

**SPECIFICATION  
OF  
WORK**

**Johnson Gillies Limited  
Former HMS Essex  
135 Ness Road  
Essex  
SS3 9ES**

**SPECIFICATION  
FOR  
ROOFING & ASSOCIATED WORKS**

**TO  
LEIGH COMMUNITY CENTRE  
71-73 ELM ROAD  
LEIGH-ON-SEA  
ESSEX  
SS9 1SP**

**FOR  
LEIGH TOWN COUNCIL  
71-73 ELM ROAD  
LEIGH-ON-SEA  
ESSEX  
SS9 1SP**

**LEIGH COMMUNITY CENTRE  
71-73 ELM ROAD  
LEIGH-ON-SEA  
ESSEX  
SS9 1SP**

10067/ZM

June 2018

Revision D

**PRELIMINARIES**  
**&**  
**CONTRACT PARTICULARS**

## **PRELIMINARIES & CONTRACT PARTICULARS**

### **PROJECT**

The project involves roofing and associated works generally comprising the following:

- Replacement of lantern lights
- Re-covering flat roof with a proprietary system
- Re-slating of two main roof slopes including new felt, battens, insulation and slates
- New fascia boards, soffits, rainwater goods and snow guards
- Decoration of fascia boards and soffits
- Lightening conductor

### **ADDRESS OF PROPERTY**

Leigh Community Centre  
71-73 Elm Road  
Leigh-on-Sea  
Essex  
SS9 1SP

### **NAMES OF PARTIES**

#### **THE EMPLOYER:-**

Leigh Town Council  
Leigh Community Centre  
71-73 Elm Road  
Leigh-on-Sea  
Essex  
SS9 1SP

#### **CONTRACT ADMINISTRATOR (CA) & PRINCIPAL DESIGNER (PD):-**

Johnson Gillies Limited

Former HMS Essex  
135 Ness Road  
Shoeburyness  
Essex  
SS3 9ES  
Tel: 01702 293413

#### **PRINCIPAL CONTRACTOR (PC) :-**

For the purposes of the CDM Regulations 2015 the Principal Contractor will be the main contractor tendering for these specified works.

June 2018  
Job Ref. No. 10067

| DESCRIPTION   | COST (£) |
|---|----------|
| <b>SITE/PROPERTY</b>  |          |
| Leigh Community Centre is a large detached commercial property located on Elm Road, Leigh-on-Sea.   |          |
| The property is built of loadbearing brickwork walls under a double pitched slate covered roofs.  |          |
| The building will be occupied and fully operational by Leigh Town Council during the period of the works.<br><br>The Town Council offices are in the building and also various rooms/areas are hired out to various local clubs/groups during the day and the evenings at weekdays and weekends.  |          |
| <b>TENDER DOCUMENTS</b>   |          |
| The tender documents issued are as follows:-  |          |
| Specifications:-<br><br>Johnson Gillies Limited specification 10067/ZM June 2018 – Revision C.  |          |
| Drawings –<br><br>Johnson Gillies Limited Drawings -<br><br>10067/T/01 – Roof Works<br><br>10067/E/T1 – Crash Deck and Studwork Wall Locations<br><br>10067/E/T2 – Roof Plan<br><br>THS Concepts Drawings –<br><br>1908/005 – Front & Side Elevations<br><br>1908/006 – Rear Elevation<br><br>Additional tender documentation includes –<br><br>Johnson Gillies Limited Photograph Schedule |          |
| The contractor is required to check the numbers of the pages of the specification, tender documents and the drawings numbered above and should he/she find any missing, duplicated, or indistinct pages or drawings he must inform the contract administrator at once.  |          |
| No unauthorised alteration or erasure to the text of the tender documents will be   |          |

| DESCRIPTION   | COST (£) |
|---|----------|
| permitted. Any tender containing such alteration or erasure may be rejected.  |          |
| <b>TENDER</b>   |          |
| Arrangements to visit the property are to be made with Mr Zach Milner of Johnson Gillies Ltd. Tel: 01702 293413, Email: <a href="mailto:zmilner@johnsongillies.co.uk">zmilner@johnsongillies.co.uk</a> .  |          |
| The contractor shall submit his proposals in the form described in these instructions.  |          |
| The Employer and/or their representatives offer no guarantee that the lowest or any tender submitted will be recommended for acceptance or be accepted.   |          |
| The Employer and/or their representatives will not be responsible for any costs incurred in the preparation of the tender.  |          |
| No liability will be admitted, nor claim allowed, in respect of errors in the tender submitted due to mistakes in the tender documents.   |          |
| The contractor must submit a conforming tender complying strictly with the tender documents.  |          |
| Pricing of items in the tender documents must include for all associated and ancillary works required to complete the works whether expressed or implied.   |          |
| The Contractor is advised to visit the site, ascertain the nature of the works to be undertaken and the condition under which the work will be carried out and any matters which may affect his Tender as no claims on the grounds of lack of knowledge will be entertained.  |          |
| The tendered sums will be regarded as a Lump Sum Tender.  |          |
| Should examination of a tender find errors of such magnitude which in the opinion of the Employer/contract administrator would result in the Contractor suffering serious financial loss, then the nature and amount of such error(s) will be communicated to the contractor and he will be asked to confirm in writing that he is prepared to abide by his tender or withdraw. |          |
| The Employer has the right to omit any part of the tender submission.   |          |
| The tender submitted must remain open for consideration (unless previously withdrawn) until 21 <sup>st</sup> September 2018 (60 days from the date of submission of tenders on 23 <sup>rd</sup> July 2018).   |          |

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| If the Contractor cannot tender for any part(s) of the work as defined in the tender documents he must inform the CA as soon as possible stating his reasons for his inability to tender.  |          |
| If quantities are included in the specification these must not be relied on to comply with the latest standard of method of measurement in use at the time of receipt of tenders. The quantities given will be indicative only. The contractor is to take his own measurements and calculate his own quantities. |          |
| <b>TENDER SUBMISSION</b>   |          |
| The Contractor is required to submit the following documents as part of his tender submission by the date and time stated in the tender letter.  |          |
| A) The Form of Tender, completed, signed and dated, consisting of a lump sum in respect of the whole works.  |          |
| B) Fully priced specification.   |          |
| C) E-mail copies of the completed Form of Tender will not be accepted.   |          |
| D) The completed Form of Tender must be submitted in the tender envelope provided.   |          |
| <b>CONDITION OF CONTRACT AND CONTRACT SPECIFICATION</b>  |          |
| The Conditions of Contract shall be as set out in the Contract Particulars and the Contract Specification shall be those specifications issued with the Tender Documentation.  |          |
| The Contractor is to state on his form of tender his contract period. It is intended that the work will commence subject to agreement.   |          |
| <b>FORM OF AGREEMENT AND CONDITIONS OF CONTRACT</b>  |          |
| The Form of Contract will be that issued by the Joint Contracts Tribunal and known as the JCT Minor Works Contract 2016.   |          |
| The Contractor shall allow such sums as he may deem necessary to cover the value of his obligations in complying with the Clauses contained therein, as set forth hereafter.   |          |
| <b>SCHEDULE OF RECITALS</b>  |          |
| 1 <sup>st</sup> The Employer wishes to have the following work carried out:<br>Roofing and associated works.   |          |

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|--|---|----------|
| 2 <sup>nd</sup>  | The drawings are numbered/listed in the specification.  |          |
| 3 <sup>rd</sup>  | The Contractor is to supply the Employer with a copy of the priced Contract Specification.      |          |
| 4 <sup>th</sup>  | Applicable  |          |
| 5 <sup>th</sup>  | Applicable  |          |
| 6 <sup>th</sup>  | The Framework agreement does not apply  |          |
| 7 <sup>th</sup>  | The Supplemental Provisions apply.  |          |
| <b>SCHEDULE OF ARTICLES</b>  |   |          |
| Article 1  | Contractor's obligations  |          |
| Article 2  | Contract Sum, exclusive of VAT to be inserted in words and figures.                             |          |
| Article 3  | Contract Administrator (CA) to be Johnson Gillies Limited. The word Architect is to be deleted. |          |
| Article 4  | The Principal Designer is to be the CA  |          |
| Article 5  | Principal Contractor: The main Contractor   |          |
| Article 6  | Adjudication  |          |
| Article 7  | Arbitration   |          |
| Article 8  | Legal proceedings   |          |
| <b>CONTRACT PARTICULARS</b>  |   |          |
| Fourth Recital & Schedule 2 - The base date is to be 10 days before the receipt of tenders.  |   |          |
| Fourth Recital & Clause 4.2 – Construction Industry Scheme (CIS) – The Employer at the base date is not a contractor for the purposes of the CIS |   |          |
| Fifth Recital - CDM Regulations – The project is notifiable.   |   |          |
| Sixth Recital – Framework agreement does not apply.  |   |          |
| Seventh Recital and Schedule 3   |   |          |

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| Collaborative working applies<br>Health & Safety applies<br>Cost Savings and value improvements applies<br>Sustainable development and environmental consideration applies<br>Performance indicators does not apply<br>Notification and negotiations of disputes applies; nominees to be agreed  |          |
| Article 7                      Arbitration applies   |          |
| Clause 2.2                      Date for commencement of the works to be agreed.   |          |
| Clause 2.2                      Date for Completion to be agreed.  |          |
| Clause 2.8                      Liquidated damages £2,750 per week.  |          |
| Clause 2.10                      6 months to be inserted.  |          |
| Clause 4.3                      The first Interim Valuation Date is to be agreed and thereafter at intervals of one month.   |          |
| Clause 4.3                      95% to be inserted.  |          |
| Clause 4.3                      97½ % to be inserted.  |          |
| Clauses 4.3 & 4.8              Contribution, levy and tax fluctuations – to be deleted.  |          |
| Clause 4.8.1                      3 Months to be inserted.   |          |
| Clause 5.3                      Contractors Insurance £10,000,000 to be inserted.  |          |
| Clauses 5.4A, 5.4B & 5.4C      Insurance of the works option 5.4C applies, (works and existing structures insurance by other means)  |          |
| Clauses 5.4A.1 & 5.4B              Percentage to cover professional fees not applicable.   |          |
| Clause 5.4C                      Insurance arrangements.<br><br>Leigh Town Council lease the building from the Landlord Southend Borough Council who insure it. The works cannot be insured on a 'joint names basis' with the appointed contractor. Therefore, the contractor will be responsible for insuring the works under their annual contract works insurance policy. |          |
| 7.2 & Schedule 1      Insert: The Royal Institution of Chartered Surveyors.  |          |



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| <p>Attestation      The contract is to be executed underhand; to be signed and witnessed by both the Employer (Town Clerk on behalf of the Council) and the Contractor.</p>  |          |
| <p><b>THE CONSTRUCTION (DESIGN &amp; MANAGEMENT) REGULATIONS 2015 (CDM REGS)</b></p>   |          |
| <p>The Construction (Design &amp; Management) Regulations 2015 (CDM Regulations) applies.</p>  |          |
| <p><b>THE CONSTRUCTION (HEALTH SAFETY AND WELFARE) REGULATIONS 2005</b></p>  |          |
| <p>The Contractor shall at all times comply with The Construction (Health Safety and Welfare) Regulations 2005.</p>  |          |
| <p><b>DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER</b></p>   |          |
| <p>After execution of the Contract, two copies of the specification (one priced and one un-priced) and two copies of all the drawings will be issued to the Contractor free of charge. Additional copies of the specification or drawings will be issued on request but will be charged to the contractor.</p>   |          |
| <p><b>PROGRAMME OF WORK</b></p>  |          |
| <p>Prior to commencing work on site the contractor is to prepare and submit a detailed programme of works and submit 2 copies to the Contract Administrator.</p>   |          |
| <p>The submission of the programme will not relieve the Contractor from his responsibility to apply in writing for instructions, drawings etc. in accordance with the Conditions of Contract.</p>  |          |
| <p>A copy of the programme is to be kept on site and progress recorded. If any circumstances arise which may affect the progress of the works proposals are to be put forward or action taken by the Contractor to minimise delay and recover lost time.</p>   |          |
| <p><b>FINANCE</b></p>  |          |
| <p>The Employer reserves the right to take up bank references and to inspect the Contractor's accounts in order to be satisfied about his financial stability.</p>   |          |
| <p>Under the Finance No 2 Act 2017 the Contractor will be required to satisfy the Employer before signing the Contract that his company is either a Limited Company or has a Certificate of Exemption from the Inland Revenue. The Contractor is also specifically reminded that it is his duty and responsibility to satisfy himself as to the exemption status of all Sub-Contractors, whether</p> |          |

| DESCRIPTION   | COST (£) |
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| nominated or otherwise.   |          |
| <b>WORKING HOURS</b>  |          |
| <p>Work is to be carried out between the hours of 8.00am to 5.00pm Monday to Friday and 8:00am and 1:00pm Saturday. No work is to be carried outside these hours or on Sundays or Bank Holidays.</p> <p>Due to the type of work being carried out and that the building is to be occupied, the contractor will need constant liaison with the Town Council's Facilities Manager. This may affect the exact times of work which can be undertaken during normal working hours.</p>     |          |
| <b>COMPLIANCE WITH SPECIFICATIONS/DRAWINGS</b>  |          |
| The works shall be carried out in accordance with this specification, drawings and all other contract documentation.  |          |
| The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the contract administrator any critical dimensions required but not given on the drawings.   |          |
| <p>All dimensions, levels and information given in the drawings or elsewhere in the Contract Documents are to be checked physically on site by the contractor before carrying out the work. The Contractor shall report any discrepancies to the Contract Administrator immediately.</p> <p>The Contractor will be required to rectify at his own expense any works carried out where dimensions/measurements were not physically checked and found subsequently to be incorrect.</p> |          |
| <b>DEFINITIONS</b>  |          |
| The Contract Administrator (CA) means the authorised representative of Johnson Gillies Limited.   |          |
| Where the words "as described/previously described" occur in any description of works then the full description included elsewhere in the contract specifications shall apply.  |          |
| <p>Where the words "or similar approved" occur in any description of the works this shall mean a material/supplier/manufacture that is similar to that specified and to prior approval of the Contract Administrator.</p> <p>The contractor is to provide the Contract Administrator with all necessary documentation describing the similar material etc. at least 5 working days before incorporating the material into the works. Failure to comply may result in the</p>          |          |

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| contractor replacing the material at his own expense.   |          |
| “Fix only” means the contractor is to allow and provide all labour in unloading, handling, storage, protection and fixing in position, including the use of all of items/materials supplied by others, including the use of all necessary tools, plant and equipment and for all necessary fixings, adhesive, sealants etc. to ensure the material/item is fit for purpose.   |          |
| <p>“Supply and lay/fix/install” or “provide and lay/fix/install” means the contractor is to allow for ordering, obtaining/purchasing all specified items/materials and provide all labour in unloading, handling, storage, protection and laying/fixing/installing in position all specified items/materials, including the use of all necessary tools, plant and equipment and for all necessary fixings, adhesive, sealants etc. to ensure the material/item is fit for purpose.</p> <p>Unless otherwise stated all items specified or shown on the drawings and schedules are to be supplied and fixed in position.</p>  |          |
| <p>“Supplied by Client/client supplied item(s)” means the materials or item will be purchased and supplied to site by the client for subsequent fixing/installation by the Contractor. The Contractor is to request in writing at commencement of the Contract the latest date by which he will require delivery of the materials/item(s). The Contractor is to allow for taking possession of the client supplied materials/item, checking its condition/contents, handling, protection, storage and fixing in position, including the use of all necessary tools, plant and equipment.</p> <p>Once the Contractor takes possession of the client supplied material/item and has checked its condition/contents he will be responsible for the material/item including replacing the item free of charge for any damage caused whilst in his possession.</p> |          |
| “Renew” means taking or cutting out existing item, supplying and fixing new item to match existing, including all fitting in, piecing in and any other preparatory work. Items shall be renewed on a like for like basis.   |          |
| Where materials are described to be “removed and set aside for re-fixing” the Contractor shall take all care to reduce the risk of damage in removal, protection, storage and re-fixing and shall replace any damaged or defective work or missing parts at his own expense.  |          |
| An area specified to be “patched” shall be deemed to refer to a net area not exceeding 1m <sup>2</sup> unless otherwise described.  |          |

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| <p><b>QUALITY STANDARDS/CONTROL</b></p> <p>A high standard of finish is required in respect of all works whether visible or not.</p> <p>The works shall comply with all relevant British Standards and Codes of Practice as amended and current at the time of the date for receipt of tenders.</p> <p>All work is to be carried out in accordance with good building practice and in accordance with BS 8000 'Workmanship on building sites'</p> <p>All products are to be new unless otherwise specified. Any products which have a limited shelf life and are out of date will not be permitted to be used.</p> <p>All products are to be stored, protected, installed and fixed in accordance with the manufacturer's current written instructions. Submit copies to the CA when requested.</p> <p>The Contractor is to check all deliveries, tickets, labels, identification marks and where appropriate the products themselves to ensure that all components comply with the requirements of the specification.</p> <p>The Contractor is to retain copies of instructions and guarantees delivered with components and equipment (failing which, obtain) and register with manufacturer as necessary and hand over in a file to the CA on or before Practical Completion.</p> <p>It is the Contractors responsibility to order the correct quantities of materials to ensure that shortages do not cause delay of the works.</p> <p>Where an approval of a product is specified the requirement for approvals relates to a sample of the product and not to the product as used in the works. Submit a sample to the CA for approval. Do not confirm orders or use the product until approval has been obtained. Retain approved sample. Ensure that the product used in the works matches the approved sample.</p> <p>Where a sample of finished work is specified for approval, obtain approval of the stated characteristics of the approved sample before proceeding with the works. Retain the approved sample until they are no longer required and dispose off site.</p> |          |
| <p><b>STATUTORY REQUIREMENTS</b></p> <p>The contractor shall comply with Statutory Requirements and all Local by-laws that apply to the work.</p>  |          |

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| <p><b>MANAGEMENT OF THE WORKS</b></p> <p>Contractors must be a member of the 'Considerate Constructors Scheme' and must adhere to the current 'code of considerate practice'. The CA will require documentation of the Contractors membership of the scheme.</p> <p>The contractor is to co-operate as fully as possible with the residents and the security of the property should not be compromised. All contractors/sub-contractors and their employees must book in and out with the contractor on arrival and departure each day.</p> <p>The contractor shall employ on site a competent Foreman/Contract Manager at all times to oversee and manage the works. The Contractor shall not change the Foreman/Contract Manager without written consent of the CA, such consent shall not be unreasonably withheld.</p> <p>The Foreman/Contract Manager shall be provided with a mobile phone.</p> <p>The Contract Administrator shall be supplied with the mobile phone number of the Foreman/Contract Manager prior to commencement of the works on site.</p> <p>The Employer is to be supplied with an out of hours emergency contact number of the Contractor prior to commencement of works on site.</p> <p>Prior to signing the contract, the contractor is to supply to the Contract Administrator details of all insurance policies required under the terms of the Contract.</p> <p>If any event occurs, which may give rise to any insurance claim or proceeding in respect of loss or damage to the works or injury or damage to persons or property arising out of the works, forthwith give notice in writing to the Employer, the Contract Administrator and Insurers. Indemnify the Employer against any loss, which may be caused by failure to give such notice.</p> <p>If overtime is to be worked, but this should only be as an emergency, the contractor is to give the Contract Administrator not less than 5 days' notice, specifying times, types, and locations of work to be carried out. Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractors expense.</p> <p>Extensions of time – When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must</p> |          |

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| <p>also be given of all other causes which apply concurrently. The Contractor shall, as soon as possible, submit to the CA:-</p> <ul style="list-style-type: none"> <li>- Relevant particulars of the expected effects, if appropriate related to the concurrent causes,</li> <li>- An estimate of the extent, if any, of the expected delay in the completion of the works beyond the Date for Completion, and</li> <li>- All other relevant information required by the CA.</li> </ul> <p>Any application for an extension of time in respect of direct loss and expense must be made as soon as practicable and with (or to be followed by) the requisite supporting information so as to afford the CA the opportunity to issue instructions designed (according to circumstances) to minimise or avoid that loss and/or expense.</p> <p><b>SUPERVISION/INSPECTION</b></p> <p>In addition to the constant management and supervision of the works by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors.</p> <p>Provide at all reasonable times access for inspection of the works by the CA.</p> <p>Any defects in the existing construction must be reported to the CA without delay for further instructions.</p> <p>Give the CA at least 5 working days notices before removing scaffolding.</p> <p>Agree times and dates of any tests with the CA to enable the CA and other interested parties to be present.</p> <p>The Contractor is to hand over to the CA all test and completion certificates prior to practical completion.</p> <p>Where work or materials are not in accordance with the contract documents and to the satisfaction of the CA, they shall be rectified at the Contractors own expense.</p> <p><b>COST CONTROL</b></p> <p>Prior to commencement of the works on site the Contractor is to provide to the CA/Employer a schedule of predicted amounts of the monthly valuations.</p> |          |

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| <p>At least 3 days before the end of each established period for interim valuations the Contractor is to submit to the CA details of amounts due under the contract together with all necessary supporting information.</p> <p>The Contractor is as far as possible to submit a price to the CA for any additional instructed works prior to these works being undertaken. Any additional works not priced prior to them works being undertaken, may not be certified for payment by the CA.</p> <p>Dayworks will not be permitted unless agreed in writing by the CA.</p> <p>The Contractor is to give reasonable notice to the CA of the commencement of works for which daywork vouchers are to be submitted. Before submission of the vouchers each voucher must be:-</p> <ul style="list-style-type: none"> <li>- Referenced to the instruction under which the work is authorised, and</li> <li>- Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant, tools and materials used.</li> </ul> <p><b>OPERATIVES</b></p> <p>All work shall be undertaken in a proper workmanlike manner by accredited trade's people who are competent and skilled at the trade described.</p> <p>The Contractor warrants that he has the experience, resources and capability to execute the contract.</p> <p>The Contractor's own domestic Sub-Contractors shall be approved by the Contract Administrator.</p> <p><b>USE OF THE SITE/PROPERTY</b></p> <p>The Contractor shall work within the site and shall not permit his workmen to trespass onto adjoining property nor in areas within the building not directly associated with the work or specified as out of bounds.</p> <p>The contractor shall provide dust sheets and any other necessary protection as specified to protect all existing property, floors, fittings and effects from being spoiled by the works or the consequences of the works. All damage caused by installing and removing protection shall be made good.</p> <p>The contractor while working on the site shall be responsible for the safe keeping of all items in the building and shall keep these protected and free from damage.</p> <p>The Contractor shall allow for making good any damage caused to the</p> |          |

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| <p>property by his works and for cleaning up after his works.</p> <p>The Contractor is to protect the adjoining properties, including but not limited to boundary walls/fences from damage throughout the contract period. Any damage is to be immediately notified to the contract administrator. Any damage caused by the works is to be made good at the contractor's own expense.</p> <p>The Contractor shall make good all surfaces disturbed to match existing surfaces and/or adjacent surfaces.</p> <p>The Contractor at his own expense shall make good all damage including damage to existing services caused by or due to the works.</p> <p>Clear away all rubbish and debris on a daily basis. Leave the site and works clean and tidy. There is no space on the site for the location of a rubbish skip.</p> <p>The space on site for storage of bulk materials is to be agreed with the Town Council but generally all materials are to be brought to site in small loads as and when necessary.</p> <p>Access to the roof will be via the scaffolding. Access using the main stairs is only permitted to access the flat roof.</p> <p>No alcohol will be permitted to be drunk on site.</p> <p><b>PARKING</b></p> <p>There is no parking on the site. The Contractor is to make his own arrangement to park all vehicles off site for the duration of the contract at his own expense.</p> <p>There is a public pay and display carpark to the rear of the building.</p> <p><b>EXISTING MAINS SERVICES</b></p> <p>The Contractors attention is drawn to the fact that there are existing services present on over or under the site. The contractor is to allow for making all necessary enquiries with the Utility Companies with regard to the location of services. The contractor is to allow for all costs in locating, protecting and maintaining all pipes, ducts, cables, wires, drains, sewers etc. Any damaged caused to any services due to the works shall be made good at the Contractors own expense.</p> |          |



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| <p><b>DELIVERY &amp; STORAGE OF MATERIALS</b></p> <p>Large and heavy deliveries by lorry must be undertaken from Elm Road. Then moved by hoist or manhandled into position.</p> <p>The space on site for storage of bulk materials is to be agreed with the Town Council but generally all materials are to be brought to site in small loads as and when necessary.</p> <p>The scaffolding shall not be used for the storage of materials unless it has been specifically designed for such use.</p> <p><b>TEMPORARY BUILDINGS AND WELFARE FACILITIES</b></p> <p>The Contractor is to provide all temporary welfare facilities for use by his operatives and all sub-contractors.</p> <p>The Contractor is to provide all temporary sanitary facilities for use by his operatives and all sub-contractors. It is assumed that these will need to be located at the rear of the building. The exact location of the temporary sanitary facilities is to be agreed on site with the CA/Town Council.</p> <p>The temporary sanitary and welfare facilities must be kept clean at all times.</p> <p>Provision is to be made for temporary water supplies to the sanitary and welfare facilities.</p> <p>A first aid box is to be provided and distinctively marked and in charge of a responsible person. The first aid box is to be kept in an area accessible by any worker and all operatives to be made aware of the location.</p> <p><b>SECURITY</b></p> <p>Safeguard the works, the site, any access thereto, and materials and plant against damage and theft at all times.</p> <p>The contractor is to take all reasonable precautions to prevent unauthorised access during out of work hours.</p> <p>The scaffolding is to be alarmed to detect unauthorised access and be linked to a 24-hour manned security station.</p> <p>The contractor is to co-operate as fully as possible with the Town Council and the security of the property should not be compromised. All operatives and sub-contractors must book in and out with the contractor on arrival and</p> |          |

| DESCRIPTION   | COST (£) |
|---|----------|
| <p>departure each day.</p> <p><b>WATER FOR THE WORKS</b></p> <p>All water for the works is to be clean and uncontaminated. If other than mains supply is proposed provide evidence of suitability. Test to BS EN 1008 if instructed.</p> <p>The contractor is to arrange for water for the works with Essex &amp; Suffolk Water and pay for all connection and disconnection charges, for all water used and all other charges.</p> <p>The Contractor is to arrange and pay for all temporary supplies.</p> <p><b>LIGHTING &amp; POWER FOR THE WORKS</b></p> <p>The Contractor is to arrange for lighting and power for the works. The existing buildings supplies can be used free of charge.</p> <p><b>CROSSOVER AND HARD STANDINGS</b></p> <p>Provide and maintain all necessary hard standings and crossings on or to the site and maintain access to the existing and adjoining properties at all times. Clear away on completion and make good disturbed to match existing. Any damage caused by the contractor to the pavements, roads, drive, kerbs, verges, crossings and street furniture shall be made good to the satisfaction of the local authority at his own expense.</p> <p>It is advised that the contractor makes a photographic record of the condition of the pavements, roads, drives, kerbs, verges and crossings prior to commencing the works at the property and submit a copy to the CA.</p> <p>Provide all necessary temporary barriers, fences, signs, notices, lights etc.</p> <p><b>MAINTENANCE OF PUBLIC AND PRIVATE ROADS</b></p> <p>Maintain and keep clean all public and private roads, paved areas, footpaths, kerbs and the like in the vicinity of the site which are used by any traffic in connection with the contract works.</p> <p><b>STABILITY OF EXISTING BUILDINGS</b></p> <p>The Contractor shall be responsible for the stability of the existing structures on the site that may be affected by his works.</p> <p>The Contractor shall provide and maintain during the execution of the works all shoring, needling, planking and strutting and other temporary supports necessary and shall take all other measures and precautions to preserve the safety and stability of the existing structures and neighbouring</p> |          |

| DESCRIPTION  | COST (£) |
|--|----------|
| <p>structures.</p> <p>Allow to provide temporary structural support to all openings in the fabric of the building.</p> <p><b>SERVICES GENERALLY</b></p> <p>Maintain, alter adapt and move all temporary services as necessary. Remove when no longer required and make good.</p> <p>The Contractor should make adequate provision for services including unobstructed routes and fixings. Wherever possible ducts, chases, and holes are to be formed during construction rather than cut.</p> <p><b>PUBLIC AND PRIVATE SERVICES</b></p> <p>Protect, uphold and maintain all pipes, ducts, sewers, drains, service mains, underground and overhead cables, and the like during the execution of the works.</p> <p>The Contractor shall make good at his own expense all damage to services which are due to any circumstance within his control.</p> <p><b>TEMPORARY WORKS, SCAFFOLDING ETC.</b></p> <p>The scaffolding contractors are to be members of the National Access &amp; Scaffolding Confederation (NASC).</p> <p>Provide and maintain all necessary temporary scaffolding roof, netting, fencing, hoarding, fans, planked footways, guard rails, cover boards and the like, and any lighting for the protection of persons and to comply with Statutory requirements.</p> <p>All scaffolding must comply in all respects with the Safety Regulations and must conform with the requirements of BS EN 12811, Part 1,2003 and must be inspected before use, after adverse weather conditions and at least once a week; records of such inspections being kept in Register F91-Part 1. All records of inspection should be kept on site and made available for inspection by CA /PD. The scaffolding should be tagged at access to first lift giving evidence of when the scaffolding was last inspected.</p> <p>Only independently tied scaffolding is permitted. Drilling of existing walls etc. for Hilti or similar ties will be permitted subject to agreement with the CA. All tie holes are to be made good on completion of the works. Putlog scaffolding is not permitted.</p> <p>The scaffolding is to be alarmed and provided with a telephone link a</p> |          |

| DESCRIPTION  | COST (£) |
|--|----------|
| <p>security company base station to deter unauthorised access.</p> <p>Access ladders must be removed from site at the end of each working day or chained and padlocked to the scaffolding above first floor lift.</p> <p>Care should be taken when erecting scaffolding not to a) block manholes, services, or similar access points within the footpath or road, b) Entrances into the building and c) Fire exits.</p> <p>Existing railings or front entrance portico should not be used to brace, tie or support any scaffolding.</p> <p>The Contractor is to provide an emergency number for the scaffolding sub-contractor to the Employer and Contract Administrator for use in an emergency.</p> <p><b>NOISE CONTROL</b></p> <p>The Contractor shall comply with all statutory requirements relating to control of noise. All mechanical plant shall be properly silenced and shall be operated only when necessary.</p> <p>The Contractor shall take all reasonable steps at his own expense to minimise nuisance by noise.</p> <p>The use of all radios or other audio devices will be prohibited.</p> <p><b>POLLUTION</b></p> <p>Take all reasonable precautions to prevent pollution of the site, works and general environment. If pollution occurs inform the appropriate authorities and CA without delay and provide them with all necessary documentation.</p> <p><b>NUISANCE</b></p> <p>Take all necessary precautions to prevent nuisance to the Town Council and occupiers of the building, adjoining owners and general public from water, smoke, dust, rubbish, noise, vehicles and other causes</p> <p><b>FIRE</b></p> <p>Take all necessary precautions to prevent loss, damage or injury from fire. Include for providing appropriate fire extinguishers.</p> <p>All fire escape routes, doors, stairs etc. are to be kept clear at all times</p> <p>The contractor is to formulate and maintain a written fire escape plan prior</p> |          |

| DESCRIPTION   | COST (£) |
|---|----------|
| <p>to commencement of works on site and supply the CA and the Town Council with a copy.</p> <p>Smoking will not be permitted inside the property or on the roof. Operatives will not be permitted to congregate on the pavement outside the property to smoke.</p> <p>No bonfires will be permitted on site.</p> <p><b>PROTECTING FROM INCLEMENT WEATHER AND BUILDING OPERATIONS</b></p> <p>Provide for carefully covering up and protecting the works and the property generally or any adjoining property exposed by these works from inclement weather or from the effects of any building operation.</p> <p>Prevent work from becoming wet or damp where this may cause damage.</p> <p><b>WASTE DISPOSAL</b></p> <p>The Contractor is to provide for removing all waste materials, rubbish and debris (including all sub-contractor/nominated sub-contractors waste and rubbish) from site, both as it accumulates from time to time and on completion.</p> <p>All waste materials, rubbish and debris shall be bagged up and removed from site on a daily basis. Waste materials, rubbish and debris will not be allowed to accumulate on the roof or within the grounds of the property.</p> <p>Waste materials, rubbish and debris must not be allowed to accumulate on the scaffolding so as to cause undue loading, safety of the scaffolding or waste to be blown about during windy weather.</p> <p>Ensure that all non-hazardous material is disposed of at a tip approved by a Waste Regulation Authority.</p> <p>Hazardous materials and their containers are to be removed from site on a regular basis and disposed of at a tip approved by a Waste Regulation Authority in accordance with relevant regulations.</p> <p>Retain all waste transfer documentation on site.</p> |          |

| DESCRIPTION  | COST (£) |
|--|----------|
| <p><b>ASBESTOS</b></p> <p>The contractor is to ascertain if any materials are suspected to contain asbestos prior to undertaking any work on them. Any suspect asbestos containing materials shall be reported to the contract administrator immediately for further instructions.</p> <p>All asbestos works shall be carried out by a registered asbestos contractor and carried out strictly in compliance with the Control of Asbestos Regulations 2012.</p><br><p><b>CLEANING THE WORKS AND SITE</b></p> <p>The Contractors is to provide for cleaning the works and the areas of operation and existing work marked by his operations and removing stains and touching up paintwork and leaving the whole of the works and site clean and tidy during the course of the works and on completion to the satisfaction of the Contract Administrator.</p> <p><b>NOTICE BOARDS AND ADVERTISING</b></p> <p>The Contractor shall not erect any name board or advertisement and the same will not be allowed on any hoarding, scaffolding or other apparatus without written approval of the Town Council/CA.</p> <p><b>FACILITIES FOR SUB-CONTRACTORS</b></p> <p>The Contractor is to ascertain and provide all facilities and attendance required by the Sub-Contractors whether nominated or otherwise and make full allowance in his tender for making such provision.</p> |          |

## **WORKMANSHIP & MATERIALS**

## **ROOF SLATING**

### **PROTECTION**

The Contractor is to allow for temporary weather protection during the works to the roof. The building must remain weather tight as far as practicable during the whole period of the works. On completion all temporary weather protection must be removed and all works and items disturbed made good to match the existing.

### **SLATES**

Replacement slates must be natural slates and match the existing in all respects.

The colour of replacement slates must match the existing.

The slates are to be fixed in accordance with BS 5534 Code of Practice for slating & tiling and BS 8000 Workmanship on building sites: Part 6, Code of Practice for slating and tiling of roofs and claddings.

Each slate shall be twice nailed (nails to comply with BS 1202 Specification for Nails) to each batten a minimum of 25 mm from the edge of the slate with composition nails a minimum of 35 mm long.

Verges shall be formed with a slate under cloak with a projection of between 50 and 75 mm and shall be bedded and pointed in cement mortar.

Lead soakers shall be used on all side abutments together with flashings to match existing.

Lead apron flashings shall be used for top edge abutments.

Eaves shall be formed with a double course of slates head nailed and shall overhang eaves gutters or parapet gutter between 38 and 50 mm.

Ridges, hips and valleys shall be formed with lead covings.

### **BATTENS**

Battens shall be 38 mm x 19 mm sawn softwood pressure impregnated to BS EN 1313-1:1997 and shall be spaced to the gauge required and nailed to each rafter with composition nails a minimum of 70 mm long.

### **ROOFING MEMBRANE**

Rhinovent Pro Breathable Membrane or similar approved shall be laid over the rafters before fixing the battens.



The membrane is to be installed in accordance with the manufacturers written instructions.

Laps –minimum 150mm horizontal lap.

## **SNOW GUARDS**

Snow guards to comply with BS EN 12200 / BS EN 607 and be supplied by Samac or similar approved supplier.

Samac Fixings Limited, 2-4 Capitol Industrial Centre, Fulmar Way, Wickford, Essex. SS11 8YW. Telephone: 01268 764 488. Email: [sales@samacfixings.co.uk](mailto:sales@samacfixings.co.uk)

## **Submittals**

Submit manufacturer's product data and installation instructions to CA before installation.

## **Delivery, storage & handling**

Materials and products to be delivered in unopened factory labelled packages. Store and handle in strict compliance with manufacturer's instructions and recommendations. Protect from damage.

## **Installation**

Comply with manufacturer's installation instructions. Use manufacturer's recommended installation materials and installation tools. Attach snow guards securely. Brackets should be fitted at 800mm centres using 2 x 1 1/2 Roundhead galvanised screws. Clean adjacent surfaces after installation.

## **LIGHTNING CONDUCTORS**

### **Specialists**

The lightning conductor specialists to be a member of the Association of Technical Lightning Access Specialists (ATLAS).

### **Design**

The design and installation of the lightning conductor(s) to be in accordance with IEC/BS EN 62305: 2006 – Protection against lightning.

Part 1: General principles

Part 2: Risk management

Part 3: Physical damage to structures and life hazard

Part 4: Electrical and electronic systems within buildings.

IEC/BS EN 62561 series - Lightning protection system components are fit for purpose by performance testing.

The system is to allow and include for all air terminals, down conductors and ground terminations.

### **Completion**

On completion of the installation the specialist contractor shall provide to the CA all appropriate certification of the installation and requirements for maintenance and inspection of the system.

## **RAINWATER GOODS**

### **EAVES GUTTERS AND DOWNPIPES**

Eaves gutters are to be uPVC 110mm half round profile with 68mm diameter downpipes, complying in all respects with the requirements of BS 4576 and shall, where appropriate bear the British Standard Kitemark, manufactured to BS 4576.

The minimum acceptable wall thickness of gutter shall be 2.20mm. the minimum acceptable wall thickness of rainwater pipe shall be 1.80mm. Pipe support brackets must be adequate to screen expansion gaps.

The pipe and gutter shall be colour black, to BS 5252:1976 10.A.07 unless otherwise agreed with CA and Town Council.

### **WORKMANSHIP**

Gutter connecting fittings shall incorporate provision for fixing to fascia boards, rafters or brickwork such that the fixing screws shall not be in contact with the inner surface of the gutter and shall have provision for expansion of the gutter clearly marking in the fitting.

All rainwater systems shall be installed in accordance with the manufacturers installation guide.

Gutters shall be supported on support brackets at one metre maximum centres.

Gutters shall be installed to accommodate thermal movement. Expansion joints shall be provided at maximum 4 metre centres.

Screws for fixing shall be roundheaded or countersunk as appropriate to the fittings concerned and long enough to make full use of the thickness of traditional 25mm nominal softwood fascia. They shall have a rustproof finish. When fixing to other fascias, fastenings of equivalent holding power shall be used.

## **WOODWORK**

## **COMPLIANCE WITH SPECIFICATIONS**

The works shall be carried out in accordance with the specification and all other relevant specifications and drawings.

## **DEFECTIVE WORKMANSHIP**

Any work which does not comply with this specification shall be rejected and made good to the satisfaction of the Contract Administrator.

## **APPROVAL**

The works shall be to the satisfaction of the Contract Administrator and if applicable to the satisfaction of the Local Authority and/or any Statutory Approving Authority.

## **MATERIALS**

### **Timber**

All timber shall be well seasoned, bright, sound, cut square and straight grained and shall be free from discoloured sapwood, wane, shakes, dry, loose or dead knots, or any other defects which will render it unsuitable for its intended use.

Timber for carpenter's work shall be in accordance with BS 4978, BS4471 and CP 112 and shall have a moisture content of not more than 20% and not less than 15% of the dry weight at the time of fixing. The timber for structural use shall be graded in accordance with BS 4978.

Timber for joiner's work shall be in accordance with BS 1186 part 1 Class 1S for hardwood and clear finished softwood, and Class 2 for softwood which is not concealed. Timber shall be used in accordance with the uses permitted in tables A & B. Timber for flooring shall be graded and sized in accordance with BS 1297 and shall be in accordance with CP 201 Part 2.

### **Plywood**

Plywood shall be in accordance with BS EN 636

### **Wood Chipboard**

Wood chipboard shall be in accordance with BS 5669.

### **Orientated Strand Board (OSB)**

Orientated strand board shall be in accordance with BS EN 300

### **Medium Density Fibreboard (MDF)**

Medium density fibreboard shall be in accordance with BS EN 622-5:2009

### **Treated Timber**

Treated timber shall be pressure impregnated with an approved preservative complying with the requirements of BS 3452 or 3453 in areas subject to insect attack and BS 4072 in conditions subject to fungal decay, constructional timber shall be treated in accordance with BS 5268 Part 5. All cut surfaces and notches made on site shall be treated with a suitable brush applied preservative.

### **Glues**

Glues shall be in accordance with BS 1203/1204 and the appropriate grade shall be selected according to use and location.

## **WORKMANSHIP**

### **Storage**

Timber shall be stacked clear of the ground and protected from the weather.

### **Priming**

All softwood door and window frames and linings are to be delivered to site primed. Priming shall be carried out with the correct primer as specified under painting.

### **Jointing, fixing and assembly**

The workmanship generally shall comply to the requirements of BS 1186 Part 2 and CP 112.

All framed work shall be cut out and put together immediately upon receipt of the details but shall not be glued and wedged up until ready for immediate fixing.

External joinery shall be put together with a WBO grade adhesive to BS 1204.

Where nails are used for fixing softwood the nails are to be punched in.

All screws are to be countersunk. Screws for fixing hardwood are to be either sunk or pelleted or if exposed are to be brass. Screws for fixing ironmongery to be matching.

Plugging for fixing timbers shall be at 400mm centres unless otherwise described.

### **Defective work**

Any new joinery that splits, shrinks or warps is to be renewed or replaced without charge.

### **Repairs to old joinery generally**

Broken or damaged members which are described to be repaired shall be cut out and new sections of timber let in, glued and pinned and shaped or moulded to match existing member.

## **GLAZING**

### **COMPLIANCE WITH SPECIFICATIONS**

The works shall be carried out in accordance with the specification and all other relevant specifications and drawings.

### **DEFECTIVE WORKMANSHIP**

Any work which does not comply with this specification shall be rejected and made good to the satisfaction of the Contract Administrator.

### **APPROVAL**

The works shall be to the satisfaction of the Contract Administrator and if applicable to the satisfaction of the Local Authority and/or any Statutory Approving Authority.

### **MATERIALS**

#### **Clear sheet glass**

Clear sheet glass for glazing generally shall be ordinary quality (OQ) to BS 952.

#### **Obscured glass**

Obscured glass for glazing to bathrooms and lavatories etc, shall be glass to BS 952 Part 2.

#### **Wired glass**

Wired glass shall be to BS 952. That for glazing to rooflights and the like shall be cast and for glazing to fire resisting doors and the like shall be Georgian wired float glass unless otherwise stated.

#### **Putties**

Linseed oil putty shall be to BS 544.

Putty for glazing to metal shall be an approved proprietary brand.

### **WORKMANSHIP**

#### **Glazing**

Standards of workmanship generally shall comply to BS 6262.

### **Glazing with putty**

Glass is to be well back puttied and sprigged, front putties cut to clean lines and surplus back putties cut away.

### **Glazing with beads**

Glass is to be bedded in wash leather strip and beads fixed firmly with brads or cups and screws as specified.

### **Wired and fluted glass**

Any glass with horizontal or vertical wires or patterns is to be cut so that the wires or patterns are parallel to the sash or other framing.

## **LEAD**

### **LEAD SHEET**

Lead sheet for flashings should conform to British Standard EN 12588:2006 – Lead and lead alloys-rolled lead sheet for Building Purposes which sets down requirements - including chemical composition and tolerance on thickness - that control the quality of lead sheet used for flashings and other building work. BS En 12588 provides for a range of six thicknesses defined in millimetres. For easy identification these have Code numbers - 3, 4, 5, 6, 7 and 8. Thus the substance of lead sheet is specified by its BS code number or, alternatively, by its thickness in millimetres.

### **THICKNESSES**

The standard range of thicknesses is as shown below.

| <b>BS EN 12588<br/>Code No.</b> | <b>Thickness mm</b> | <b>Weight Kg/m<sup>2</sup></b> | <b>Colour code</b> |
|---------------------------------|---------------------|--------------------------------|--------------------|
| 3                               | 1.32                | 14.97                          | Green              |
| 4                               | 1.80                | 20.41                          | Blue               |
| 5                               | 2.24                | 25.40                          | Red                |
|                                 |                     |                                |                    |

|   |      |       |        |
|---|------|-------|--------|
| 6 | 2.65 | 30.05 | Black  |
| 7 | 3.15 | 35.72 | White  |
| 8 | 3.55 | 40.26 | Orange |

## **WIDTHS**

The coils are available in widths from 150mm to 600mm in steps of 30mm, i.e. 150mm, 180mm, 210mm up to 600mm. Lead sheet for flashing purposes is usually supplied in 3m or 6m coils although other lengths and widths are available on request.

The ends of coils of lead sheet may also carry colour markings for easy recognition as shown.

## **ACCESSORIES**

### **Clips - copper**

Copper or tinned copper clips should be not less than 50mm wide. The thickness will depend on the exposure of the building (see Fixings - clips and clipping) but should not be less than 0.6mm.

### **Clips - stainless steel**

These should be cut from austenitic stainless steel sheer or strip not less than 50mm wide and 0.38mm thick.

### **Clips - lead**

Lead is only suitable for clips in sheltered locations and the thickness of the sheet used should not be less than the thickness of the flashing.

## **NAILS**

Nails should be large-headed copper or austenitic stainless steel, with an annular ring, helical ring or serrated shank not less than 19mm long. The shank diameter of copper nails should not be less than 3.35mm or, for stainless steel, not less than 2.65mm.

## **SCREWS**

Screws should be brass or stainless steel complying with BS1210, not less than 19mm long and 3.35mm in diameter.

## **DESIGN CONSIDERATIONS**

### **Specifying Thickness**

For most flashing applications, Codes 3, 4 and 5 lead sheet will be adequate although on important historic buildings or on positions of extreme exposure the thicker codes are often specified.

### Contact with Other Materials

Lead sheet can be used in contact with another metal such as copper, zinc, iron, aluminium and stainless steel except when lead and aluminium are used together in a marine environment.

The use of lead sheet in contact with aluminium in marine conditions is not recommended.

### Thermal Movement

Regular expansion joints are required in lead flashings. For flashings it is important that each individual piece of flashing is no longer than shown in the table below.

| <b>BS EN 12588<br/>Code No.</b> | <b>Thickness mm</b> | <b>Uses</b> | <b>Maximum lengths</b> |
|---------------------------------|---------------------|-------------|------------------------|
| 3                               | 1.32                | Soakers     | 1m                     |
| 4                               | 1.80                | Flashings   | 1.5m                   |
| 5                               | 2.24                | Flashings   | 1.5m                   |

### Patination of External Leadwork

A coat of Patination Oil should be applied to flashings as soon as practical after fixing. The oil should be applied no later than the end of the day's work. Patination Oil should be applied evenly with a soft cloth and, in vulnerable locations such as mansard flashings, fixed over dark grey slates or tiles, it is important to oil under the lower edge of the flashings and between the laps. Clips along the edges of flashings should be turned over after the oil has been applied.

### Joints

With abutment flashings laps should not be less than 100mm increasing to 150mm for locations that are exposed to high wind and rain. For secret gutters and pitched valley gutter linings laps should conform to a vertical weathering height of not less than 75mm.



## **Fixings - Wedges**

Lead wedges should be driven into joints (with a hammer and plugging chisel) to hold the 25mm turn-in of the flashings securely and to a depth sufficient for the mortar pointing to conceal the wedges. Spacing should not exceed 450mm.

With step flashings one wedge, placed centrally, is sufficient for each step except on low pitched roofs where the longer steps may require two wedges to ensure that both ends are firmly fixed.

Where flashings are fixed at the head by nails or screws (e.g. a mansard flashing) the fixings should be spaced about 150mm apart not less than 25mm from the top edge.

## **Fixings - Clips and Clipping**

The free edge of a lead flashing must always be adequately clipped to prevent lifting and distortion in high wind conditions. For sheltered exposures, clips fixed at the top with a clip at each lap joint and at about 500mm centres will be adequate. In more exposed situations, additional restraint will be needed.

## **Clips - Spacing and Thickness**

Clips should be spaced at between 300 and 500mm centres depending on the exposure. However it should be noted that ridge, hip and mansard flashings are particularly vulnerable to wind-lift.

Normally 0.6mm thick tinned copper sheet or 0.38mm tern-coated stainless steel are used for clips. However, for high exposure situations a thicker sheet (0.7 copper or 0.46 stainless steel) should be used. In positions of extreme exposure, it may be necessary to fit a continuous clip.

When flashing over glass or patent glazing, in moderate and severe exposures 0.46-0.7mm stainless steel should be used. With these thicker materials the clip should be pre-bent and then flattened, using seaming pliers once the flashings have been fitted.

## **HEALTH AND HYGIENE**

The Control of Lead at Work Regulations and the supporting Approved Code of Practice relate to the precautions required to protect people who are exposed to lead arising from work activities.

In most cases the use of the lead sheet in building does not create a significant exposure to lead, although it is essential not to eat, drink or smoke in a place liable to be contaminated by lead and also to thoroughly wash hands, arms and face at the end of each working session.

When lead welding is carried out for short periods of time in the open air there is no significant hazard but when stripping old lead sheet where the underside is heavily corroded or when lead welding in unventilated conditions, additional precautions must be observed.

Further information is contained in the booklet Control of Lead at Works, available from the Lead Development Association.

## **DECORATION WORKS**

### **COMPLIANCE WITH SPECIFICATIONS**

The works shall be carried out in accordance with this specification and all other relevant specifications and drawings.

### **OCCUPATION OF PROPERTY**

Where the property will remain occupied during the repairs and redecoration. The Contractor shall agree a sequence of working with the occupier and the Contract Administrator and shall allow to work in this sequence.

### **PROTECTION OF PROPERTY**

The Contractor shall provide dust sheets and any other necessary protection to protect all existing property, floors and floor coverings, furniture, fittings and effects from being spoiled by the works. He shall protect all parts of the building not being worked on from the effects of the work.

### **MOVING FURNITURE ETC**

The Contractor shall allow for moving furniture, fittings and effects within the ground floor lobby area and café as necessary to do the works. They shall be stored in the property and protected from damage. On completion of the work all furniture fitting and effects shall be replaced.

### **FLOOR COVERINGS**

If it is not necessary to move floor coverings to do the work, the coverings shall be properly protected from being spoiled by the works.

If is necessary to move the floor coverings to do the work, the coverings shall be carefully unfixed, taken up, rolled up, stored on site and properly protected during the works. On completion, the floor covering shall be relaid and refixed. The Contractor shall allow for employing specialist tradesman to take up and refix the floor coverings.

## **MAKING GOOD DAMAGE**

Make good all damage caused by or due to the works.

## **CLEANING UP**

On completion of the works the Contractor shall provide for cleaning the building inside and out, removing stains and touching up paintwork or polished work.

Clear away all rubbish and spoil. Leave the site and works clean and tidy.

## **DRYING OUT**

The Contractor shall provide for adequate drying out during the work and shall provide all necessary labour, appliances fuel and power for this. Dehumidifiers shall be used in preference to heater for drying out.

## **CHOICE OF MATERIALS AND COLOUR SCHEMES**

All finish materials and all colours and colour schemes shall be to the Town Council's approval.

## **MATERIALS**

Porous masonry, concrete, plaster or timber surfaces shall be treated with a proprietary stabilising solution in accordance with the manufacturers instructions prior to decoration being applied.

Knotting is to be in accordance with BS 1336.

Stopping for timber shall be composed of pure white lead and linseed oil putty (1:2) with a small portion of cold size added or alternatively an approved proprietary stopping may be used.

All paints are to be obtained from only one approved manufacturer and any instructions or recommendations strictly followed.

Unless otherwise defined in the Schedule of Works, all bare plaster surfaces, new or old, are to receive one mist coat and two full coats of paint.

Unless otherwise stated in the Schedule of Works, all new wood, metal or plaster or render surfaces are to be primed and painted with two undercoats and one finishing coat internally and primed and painted one undercoat and two finishing coats externally and previously painted wood, metal or plaster surfaces are to be painted one undercoat and one finishing coat.

Unless otherwise stated in the Schedule of Works finishing coat(s) on wood or metal shall be gloss finishing.

Where internal surfaces are to be varnished, two coats of varnish shall be applied. Exterior work which is to be varnished shall have four coats.

## **WORKMANSHIP**

Standards of workmanship generally shall comply with BS 8000: Part 12: 1989.

All previously painted work shall be prepared and brought forward to provide an even and true surface free of blemishes and depressions ready to receive paint to the full specification herein stated.

Any item herein stated to be burnt off and pickled off shall be so treated and prepared and painted as new work.

All new plaster surfaces are to be thoroughly dried, brushed down, splashes of mortar, plaster etc removed and all holes, cracks and imperfections filled and made good before decorating.

Existing papered plaster surfaces are to be stripped by washing down, scraping and sandpapering.

Where existing surfaces are lined with paper, the lining paper shall be made good as necessary with the same weight and quality paper before painting.

Existing painted plaster surfaces are to be washed down to remove dirt and grease and all loose paint removed by scraping and sandpapering.

Existing water painted or distempered surfaces are to be sealed before paint of any type is applied or alternatively all traces of the old paint washed off. For the purposes of the number of coat of paint to be applied such surfaces shall be considered bare plaster.

New work to rendered surfaces externally which is to be painted is to be lightly brushed down and prepared in accordance with the paint manufacturer's instructions.

Existing surfaces are to be prepared by brushing to remove dust and loose paint. Any loose rendering is to be cut out and made good to match existing. Any defunct holdbats, screws, nails, plugs or other fixings are to be removed and the rendering made good. Defunct wiring and cable clips are to be removed.

New woodwork to be painted shall be rubbed down with sand paper, knots covered with shellac knotting, primed surfaces stopped and suitable internal or external stopping as appropriate, rubbed down and cleaned off.

Open grain surfaces of plywood and the like shall be adequately filled.

New woodwork to be clear varnished, lacquered or polished shall be rubbed down with fine sand paper and any pin holes or small imperfections filled with matching colour filler.

Existing painted woodwork shall be washed down to remove dirt and grease and rubbed down with pumice stone or waterproof abrasive paper and water to produce a smooth and level surface.

Where existing paintwork is crazed, blistered or flaking then burning off must be carried out down to the bare wood, which should then be brought to a smooth and level surface by sand papering. All nails, cables, clips and other defunct fixing shall be removed and all holes and imperfections stopped and filled and rubbed down. Bare patches are to be primed and brought forward as necessary.

All metal work to be painted is to be wire brushed to remove rust scale and cleaned down with white spirit to remove grease and dirt. Bare patches in old work are to be primed and brought forward as necessary.

Copper pipes shall be degreased with a solution of one part acetone to three parts benzole.

Before painting of wood or metal surfaces all ironmongery that is not to be painted is to be removed and cleansed and refixed when the paintwork is hard.

The priming coat and each undercoat shall be well rubbed down with fine sandpaper and stopped and touched up prior the application of the succeeding coat of paint.

No external painting is to be carried out in wet, foggy or frosty conditions. No painting externally or internally is to be carried out on surfaces which are damp.

The appropriate grade of adhesive must be for various types and weights of wallpaper. Fungicidal adhesive must be used with vinyl coated papers.

Paper in any one room must be from the same batch to ensure proper matching of patterns and colours. Paper shall be hung butt jointed vertically and without horizontal joints, pattern

joints must be properly aligned. The finished surface should be free from bubbles, tears and staining.

## **THE WORKS**

| Item         | Description   | Cost (£) |
|--------------|---|----------|
| <b>1.0.0</b> | <b>GENERAL</b>  |          |
| 1.0.1        | Perform all duties in accordance with the Construction (Design and Management) Regulations 2015 and Health and Safety at Work etc. Act 1974.  |          |
| 1.0.2        | <p>The Contractor is to provide and maintain all necessary protection to the footpaths, flat roof area, communal walkways and the café area directly below the flat roof area.</p> <p>Any damage caused is to be repaired/replaced at the Contractors own expense.</p> <p>Remove and dispose of all protection on completion of the works.</p>  |          |
| 1.0.3        | Safeguard the works, the site, any access thereto, and materials and plant against damage and theft at all times.   |          |
| 1.0.4        | On completion of the works allow and include for thoroughly cleaning the area, internally and externally including removing all labels, washing windows and lantern lights etc.   |          |
| 1.0.5        | <p>Allow for erection of appropriate scaffolding crash deck to the ground floor area beneath the central lantern light.</p> <p>The crash deck is to allow access beneath for staff and visitors of the café to retain its functionality throughout the period of the works.</p> <p>Allow for lining the crash deck and its surrounding perimeter with polythene or similar sheeting to avoid any dust or debris entering the café.</p> <p>A design of the scaffolding is to be submitted to the CA prior to any works commencing on site.</p> |          |
| 1.0.6        | Frame up and form timber studwork wall to the alcove within the café area as indicated on drawing number 10067/E/T1.  |          |

June 2018  
Job Ref. No. 10067



| Item         | Description  | Cost (£) |
|--------------|--|----------|
|              | <p>The wall is to be constructed of 75mm timber studs and faced to the café side with 1nr later of 18mm plywood boarding.</p> <p>Allow for the removal of the studwork wall along with making good any damage to walls and the surrounding area upon completion of the works.</p>                    |          |
| 1.0.7        | Include for temporary weatherproofing to exposed flat roof area, main roof once stripped and exposed newly formed openings.  |          |
| 1.0.8        | <p>Access arrangements to be confirmed with CA.</p> <p>Welfare facilities to be discussed on site.</p>   |          |
| 1.0.9        | Allow for taking delivery, unloading, storage and protection of client supplied items. Also allow for disposing of materials, storage of materials and relevant protection.  |          |
| 1.1.0        | Allow for overheads and profits for all listed items and anything in connection with liaising with others.   |          |
| <b>2.0.0</b> | <b>DEMOLITION &amp; STRIPPING OUT</b>  |          |
| 2.0.1        | <p>Allow for specialist glazier to carefully remove the central lantern light to the flat roof area.</p> <p>Include for the careful removal of all glazing. Dispose of all single glazed roof panels off site and set aside all other stained glass for future encapsulating as later specified.</p> |          |
| 2.0.2        | <p>Take down and remove the mono-pitched lantern light to the roof area.</p> <p>Include for the careful removal and disposal of all glazing, removing all flashings where abuts wall and making good brickwork where disturbed.</p>  |          |
| 2.0.3        | Cut away any blisters to the existing asphalt covered roof and include for cutting away any upstands to the lantern lights.  |          |

| Item         | Description   | Cost (£) |
|--------------|---|----------|
|              | <p>Allow to reform where blisters have been removed by applying asphalt to the area and leave level and ready for application of liquid plastic covering as later specified.</p> <p>Dispose of debris off site.</p>   |          |
| 2.0.4        | <p>Strip off all slates to the main roof pitch as identified in drawing number 10067/T/01 and dispose off site.</p> <p>Include for the removal of all timber battens and felt beneath the covering.</p>   |          |
| 2.0.5        | <p>Take down all rainwater gutters and downpipes serving the main roof and perimeter of the lantern light area flat roof and dispose off site. Areas identified in drawing no. 10067/T/01.</p>  |          |
| 2.0.6        | <p>Remove all timber fascia boards and soffits to the main roof and perimeter of the lantern light area flat roof and dispose off site. Areas identified in drawing no. 10067/T/01.</p>   |          |
| 2.0.7        | <p>Remove all timber snow guards to the roof slopes serving the perimeter of the lantern light flat roof area.</p> <p>Include for the removal of all associated fixtures including the brackets etc. and dispose off site.</p>  |          |
| <b>3.0.0</b> | <b>LANTERN LIGHTS</b>   |          |
| 3.0.1        | <p>Supply and install new primed and painted in white hardwood gable end lantern light to match the existing already removed lantern light to the centre of the roof.</p> <p>New lantern light glazing to be clear neutral self-cleaning glass units to the roof.</p> <p>Allow for the installation of 12nr encapsulated leaded lights to the sides of the lantern light.</p> <p>Install the lantern light to the exact location as previous.</p> |          |
| 3.0.2        | <p>Allow for the specialist encapsulation of the existing stained glass leaded lights as previously removed.</p> <p>The leaded lights are to be stripped, repaired, re-leaded and polished prior to encapsulating within a triple glazed sealed unit.</p>   |          |

| Item         | Description   | Cost (£) |
|--------------|---|----------|
| 3.0.3        | Supply and install new primed and painted in white hardwood framed mono-pitched lantern light to match existing. Include for all 9nr clear neutral self-cleaning glazing panels to form the pitch.<br><br>Allow for the supply and installation of all code 4 leaded flashings to the abutting walls.   |          |
| 3.0.4        | Allow a provisional sum of £2,500.00 for overhauling and repairing the 5nr leaded light units to the underside of the mono-pitched lantern lights.  |          |
| <b>4.0.0</b> | <b>ROOFING</b>  |          |
| 4.0.1        | Ensure the roof deck is smooth, clean and dry prior to application of liquid plastic roofing system.<br><br>Allow for all preliminary works in conjunction with the roofing works. To include for formation of all up-stands, kerbs, box gutters, sumps, grooves, chases, expansion joints etc. and fixing of battens, fillets, anchoring plugs/strips etc. is complete and to the satisfaction of the CA.<br>Allow for installation of suitable angle fillets to all junctions between horizontal to vertical without exception. |          |
| 4.0.2        | <b>Base Coat:</b> Allow to apply Proteus Pro-System with a minimum application of 1.0ltr/m <sup>2</sup> . Uneven, rough and porous substrates may increase the stated coverage rates. 'Gridding' of the areas is essential to ensure correct film thickness.  |          |
| 4.0.3        | <b>Reinforcement:</b> Whilst the base coat is still wet, a layer of Proteus Pro-Force is to be fully saturated into this coat and cut to suit the profile of the roof. Pro-System is to be 'drawn through' the Pro-Force.<br><br>Allow the mat to be broken down by the Base Coat.<br><br>Additional quantities of material are then applied and worked in, so as to achieve the correct film thickness and overall wet film consistency. Application is to be carried out using suitable rollers or brushes.                     |          |

| Item  | Description   | Cost (£) |
|-------|---|----------|
|       | Allow the reinforced first coat to fully dry prior to the application of the intermediate coat, side lap and end laps must be a minimum of 75mm.  |          |
| 4.0.4 | <p><b>Top Coat:</b> Allow to apply Proteus Pro-System at a minimum application of 0.75ltr/m<sup>2</sup>. 'Gridding' of the areas is essential to ensure correct film thickness.</p> <p>Top coat must not be applied in standing water or freezing condition or if these conditions are likely to occur before the membrane has dried. Top coat is to only be applied at deck temperatures between +3C and +40C.</p> |          |
| 4.0.5 | <p>If necessary, temporarily divert any existing cabling to allow necessary roofing works.</p> <p>This should be carried out with informing the building owner.</p>   |          |
| 4.0.6 | Registered contractor to inspect all drainage and/or rain outlets, including down pipes, to ensure free flow of waste water. If blockages or defects are discovered, they should be brought to the attentions of the CA to allow remedial action to be agreed.  |          |
| 4.0.7 | Supply and install 75mm foil faced rigid insulation board cut to size between all main roof rafters.  |          |
| 4.0.8 | Supply and install new Rhinovent Pro Breathable Membrane or similar approved by the CA to the outside face of the rafters in accordance with the manufacturers guidelines.  |          |
| 4.0.9 | Supply and install new 38 x 19mm treated and sawn softwood timber battens upon breathable membrane as specified in item 4.0.9.  |          |
| 4.1.0 | <p>Supply and install new natural Welsh slates to the main roof pitches with clout copper nails through predrilled fixing holes.</p> <p>Slates are to match the existing colour, appearance and size of the current slates in place.</p>  |          |

| Item         | Description   | Cost (£)  |
|--------------|---|-----------|
| 4.1.1        | Supply and install new 25 x 175mm softwood fascia boards to ends of rafters to the main roof and perimeter of the lantern light flat roof area. Leave ready for installation of new soffits etc.  |           |
| 4.1.2        | Supply and install 8mm exterior grade plywood boarding to form the new soffits to the underside of all newly installed fascia boards.<br><br>Include for all timber wall battens to support back edge of soffit.<br><br>Leave surface ready for decorating.   |           |
| 4.1.3        | Supply and install new black uPVC rainwater gutters and downpipes to existing outlet locations to the main roof and perimeter of lantern light flat roof area.<br><br>Include for all brackets, clips, fixings, angles, running outlets, hopper heads, stop ends, branches etc.   |           |
| 4.1.4        | Supply and install new 225mm galvanised Samac snow guards or similar approved by the CA to the perimeter of the lantern light flat roof area as indicated on drawing no. 10067/T/01.<br><br>Include for all galvanised ogee brackets screw fixed at maximum 800mm, fixings, tying wire etc.   |           |
| 4.1.5        | Allow the PC sum of £3,500.00 for the design, supply and installation of lightning protection to the building by a specialist contractor.<br><br>The Main Contractor is to allow and include for all overheads and profits, liaising with the specialist contractor, attendance, taking delivery, storage of materials, removal of waste and all builders work in connection with the installation. | £3,500.00 |
| <b>5.0.0</b> | <b>DECORATING</b>   |           |
| 5.0.1        | Prior to installation of gutters, downpipes and snow guards, allow to knot, prime, stop and paint all new timber fascia boards and soffits with 2nr undercoat and 1nr final coat of gloss white external grade paint from a manufacturer  |           |

| Item         | Description  | Cost (£) |
|--------------|--|----------|
|              | agreed with the CA.  |          |
| <b>6.0.0</b> | <b>CONTINGENCY</b>   |          |
| 6.0.1        | Allow and include a contingency sum of £5,000.00 for any hidden/unforeseen works only to be expended as found necessary on site on the instructions of the CA. |          |

|  |                   |          |  |
|--|-------------------|----------|--|
|  | <b>To Summary</b> | <b>£</b> |  |
|--|-------------------|----------|--|

| SUMMARY                   |   |
|---------------------------|---|
| Preliminaries             | £ |
| Workmanship and Materials | £ |
| The Works                 | £ |
| Tender Sum                | £ |
| VAT 20%                   | £ |
| Grand Total               | £ |

## DAYWORK RATES

### LABOUR

The Contractor is to state his day work rate for all the classes of Labour to be employed on the site. The rates are to include for all overheads, on costs, travelling time, transport and travel costs, disbursements, site supervision, non-productive overtime (where worked) and all costs of employing labour.

Per hour

£      p

CARPENTER

PAINTER

ROOFER

GLAZIER

LABOURER

### MATERIALS

Charged at invoice price                      plus                      %                      £.....

### PLANT

Charged as plant hire invoice                      plus                      %                      £.....

### TRANSPORT

Contractors transport including fuel, oil, licenses etc.

and driver    £.....                      per hour