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1 **STRIP OUT**

1.1 Basement

Provide all necessary temporary support and carefully strip and cart away:

- Existing front and rear internal partitions
- Existing wall and ceiling coverings
- Any remaining floor coverings
- Any remain items/ furniture etc.

1.2 Ground floor

Strip and cart away :

- Any remaining floors coverings
- Any remaining wall coverings (Excluding partitions between ground floor and communal flat lobby/ stairs and between ground floor and rear Flat).
- Any remaining items/ furniture etc.

2 **ALTERATIONS**

2.1 Staircase Opening

Allow here for all structural works in connection with the formation of a new opening within the ground floor for a new staircase between the ground floor and basement. As detailed in the attached structural engineers drawing no. 13315-06A.

Provisional item: Allow here for the extra over cost for the excavation for and formation of a 700 x 700 x 300mm deep mass concrete pad foundation beneath the new brick pier should the thickness of the existing basement floor slab be found to be inadequate.

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2.2 Staircase

Supply and install a 1200mm wide timber staircase to be compliant with part M and K of building regulations. Stair treads to have a maximum rise of 170mm and a minimum going off 250mm.

Provisional item: The contractor is to allow here the extra over cost for the design and fabrication of a steel staircase in place of the timber staircase above. CA to approve drawings/ design prior to fabrication. The staircase is to be 1200mm wide and be compliant with part M and K of the building regulations. Stair treads to have a maximum rise of 170mm and a minimum going of 250mm.

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2.3 Guarding to staircase opening

2.3.1 Fix timber noggins between ends of floor joists and fix 50x100mm sole plate across top of joists over existing flooring. Form new balustrade to height of 1100mm using 50 x 100mm timber studwork frame. Fix bull-nosed timber capping to top of studwork and face with 12.5mm plasterboard with joints filled and taped, skim finish. Leave ready to receive decorations described elsewhere.

2.3.2 Form partition wall to enclose open side of stair case to comprise:

- Gypframe C stud and 600mm centres
- 12mm sheathing ply
- 12.5mm plasterboard
- Fill and tape joints, skim finish.

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Handrails

To both sides of staircase supply and a fix 40mm diameter timber handrail. Handrail to be 950mm from pitch line of stairs and extend 300mm past top and bottom stair treads. Secure handrail to wall with stainless steel brackets. Leave ready to receive decorations described elsewhere.

2.3.2 **Provisional item:** Allow here the extra over cost for the design and fabrication of a 1100mm high stainless steel and laminated glass infill panel balustrade in place item 2.3.1 above CA to approve drawings/ design prior to fabrication.

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2.4 **Provisional item:** Allow here the extra over budget cost for increasing the width of the stair case opening by a further 900mm (as indicated the dashed line on the proposed drawing). Stair case width and position to remain as shown. Guarding to be extended as required.

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3 DAMP PROOFING

3.1 In accordance with the attached survey and quotation employ and provide attendance to Poulton Remedial services to carry the damp proofing works to the basement. Works to include:

- Installation of a drainage channel to the perimeter of walls
- Installation of full height newton membrane to basement walls
- Installation of floor sump pump
- 48mm Gyproc thermaline PLUS, tape and skim finish (in lieu of plasterboard and skim included within damp quotation)

4 PARTITIONING AND DRYLINING

4.1 WC, kitchenette and internal lobby

Form new internal as shown on drawings. Partitions to comprise:

- Gypwall "Classic" partitions
- 70mm Gyp frame C Studs at 600mm centres
- Isover mineral wool insulation within cavity
- 12.5mm plasterboard each side.
- Fill and tape joints, skim finish.

4.2 Exiting ground floor party walls

Line walls throughout with:

- Gypframe C stud and 600mm centres
- 12mm sheathing ply
- 12.5mm plasterboard
- Fill and tape joints, skim finish

4.3 New electric cupboard to ground floor

Form new electric cupboard as show on drawing:

- Gypframe C stud and 600mm centres
- 12mm sheathing ply
- 12.5mm plasterboard
- Fill and tape joints, skim finish.

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5 **CEILINGS**

5.1 Ground Floor (including kitchenette)

Supply and install new 24mm suspended ceiling grid 'Rockfon RockLink 24' exposed aluminium grid to include all runners, cross tees, hangers and other fixings necessary for installation in accordance with the manufacturer's instructions. Height of new ceiling to be the maximum that can be achieved.

5.2 Modular ceiling tiles to be 600x 600mm 20mm Rockfon Sonar Acoustic Tiles with E24 edge detail.

All available from Rockfon, e: info@rockfon.co.uk , t: 020 822 7457

5.3 Wheelchair accessible WC and internal lobby

Supply and fix new fixed plasterboard ceiling throughout. Ceiling to be 2400mm from finished floor level. Tape and fill joints, skim finish and leave ready to receive decorations described elsewhere.

5.4 Basement

Supply and fix new 12.5mm plasterboard throughout fixed to existing ceiling joists. Tape and fill joints skim finish leave ready to receive decorations described elsewhere.

6 **MECHANICAL, PLUMBING AND DRAINAGE**

The contractor is to allow for all builders work in connection with the works described within this section.

The contractor is to allow for in-line isolation valves to be fitted to new pipe work prior to each new out let.

6.1 **Wheelchair accessible WC**

6.1.1 Extract fan

- Supply and install 1no. Vent Axia, ceiling mounted, low carbon centra extract fan
- Supply and install flexible ductwork and connect fan to roof termination set to flat roof above
- Connect fan into lighting circuit
- Test and commission

6.1.2 Sanitary fittings

Supply and fit 'Pro Close Couple Doc M Pack' (Ref: CC DOC PR, available from www.disabledtoilets.co.uk , Tel 0871 200 2082). All fixtures and fittings, inclusive of grab rails, to be installed in accordance with manufactures instructions and positioned as Approved Document M (diagrams 18, 19 & 20).

Supply and fit 1 no. 'Wesley Integral Trap Basin 2 Tap Hole' (Ref: 231631W, available from www.disabledtoilets.co.uk, Tel 0871 200 2082). Fitted 875 mm above finished floor level.

6.1.3 Plumbing

Allow for connections to hand basins and WC for hot/ cold water supply with new 15mm plastic piping.

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6.1.4 Drainage
Supply and fit 1 no. Sani flow pump. Allow for drainage connections for hand basins and WC.

Other fixture and fittings

All to be positioned in accordance with approved document M:

6.1.5 Supply and fix Alite Maxi toilet roll holder to wall adjacent to WC (ref: 98540, Allgood PLC).

6.1.6 Supply and fix Alite paper towel dispenser to wall over wash basin (ref: 985030, Allgood Plc).

6.1.7 Supply and fix Alite wall mounted soap dispenser to wall over wash hand basin (ref: 98515, Allgood Plc).

6.2 **Kitchenette**

6.2.1 Extract fan

- Wire for, supply and install 1no. Vent Axia, ceiling mounted, Silloutte 150XT extract vent
- Supply and install flexible ductwork and connect fan to roof termination set to flat roof above
- Wire for supply and fix new wall mounted fused engraved switch with spur to operate fan. Position to be agreed with CA.
- Test and commission

6.2.2 Plumbing

Allow for connections to sink for hot/ cold water supply with new 15mm plastic piping.

6.2.3 Drainage

Supply and fit 1 no sani-flow pump, provide new 40mm plastic waste pipe to serve sink.

6.2.4 Water heating

Supply, install test and commission 1no. Ariston EP10U instantaneous water heater. To supply hot water to hand basins to wheelchair accessible WC and kitchenette. Position to be agreed with CA.

7 **ELECTRICAL**

Allow for the re-wiring of the unit in accordance with the below. Include for all builders work in connection with the work described in this section.

All new cabling when not within containment is to be chased into plasterwork/ masonry walls or ran centrally within new stud partitions. Surface mounted conduit is only to be used where stated or as agreed with the CA.

All light switches to be installed at a height of 1200mm unless otherwise stated.

The contractor shall provide all test and commissioning certificates for Building Control and the O and M manual on completion.

The completed installation is to be fully compliant with the latest version of the BS: 7671 – Requirements for Electrical installations. IET Wiring Regulations.

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| 7.1 | <u>Power</u> | | |
| 7.1.1 | Supply and install a suitable 10 way distribution board to be located within the new ground floor electric cupboard. | | |
| 7.2 | <u>Power/ data</u> | | |
| 7.2.1 | Supply and fix Centaur 192mm x 60mm, 3 Compartment dado trunking to ground floor and basement walls as indicated on proposed drawing. Part Code: ACD 2, available from www.cef.co.uk tel: 01763 272 717) or equivalent and approved. | | |
| 7.2.2 | Wire for supply and install 12 no. double switched socket outlets within dado trunking. Positions to be agreed with CA. | | |
| 7.2.3 | Supply and fix 2 no. double switched socket outlets to be positioned adjacent to kitchenette. Exact position to be agreed with CA prior to installation. | | |
| 7.2.4 | Wire for supply and install 8 no. quad CAT5e data outlet sockets within dado trunking. Positions to be agreed with CA. | | |
| 7.3 | <u>Lighting</u> | | |
| 7.3.1 | <u>Ground Floor (including kitchenette)</u> | | |
| 7.3.2 | Allow the PC sum of £150.00 per fitting for the supply only of 15 no. recessed modular light fittings to main office areas at ground floor level. | 2,250 | 00 |
| 7.3.3 | Include here a cost for the installation of the above light fittings. | | |
| 7.3.4 | Supply and install 5 no. Fusion FFD/M3 recessed non-maintained emergency light fittings. | | |
| 7.3.5 | Supply and fit 1 no. illuminated non-maintained emergency exit sign to be positioned above the main entrance at ground floor. | | |
| | <u>Basement</u> | | |
| 7.3.6 | Allow the PC sum of £150.00 per fitting for the supply only of 15 no. surface mounted light fittings to basement ceiling. | 2,250 | 00 |
| 7.3.7 | Include here a cost for the installation of the above light fittings. | | |
| 7.3.8 | Supply and install 5 no. Fusion FFD/M3 recessed non-maintained emergency light fittings. | | |
| | <u>Wheelchair accessible WC</u> | | |
| 7.3.9 | Supply and install 1 no. Philips Green Space DN45B IP44 recessed LED downlight or equivalent and approved. | | |
| 7.3.8 | Supply and install 1 no. Fusion FFD/M3 recessed non-maintained emergency light fitting. | | |
| | <u>Internal lobby</u> | | |
| 7.3.9 | Supply and install 1 no. Philips Green Space DN45B IP44 recessed LED downlight or equivalent and approved. | | |
| 7.3.10 | Supply and install 1 no. Fusion FFD/M3 recessed non-maintained emergency light fittings. | | |

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7.4 **Space heating**

- 7.4.1 Wire for, supply and install 8 no. Dimplex RPX 200N 2.0kw Low Profile Radiant Electric Panel Heaters. (4 to be located on the ground floor, 4 to be located within basement level).
- 7.4.2 Wire for, supply and install 1 no. Dimplex RXPW4 wall mounted pilot wire controller. Position of controller to be agreed with CA.
- 7.4.3 Allow for all wiring, fixtures and fittings required to complete the installation test and commission.

7.5 **Fire alarm**

- 7.5.1 Supply and install a suitable category L3 conventional Fire alarm System to include:
- 1 no. 2 way conventional 2 way panel
 - 3 no. call point (assume 1 adjacent to kitchenette, 1 next to main entrance, 1 at base of stair case within basement)
 - 6 no. optical smoke detectors
 - 2 no. system batteries
 - Two way interlink with flat system
 - 1 no. fire resistant main supply from commercial unit supply
 - Commission and certify

7.6 **Disabled call alarm**

- 7.6.1 Supply and install 1 no. Robus RDPTA-01 disabled call alarm system to wheelchair accessible WC:
- Pull cord and reset panel to be positioned in accordance with approved document M (diagrams 18, 19 and 20)
 - Light sounder to be wall mounted above door to internal entrance lobby

8 **JOINERY**

8.1 **Kitchenette**

Supply and fit "Kitchoo – K1 compact kitchen, office version" available from www.kitchoo.com.

8.2 **Wheelchair accessible WC**

- 8.2.1 Line structural door opening with 38mm softwood sized to suit boarded wall thickness. Fix stops and 19 x 50 mm pencil round architrave.
- 8.2.2 Supply and fix light oak veneer door into new frame to provide 900mm clear opening.
- 8.2.3 Supply and fix the following ironmongery:
- 1.5 pairs butt hinges
 - 1no. pull handle – satin stainless steel
 - 1no. euro profile cylinder dead lock
 - 1no. WC turn lock with indicator release
 - 2no. kick plates – satin stainless steel (300mm high, width to suit door)
 - 1no. coat hook – satin stainless steel
 - 1no. floor mounted door stop – satin stainless steel
 - 1no. 'Disabled WC' sign

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| 8.3 | <u>Internal lobby</u> | | |
| 8.3.1 | Line structural door opening with 38mm softwood sized to suit boarded wall thickness. Fix stops and 19 x 50 mm pencil round architrave. | | |
| 8.3.2 | Supply and fix light oak veneer door with part M compliant vision panel into new frame to provide 800mm clear opening. | | |
| 8.3.3 | Supply and fix the following ironmongery: <ul style="list-style-type: none">- 1.5pr butt hinges – satin stainless steel- 1no. pull handle – satin stainless steel- 1no. push plate –stainless steel- 2no. kick plates – satin stainless steel (300mm high, width to suit door)- 1no. floor mounted door stop – satin stainless steel- 1no. overhead door closer – satin stainless steel | | |
| 8.4 | <u>Electric cupboard to ground floor</u> | | |
| 8.4.1 | Line structural door opening with 38mm softwood sized to suit boarded wall thinness. Fix stops and 19 x 50 mm pencil round architrave. | | |
| 8.4.2 | Supply and fix FD60s flush paint grade doors. | | |
| 8.4.3 | Supply and fix the following ironmongery to each door: <ul style="list-style-type: none">- 1.5pr butt hinges – satin stainless steel- 1 no. mortice lock- Top and bottom bolts- 1 no. D handle– satin stainless steel- 1 no. fire door “keep locked” sign | | |
| 8.5 | <u>Boxing to water heater</u> Box-in instantaneous water heater. Frame out using 38 x 38mm softwood plugged and screwed to wall. Clad in 10mm moisture resistant MDF fixed with stainless steel screws and chrome screw cups. | | |
| 8.6 | <u>Shop front</u> Engage specialist Comer retail glazing company to design and supply install new Comer 3 aluminium powder coated (colour to be agreed) shop front glazing and swing doors as indicated on proposed drawing. | | |
| 8.7 | <u>Window to light well</u> Supply and fit Rehau S706 Rehau White Double Glazed Window into lightwell opening. | | |
| 9 | FINISHES | | |
| 9.1 | <u>Decorations</u> | | |
| 9.1.1 | <u>Walls and ceilings</u> Prepare surfaces apply one mist coat and two full coats of Dulux emulsion. Colour TBC. | | |
| 9.1.2 | <u>Woodwork</u> Prepare all new wood surfaces. Knot stop and prime, apply two undercoats and one full coat of Dulux Eco sure gloss paint. Colour TBC. | | |

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| 9.2 | <u>Tiling</u> | | |
| 9.2.1 | <u>Kitchenette</u> Supply and fix 3 course ceramic tile splash back to worktops. HR prismatic 150 x 150mm colour; satin white ref PRS12. | | |
| 9.2.2 | <u>Wheelchair accessible WC</u> Supply and fix 3 course ceramic tile splash back above hand basins. HR prismatic 150 x 150mm colour; satin white ref PRS12. | | |
| 9.3 | <u>Flooring</u> | | |
| 9.3.1 | <u>Ground floor</u> Supply and fix 12.5mm plywood throughout over existing floor boards. Allow to adjust levels as required at front entrance in order to create level access to new entrance. | | |
| 9.3.2 | <u>Main office area (ground floor, basement and stairs)</u> Ensure sub-floor is smooth, even and free from dirt and debris. Supply and lay new 500x 500mm Desso 'Essence' carpet tiles (Colour: TBC). (all from Desso. e: service-uk@desso.com t: 01235 554848). Fix carpet tiles to sub-floor using `Styccobond F52` adhesive (F Ball & Co. Ltd, tel: 01538 361633). | | |
| 9.3.3 | <u>Kitchenette/ WC and internal lobby</u> Supply and lay Tarkett Safetred Universal sheet vinyl laid in strict accordance with the manufactures instructions. Colour TBC. Allow for suitable transition strips between differing floor finishes. | | |
| 9.3.4 | <u>Basement</u> Ensure sub-floor is smooth, even and free from dirt and debris. Supply and lay new 500x 500mm Desso 'Essence' carpet tiles (Colour: TBC). (all from Desso. e: service-uk@desso.com t: 01235 554848). Fix carpet tiles to sub-floor using `Styccobond F52` adhesive (F Ball & Co. Ltd, tel: 01538 361633). | | |
| 10 | COMPLETION | | |
| 10.1 | On completion of the works the Contractor shall hand over the site in a clean and tidy condition with all tools, equipment, building material, debris etc. cleared from site. | | |
| 11 | PROVISIONAL AND CONTINGENCY SUMS | | |
| | Allow to liaise with BT and for arranging for alterations/extension to and/or upgrade as required to service the property. Include here the provisional sum of £1,000.00 for works to be undertaken by BT. | 1,000 | 00 |
| 11.1 | Include a contingency sum of £2,500.00 for unforeseen works. The contingency sum is to be expended in full or in part as directed by the CA. | 2,500 | 00 |

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| 12 | POSSIBLE VARIATIONS (TBC) | | |
| 12.1 | Provide budget cost (reduction in cost/ extra over cost as applicable) for the following possible variations. Cost are not to be carried through the total tender. | | |
| 12.1.1 | Prepare and decorate existing plaster board ceiling to ground floor in place of suspended ceiling as detailed in under 5.1 & 5.2. Fill all joints and rub down to smooth finish. Apply 1 mist coat and 2 full top coats of Dulux emulsion. Colour TBC. | | |
| | Allowance for light fittings to remain as item 7.3.2 but include for light fitting to be suspended from ceiling in exposed galvanised conduit – fixings are not to compromise the acoustic of fire rating of the existing ceiling. | | |
| | £ +/-(not to be carried forward) | | |
| 12.1.2 | Position of proposed disabled WC and internal lobby to the rear basement wall (exact to be confirmed) allow for the adjustment in the height of new partitions, adjustment to services and additional boxing in of services etc. | | |
| | £ +/-(not to be carried forward) | | |
| 12.1.3 | Design supply, install and commission a platform stair lift for the new staircase. Lift to be Part M compliant and be operated independently by the user. The platform must be foldable against the wall when not in use. Typical platform stair lift (examples only): | | |
| | <ul style="list-style-type: none"> - Terry Lifts: S7SR - Niche Lifts: Inclined stair lift | | |
| | £ +/-(not to be carried forward) | | |
| 12.1.4 | Design, supply, install and commission a packaged wheelchair platform lift and enclosure. Lift to be Part M compliant. Include for required floor opening, all other enabling works and required services. Typical wheelchair platform lifts (examples only): | | |
| | <ul style="list-style-type: none"> - Stannah: Midilift SL/GL platform lift (950 x 1400) - Invalifts: LRH400 - Onlylifts: Aritco Platform Lift | | |
| | £ +/-(not to be carried forward) | | |

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