado rails)</p> <p>Dado rails and door frames to be painted using Dulux Heritage paint (colour – Heritage China White)</p> <p>Alcove – to be painted using Dulux Heritage paint (colour Heritage Pewter Plate) with a white statue contrast.</p>	Remove all photographs and set aside for possible re-siting
Lighting	All light fittings to be tight to the ceiling. – E Saunders.	
Skirting Boards / Architrave	To be painted white in keeping with the main entrance.	
Ceiling	To be painted white above the picture rail. Ceiling needs to be upgraded – see general schedule of works.	
Flooring	Existing Oak flooring to to be refurbished.	
Door	The main entrance door into existing parlour to be kept and re- painted but hung the other way to open against wall.	
Services	<p>All existing services to be removed – Note existing BSPTC office electrics to be retained and working.</p> <p>Note – existing CCTV system to roof to be retained – ensure power and all cabling to be retained.</p>	

	Electrics to be specialist layout for functions with Wi-Fi and built in display projector.	
Furniture	All new furniture to be contemporary. (BSPTC to supply)	To be sourced by BSPTC Danielle Dunn not part of contract.
Other	<p>As this room will be available for hire for meetings and 'Corporate away days' a ceiling projector and wall screen must be added to the end wall by the entrance door</p> <p>Dais to be removed so that the room is the same level throughout</p> <p>Make good the fan in the room.</p>	

Tender Issue

Disabled WC – GF4		
Specific Area / Location	Works Required	Comments
Windows	To be renovated appropriately with opaque glass	
Walls	To be part tiled up to 1.5m from floor level in 75 x 100mm bevelled white tiles.	
Lighting	E. Saunders to undertake design and works	
Skirting Boards / Architrave	To be painted white in keeping with all others	
Ceiling	To be decorated appropriately in white emulsion matt finish	
Flooring	Wet areas to have 'Altro' style flooring to be installed – type and colour to be agreed. Floor to be prepared for Altro flooring of similar sort to be laid over existing structural floor, turned up walls to allow wash downs.	
Door	Panel entrance door to match existing doors – with suitable paint in	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling retained. All plumbing to be assessed and replaced as appropriate. All hot and cold water to fittings as required.	
Furniture	Full Doc M pack to be installed with all appropriate fittings and fixtures.	
Other		

Unit 1 - GF5		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work. – E Saunders	
Skirting Boards / Architrave	All to be painted with white satin paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of floor to be made good. Existing floors to be refurbished to enable carpet to be installed. Carpet as part of separate contract.	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling to be retained. New electric heating, power and lighting to be provided by nominated sub-contractor.	
Furniture	None	
Other	None	

Unit 1 – GF6		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of floor to be made good. Existing floors to be refurbished to enable carpet to be installed. Carpet as part of separate contract.	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling to be retained. Existing to be removed. New electric heating, power and lighting to be provided by nominated sub-contractor.	
Furniture	None	
Other	None	

Mayors Parlour – FF1 & Tea 1

Specific Area / Location	Works Required	Comments
Windows	Shutters – to establish if they are still in place – if so then to be renovated in line with the GF shutters – if not in place then DO NOT REPLACE Tea room 1 window to be decorated appropriately	
Walls	Hidden door to remain blocked up Walls to be painted using Dulux Heritage Paint (colour -Heritage Green Oxide) Dado rails, coving, door frames etc. to be painted with Dulux Heritage paint (colour Heritage China White) Tea room 1 to have tiles around the worktops and painted in a satin / eggshell to allow cleaning and maintenance – colour to compliment the Parlour	
Lighting	All lighting to be designed and installed by E. Saunders.	
Skirting Boards / Architrave	Decorated in line with other rooms on GF – white satin	
Ceiling	Coving to be added to keep in line with other rooms. Ceiling needs to be upgraded – see general schedule of works. Lighting – Small Chandelier (not part of contract) Ceiling of Tea room 1 to be painted white.	Coving to be painted in line with room
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. Existing floors to be refurbished to enable wooden floor to be laid or light carpet / vinyl to be installed. Carpet as part of separate contract.	

	To be carpeted - D Dunn to source options for approval Tea room 1 to be Altro flooring	
Door	Entrance door to be renovated in line with all other doors Right side door to small room to be closed and a new opening to installed from hall way to form Tea room 1	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling to be retained. Radiators to be replaced by modern less intrusive ones _ RBC LTD. to advise and source for approval Appropriate plumbing to be placed in the Tea room 1	
Furniture	Re-cycle some of the tables from the Council Chamber GF3 if appropriate Basic kitchen cupboards floor standing to be installed for storage in kitchenette. Allowance in PC sums for fit out	
Other	Fire Place – original fireplace from basement to be brought up installed and painted.	Cast Iron Fireplace from GF to be re-sited to FF1

Men's & Ladies WC - FF		
Specific Area / Location	Works Required	Comments
Windows	Ladies toilet window to be renovated and decorated appropriately No window in the men's toilet	
Walls	Both toilets to be tiled to 1.5m with 75mm x 150mm bevelled white tiles	
Lighting	Appropriate low-cost lighting to be fitted in both	
Skirting Boards / Architrave	To be decorated appropriately no skirting as Altro floor	
Ceiling	To be decorated appropriately in white	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. Existing floors to be refurbished to enable Altro flooring to be laid to make cleaning and maintenance easy	
Door	All doors to be replaced to match the panel doors downstairs	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. New electric heating, power and lighting to be provided by nominated sub-contractor. All plumbing to be assessed and replaced if appropriate.	
Furniture	Normal low cost white sanitary ware – to be included if the existing is not in an appropriate condition	
Other		

Room FF2		
Specific Area / Location	Works Required	Comments
Windows	Shutters – to establish if they are still in place – if so then to be renovated in line with the GF shutters – if not in place then DO NOT REPLACE	
Walls	To be prepared and painted in agreed colour.	
Lighting	Appropriate lighting to be selected to maximise hire	
Skirting Boards / Architrave	To be prepared and painted in line with others - white	
Ceiling	Coving to be prepared and decorated in line with others and in areas where this is missing – look to match and replace to complete continuity	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. Existing floors to be refurbished to enable wooden floor to be laid or light carpet / vinyl to be installed. Carpet as part of separate contract.	
Door	Doorway to corridor and access to the toilets - to be in keeping with other doors	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. New electric heating, power and lighting to be provided by nominated sub-contractor.	
Furniture		
Other		

Princess Victoria's Bedroom – FF3

Specific Area / Location	Works Required	Comments
Windows	Shutters – to establish if they are still in place – if so then to be renovated in line with the GF shutters – if not in place then DO NOT REPLACE	
Walls	Remove all partition walls to make one big room for rental Walls to be decorated in a heritage colour – alcoves to be made a feature of	
Lighting	Appropriate lighting to be selected to maximise hire	
Skirting Boards / Architrave	To be prepared and painted in line with others - white	
Ceiling	Retain coving and ensure that this is continuous	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. Existing floors to be refurbished to enable wooden floor to be laid or light carpet / vinyl to be installed. Carpet as part of separate contract.	
Door	Doorway to landing to be in keeping with the all other doors	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. New electric heating, power and lighting to be provided by nominated sub-contractor.	
Furniture		
Other		

Room – FF4		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. Existing floors to be refurbished to enable wooden floor to be laid or light carpet / vinyl to be installed. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. New electric heating, power and lighting to be provided by nominated sub-contractor.	
Furniture	None	
Other	None	

Room - FF5		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling retained. New electric heating, power and lighting to be provided by nominated sub-contractor. All plumbing to be assessed and replaced if appropriate. Radiators to be appropriate for room size IT provision to be installed – i.e. phone lines etc	

Furniture	None	
Other	None	

Tender Issue

Room – FF6		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working.	
Furniture	None	
Other	None	

Room - FF7		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working.	
Furniture	None	
Other	None	

Room - SF1		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working.	
Furniture	None	
Other	None	

Room – SF2		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good.	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling retained.	
Furniture	None	
Other	None	

Room – SF3		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	Existing damaged ceiling to be repaired. To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working.	
Furniture	None	
Other	None	

Room – SF4		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling retained.	
Furniture	None	
Other	None	

Room – SF5		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish.	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling retained.	
Furniture	None	
Other	None	

Room – SF6		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces.	
Lighting	To form part of lighting design package with appropriate lux levels for general office work.	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling retained.	
Furniture	None	
Other		

Room – SF WC		
Specific Area / Location	Works Required	Comments
Windows	Painted with white gloss paint, ensure opening windows remain openable.	
Walls	To be painted with white emulsion after repairs and making good to wall surfaces. Existing wooden wall to WC compartment to be retained and painted in white satin coat paint.	
Lighting	To form part of lighting design package by E Saunders	
Skirting Boards / Architrave	All to be painted with white gloss paint as before	
Ceiling	To be painted white matt finish	
Flooring	All floors to be inspected and existing floor covering to be removed and disposed of. Floor to be made good. To be carpeted as part of separate contract	
Door	To be retained and repainted, overhaul hardware	
Services	All existing services to be removed – Note existing BSPTC office electrics to be retained and working. Note – existing CCTV system to roof to be retained – ensure power and all cabling retained.	
Furniture	None	
Other	None	