

TENDERING DOCUMENT AND  
SPECIFICATION OF WORKS

**JOB AND LOCATION:**

**EXTENSION & REFURBISHMENT OF EXISTING WOODHOUSE  
GARDENS PAVILLION BUILDING**

**At:**

**WOODHOUSE GARDENS PAVILLION, THE TABERNACLE,  
BLANDFORD FORUM, DORSET, DT11 7DN**

**EMPLOYER:**

BLANDFORD TOWN COUNCIL

**ADMINISTRATION OFFICE:**

MORGAN DESIGN STUDIO

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1.00 **PRELIMINARIES**

1.01 Scope and Location of Contract

The works include the following; extension of approx 21m2 with pitched roof to form new kitchen and toilet facilities, internal alterations and refurbishment to facilitate the extension, redecoration (internally) of main building, along with associated new doors/windows, kitchen units, sanitaryware, extension to existing mechanical & electrical systems, and associated making good/enabling works in accordance with the designs set down in the tender/contract drawings and specifications.

1.02 Contract Administrator

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1.03 Architectural Consultant

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1.05 Client

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Tel: 01258 454500 E: [linda@blandfordforum-tc.gov.uk](mailto:linda@blandfordforum-tc.gov.uk)

1.06 Working Area/Site Access

The building where works are taking place will be vacated during the course of construction. However, the site is situated in the hub of a working environment, and adjoining buildings and residences will be in constant use, with frequent vehicle and personnel movements.

Due allowance must be made to ensure that the contractor's working practices and sequences do not at any time interrupt the functioning of the activities within the locality nor the approaches to the building.

Means of escape from the works must be preserved at all times.

The Contractor is reminded that the building is situated in an area which is surrounded by other offices, housing, places of worship and public buildings

and therefore he must take reasonable precautions to contain the noise from the works and personnel.

Extreme care must be taken at all times and in particular the contractor's (and his sub-contractors) vehicles should drive appropriately and in any case not exceed 10 miles an hour within the approach driveway and car parking areas.

Make due allowance for clearing all removals, excavated material and rubbish from site carting away to licensed landfill or recognised disposal site.

The contractor will be allocated the site set up and parking areas indicated on the site plan subject to suitable protection being provided and the area being reinstated at the end of the contract. Provide Heras or similar secure fencing to contain the site set up with lockable access panels.

The contractor and his sub-contractors must not park elsewhere upon the site, without prior agreement from the Contract Administrator.

The access roads and paths must be kept clean and free from earth and builders materials at all times.

The security of the building is to be maintained until handover.

1.07 Site Visit

Visit the site before tendering and ascertain all local conditions and restrictions likely to affect the execution of the works. For permission to visit the site please contact:

Mrs Linda Scott Giles Telephone: 01258 454500

For technical queries please contact:

Mr. S. Morgan Telephone: 01258 450615

1.08 Working Hours

All work is to be carried out during normal working weekday hours, i.e. Monday to Friday 8 a.m. to 5.00 p.m. Saturday working may be permitted by agreement at no additional cost to the contract.

1.09 Acceptance of Tender

The employer does not bind itself to accept any tender nor will the employer be responsible for any expense involved in the same.

1.10 Contract Documentation

This specification/tendering document, associated appendices and:-

Architectural MDS1363 Series

Structural Series 2017.883.01

Pre-Construction Health and Safety Plan

1.11 Conditions of Contract/Appendices

The Form of Contract will be the JCT Minor Works Building Contract with Contractor's Design 2016: (MWD)

Contact Particulars.

Fourth Recital	<u>CDM Regulations</u> ..... All the CDM Regulations apply.
Article 7.0	<u>Arbitration</u> .... Article 7 and Schedule 1 apply.
Clause 2.2	<u>Commencement and Completion Dates</u> ..... Commence - It is the Clients intention to commence works on site on ***** with a 2 week mobilisation period prior to this date. Completion – On or before the *****.
Clause 2.8	<u>Liquidated Damages</u> .....To be at the rate of £750 per week.
Clause 2.10	<u>Rectification Period</u> ..... 12 months from the date of practical completion.
Clause 4.3	<u>Percentage of the total value of Work etc</u> .....95%. Delete 14 day payment, add 28 day payment.
Clause 4.5	<u>Percentage of the total amount to be paid to contractor</u> .....97.5%
Clause 4.8.1	<u>Supply of documentation</u> .....3 months
Clause 4.11 & Schedule 2	<u>Contribution, levy and tax changes</u> .....Delete.
Clause 5.3.2	<u>Contractors Insurance- injury to persons or property</u> ..... persons £10 million - property £1 million. (each and every event)
Clause 5.4A and 5.4B	<u>Insurance of the works</u> ..... Clause 5.4A applies.
Clause 5.4A.1 and 5.4B.1	<u>Percentage to cover professional fees</u> ..... 15%.
Clause 7.2	<u>Adjudication</u> ..... The Adjudicator is to be nominated by the President of the Royal Institute of British Architects
Schedule 1	Base Date....Not applicable.
1.12	<u>Statutory Regulations</u> The Contractor is to comply with all relevant statutory obligations.
1.13	<u>Race Relations</u> The Contractor shall not unlawfully discriminate within the meaning and scope of the provisions of the Race Relations Act 1976 or any statutory modification or re-enactment thereof relating to discrimination in employment.
1.14	<u>Health and Safety at Work</u> This item to be read in conjunction with the Pre-Construction Health & Safety

Plan.

Please note that the successful contractor will be asked to outline his safe method of carrying out the work prior to commencing on site.

Construction (Head Protection) Regulations 1989: The Contractor should ensure that all personnel working on site and all visitors must comply with this Regulation and is to ensure that additional hard hats are available for visitors to the site, as necessary.

It is the Contractor's responsibility to:

- (a) Identify when and where head protection should be worn.
- (b) Inform site personnel.
- (c) Provide adequate supervision.
- (d) Check head protection is worn when necessary.

It will be necessary for the Contractor to provide safety signs regarding head protection indicating that site personnel are entering a head protection area.

#### 1.15 Temporary Suspension of the Works

Should any operation on the site be found to be interfering with the working of the Pavillion, Gardens or local business/worship or residences, an official nominated by him may request the Contract Administrator to instruct the Contractor to suspend such operation temporarily. (NO such instruction shall be acted upon when given by anyone other than in writing by the Contract Administrator).

When such temporary suspension is ordered, the Contractor shall endeavour to deploy his labour to alternative work on the project, but where this proves impractical he shall be reimbursed as though unemployed men were, for the period of the suspension, employed on approved dayworks.

At the end of each day in which such temporary suspension has been ordered, the Contractor shall prepare a return showing the number of men, their respective trades and the times during which it is claimed they have been unemployed. This return shall be deposited with the Contract Administrator. Payment in accordance with these provisions shall be conditional upon receipt by the Contract Administrator of the aforementioned returns on the day following that on which the delay takes place.

Notwithstanding the foregoing, the Contractor shall plan and execute the whole of the Works in such a way as will interfere as little as possible with the normal working of the depot, adjoining buildings and car park.

#### 1.15A Fire Precautions

Prior to the contract commencing the Contractor is to liaise with the Contract Administrator to discuss his proposals for carrying out the works and to ensure that the extent of any fire hazards in the works are fully known to both the contractor and the Employer.

The Contractor will be responsible for ensuring that all his, or his Sub-Contractor's workmen employed on any works within the premises shall be aware of the availability of fire fighting equipment and the procedure in the

event of a fire:

- (a) Raise alarm and call Fire Brigade.
- (b) Ensure the safety of all persons in the vicinity.
- (c) Attempt to extinguish the fire with the equipment available or enclose it (i.e. shut the room door).

The Contractor must provide fire extinguishers appropriate to the risk of the work being carried out and positioned close to the working area.

All workmen should be aware of all escape routes, in the event of fire, in their vicinity.

All corridors and doors affording an escape route in the event of fire, must be maintained, and kept free from obstruction. Work which is likely to create heat, smoke, dust or fumes in the vicinity of smoke detectors to be supervised with temporary deactivation and immediate reinstatement of detectors upon completion of the works.

Contractor's buildings, equipment and vehicles must be sited so as not to create a fire risk to the building, adjoining property and vehicles.

All workmen must follow a no smoking policy for the premises and take all sensible precautions to prevent the occurrence of fire.

The Contractor is to secure the site at the end of each working day. All flammable rubbish must be quickly disposed of, and taken outside buildings at night. A skip should be provided for large accumulations of rubbish. Rubbish must not be burned on site.

No operation involving flammable liquids, flame, hot air, arc or gas welding or cutting, brazing and soldering, blowlamps, or other equipment producing heat or having naked flames should be begun without prior permission from the site Foreman who should be vigilant in the monitoring of such activities.

The use or storage of highly flammable liquids (with flashpoints below 32 deg F) in or near the buildings is not permitted. For other flammable liquids, only a minimum quantity, suitable for one day's work, should be kept in the work area, which should be well ventilated.

Only gas cylinders in use should be kept in the work area and the cylinder valves should be turned off when not in use. When the area is left it should be secured, or the cylinders removed to a safe place. Cylinders should be kept in a secure, well ventilated store not less than 6 metres from the nearest building, with a prominent notice 'DANGER, NO SMOKING OR NAKED LIGHTS'.

Spillages should be cleared up immediately by rags, waste, sawdust or sand and disposed of into metal bins with lids and removed from the site.

All electrical wiring and equipment should be in accordance with current I.E.E. Regulations. All equipment must be disconnected when not in use.

No portable space heater should be introduced without prior consent of the Contract Administrator.

If cutting or welding operations are to be carried out on site, then following consultation with the Contract Administrator. And agreeing that the job

cannot be done by other means, it should be ensured that:

- (a) two people are present;
- (b) equipment, especially flexible hose, is in good condition;
- (c) there is no combustible material on to which sparks might fall, any such surface which cannot be moved should be covered by a non-combustible sheet;
- (d) no combustible material is in contact with metal being heated;
- (e) fire extinguisher is kept close by;
- (f) gas cylinders are removed after use;
- (g) area is checked for fire at completion and again 60 minutes later.

If bitumen heating or soldering operations are to be carried out on site then the equipment:

- (a) must not be left unattended;
- (b) should be placed on a non-combustible surface in a safe position and a suitable extinguisher kept close by;
- (c) when not in use electrical appliances must be disconnected and gas cylinders turned off.

When using blow lamps or blow torches, it should be ensured that:

- (a) kerosene appliances are only filled and lighted in the open and not refilled when hot;
- (b) gas lamps are allowed to cool before changing cylinders and this should be done in the open;
- (c) blow lamps are not left burning unattended;
- (d) care is taken to avoid the ignition of dust or fluff etc. in unseen cavities in window frames and roof overhangs etc.
- (e) portable extinguishers are readily available;
- (f) the area is checked about 30 minutes after work is finished for signs of smouldering.

#### 1.16 Prevention of Damage or Loss

Take all reasonable precautions to prevent damage to the existing buildings.

#### 1.17 Electricity for the Works

A supply of electricity up to 3 KW single phase for plug in hand tools and for any temporary lighting necessary for the performance of the works may be obtained by the Contractor and by Sub-Contractors free of charge from the existing supply/distribution board. Hand tools and extension leads shall be 110v only. The Contractor shall be responsible for the temporary connection/s to the existing supply. No item of electrical equipment is to be used in the execution of the work unless it is fitted with a suppressor which ensures that there is no interference with electrical equipment/appliances/televisions etc.

All power tools and extension leads shall be 110v only. The Contractor shall be responsible for the supply of suitable transformers.

The Contractor shall observe any load restrictions imposed by the Contract Administrator. No item of electrical equipment is to be used in the execution of the work unless it is fitted with a suppressor.

#### 1.18 Plant Costs



Provide all plant, tools, equipment and vehicles for the execution of the works.

1.19 Protecting the Works

Safeguard the site, the works, materials and plant from damage and theft.

1.20 Cleanliness

Provide and maintain throughout the contract, at appropriate stages, dust mats and sheets, to prevent the spread of dust and dirt from the working area. Remove rubbish and debris as it accumulates and generally keep the site and the works clean and tidy for the duration of the contract. Provide and use dustsheets or hardboard, at all times to protect finishes.

Ensure escape routes are left clean and tidy at the end of each working day. (i.e.; no tools, materials, dust, dirt etc.).

1.21 Work at Completion

Remove all temporary marking, covering and protective wrappings and leave the job clean and ready for immediate occupation. Clean windows, sweep and scrub all floors as necessary, to the satisfaction of the Contract Administrator and the Client.

1.22 Contingency Sum

Contingency sums shall be expended in part or in full as directed by the Supervising Officer and shall be deemed to have included all overheads, on costs, profits and other expenses in the sum.

1.23 Materials

The Contractor shall be responsible for the receiving, unloading, storing and protecting of all materials delivered to the site and for the return of crates and packings as necessary.

1.24 Site Storage

The Contractor shall allow for all costs involved in storing his equipment, materials, and bringing to site as and when required. All damage to the site storage areas are to be made good by the Contractor at his own expense.

1.25 Car Parking

There will be limited permitted contractor parking on the site as noted on the site set up plan. Public pay and display car parks are available within close proximity to the site. Contractors MUST NOT block any access, driveways, roads or pavements at any time during the works.

1.26 Radios

The use of radios, musical instruments and other audible devices is not allowed on site at any time. The Contractor and his workmen shall refrain from shouting, swearing etc., whilst working.

1.27 Canteen Facilities

The contractor is to provide his own mess facilities and must ensure that they are kept in a clean and tidy state.

1.28 Water for the Works

Water for the works will be supplied free of cost to the Contractor, from the nearest point of source.

- 1.29 Latrines  
The contractor is to provide his own toilet facilities and must ensure that they are kept in a clean and tidy state.
- 1.30 Foreman-in-Charge  
A competent Foreman-in-Charge shall be kept on site by the Contractor at all times during the progress of the works, and any instructions given to him shall be deemed to have been given to the Contractor. The Contractor may not change the Foreman in charge during the course of the works without good reason and without first agreeing the change with the Contract Administrator.
- 1.31 Telephone Facilities  
The Contractor shall ensure that the Foreman on site is accessible at all hours during the contract period. A telephone number for the site/foreman, (i.e. mobile telephone number), shall be given by the Contractor to all parties at the time of possession of site.
- No client phones/lines may be used by the Contractor. (Unless otherwise agreed with the Client at the pre contract meeting).
- 1.32 Provisional Sums  
Include provisional sums as listed, to be expended as directed by the Contract Administrator and to be deducted in whole or in part if not required.
- 1.33 Mechanical and Electrical Works  
The Contractor is responsible for the complete Mechanical and Electrical installations as specified.
- 1.34 Maintenance of Existing Services  
Before work commences, the Contractor shall ascertain the positions of all known live services which may be affected by his operations. He must take all necessary measures to maintain and protect them. If any damage is caused, he must notify the Contract Administrator and make good the damage at his own expense.
- 1.35 Interruption of Services  
The Contractor shall give a minimum of seven working days' notice to the Contract Administrator before any existing mechanical, electrical or drainage services can be interrupted and he must plan his work accordingly.
- 1.36 Use of Site  
Do not use the site for any other purpose other than carrying out of the works.
- 1.37 Programme of Works  
An indicative programme is to be submitted with the Contractors tender return. Immediately upon receipt of an Official Order, the Contractor shall prepare a detailed programme for the execution of the Works. This shall be prepared in conjunction with all his suppliers and sub-contractors to confirm that the project will be completed within the Contract Period.
- The Contractor shall not impede the progress of any other work through

unjustifiable delay in delivery of materials, shortage of labour or non-completion of any section of work. Any impending delay shall be immediately brought to the attention of the Contract Administrator in writing. Any such action shall in no way relieve the Contractor of his responsibility for the completion of Contract work to the programmed completion date.

No undertaking is given to the Contractor that work will be able to proceed continuously within the Contract Period.

After discussion with the Contract Administrator the Contractor shall include in his programme a period of time within the Contract Period for checking, inspecting, witnessing of tests and commissioning of all Contract Works, both during and after completion of the installation.

1.38 Concurrent contracts\associated works

None known at time of tender.

1.39 Noise and other Nuisance

Noise, vibration, dust, smoke, pollution, obstruction or any other nuisance caused to any person or property in the neighbourhood shall be kept to a minimum. Compressors, pneumatic drills etc. shall be fitted with silencers.

1.40 Security of the Buildings

The Contractor shall ensure that the execution of the works does not endanger the running of or security of the building. The Contractor must ensure that all his workmen are issued with and wear Contractors Security passes. The Contract Administrator can and will stop any workmen who do not conform and wear the identity passes, and any loss to the Contractors progress/programme will be at the Contractors expense.

1.41 Specification

Tenderers should not make any alterations to the Specification without a specific written instruction from the Contract Administrator. Any other alteration will not be recognised.

Should the tenderer find any discrepancy between the drawings and the Specification, he should inform the Contract Administrator who will issue directions with regard to the discrepancy.

Tenderers should note the following:

- (a) Words expressed in the singular include the plural and vice versa.
- (b) The terms 'approved' and 'directed' mean approved and directed by the Contract Administrator

1.42 Approval

Approval (and words derived there from) means the approval in writing of the Contract Administrator.

1.43 Comprehensive Tender

Pricing of the tender shall include for carrying out the entire works in accordance with the tender documents and from what reasonably can be implied from them, including amongst other things:

- (1) Labour and all costs in connection therewith.
- (2) Commodities and all costs in connection therewith, including

conveyance, delivery, unloading, storing, returning, packings, handling, hoisting, lowering, cutting, fitting and fixing in position, removing protective measures.

- (3) Use of plant, tools and equipment.
- (4) Waste of commodities.
- (5) Establishment charges.
- (6) Overhead charges.
- (7) Profit.

1.44 Entering Prices in the Tender Document

An individual price should be entered for each item for which a money column is provided; unpriced items will be deemed to have no financial significance or it will be assumed that their cost has been included elsewhere in the tendering document. Allow in the tendering document for everything indicated by the tender documents and for what can reasonably be inferred there from and from a careful inspection of the site including any and all foreseeable additional work and risks. Any items that are not clear should be clarified with the specifier prior to tender.

1.45 Overtime

No overtime will be paid for as an extra to the Contract, unless authorised and so agreed in writing by the Contract Administrator.

1.46 Non-Productive overtime

Non-Productive Overtime will not be allowed as an extra to the Contract unless authorised, and so agreed in writing by the Contract Administrator. Should the rate of progress lag so as to endanger the completion of the Contract within the time stated or within any extension of time fixed under the Contract, and the Contractor arranges for overtime to be worked, he is to include any costs incurred by any such overtime in the Tender price. No allowance or extra will be admitted on this account in the settlement of the Contract.

1.47 Importation of Labour

If the labour position in the district is or becomes unsatisfactory, the Contractor is to adequately augment his labour force by recruitment from other districts and is to include for all additional expense, including higher rates of wages, lodging, subsistence and travelling expenses and allowances, travelling time and cost of conveyances.

1.48 Value Added Tax

Tenderers shall insert in the space provided on the form of tender their provisional assessment of the amount of V.A.T. which the Employer will be required to pay. The Contractor shall supply to the Contract Administrator duplicate copies of his interim provisional assessments and final statement of the value upon which VAT is chargeable concurrently with his issue of the original of such assessment and statement to the Employer.

1.49 Statutory Tax Deduction

Construction Industry Scheme IR14/15(CIS)

The Employer is a 'deemed contractor' for the purposes of the Construction Industry Scheme IR14/15(CIS).

The successful tenderer will be required to produce his tax certificate or certifying document for inspection by the Employer.

The Employer will keep a record of all payments to contractors in a similar form to that required for the information of the HMRC.

The Contractor is reminded of his duties with regard to any sub-contractors employed by him in particular he must provide the subcontractor with a CIS25 voucher to show any deduction made within 14 days of the end of the tax month in which any payment is made. Subcontractors must hold either a Registration Card or a Subcontractors Tax Certificate before payment can be made to them. Where a subcontractor holds a Registration Card, the contractor must make a deduction from all payments for labour of an amount on account of the subcontractor's tax and National Insurance contribution (NIC) liability. Where the subcontractor holds a Subcontractors Tax Certificate, the contractor will pay him or her gross that is, with no amounts taken off. Payments to sub-contractors should not be made unless the Contractor is satisfied that their tax certificates are genuine.

1.50 Injury to Persons

The Contractor shall take such precautions and shall carry out the work in such a manner as is necessary to prevent damage to property and he shall report immediately in writing to the Contract Administrator the occurrence of any damage.

To be read in conjunction with the Pre-Construction Health and Safety File.

1.51 C.O.S.H.H.

The Contractor is to ensure that his employees and sub-contractors comply with the requirements of the C.O.S.H.H. regulations. They must be conversant with the use of any substances which could be hazardous to health, be properly protected and take any other necessary precautions.

To be read in conjunction with the Pre-Construction Health and Safety File.

1.52 Electrical Interference

No item of electrical equipment is to be used in the execution of the work unless it is fitted with a suppressor which ensures that there is no interference with electrical equipment. Electrical welding equipment is not to be used.

1.53 Drying the Works

Allow for drying out the building and for regulating the moisture content of all parts of the Works to levels which satisfy the requirements of all following trades and sub-contractors and for maintaining at all times the temperature and humidity at such levels as will prevent shrinkage, distortion, or deterioration of all the materials and goods before and after their incorporation in the Works.

1.54 Supervision, Workmanship and Materials

Wherever in this Specification the terms 'directed', 'selected' or 'approved' are used, this refers to the 'direction', 'selection' or 'approval' of the Contract Administrator.

All work must be of the highest standard and to the Contract Administrator approval using the materials specified or such alternatives as the Contract Administrator approves.

Materials generally shall conform to the latest editions of the appropriate British Standard issued by the British Standards Institute. Where approval of materials is specified, submit samples to the Contract Administrator and

remove when no longer required.

Attention is drawn to the fact that in mentioning the name or the description of any of the proprietary articles or materials, this is only for the purpose of preparing this estimate. All articles and materials are to be handled, fixed, mixed and used in strict accordance with the latest published instructions of their manufacturers. Other suitable and equal articles or materials may be submitted for the Contract Administrator's approval but not so as to delay progress.

Materials and workmanship are to be of the best quality for the work in hand. The Contractor is to carry out everything necessary for the proper execution of the works, whether or not shown on the drawings or described in the specification, providing it may be reasonably inferred there from.

#### Craftsmanship

Undertake work by or under the direct supervision of operatives with suitable training, experience and competence. Craftsmen shall undertake work requiring special skill. Do not permit apprentices to work unsupervised.

#### 1.55 Documents to be submitted by the Contractor

The Contractor shall provide with his tender the following information.

- (1) Outline programme supported by method statement.
- (2) Names of Specialist subcontractors for works which are to be sub-let.
- (3) Names of key personnel who will be involved in the project.
- (4) Proposals for site storage, accommodation, storage & parking.
- (5) A statement on specific resources allocated to Health and Safety Plan and Health & Safety File and the intended implementation and compliance with Construction (Design and Management) Regulations 2007.
- (6) Priced specification.
- (7) Details of previous contracts of a similar nature.
- (8) Details of M/E consultants/contractors to be appointed and a basic breakdown of what they have allowed for in their costings. (Full detailed designs will be needed for client & CA approval at pre-commencement meeting)
- (9) Details of Structural Piling & Raft Slab contractor to be appointed and a basic breakdown of what they have allowed for in their costings. (Full detailed designs will be needed for client & CA approval at pre-commencement meeting)

Only tenders fully completed as requested will be considered.

#### 1.56 Completion

Hand over the works and related areas, clean, functional and complete, fit for immediate occupation and use as intended.

#### 2.00 **SITE PREPARATION**

2.01 Relates to Contractors site set up only – see above.

2.02 Allow for proprietary temporary screen/heras fencing to enclose the works between the site and the gardens, and around the contractors' compound and entrance to gardens. This must be lockable, secure and checked each and every day of the works.

### 3.00 **DEMOLITION & REMOVALS**

#### 3.01 General Requirements

The extent of demolition is to be as defined by the information shown on the drawings and as necessary to enable the new works to be constructed.

N.B. all necessary propping of the existing roof structure and supporting beams to be carried out prior to any demolition taking place and due allowance should be included.

Demolition work should only be undertaken by persons competent and experienced in such work and should be carried out in accordance with BS 6187.

The Contractor is to take proper precautions for the prevention of nuisance arising from dust or excessive noise. He shall comply with the Control of Pollution Act 1960 plus all amendments thereto and specific requirements of the Local Authority. No materials are to be burnt on site.

Prior to the commencement of the structural demolition, it is the responsibility of the Contractor to allow for terminating all services no longer required and make them safe and redirecting existing live services as necessary.

Where demolition and clearance of structure is adjacent to or integral with areas of structure which are to be retained, this shall be carried out in such a manner as will avoid damage to the existing structure.

#### 3.02 General Removals

Allow for carrying out the removals necessary to complete the works and as generally intended, internally and externally and as indicated upon the drawings. Where items fixed to walls/partitions/floors/ceilings are to be removed the Contractor shall allow for all making good of damage caused by fixings (i.e. filling in, sanding down plastering, replacing etc.) as necessary and extending finishes. Cart away all removed items. This includes for at least the following;

- Kitchen windows
- Kitchen fittings
- Sanitaryware
- Waste/Drainage
- Enlarging openings
- Fixed to wall items (hooks, shelves, fire extinguishers etc)
- Boiler and all associated fittings
- Doors and all associated fittings
- Enlarging openings as shown
- External groundworks

Any uncertainty on items must be raised by the contractor during his/her tender period and site visit. The contractor will be deemed to have included for all removals and temporary opening up works needed to facilitate the works as intended/shown.

### 4.00 **ALTERATION AND REFURBISHMENT**

#### 4.01 Materials

#### 4.02 New Materials

New materials shall be as specified hereafter in the appropriate work sections and Tendering Document.

- |      |  |
|------|--|
| 4.03 | <p><u>Old Materials</u></p> <p>Remove from the site materials arising from the alteration works that are not required by the employer. (Assume all to be removed for tendering purposes).</p>  |
| 4.04 | <p><u>Preliminary Work</u></p>   |
| 4.05 | <p><u>Services</u></p> <p>Make safe or divert all services as necessary.</p>   |
| 4.06 | <p><u>Preliminary investigations</u></p> <p>Undertake investigatory cutting away and opening up in order to become acquainted with the condition of the building, and the area of new building extensions. If any investigations of this nature are undertaken by the specifier, provide attendance including labour and suitable hand tools.</p>  |
| 4.07 | <p><u>Workmanship</u></p>  |
| 4.08 | <p><u>Generally</u></p> <p>Make every attempt to undertake the work as follows:</p> <ul style="list-style-type: none"> <li>(a) Work which exposes the building to the weather; undertake during favourable weather: once such work is commenced, complete it as quickly as possible.</li> <li>(b) Cutting away and alteration work generally: undertake with the minimum amount of disturbance to those parts of the building intended to be left undisturbed.</li> <li>(c) Work involving existing work and components: undertake to the same standard and appearance as that originally achieved.</li> </ul>                         |
| 4.09 | <p><u>Spot Works</u></p>   |
| 4.10 | <p><u>Description and Pricing</u></p> <p>Alteration and repair work that should be valued on site and which is described in self-contained items that contain work of all trades. The following is deemed to be included in all spot items:</p> <ul style="list-style-type: none"> <li>(a) All work that can be seen or anticipated on the 'spot' (i.e. the stated location).</li> <li>(b) Ancillary work and labours normally associated with the type of work involved.</li> <li>(c) The provision of fixing materials of every description.</li> <li>(d) Properly bonding, jointing and making good to surrounding work.</li> </ul> |
| 4.11 | <p><u>Locations</u></p>  |
| 4.12 | <p><u>Removals and New Works</u></p> <p>Undertake removals and new work associated with the alterations as below. (With standards as specified in the appropriate works sections).</p>   |



5.00 **PROPOSED WORKS**

5.01 **ELECTRICAL WORKS**

Code of Practice

The Electrical Installations to comply with the current edition of the I.E.E. Regulations and to be undertaken in accordance with good and accepted building practice and to comply with the latest edition of the Building Regulations.

The Contractor should note that the Electrical works are part of this contract, and should make due allowance for liaising with his electrical subcontractor regarding the installation of their services.

Scope

New lighting, relocating existing lighting & smoke detectors, power, assistance alarm, exit signage, extract fans. All to IP65 standard

The contractor is to allow for the full Electrical design and production of layout drawings for Contract Administrators approval, to be produced by the contractor, and the contractor is to familiarise himself with the clients current installation, and ensure the proposed installation is suitable for the room/client use. The works will include for;

- Lighting to be surface mounted LED fittings designed to layout of kitchen, WC's and lobby areas
- Liaison with mechanical contractor for Supply and installation of extension to heating system
- Power supplies to kitchen equipment
- Power supplies/sockets to refurbished/reconfigured areas and extension
- Emergency lighting system to be altered/extended.
- Smoke detection system to be altered/extended.

Agree with the Consultants the cable positions and routes and ascertain the precise locations of all outlets, luminaires, appliances, and all other electrical equipment specified before commencing installation.

Mark out holes and chases etc., and provide all necessary guidance in order that builders work can be correctly undertaken.

Contractor to allow for making all holes, chases, ducts etc., for electrical work as and where required. After installation of wiring pipework conduit, etc., the Contractor is to allow for making good all surfaces where holes, chases, ducts etc. are formed

Details of M/E consultants/contractors to be appointed and a basic breakdown of what they have allowed for in their costings shall be submitted with your tender. (Full detailed designs will be needed for client & CA approval at pre-commencement meeting)

5.02 **MECHANICAL INSTALLATION**

The Mechanical Installations to comply with all relevant British Standards and with the current edition of the Building Regulations.

The Contractor must allow for all builders work and attendance items in connection with the Mechanical Installations, including cutting chases, ducts, holes, making good walls where items removed and forming holes in the external fabric including weathering all such holes and penetrations.

The Contractor should note that the Mechanical works are part of this Contract, and should make due allowance for liaising with his mechanical subcontractor regarding the installation of their services.

#### Scope

The building is only occupied on an "occasional" and "periodic" basis. The contractor is to allow for the full Mechanical design and production of layout drawings for Contract Administrators approval, to be produced by the contractor, and the contractor is to familiarise himself with the clients current installation, and ensure the proposed installation is suitable for the room/client use. The works will include for;

- Supply and installation of extension to heating system including relocating existing boiler and flue, with service of system, including relocating/removing existing radiators where affected by the works.
- Supply and installation of mechanical ventilation system to comply with Part F of the current Building Regulations
- Plumbing to new sanitaryware and kitchen fittings

Agree with the Consultants all pipe runs before commencing installation.

Mark out holes and chases etc. and provide all necessary guidance in order that the builders work can be correctly undertaken.

Contractor to allow for making all holes, chases, etc. for mechanical services both in new and existing building fabric. After installation of pipework, the Contractor is to allow for making good of all surfaces where holes, ducts etc. are formed.

Details of M/E consultants/contractors to be appointed and a basic breakdown of what they have allowed for in their costings shall be submitted with your tender. (Full detailed designs will be needed for client & CA approval at pre-commencement meeting)

#### 5.03 Proposed Extension

##### 1 Foundations:

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE STRUCTURAL ENGINEERS DESIGNS. ANY DISCREPANCIES MUST BE RAISED WITH CONTRACT ADMINISTRATOR IMMEDIATELY

Proprietary piled foundations and reinforced slab, subject to site survey by the client/builder and site conditions. To Local Authority Approval.

Details of Structural consultants/contractors to be appointed and a basic breakdown of what they have allowed for in their costings shall be submitted with your tender. (Full detailed designs will be needed for client & CA approval at pre-commencement meeting)

## 2 Block Cavity Wall Below D.P.C.

Blocks to BS EN 771 should have a density greater than 1500kg/m<sup>3</sup> and a compressive strength of at least 7 N/mm<sup>2</sup>. Aircrete blocks to be Agrement certified. Mortar to be designation (iii) 1:4 masonry cement : sand to BS 5628: Part 3. Sulphate resisting cement should be used where ground conditions dictate and where specified by the Building Inspector.

## 3 Concrete Block Internal Solid Wall Below DPC

Blocks to BS EN 771 should have a density greater than 1500kg/m<sup>3</sup> and a compressive strength of at least 7 N/mm<sup>2</sup>. Aircrete blocks to be Agrement certified. Mortar to be designation (iii) 1:4 masonry cement : sand to BS 5628: Part 3. Sulphate resisting cement should be used where ground conditions dictate and where specified by the Building Inspector.

## 4 Lintels in external walls below DPC:

Pre-cast concrete lintels over all openings below dpc.

## 5 Damp Proof Course

Horizontal DPC to be; HYLOAD ORIGINAL; Installation must follow normal good practice for the detailing of damp proof courses, as set out in the relevant clauses of BS 5628: Part 3: 2001 and must be in accordance with the manufacturer's instructions. The following installation practices are essential: DPCs must extend through the full thickness of the wall or wall leaf, including pointing, applied rendering or other facing material and project beyond the external face by 5mm. DPCs must be sandwiched between an even bed of wet mortar. Perforations in adjacent courses of masonry must be completely filled with mortar. All lap joints in the DPC must have 100mm overlap and be completely sealed. Hyload preformed cloak units must be used at stop ends, and all corners and changes in level of cavity trays. When using DPCs with boot lintels or similar constructions, it is recommended that the material be installed following the lintel profile.

## 6 Ground Floor Construction

Proprietary 75mm sand/cement reinforced screed, on Visqueen Vapour check barrier 500g (VISQUEEN Vapour Check CE Mark to EN 13984. Fix in accordance with BS5250:2002 All joints to lap by at least 75mm and sealed with Visqueen Vapour Tape applied equidistant over joint. Use Visqueen Vapour Edge Tape to seal perimeter, on; 75mm FR5000 Celotex Insulation flooring slab, on; 1200g VISQUEEN High Performance DPM CE Mark to EN 13967, Polythene DPM turned up at edges in accordance with manufacturers recommendations. Joints to be at least 150mm and bonded using Visqueen Pro Double Sided Jointing Tape. the joint to then be sealed with Visqueen Pro Single Sided Jointing Tape. All upstands to be sealed with tape against substrate. All service pipe penetrations to be sealed with Visqueen Top Hat Pipe Cloaks and tape as recommended by supplier. 25mm insulation upstands at perimeter of floors, on reinforced concrete slab and piled foundations as detailed by Str Eng.

## 7 Underfloor ventilation

N/A

## 8 Cavity Wall: U value of 0.179W/m<sup>2</sup>K

External skin to be facing brickwork to match existing. Builder to supply samples for client and C.A. approval. 135mm o/a cavity width with 85mm Celotex CG5000 Cavity Insulation. Internal skin to be 100mm thick AAC blockwork 7N 0.11 Lambda with 12.5mm F.B. plasterboard (0.020K) on 10mm plaster dabs. Skim coat plaster finish. Wall ties for cavity construction to be stainless steel at 450 centres vertically and 750 horizontally staggered unless noted otherwise and comply with BS EN 845-1. Kingspan Kooltherm 125mm Cavity Closers to windows shown, or alternatively Hi-Load Fire Rated Insulated

DPC where inner skin blockwork used to close the cavity. Proprietary HyLoad Original DPC cavity tray (over all abutments) with Rytons RYTWEEP clear cavity weep holes with Rytons RYWTUBE extension, at nom: 1m crs to perimeter of building above all trays and all openings.

9 Prefabricated Lintels in External Walls Above DPC:

Galvanised KEYSTONE HI-THERM LINTOLS PSI VALUE 0.068 with insulated cores with a min 150mm-end bearing. Lintels to be provided over all door and window openings and service meter boxes recessed into walls. Lintels to be fully bedded and propped. Use the correct length and width of lintel for the opening and cavity width.

10 Cavity Trays:

Cavity trays to be installed within external wall construction to all locations required by regulations, including above lintels to openings, meter cupboard openings, ventilation outlets, and flues. Provide stop ends to cavity trays above openings. Minimum rise for individual cavity trays: 150mm.

11 Weep holes:

Weep holes to be provided above all cavity trays. Generally weep holes to be @ 450mm ctrs, with a minimum of 2 weep holes per opening to cavity trays and above lintels.

12 Stepped cavity trays and flashings

Lead flashings of minimum 150mm upstand Code 4 to be provided where roof abuts brickwork. Install preformed cavity trays in existing walls at abutments linked to flashings. Cavity tray must rise minimum of 140mm across the cavity.

13 Upvc Windows & Doors

Proprietary PVCu Frames ,Double Glazed, Argon Filled Sealed Units, Warm Edge Spacer, Soft Coat 0.05 Low-e Glass and to comply with Current Building Regulations. Trickle vents to be through head type storm proof. Windows to achieve minimum U Value of 1.4W/m²K. Frames fixed to reveals with proprietary ANCON staifix frame ties at recommended centres. Weather Seals - Aquamac 21 Black. Framing Compriband 600 Super Gasket. Exitex Mobility Threshold (MXS 15-56) - Aluminium to doors. Frame Cramps: Windows/doors to be secured into openings with proprietary frame cramps ANCON Austentic S/S size 125mm SDV Frame cramp tie. (or similar & approved to BSEN 845-1) Equally spaced around head and side jambs to manufacturers recommendations - with minimum of 2 per jamb/head. External Sealant: Supply and install mastic sealant around all window/wall jambs, door/wall jambs, wall penetrations and over movement joints. Use high quality one part silicone sealant. GEOCEL LM External Silicone Mastic Sealant Clear 380ml, Low modulus. (Or similar & approved CLEAR mastic) U value 1.6 W/m²K. Design to suit brick dimensions. Safety glass to BS 6206 : 1981 where glazing falls within 800mm of local floor level. Purge Ventilation: All opening windows/doors to provide a minimum of four air changes per hour/per room directly to outside. It is presumed that all hinged windows will opens 30° or more, and therefore the height and width of the opening part should be 1/20th of the floor area of the room. External Doorsets: Should be manufactured to a design that has been shown by test to meet the security requirements of British Standards publication PAS 24:2012. Easily accessible windows should be manufactured to a design that has been shown by test to meet the security requirements of British Standards publication PAS 24:2012.

14 First Floor Joists

N/A

15 Timber Studwork

Where shown, partitions to be formed using 100x47 C24 structural timber studs at 400 or 600 crs noiminal. Double up at door jambs and junctions, with

necessary noggins and supports for fixtures and fittings. In wet areas use a moisture resistant board and marine ply. Plasterboard Fixings: Single board layers; at 300mm centres – 200mm at external corners. Double layer partitions - Base layer fixed at 300mm and around perimeter — face layer 300mm and within the field of the board at perimeters. Distance from bound edges – screws should not be closer than 10mm Distance from cut edges – screws should not be closer than 13mm Screw fixing type and length – screws should be a minimum 10mm longer than the board thickness. Staggered board joints — All vertical board joints should be staggered between board layers and on each face of the partition — Horizontal board joints between board layers should be staggered by a minimum of 300mm— Screw type Drywall for stud gauge up to 0.79mm Jack-Point for stud gauge over 0.8mm. Standards for boarding and partitioning; BS 8000: Workmanship on building sites — Part 8: 1994 Code of Practice for Plasterboard Partitions and Dry linings — Part 10: 1995 Code of Practice for plastering and rendering - BS 8212: 1995 Code of Practice for Dry lining and Partitioning using Gypsum Plasterboard BS EN 13964: 2004 Suspended Ceilings - Requirements and test methods BS EN 13914-2: 2005 Design, preparation and application of external rendering and internal plastering BS 8481: 2006 Design, preparation and application of internal gypsum, cement, cement and lime plastering systems - specification.

#### 17 Concrete Block Partitions

Where shown on the plans internal concrete block partitions are to be constructed with 100mm CELCON Hi Seven concrete blocks, with K Value of 0.19. Internal leaf mortar: class (iii) 1:5 cement/sand mix mortar BS 5628: Part 3, flush pointed Plaster finish each side with multi-finish plaster skim coat.

#### 18 Roof Construction

Sinusoidal Insulated Roof Panel KS1000 SRW by KINGSPAN (or similar & approved) Anthracite Grey finish (Matt). With SRHR Half Round Ridge with site sealed end-laps, bed on Scallop Flashing with 9mm x 3mm butyl rubber, stitched to every other crown of KS1000SRW Insulated Roof Panel. Complete system to be installed in strict compliance with manufacturers recommendations.

75x50mm Cross batten purlins, on Tyvek® Supro a durable, water resistant membrane that is reinforced with a laminated polypropylene nonwoven. This airtight, vapour-permeable membrane is extremely water-resistant, and can be used for all supported and unsupported pitched roofs. Style name: 2507B Composition: Composite of high density polyethylene, polypropylene Roll size: 1.5m x 50m Roll weight: 12kg Mass per unit area: 145g/m<sup>2</sup> UV exposure: 4 months Product / functional layer thickness: 450 / 175µm Water vapour transmission (Sd): 0.015m BBA certificate: 08/4548 CE Marking: Yes IAB certificate: 04/0157.

150x50mm min: treated timber rafters (cross reference with Str Eng's details). 150x50mm Ceiling Joists. Ceiling insulation: 0.074 W/m<sup>2</sup>K 100mm KNAUF LOFT ROLL between joists and 300mm KNAUF LOFT ROLL above. 12.5mm GLASROC F Multiboard with 3mm skim coat finish. NO LAMPS PROTRUDING INTO CEILING SPACE

#### 19 Rainwater goods, Fascia's and Soffits

Proprietary 112mm half round PVC gutters/downpipes, to match existing. Connect downpipes into roddable back inlet gulley. Supply and install new proprietary uPVC fascia/soffit on s/w framework. Colour white - all to match existing.

#### 20 Above Ground Drainage

Above ground foul drainage system to be designed to BS EN 12056 System 3. Use large radius bends (min. 200mm) or 45° fittings at base of stacks. Provide access fittings at foot of stacks suitably situated to allow adequate working space to clear blockages. Soil vent pipes (SVP's) to be 110mm diameter

UPVC to BS: 5514:1983. Soil pipes at the head of drains are to be taken through the roof to external air. SVP's to be enclosed in ducts, constructed from 2no. layers of 15mm British Gypsum SoundBloc taped and jointed on 38 x 38mm timber framing. SVP to be wrapped in 25mm sound quilt insulation. Access panels are to be fitted to ducts at ground floor level with access plate on soil vent pipe and air admittance valve where applicable. Waste pipework to comply with Table 5 of Approved Document H1 of the Building Regulations. Waste pipes to be 40mm dia. to sinks, baths and washing machines, 32mm dia. to washbasins. Where recommended runs are exceeded, anti-syphonage pipes are to be provided, or waste pipes are to be suitably oversized. All sanitary appliances are to be fitted with 75mm deep seal traps. Combined wastes to be a min of 50mm dia.

All gaps where drainage passes through structure should be sealed to form an airtight barrier, where gaps are less than 6mm use gun applied elastic or elastomeric sealant capable of accommodating movement at the joints, where gaps exceed 6mm expanding foam sealant should be used to form an airtight seal. Access panels to have neoprene strip to perimeter to provide airtight seal.

Where all services, risers, ducts, svp's etc pass through compartment walls/floors, they are to be suitably fire stopped with proprietary fire collars and/or insulated fire quilt/mastic - details to be agreed on site by Contractor and Building Inspector.

## 21 Internal Doors/Ironmongery

Internal frames and structural openings to suit door sizes and internal/external wall dimensions. Allow for s/w timber frames and door stops to suit door types.

Ironmongery to match existing, suiting to be agreed.

Doors to be delivered to site prepared and primed ready to receive final finish coat. Provide certification for Fire Rated door sets. Fire doors to have proprietary 10x4mm rebated Intumescent strips with brush seals FD30S rated. Stops to frames to be minimum of 32x12mm s/w, glued and screwed. All doors to be compliant with BS476:Part22:1987 44mm thick solid core, with ply facing and H/W lippings, hung on 3no: steel hinges, with regular 3mm gap around top and edges. Gap at the bottom to be no more than 10mm from FFL. Any gaps between linings/frames and substrates are to be filled with Fire Rated Acoustic Expanding Foam, proprietary, tested to BS476 Part 20. DIN 4102 Part 1 and Class B1. Up to four Hour Fire rating with integrity and Insulation.NHBC Type Approval. EN 1366-4 Glazing to fire resisting doors to be 7mm Pilkington's Pyroshield safety glass in intumescent bedding in proprietary hardwood glazing beads fixed to manufacturer's directions. Beads system to be tested to the appropriate period of fire resistance (integrity). Architraves to be traditional softwood, slow grown for strength and stability. Ideal for finishing a door frame and providing a versatile surface for painting, varnishing or staining. 15mm x 45mm chamfered profile. Kiln Dried and FSC certified. Paint Finishes: Architraves & door frames/stops to be 1 coat DULUX TRADE NEW WORK UNDERCOAT and 2 full coats of DULUX TRADE NEW WORK GLOSS, colour White. Doors to be 2 coats of DULUX TRADE NEW WORK GLOSS, colour to be agreed but must be a contrast to walls and architraves

Store: FD30 K/L standard 826x2040x44mm

WC's: FD30 standard 926x2040x44mm

Kitchen: FD30S S/C with Vision Panel 826x2040x44mm Vision panel to be 180mm x 1300mm set 200mm in from top and leading edge of door.

- 22      Internal Joinery  
S/W timber skirting/architraves (nominal 75x25mm bullnose) to be provided into new/refurbished areas. (To match existing – builder to confirm)  
To be countersunk screwed and pelleted at 400mm crs maximum.  
S/W window cill boards nominal 260x25mm x width of window on timber packers.

23      New Fixtures/Fittings/Decorations

Sanitaryware:

To disabled wc suites: Sanitaryware: Proprietary DOC M low level Right Hand & Left hand corner packs, ref., from the Armitage Shanks range. Fix in accordance with manufacturers recommendations.

Hewi soap dish & towel holder ring.

Hewi coat hooks 1no: to back of each door.

Hewi toilet roll holders

Mirrors:

Mirrors to each WC: 1000x700mm, Class C safety glass to BS 6206, free from tarnishing, discoloration, scratches and other defects and reflection undistorted. Backing aluminium foil, edges ground fixed with CP dome top masonry screws with polythene sleeves and washers.

Kitchen Units

Supply and install new kitchen facilities as follows;

Sink unit: S0226(MY) Sandringham Select sink pack, inset stainless steel single bowl and drainer complete with Sandringham single lever 1 taphole mixer, 1½" basket strainer waste.

Inset wash hand basin with lever taps

Worktop/Cpbds

Howdens Greenwich Light Oak base units with HKB S/S T bar handles.

Howdens Greenwich Light Oak wall units with HKB S/S T bar handles and plinths, with worktop as Howdens Black Granite style ref WKP7760 complete with end caps. 1no: length of 3.8 nom and 2.4m nom:

This is a contractor design/client approve item.

Allow for nominal 5no: base units and 1no: drawer (600mm width units) unit along the 3.8m length.

Allow for 3no: spaces/division panels for Fridge/Freezer and Cooker and 1no: drawer unit, and 3no: wall units with section of open shelving along the 2.4m length.

Wall Tiles

Supply and install for 3no: rows of 100x100mm Pilkingtons ceramic wall tiles (waterproof adhesive and grout), above complete length and returns of worktops, and above wash hand basins.

Decorations

New Plasterboard walls/ceiling:- Painted finish - Paint finish to be 1 sealing coat (consisting of; 1 part clean water to 5 parts paint) and 2 full coats of MOULDSHIELD Fungicidal Eggshell from Dulux Trade. Colour white.

Architraves & door frames/stops to be 1 coat DULUX TRADE NEW WORK UNDERCOAT and 2 full coats of DULUX TRADE NEW WORK GLOSS, colour White. Doors to be 2 coats of DULUX TRADE NEW WORK GLOSS, colour to be agreed but must be a contrast to walls and architraves

## Floor Coverings

Supply and install ALTRO AQUARIUS SAFETY FLOORING, 2.5mm thickness, applied in accordance with manufacturers recommendations on Altrofix 25NF contact adhesive (or similar & app). Seam welding to be hot welded with complimentary coloured rod. Accessories, CF38R cover formers and C8 capping seals to wall tiles and C7 to painted walls. 100mm skirting upstand (WC areas only). New screeds and cementitious subfloors should be laid to BS 8204-1:2003+A1:2009. Sufficient drying out time should be allowed before installation of the flooring material.

New flooring required to Store, Newly formed Lobby, both WC's and Kitchen area.

### 5.04 Existing Communal Space

#### Decorations

Prepare existing surfaces (walls, joinery work), rub down, make good to any damage with proprietary filler suitable for substrate and redecorate.

Wall/Ceiling finish - Paint finish to be 1 sealing coat (consisting of; 1 part clean water to 5 parts paint) and 2 full coats of MOULDSHIELD Fungicidal Eggshell from Dulux Trade. Colour to be agreed.

Joinery - 2 coats of DULUX TRADE NEW WORK GLOSS, colour to be white.

#### Vinyl Floor

Existing vinyl flooring is to remain. Allow for full protection during the works. Upon completion, the flooring is to have proprietary deep clean as recommended by floor manufacturer.

### 5.05 Enclosed Garden Space/Making good externally

Allow a provisional sum of £500 for planting (to be agreed)

### 5.06 Drainage

All outfall invert levels to be checked and verified by the contractor prior to commencement of works. Redundant drains to be removed or filled to approval of Building Inspector on site.

All new drains are to be 100mm diameter unless shown otherwise. Rodding eyes are 500mm deep unless shown otherwise. Access chambers are 600 deep unless shown otherwise. Branch drains gradients are to be minimum of 1 in 40 for foul and 1 in 60 for surface water.

Levels of the existing drains and covers are shown on the record plans, but no guarantee is given as to the accuracy, and the contractor shall ascertain his own levels and check the drainage flows prior to commencing the works.

The contractors attention is drawn to the need to ensure that any trenches excavated through previously compacted filled areas, in particular under the building footprint and immediately around the outside are; recompacted to ensure localised differential settlement does not occur. Drainage channels to be ACO multidrain (or similar & approved) across driveways or footpaths and ACO doorway drains across level accesses or equivalent. Install in accordance with manufacturers recommendations.



All private drainage is to be in accordance with BS EN 752-1-2-3-4, BS EN 1295-1, BS EN 1610 and all relevant sections of Approved Document H of the Building Regulations (2002 edition with 2010 amendments)

All adoptable drainage is to be in accordance with, 'Sewers for Adoption 7th Edition' - A Design and Construction Guide for Developers and the local Highway Authority requirements where appropriate. Where drainage pipework is to be Flexibly jointed extra strength vitrified clay it should be to BS EN 295-1, Hepworth 'Supersleve' or equivalent. Where drainage pipework is plastic i.e. pvc-u it shall be to BS EN 1401-1 (Class SN8) OSMA or similar & approved. All concrete pipework shall be to BSEN 1916 and BS 5911-1 (load Class M unless otherwise indicated). Manholes and fittings shall be to BS 5911 parts 3 and 4 and BS EN 1917. Where drains pass through foundations or connect to manholes, flexible pipe joints are to be provided within 150mm of the face of the structure and within a further 600mm to form a rocker pipe. Where pipes pass through screen walls, footings or retaining walls, PSC lintols are to be provided. Where pipelines pass within 1m of buildings or walls the foundations are to be taken down below the bottom of the pipe trench. Where connections are to be made to existing manholes/sewers, invert levels, pipe sizes and orientation should be checked prior to the commencement of any works and any variance reported to the CA immediately. The contractor is to ensure that protective measures are taken to ensure that drainage pipework and fittings are not damaged by site traffic prior to oversite filling operations being completed around buildings.

#### 5.07 Sundry Items

The contractor is to read this specification and architectural drawings, in conjunction with the Structural Drawing 2017.883.01 current revision. Allow for all structural design items, including at least the following;

Piling  
Reinforced Slab  
Movement joints  
Wall ties  
Straps and connectors  
Lintols  
Roof Timbers/beams

Any discrepancies must be reported to the CA immediately.

#### **FIRE EXTINGUISHERS**

Allow for repositioning existing fire blanket and fire extinguishers. Exact locations to be agreed on site.

#### **PAPER TOWEL DISPENSERS**

Allow for repositioning existing paper towel dispensers. Exact locations to be agreed on site.

#### **FIRE ESCAPE SIGNAGE**

Supply and install new illuminated fire exit sign over new double doors leading to external air.

#### **CONTINGENCY SUM**

Allow a contingency Sum of £3500 for unseen items/events.

## **6.00 MAINTENANCE**

### 6.01 Generally

### 6.02 Objectives of this section

This part of the specification is not concerned with any maintenance or other work by the Contractor except the gathering of information as described. The objective is the compilation of a comprehensive maintenance manual for the use of the Employer and the users of the building.

### 6.03 When information is to be collected

From the commencement of the contract until the end of defects liability period.

### 6.04 Type of information required

Everything that those responsible for the care and maintenance of the completed building might need in order to keep it in good condition and prolong its useful life.

### 6.05 Contractor's Role

The Contractor shall obtain as much information as possible from suppliers, codes of practice, installers of specialist systems (including M & E services) and other sources relating to the care, maintenance and periodical overhauling of all materials, components and surfaces forming part of the Works. 2 copies of all such information shall be in printed or typewritten form, be handed to the specifier in suitable hard backed binders with titled cover and a comprehensive index. Allow for all costs involved.

### 6.06 Working Drawings

Allow for preparing and providing 2 hard copies and 1 electronic copy of 'As Built' installation drawings of the M & E drawings.

### 6.07 Health and Safety File

In addition to the above allow for supplying all documentation required by the CDM Co-Ordinator under the C.D.M. Regulations.

## **APPENDIX A**

### **PRE-CONSTRUCTION HEALTH & SAFETY PLAN**

**FOR**

**The works include the following; extension of approx 21m2 with pitched roof to form new kitchen and toilet facilities, internal alterations and refurbishment to facilitate the extension, redecoration (internally) of main building, along with associated new doors/windows, kitchen units, sanitaryware, extension to existing mechanical & electrical systems, and associated making good/enabling works in accordance with the designs set down in the tender/contract drawings and specifications.**

**AT**

**WOODHOUSE GARDENS PAVILLION  
THE TABERNACLE  
BLANDFORD FORUM  
DORSET  
DT11 7DN**

**FOR**

**BLANDFORD TOWN COUNCIL**

**February 2019**

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APENDIX B: Information required to compile the H&S File including Services Operation and Maintenance Manual Requirements.

1.00 **INTRODUCTION**

- 1.01 It has been determined that this project does fall within the scope of the CDM Regulations and the Principal Contractor shall comply with all the obligations imposed on him by these Regulations.
- 1.02 The purpose of this Pre-Construction Health & Safety Plan is to outline the key health and safety issues to affect this project.
- 1.03 The Principal Contractor shall use this information to prepare the construction stage Health and Safety Plan, which must be approved by the Planning Supervisor prior to commencing construction activities. A draft plan should be prepared and forwarded to the CDM Coordinator for comment before work commences.
- 1.04 In the event of a dispute this project will be assumed to be operating under the JCT Minor Works Building Contract with Contractor's Design 2016: (MWD), with latest amendments. The Contractor will be the Principal Contractor as defined by the CDM Regulations.

2.00 **PROJECT PARTICULARS**

- 2.01 Project Title: EXTENSION & ALTERATIONS TO EXISTING WOODHOUSE GARDENS PAVILLION
- 2.02 Project Location: Woodhouse Garden Pavillion  
The Tabernacle  
Blandford Forum  
Dorset  
DT11 7DN
- 2.03 Employer: Blandford Town Council  
Town Clerk's Office,  
Church Lane,  
Blandford Forum,  
Dorset,  
DT11 7AD

Contact: Linda Scott-Giles  
Tel: 01250 454500  
Email: [linda@blandfordforum-tc.gov.uk](mailto:linda@blandfordforum-tc.gov.uk)

- 2.04 Scope of works: The works include the following; extension of approx 21m2 with pitched roof to form new kitchen and toilet facilities, internal alterations and refurbishment to facilitate the extension, redecoration (internally) of main building, along with associated new doors/windows, kitchen units, sanitaryware, extension to existing mechanical & electrical systems, and associated making good/enabling works in accordance with the designs set down in the tender/contract drawings and specifications.
- 2.05 Principal Designer Morgan Design Studio Ltd  
36 Badbury Drive  
Blandford Forum  
Dorset  
DT11 7UJ

Contact: Simon Morgan  
Tel: 01258 450615/0755 7962724  
Email: [simon@morgandesignstudio.co.uk](mailto:simon@morgandesignstudio.co.uk)

- 2.06 Services Engineer: Contractor design.
- 2.07 Structural Engineer: B.E.Willis Partnership Ltd  
Wessex House,  
St Leonards Road,  
Charminster,  
Bournemouth,  
Dorset  
BH8 8QS

Contact: Brian Willis  
Tel: 01202 290212  
E: [info@bewillis.com](mailto:info@bewillis.com)

- 2.08 Principal Client Blandford Town Council  
(As above)
- 2.09 Programme: Contract start date to be by agreement
- 2.10 F10 Notification: Project is not notifiable

### **3.00 THE EXISTING ENVIRONMENT**

- 3.01 The site: The site is within the Woodhouse Gardens, accessed from The Tabernacle, in the centre of Blandford Forum Town Centre.
- 3.02 Site access: Vehicular access to and from the site is generally restricted to one Grounds Maintenance vehicle. However, an area of land will need to be heras fenced off to form a contractor's compound.
- 3.03 Services: Existing services are present on the site including gas, cold water, electricity and drainage.
- The precise location of underground services is not known.
- Where relevant the contractor is to liaise with the Utility companies and carefully carry out all necessary investigation to locate and identify all services prior to commencing the works.
- 3.04 Surrounding area: The site is bounded on all sides by a mix of residential, office, public buildings and places of worship. Some buildings are protected under English Heritage by way of being "Listed". The area is a Conservation Area.

### **4.00 DRAWINGS**

- 4.01 Existing Services: None produced.
- 4.02 Health & Safety files: There are no known previous H&S files for this premises.

4.03 Tender Drawings: Drawings indicating the works are as listed in the tender document.

## 5.00 **DESIGN**

5.01 The design team have not specified any unusual or exceptionally hazardous products.

5.02 The development and construction of the works is based on the Tender Documents, this pre-construction H&S plan and compliance with requirements found in;  
The Building Regulations 2000 (with latest amendments)  
Gas Safety & Installation Regulations  
C.I.B.S.E. Regulations  
Water Company Supply and Byelaw Regulations  
Relevant British Standards and Codes of Practice.

## 6.00 **CONSTRUCTION MATERIALS**

6.01 The contractor is to avoid the use of asbestos or asbestos based materials.

6.02 The contractor is not to use polyisocyanurate foam to fill gaps etc. on this project. Fire retardant foams are generally accepted.

6.03 Any construction material which is used which has information on safety or hazards must be recorded and a copy of any COSHH information passed to Planning Supervisor at the next site meeting. If information not available the contractor to carry out his own risk assessment in compliance with the COSHH Regulations.

6.04 The Contractor must provide any subcontractor or workman, with appropriate safety information regarding materials being used and if necessary allow appropriate training and/or protective clothing. A risk assessment of tasks involving hazardous materials must be made and a record made of the findings.

6.5 Personal protective equipment must be provided by the workman's employer.

## 7.00 **SITE WIDE ELEMENTS**

7.01 The Contractors works are indicated upon the tender drawing. A prolonged site visit is essential to ascertain the pedestrian and vehicular movement around the site. Vehicular access to and from the site within the grounds is strictly restricted to the access road from The Tabernacle.

7.02 The working area is confined to the areas prescribed in the tender documentation and drawings. The works must not obstruct any fire fighting access route, or fire escape route.

7.03 The Contractor and sub-contractors must not park their vehicles, skips nor store goods and materials in the grounds except within the area allocated to them.

7.04 Concurrent building contracts have not been identified in and around the Site area although there will be ongoing Blandford Town Council vehicle and staff movements for the duration of the works.

7.05 All work outside of normal working hours is to be fully coordinated and agreed with the contract administrator and client. Any temporary shutdown of any services must be similarly coordinated and agreed by giving a minimum of 7 days' notice prior to shut down.

## **8.00 SITE RULES**

- 8.01 Cleanliness: The site and particularly the approach road to be kept clean and tidy at all times. Rubbish and debris must not be allowed to accumulate, causing obstruction or fire risk.
- 8.02 Lighting & Power: A supply of electricity up to 3 KW single phase for plug in hand tools, and for any temporary lighting necessary for the performance of the works may be obtained by the contractor and sub-contractors free of charge. The contractor is to use only 100 volt A.C. single phase or cordless tools, plant and equipment. He is to provide all transformers and leads etc. and to observe any load restrictions imposed by the Contract Administrator.
- 8.03 All power tools and cables must be checked by their operators for operational safety including the safe routing of the cable supply before use.
- 8.04 Power tools and cables should be securely stowed at the end of each working day.
- 8.05 Smoking is not permitted on site.
- 8.06 The use of radios, tape players and musical instruments is not permitted on site. The contractor's men should refrain from shouting, singing, whistling, swearing etc. whilst working within earshot of the public.
- 8.07 Noise, vibration, dust, smoke, pollution, obstruction or any other nuisance caused to any person or property in the neighbourhood shall be kept to a minimum. Compressors, pneumatic drills etc. shall be fitted with silencers.
- 8.08 Hot working to be undertaken in accordance with item 1.14 of specification and approved by the Employer. Hot working includes; all work with a naked flame; all work that generates localised heating; all sparks-grinding, mechanical sawing etc.; work that produces flammable or potentially flammable vapours such as gluing, heat sealing of vinyl and certain finishes.
- 8.09 Working hours upon the site are restricted to 8.00a.m. to 5.00 p.m. Monday to Friday. Saturday working may be permitted by special arrangement and at no additional cost to the contract.
- 8.10 The principal contractor shall ensure that all workmen upon the site are aware of the availability of fire fighting equipment and the procedure in the event of a fire; raise alarm and call Fire Brigade; ensure the safety of all persons in the vicinity; attempt to extinguish the fire with the equipment available or enclose it (i.e. shut the door.)

The principal contractor must provide fire fighting equipment appropriate to the risk of the work being carried out and positioned close to the working area.

All workmen should be aware of all escape routes in the event of a fire in their vicinity. The contractor is to secure the site at the end of each working day. All flammable rubbish must be quickly disposed of and taken outside the buildings at night.

Rubbish must not be burned upon the site.

Flammable liquids and Gas cylinders should be kept in a secure well ventilated compound a minimum of 6mtrs away from any building and to have a prominent notice indicating 'Danger, No Smoking or Naked lights'.



- 8.11 All workmen must carry and display an approved form of identification AND carry the appropriate CSCS approved Identification Card.
- 8.12 A reasonable and appropriate dress code must be followed at all times.
- 8.13 Personal protective equipment as required by COSHH and/or risk assessments, must be worn by operatives.
- 8.14 Extreme care must be taken at all times and in particular the Contractors (and his sub-contractors) vehicles should drive appropriately and make use of a "Banksman" when entering/leaving the site.
- 8.17 Blandford Town Council Employees and/or users of the Pavillion Building/Grounds, cannot accept deliveries or post on behalf of the contractor.

9.00 **REGULATIONS THAT AFFECT SAFE WORKING ON SITES**

- 9.01 The following notes are intended as a reminder of regulatory requirements which affect work on a construction site. The list is not exhaustive but it is meant to highlight the predominant safety regulations.

**The Construction (General Provisions) Regulations 1961 which require;**

Supervision of safe conduct at work.

Compliance with specific requirements, which include transport and demolition.

General precautions to provide a safe working environment.

**The Construction (Lifting Operations) Regulations 1998 which covers;**

Safe use of lifting appliances of all types.

Chains, ropes, and lifting gear.

Hoists.

Secureness of loads. Etc.

**The Construction (Health, Safety and Welfare) Regulations 1996 which covers;**

Scaffolds and safe access to working places.

Ladders.

Inspection and maintenance of scaffolds.

Working platforms and gangways.

Prevention of falls at openings and platforms.

Precautions for roof work.

Shelters and accommodation for clothing and eating.

Washing facilities.

Sanitary facilities.

Safe access to facilities.

**The Construction (Head Protection) Regulations 1989**

Provision of suitable head protection by employer.

Assessment of risk by those in charge of work.

Compliance of employees with site rules on wearing head protection and to make proper use of the protection and to return it after use/report loss or defects.

- 9.02 Other pertinent regulations are;
- The Electricity at works regulations 1989
  - Noise at Work Regulations 1989
  - Health & Safety (First Aid) Regulations 1981
  - Control of Substances Hazardous to Health Regulations 2002
  - Manual Handling Operations Regulations 1992

Provision and use of Work Equipment Regulations 1992  
Personal Protective Equipment Regulations 1992  
Environmental protection act 1990:  
Hazardous waste (England and Wales) regulations 2005

9.03 Safety management must follow the requirements of the;  
'Management of Health & Safety at Work Regulations 1999' and the  
'Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR)  
requires defined incidents to be recorded and reported.  
'Workplace (Health, Safety and Welfare) Regulations 1992'.

9.04 It is recommended that the Contractor have a copy of;  
'Essentials of Health & Safety at Work' published by HSE.

#### 10.00 **RISK ASSESSMENTS AND METHOD STATEMENTS**

10.01 Risk Assessments for Mechanical Services, for Electrical Services and for Public Health will  
need to be prepared.

10.02 The Contractor is to produce Method Statements for the following elements of works:

1. Detecting and Working around existing 'live' services.
2. Keeping the building secure and weather tight.
3. Working in close proximity to existing operations on the site

Controlling contractors' vehicle movements on site and keeping roadways,  
footpaths and paved areas clean.

#### 11.00 **CONTINUING LIAISON**

11.01 The Contractor will need to develop this Health & Safety Plan and update and amend  
it during construction. Further advice is contained in "A Guide to Managing Health &  
Safety in Construction" published by the Health and Safety Executive (HSE) and the  
Construction Industry Advisory Committee (CONIAC). Prior to commencement upon  
site the contractor is to produce a reasonably developed Health and Safety Plan.

11.02 The Contractor is required to co-ordinate safety arrangements for all other  
contractors/sub-contractors on site. He is responsible for making those contractors  
aware of the content of this Health & Safety Plan including subsequent amendment or  
edition.

11.03 The general management of the site is to include arrangements for (i) securing co-  
operation between various parties on site, (ii) the identification and assessment of risks,  
(iii) the necessary precautions and/or control measures and, (iv) any measures to  
control site access.

11.04 Liaison with the CDM Coordinator will be at the formal site meetings. The meetings will  
be recorded, and circulated. This does not preclude ad hoc meetings to deal with any  
necessary problems which are then to be reported at the next formal meeting.

11.05 The Contractor should periodically carry out a planned safety check of the site and the  
CDM Coordinator may accompany the contractor following or preceding any formal  
site meeting. Inspections may also be made following any reported problem or incident  
and to compare site standards with those set for the project.

12.00 **HEALTH AND SAFETY AND O&M MANUALS.**

- 12.01 As a pre-requisite to achieving handover the Contractor will need to submit 2 copies of the Health & Safety file to the Planning Supervisor. This File to include design alterations, details on control valves switches etc., COSHH information, safety instructions and O&M manuals. The anticipated contents of the H&S File are listed in appendix B.

## APPENDIX B.

ANTICIPATED CONTENTS OF HEALTH AND SAFETY FILE  
TWO COPIES OF ALL INFORMATION IS REQUIRED

Section	Contents	Source
1.0	<u>Project Details</u>	
1.1	Commencement and completion dates	
1.2	Client	
1.3	Design team	
1.4	Principal Contractor	
1.5	Names and addresses of major sub-contractors and suppliers used by Principal Contractor	
2.0	<u>Record Drawings</u>	
2.1	Design teams as installed drawings	
2.2	Workshop and fabrication drawings produced by specialist Sub-contractors covering the following:  H&C pipework amendments Mechanical Works Electrical power and lighting layout plan Fire Alarm/Intruder Alarm/Smoke Detection	
3.0	<u>Design Criteria</u>	
3.1	Building Regulation Approval	
3.2	Practical Completion Certificate	
3.3	Any relevant Certificates and guarantees relating to: Doors Electrical power and lighting installation Escape signage and alarms/lighting etc Fire Protection Paint	
4.0	<u>Construction Methods and Materials</u>	
4.1	Product data sheets, manufacturer's literature and COSHH Information for materials used in the construction:  Doors and ironmongery. Floor finishes. Paints used.	
5.0	<u>Equipment &amp; Maintenance</u>	
5.1	Details of hazards or risks associated with future cleaning or maintenance which have not been "designed-out" and which operations need to be managed	
5.2	Details of provision made in the structure for future Cleaning and maintenance.	
6.0	<u>Cleaning and maintenance procedures</u>	
6.1	Manufacturer's cleaning and maintenance recommendations relating to the following:  Doors and ironmongery. Floor finishes. Paints used.	

- 7.0      Specialist manuals .
- 7.1      Operating and maintenance manuals for M&E services,  
         including test certificates and drawings.
  
- 8.0      Utilities & Services
- 8.1      Details of any existing services encountered or that have  
         Been installed as part of this contract