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SPASE
architects · surveyors

SPECIFICATION OF WORKS –
WEST PARLEY COMMUNITY HUB

275 Christchurch Road
West Parley
Ferndown
Dorset, BH22 8SQ

for West Parley Parish Council

Revision: V3 – Client references changed to 'Employer'. Other amendments highlighted in red.
Date: 31st Oct 2024

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RICS

1.0 Contract Preliminaries

1.1 Scope of work

Proposed works are to reduce, repair and reorder the existing community building namely, West Parley Community Hub (formerly known as West Parley Sports Club), to include complete removal of the first-floor apartment, former first floor changing rooms and external staircase, and provide a completely new insulated flat roof covering.

Provision of 4nr new rooflights are proposed in the flat roof, providing natural light over the Function Room area, Kitchen 2, Office and over the previous bar area.

Works have recently been carried out/ completed to the Pre-School area, with the provision of: New sliding entrance doors to the north-east elevation; Upgrading the existing toilets /changing facilities; Provision of a new Kitchenette; and Accessibility improvements with a ramp provided to the Pre-School entrance. These works shall be discounted from this contract.

Planning approved Change of Use:
- Loss of the first floor two-bedroom flat under Use Class 'C3 - Dwellinghouses'.
- Retained Use Class is F2(b) - Halls for local community, and F2(c) - Areas for outdoor sport/ recreation.

1.2 Site address & location

West Parley Community Hub
275 Christchurch Road
West Parley
Ferndown
Dorset, BH22 8SQ

Within the 30 acres of land that West Parley Parish Council owns, are 8 acres of playing fields which are for the provision of sport and recreation. Adjacent to the Playing Fields is a Clubhouse, which originally was built by residents to provide facilities in the support of sport and is now looking to be refurbished to provide a facility to best serve the local community.

1.3 Introductions

Employer:

West Parley Parish Council,
c/o Linda Leeding – Clerk to the Council
275 Christchurch Road
West Parley
Ferndown
Dorset, BH22 8SQ

t. 07477 514862
e. Procurement@westparley-pc.gov.uk

Surveyor & Principal Designer:

SPASE Ltd
Stefan Pitman MSc MRICS
Peter Randall

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DT2 7LG

t. 01305 301302
e. stefan@spase.co.uk
e. peter@spase.co.uk

Structural Engineer:

Brian Willis / Gary Brown

For and on behalf of:
B E Willis Partnership Ltd.
Wessex House
St. Leonards Road
Bournemouth
Dorset. BH8 8QS.

t. 01202 290212
e. design@bewillis.com

1.4 CDM 2015

The contractor must assume the role of Principal Contractor (PC) and as such allow for fulfilling their duties as PC under the CDM Regulations 2015.

Appointment General:
Where there is more than one Contractor, or it is reasonably foreseeable that more than one Contractor will be working on a project at any time, the Employer must appoint in writing -

a) a designer with control over the pre-construction phase as Principal Designer; &
b) a contractor as Principal Contractor.

The successful tenderer will assume the role of Principle Contractor. SPASE are appointed as Principal Designer.

Notification threshold for all projects:

a) last longer than 30 working days and have more than 20 workers working simultaneously at any point on the project; or
b) exceed 500 person days.

The contractor must be aware that they are to carry out the planning and implementation of the works in full accordance with the CDM Regulations and approved code of practice, even though the project may not meet the above.

Form F10

The HSE must be informed of Domestic and Commercial projects that are notifiable in the form of the F10.

Guidance can be obtained at:
http://www.hse.gov.uk/construction/cdm/2015/index.htm

The full tender package is to comprise the Pre-construction Information, which will be supplemented with additional information to the successful contractor prior to planning the commencement on site.

1.5 Tender

West Parley Parish Council (WPPC) Financial Regulations must be followed as part of the National Association of Local Councils (www.nalc.gov.uk).

The tendering will be in accordance with a JCT two-stage tendering procedure. An invitation to tender is to be placed by the employer on the Public Contractor Finder website.

Stage 1 Appointment – subject to a Pre-Construction Services Agreement (PCSA), which can include the following defined information:

- Construction programme;
- Method statements;
- Detailed preliminaries;
- Overheads and profit;
- Schedule of rates;
- Additional fees for design & pre-construction services;
- Cv's for key staff / references;
- Tendering of any packages that can be broken out and defined;
- Agreed contract conditions.

Stage 2 – This is typically managed as a negotiation between the employer and the preferred contractor. Ideally this is just a mathematical negotiation using the contractor's pricing criteria from the first stage agreement (PCSA) and is concluded with the agreement of a lump-sum contract price.

Errors in the tenderers' priced documentation will be dealt with as Alternative 2.

The tender shall be a fixed price tender and no fluctuations in wages or materials shall be permitted. Tenders must remain open for acceptance, unless previously withdrawn, for a minimum of 3 months from the date of return of tenders.

The tenders will be assessed based on a weighted evaluation process as follows:

- Price – 35%
- Work Programme (output & results) – 20%
- Locality (extent to travel) – 17%
- Experience within the sector – 8%
- Health & Safety assessment – 7%
- Financial Assessment (of bidder) – 6%
- Public liability insurance – 5%
- Equality & diversity – 2%

Quality of any specific items proposed/ detailed, other than in the specification, will be an additional consideration.
The Employer will not be duty bound to accept the lowest or any tender.

The Contractor shall visit the site and make themselves fully aware of the extent and practicality of the works, means of access, storage, compound, and availability of services including the proximity of overhead services and restrictions, the character of the soil or strata and all other points which would affect the prices inserted in this document. No extras will be allowed for failure to take notice of this clause.

All communications and arrangements for site visits should be made in agreement with the Clerk to West Parley Parish Council.

Other than those stated in the specification, the contractor must not include any provisional sums in this price.

Where and to the extent that quantities are not included in the clause, tenderers must include for all work shown or described in the tender documents as a whole or as necessary for the complete and true execution of the works.

Clarification of any item contained within the tender documents should be requested from the surveyor with minimum 10 days before the tender closing date. The surveyor will notify all tenderers of any clarification or amendment. This may include an extension for the period of tendering if necessary.

As stated in the letter of invitation to tender, tenderers must return with the Form of Tender, a signed copy of the Summary of Costs fully priced at each section together with the total tender price.

The tenderer is to allow for submitting a fully priced breakdown of the specification of works within five working days of any request by the surveyor for such a document.

Any tender received out of time will not be considered. Unsuccessful tenderers will have their submitted documentation returned at their request.

All preliminaries are to be included as necessary in each individual item of work, priced in the summary of costs attached to this document.

The employer will not be bound to pay any expenses incurred by the contractor in connection with the preparation of the tender or accept the lowest or any tender received.

The tender figure will be adjusted according to any omissions or additions by the employer prior to the agreement and entering into contract.

1.6 Insurance

The Contractor shall be liable for and shall indemnify the employer and insure against any liability, loss, claim or proceedings in respect of any injury, damage whatsoever to any property or person insofar as such injury or damage arises out of, or in the course of, or by reason of, the execution of the works, provided always the same is due to any negligence, omission or fault of the contractor, their operatives or agents or of any sub-contractor or to any circumstances within the contractor's control and subject also as regards loss or damage by fire contained in the Insurance Clause.

The contractor shall indemnify the employer against all claims for injury caused by the works or operatives to persons, animals, or things. He shall also be entirely responsible for any or all claims that may be made under any Workmen's Compensation Act, or other Acts of Parliament that may now be in force or that may come into force during the period of the continuation of the contract and shall hold the employer entirely free from all responsibility in respect thereof.

The contractor shall provide documentation of all insurance cover for the duration of the contract period based on the following:

Property Insurance	-	£5,000,000.00
Public Liability Insurance	-	£10,000,000.00

Before commencement on site, the contractor must submit documentary evidence and/or the policies confirming Public and Employers Liability (Compulsory Insurance Act 1969) for the sum indicated above to the surveyor and the employer.

1.7 Contract

The form of contract will be the JCT Minor Works.

The contract will be prepared by SPASE, in accordance with these preliminaries, for signature by the employer and the successful contractor.

The employer at the Base Date is not a contractor.

Contract Particulars:

- Liquidated damages to be £500.00 per week or part there of
- Retention to be 95% up to Practical Completion
- Retention reduced to 97.5% after Practical Completion
- Fluctuations in costs will not be applicable.

- Insurance Option 5.4B applies: cover to be provided by the Employer with the Contractor named.
- Adjudication will be through the RICS.

1.8 Contract documents

The contract documents will comprise:

- SPASE Specification of Works, fully priced, including summary of costs and all appendices.
- SPASE drawings nos. S-1703-01C, 02B.
- SPASE working drawings nos. WD-1703- 100C, 101B, 200A, 201A, 202B, 203B, 204B, 205B, 206B, 207B, 208B, 210B.
- SPASE Designer's Hazard Assessment / Risk Assessment.
- SPASE Building Regs Access Statement 16.08.2024.
- BE Willis Structural Engineer's drawings: 2024.159-01 & 02.
- BE Willis Structural calculations 2024.159, dated July 2024.
- KP Ecology Ltd: Preliminary Roost Appraisal (PRA) dated 16/10/2023 and Biodiversity Checklist.
- Asbestos Contracting Ltd (ACL) – Asbestos Refurbishment / Demolition Survey for West Parley Sports & Social Club, dated 30/01/2023.
- JCT Minor Works Building Contract 2016.

JCT Collateral Warranties may be requested for any sub-contractors.

The employer will issue two copies of all documentation to the contractor. Additional copies will be issued on request, at the contractor's expense.

1.9 Payment

Payment for the works will be made on certificate of the surveyor, at the rate of 95% of the value of the work executed. On Practical Completion, to the satisfaction of the surveyor, a certificate will be issued for 97.5% of the total amount of the contract. The 2.5% retention will be held for the period from the date of Practical Completion to the issue of the Final Certificate.

No claim for payment will be valid to any variations, without written instruction from the surveyor.

1.10 Maintenance defects

Any defects that may arise, in the surveyor's opinion, from the works, or materials not in accordance with the contract documentation, that may appear for a period of 12 months from completion of the works will be made good entirely to the surveyor's satisfaction.

Should the defects not be made good to the surveyor's satisfaction, the cost for works to make good will be paid by or taken from any money due to the contractor.

1.11 Discrepancies

The surveyor shall be informed immediately where discrepancies in the contract documentation arise.

All dimensions and levels on the drawings are to be checked and verified on site before orders are made / work is undertaken and no claim or loss will be accepted.

1.12 Variations

Variations to the contract will be confirmed in writing by the surveyor, with associated costs where practical. All variations and instructions given by any party

must be issued to the surveyor for written confirmation. Verbal instructions are not considered complete and will not be rewarded payment.

1.13 Programme

The commencement and completion dates will be agreed with the appointed contractor. It is the intention of the employer for works to start at the earliest opportunity.

The successful contractor must provide a programme of works to the surveyor prior to commencement on site. This programme should include dates for commencement and completion of the works.

1.14 Labour, plant & materials

The contractor will provide all materials, plant, and labour of every description necessary, and all scaffolding, tools, haulage and other requisites for the true execution and completion of the whole of the contract works.

The contractor shall ensure scaffolding designs allow for access to both roof structures and all chimneys.

All are to comply with the current Health & Safety at Work Regulations, including warning notices and protection to the public.

No scaffolding is to be tied to the building without consent of the surveyor. Ensure no unauthorised persons are able to gain access to the works through the use of ladders on site. Scaffolding must be inspected weekly, and results of the inspection recorded on Form 91.

1.15 Subcontractors

No part of the works is to be assigned or sub-let without the written consent of the surveyor. The contractor will provide the surveyor with details of all sub-contractors prior to commencement of the works.

The contractor will provide all domestic, named and nominated sub-contractors with general attendance. This shall mean the free use of all scaffolding and hoists & chutes, electric, lighting and water supply, clearing and carting away all rubbish, storage of all plant and material, and full use of welfare facilities.

1.16 Photographs

The contractor will take a set of dated record photographs before the works commence and on completion to protect against accusation of causing damage that is pre-existing.

1.17 Materials & workmanship

All materials used are to comply with the current and appropriate British Standard and of the quality specified. Workmanship will be to the surveyor's satisfaction.

All operatives are to be appropriately skilled and experienced for the type of work they undertake. All goods must remain clean, undamaged, in good condition and free from contamination and staining.

1.18 Manufacturer's instructions

The contractor will strictly observe all manufacturer's instructions. Seek advice from the surveyor should this be at variance to the specification or drawings.

The contractor is to retain copies of all manufacturer's maintenance instructions and guarantees for all materials and equipment and hand over to the surveyor on or before Practical Completion for incorporation in the H&S File.

1.19 Prohibited substances	The following substances must not be used in the building works: Lindane (Gamma – HCH) Pentachlorophenol (PCP) Tributyltin Oxide (TBTO) Asbestos (any form)
1.20 Statutory notices	The contractor will be responsible for serving all statutory notices to the respective authorities and pay all fees, (excluding those fees payable for Planning Permission and Building Regulations).
1.21 Foreman	The contractor will constantly maintain a competent foreman on the works. Any directions or explanations given to the surveyor to the foreman will be held to have been given to the contractor.
1.22 Structure	The contractor will provide all needling and propping necessary when cutting or breaking into the existing building and will be entirely responsible for the structural stability of the building during the contract period. Any damage caused by the building operations will be rectified at the contractor's expense. The contractor will carefully inspect the existing structure and materials as they become exposed. Inform the surveyor immediately if any defects, faults, or fungal infestation are found.
1.23 Storage	Materials may be stored on site at the contractor's risk. Any containers, storage units or covers provided are to be of suitable size for the storage of materials and removed from site on completion. Storage areas and compound will be agreed on site with the employer. Ensure that the public right of way footpath is not obstructed, remains accessible and is suitably protected during the works. Ensure protective measures comply fully with the recommendations of the manufacturer. Materials must be kept in their original wrappings or packaging where possible. Retain all protective wrappings after fixing into position where possible for removal shortly before Practical Completion.
1.24 Protection	All walls, trenches and such other parts of the buildings as may be necessary, will be protected by means of tarpaulins or other means during inclement weather to keep the buildings and contents safe from damage, insofar as practically possible. Protect adjoining trees, shrubs, and soft landscaping to neighbour's property where likely to be affected by the works. The contractor will make good any damage caused to the building, fittings, and grounds, both hard and soft landscaping, including areas used to gain access to the site, during the course of the work.
1.25 Curing	The contractor will progressively and carefully dry out the works, including all labour, appliances and fuel. Ensure materials are stored and maintained in suitable conditions and avoid sudden humidity changes.
1.26 Highway	The contractor must ensure all public and private roads and footpaths, and all services above and below ground are maintained at all times, including any making good that arises due to the works.

Ensure compliance with all Traffic Regulations in the vicinity of the site and for making all the necessary arrangements to satisfy the Local Authority with regard plant, unloading and other obstacles to the highway.

Clean vehicles and wheels of dirt prior to leaving site. Remove mud and debris on the roads or footpaths during the works.

The contractor will indemnify the employer against any loss or damage or claim by the Local Authority or others for damage resulting from traffic etc. used to carry out the works.

1.27 Health & Safety

The contractor will be responsible for taking all necessary measures to ensure compliance with the Health & Safety at Work Act 1974, the Factories Act 1961 and all other relevant Regulations, Codes of Practice, Health & Safety Executive Guidance Notes and other material.

The provision and maintenance of safe plant and systems of work with hazardous and sensitive site operations.

Ensuring the control of risks to health in handling, storage, and the transportation of materials etc.

The provision of Risk Assessments, Method and COSHH Statements and all other assessments, as necessary for the works in accordance with the regulations.

Ensure all necessary Personal Protective Equipment (PPE) is provided.

Provide all the necessary welfare facilities.

Provide Industrial Safety Helmets to BS EN 397:2012 for the use of site visitors and ensure that they are work, where necessary.

The contractor must ensure sufficient number of qualified 'First Aiders' are on site at all times. These must be appointed persons.

1.28 Asbestos

Asbestos was in use in construction up to 1999. Whilst asbestos was unlikely used in the building's original construction, it may have been used during later refurbishment works and care must be taken throughout the duration of the contract to prevent exposure to asbestos contaminated material (ACM).

A full 'Asbestos Refurbishment / Demolition Survey for West Parley Sports & Social Club' has been undertaken by Asbestos Contracting Ltd (ACL), dated 30/01/2023 and is issued with the tender documents. The contractor is responsible for familiarising themselves with the contents of this report.

If any ACM is identified or suspicious material is found that was not identified in the report, the contractor must inform the surveyor immediately and stop all works. The contractor will allow for a specialist contractor to remove such ACM in accordance with The Control of Asbestos Regulations 2012 and current Approved Code of Practice. The contractor is responsible for giving the required notice to: Dorset Council of any intention to carry out such works.

1.29 Services	The contractor will have free use of mains electricity and water. Include provision for temporary adaptation of the mains supplies for the duration of the contract works. All supplies must be switched off when the site is closed or when the supplies are not in use. All water used on site must be clean and uncontaminated. The contractor must provide a telephone on site at all times. The contractor must visit site and familiarise themself with the current service installations.
1.30 Welfare	The contractor will have to make their own arrangements to ensure satisfactory welfare arrangements are in place on site as follows. 1. Sanitary accommodation, including handwashing and drying facilities; 2. Drinking water container or mains supply; 3. Means of boiling water; 4. Storage facilities for protective clothing; 5. Adequate first aid equipment.
1.31 Fire precautions	The contractor must ensure that fire risk assessments for the construction work has been carried out and where necessary incorporated within the Construction Phase Plan. This should include the following: 1. Organisation of and responsibility for fire safety; 2. General site precautions (escape, communication procedures); 3. Keep escape routes clear at all times; 4. Assess Hot Works and permit procedures; 5. Storage of materials and ensure minimum build-up of waste; 6. Precautions to ensure minimum risk of electricity supply; 7. Adequate number of suitable types of portable extinguishers on site; 8. Prohibit smoking at all times on site; 9. Provide all suitable notices about fire procedures, including assembly; 10. Ensure a register is maintained for who is on site; 11. Ensure hot work permit issued prior to carrying out hot works on site; 12. Forman to make careful inspection on site at the end of each day.
1.32 Occupancy	The building is partly in use as a Sports Facility and Pre-School Venue, but the site will be vacated until completion of the works.
1.33 Nuisance	Prevent smoke, dust, fumes, spillage and pollution of waterways, and other forms of nuisance. Do not dump any waste other than in authorised tipping areas. The contractor must comply with all reasonable requests from public/adjoining occupiers, the Local Authority and in accordance with the Control of Pollution Act 1974. Noise of site must be kept to the lowest level as can be practical. Use mufflers and acoustic enclosures if necessary. Use electric power tools and plant wherever possible. Prevent nuisance caused by radios.

The contractor will comply with BS 5228 Code of practice for noise and vibration control on construction and open sites and ascertain and ensure compliance to any restrictions. Ascertain any Local Authority's requirements in this respect and ensure compliance to any restrictions. Include for all costs arising out of such compliance.

No smoking is permitted on site and no foul language is accepted.

1.34 Security

The contractor must safeguard the works from theft, vandalism, or other damage by any person. Ensure that the security of adjacent properties is not reduced due to the works and prevent work people from trespassing over adjacent properties.

Provide Heras fencing to secure the main working perimeter of the Community Hub building, to be reviewed / agreed on site with the employer and building control inspector.

On completion of the works, account for and adequately label all keys where applicable and handover to the employer.

1.35 Protected species

The law protects bats and their nesting sites. The works will cease immediately should bats or any evidence of bats be discovered during the course of any operation. The surveyor should then be informed. No chemicals toxic to bats are to be used.

An ecology survey by KP Ecology Ltd has been carried out and subsequent report dated October 2023, which has identified the following:
No bats or evidence of bats or birds were found in or on the building. The fire in 2016 badly damaged the roofs of the building, particularly in the first-floor flat. However, this Preliminary Roost Appraisal provides a 'snapshot' of conditions during the survey and does not account for seasonal changes.
Bats may move into the buildings in the future, and therefore, it is recommended that if, in two years, work has yet to begin, a further bat survey will be undertaken to confirm whether bats are still absent from the building or not.
As a precaution, the ecologist will discuss the removal of the roof tiles with the contractor prior to the commencement of work on the roof of the building.

1.36 Site rules

These general site rules are to be read in association with any additional restrictions or rules that may be included in the specification or schedule of works.

1. Hours of works to be agreed with the surveyor and employer;
2. Work generally restricted to weekdays;
3. Smoking on site is not permitted;
4. Radios on site not permitted where a nuisance;
5. All portable electric tools are to be maximum 110 volts and transformers used with mains supply;
6. All rubbish and debris to be cleared regularly and not to cause hazard;
7. All visitors to the site must report to the site agent immediately for induction, the contractor will maintain a register of who is on site;
8. No alcohol to be consumed on site;
9. All equipment used on site must be of the appropriate type with test certificates;
10. Ensure all workpeople have received a site induction prior to commencing any work;

11. Ensure PPE is used at all times where appropriate;
12. Hard hats and safety boots must be worn at all times;

The Principal Contractor must ensure all employees and other contractors are made aware of these rules and ensure that they are full complied with.

1.37 Tolerances

Unless specified otherwise, construct the works to levels of tolerances as set out in BS 5606.

1.38 Management

At pre-commencement the contractor will provide the surveyor with the following:

- Date for commencement and completion of the works
- A detailed programme of works, showing all trades.
- A cashflow forecast.
- Details of all sub-contractors
- Works relating to instructions for provisional and prime cost sums.
- Any specified site restrictions
- Restrictions due to occupancy of the site
- Key dates for information, drawings and details

Each month the contractor will meet the surveyor and employer and submit a progress report, detailing work undertaken to date in comparison to the programme. Outside of these meetings, the site foreman will be available for meetings on site with the surveyor and employer.

The contractor must update the surveyor with progress reports for the programme and notify of any change to the programme as soon as such is apparent.

1.39 Site board

The contractor shall fix a site board to the highway entrance for identification of site. Site board shall be sized to fix the contractor's name board with that of the surveyor.

1.40 Access

The contractor shall allow for maintaining public access through the existing site entrance. This is a narrow lane (Stocks Lane) that has protected trees along its route (as are all the trees around the car park/ community hub/ playing fields). Consideration for these limitations should be made by the contractor when arranging deliveries or waste removal. Disturbance to be kept to a minimum.

1.41 Clearing up

The contractor will remove all rubbish, clean floors, glass, flush out drains and generally leave the whole of the works clean and ready for use on completion.

1.42 Contingency

The employer will allow a contingency sum in addition to the returned tender price. This sum will remain undisclosed and will be spent at the discretion of the surveyor only.

The Works

2.0 Demolition

2.1 General

The Contractor must visit the site to ascertain the full extent and nature of the demolition works. All demolition works must be carried out in accordance with BS 6187:2011.

The Contractor will be responsible for ascertaining and obtaining from all the Statutory and Local Authorities any necessary approvals for hoarding, fencing, scaffolding, highway closures etc., which will be required to carry out the demolition works.

Before commencing any demolition work ensure all services are disconnected including arranging with the appropriate authorities for the location and marking of all main services.

Prevent unauthorised access at all times and leave safe and secure at the end of each working day.

Burning on site of materials will not be permitted.

If any asbestos material is discovered during the works, which has not been identified elsewhere, this must be brought to the attention of the surveyor.

Where partial demolition work is carried out ensure the remaining structure/building is secure, structurally sound and weatherproof at all times.

Provide all necessary tarpaulins and protective sheeting to protect any adjoining properties, roads, footpaths and the public.

The Contractor shall provide, erect, and maintain all necessary shoring and strutting, pinning and jacking to keep the existing building secure and stable during the whole of the building operations.

The Contractor will be responsible for the design, siting, construction and efficiency of any shoring and strutting etc., which may be necessary. The contractor must rectify any subsidence, or any other damage caused to the building or any adjoining properties due to the inefficiency of such work.

All works/existing structures disturbed due to demolition to be made good.

2.2 Services

Include for inspection and testing of the existing water and electricity services. Take measures to ensure all services are completely disconnected from the site to provide a safe area to work.

The foul & surface water drainage discharges into the existing mains system.

Electricity is supplied from the mains of SSE distribution where it is taken overhead to timber pylons across the car park and to the West Parley Community Hub building.

Water is to be maintained and adapted as necessary to suit the revised layouts.

The contractor will allow for any required temporary supplies during the course of the works, with disconnection on completion.

2.3 Plant

The contractor will provide all suitable plant and machinery necessary to execute the demolition works in a safe manner.

2.4 Waste disposal

The contractor is responsible for the carting away and disposal of all waste materials during the course of the works.

All materials are to be separated and disposed of in a suitable manner with appropriate plant.

2.5 Asbestos

The contractor shall allow for their specialist demolition contractor to carefully remove all asbestos identified in the accompanying refurbishment and demolition survey to ensure a safe working environment. Exclusive of the outside storage area, which should not be disturbed as part of the works.

The contractor is to provide an Environment Agency Hazardous Waste Consignment Note for the correct disposal of the asbestos material.

2.6 Grubbing up

Grub up all existing drainage made redundant by the works.

Take care to prevent damage to the retained structure that may otherwise occur through excessive vibration or impact by breakers and machinery. Any damage is to be corrected at the contractor's expense.

2.7 Pulling down

The contractor shall allow for carefully taking down the first-floor apartment, first floor changing room facility, the first-floor fake wall, railings, tank room structure and the external metal staircase; cart away all excess material from site.

The contractor is to disclose any scrap metal value in the external staircase and railings for the benefit of West Parley Parish Council.

The contractor shall ensure the integrity of the retained walls and floors through the entirety of these works and offer all necessary propping, strutting and shoring necessary for the pulling down as described above.
The contractor will advise the surveyor/ structural engineer immediately if the integrity of any structure is at risk during these works.

2.8 Roof

The contractor shall allow for careful removal of the existing flat roof coverings in the areas to receive new timber firrings, insulation and renewed waterproof coverings.

Ensure retention and protection of the existing timber flat roof joists when exposed. Condition of roof timbers to be assessed, defective joists to be replaced as required.

Roof works are to be exclusive of the external canopy roof areas where retained as existing and not requiring upgrade – subject to verification of existing condition.

2.9 Drainage	For works that involve the formation of new drainage for connection into the existing, include for stopping, capping and removal of all redundant drainage. Grub up and fill with well compacted material, including any redundant manholes or inspection chambers.
2.10 Dry rot	The contractor will contact the surveyor in the event that any timber or other material is found to contain dry rot during the demolition works. All material should be removed and burned off site. All materials in contact with the infected timber should also be burnt. Any masonry immediate the decay should be scorched with a blowlamp and soaked with an approved fungicide.
2.11 Site clearance	Ensure the site is left clear of any debris and soil, with no potential habitat by rodents. Leave tidy and ready for rebuilding works to commence.

3.0 Excavator

3.1 General

Excavation works on this project are anticipated to be minimal.
During the site visit the contractor will acquaint themself with the nature of the ground he may have to excavate in. The contractor will check spot levels of the existing ground and drainage, before excavating on site. Any discrepancy must be brought to the immediate attention of the surveyor. No claim for extra digging will be entertained through failure to comply generally.

The surveyor and local authority building control inspector must inspect all excavations prior to any concrete or pipes being laid.

3.2 Excavation

The contractor will excavate out for all drainage and services pipes and formation of reduced levels as indicated on the drawings and specification.

Ensure all trenches and excavations are kept clear of water, mud, falling stones and other debris. Permanent drains are not to be used for the disposal of water from excavations. No concreting or other constructional work must be carried out unless excavations are dry.

Reform any excavations which have been spoilt by frost, water or any other cause. Inform the surveyor if it is not possible to obtain a natural bearing to the depth specified.

All excavations are to be properly bottomed up level or graded to falls as required for drainage and well rammed before hardcore, concrete and bedding material is deposited.
Excavations works must be carried out in accordance with BS 6031 and BS 8000 Part 1.

3.3 Surplus soil

The contractor is responsible for the removal and disposal of all surplus soil from the site.

3.4 Setting out

The contractor shall set out the whole of the works and be responsible for the same. He shall amend any errors that may arise from inaccurate setting out. All dimensions annotated are to be followed in preference to scaled dimensions.

3.5 Existing foundations

Care is to be taken not to undermine any existing foundations during any excavation works required.

3.6 Service trenches

The contractor shall allow for the excavation of all necessary services trenches. All works to be in accordance with the relevant standards required by the utility companies.

Water – to remain as existing.

Drainage – allow for the disconnection, removal/ capping of all redundant first floor drainage. Include for the formation of any new foul and surface water drainage found to be required.

Allow for connection of any new drainage into the existing system.

The contractor must set out the levels of all new drainage.

4.0 Concreter

4.1 General

Concrete works on this project are anticipated to be minimal.
All materials are to be new and must comply with the relevant BS. All materials must be stored in such a manner to protect them from the weather and preserve their quality. Ensure sufficient quantities are available at all times to prevent work from been interrupted.

No water other than that suitable for the purpose of drinking to be used in the mixing of materials or for any other purpose whatsoever in the structure and comply with BSEN 1008.

All aggregates used during the works must be in accordance with BS 12620 and shall be from an approved source. Aggregate must not contain any material which may affect the strength, durability, appearance or watertightness of the concrete.

Coarse aggregate to be of gravel, crushed ballast or other sound and hard materials to the approval of the surveyor. The aggregate to be free from all sand, clay, chalk, loam, organic matter and other impurities and shall if directed be screened from dust and washed. The aggregates shall be well graded and round or irregular in shape complying with BSEN 12620 and used in such proportions as hereinafter specified. Flaking material will not be accepted. 'All in' or 'As Reused' ballast will not be permitted without prior agreement of the surveyor.

Fine aggregate to be a sharp, clean coarse grit and free from all harmful matter as mentioned above and complying with BSEN 197-1.

Sand used for cement mortar and grouts shall be natural sand, hard clean and free from impurities to BSEN 12620.

All cement is to be Portland cement of British manufacture from an approved supplier (Blue Circle or similar approved) and shall comply with BS 197-1. If rapid hardening cement is used it shall comply with the BS for Ordinary Portland Cement. All cement delivered to the job must be delivered in the manufacturers sealed bags and stored on a boarded platform min. 150 clear of the ground and protected from the weather. Any cement used in foundations, floor slabs etc. which will come in contact with the ground must be sulphate resisting cement to BS 4027.

Concrete Mix designs are to be in accordance with BSEN 1992-1-1 and BS 8500 and shall be as specified by the Structural Engineer, or where not specified, as outlined below.

Foundations and blinding fill	Grade C20, nominal mix aggregate size 20.
Ground floor slab	Grade C25, nominal mix aggregate size 20.
Reinforced concrete	Grade C35, nominal mix aggregate size 20.
Reinforced hollow blockwork	Grade C30, nominal mix aggregate size 10.
Padstones	Grade C30, nominal mix aggregate size 20.

Ready mixed concrete may be used only if supplied by a British Ready Mixed Concrete Association Approved Depot and must also conform to BS 8500. Every load of ready mixed concrete shall have a delivery ticket giving full details of the mix including time of mixing and place.

The amount of water shall be the minimum required to produce a dense cohesive concrete of adequate workability, determined by trial mixes.

As soon as mixed, the concrete is to be moved as rapidly as possible to the required position, deposited and tamped with wooden rammer. Care must be taken not to disturb partially set concrete. Where concrete is required to be deposited any depth below 1200 mm it shall be placed in proper receptacles and not tipped in. Concrete shall be thoroughly compacted and carefully worked with suitable tools into formwork and around reinforcement.

No concrete is to be poured or placed in frosty weather where the temperature is below 2°C and any already placed should be effectively covered to prevent damage. Any concrete damaged by frost is to be cut out and replaced. Concrete will be cured for a minimum of 7 days by means of building paper and waterproof sheets held in position. No load is to be placed on concrete until suitably cured. All in accordance with BS 8000: Section 2.2.

4.2 Foundations

No new concrete foundations are anticipated on this project, however any new concrete to be as specified by the Structural Engineer.

Existing concrete footings to be retained and protected during the course of the building works.

4.3 Inspection chambers

No new inspection chambers are anticipated on this project, but if required form 150mm thick bases of grade C30 with 150mm projection beyond circumference of chamber.

Provide and form 300x225mm deep concrete collars to the frames of new PVC & cast-iron inspection chambers and access points of grade C30 in accordance with manufacturer's instructions.

4.4 Drains

Where any drain passes beneath the building encase in 100mm concrete of grade C20, or where crown of pipe is within 300mm of underside of floor slab encase pipe within thickened slab. Form compressible board movement joints at all sleeve couplings where pipes are encased in concrete.

Encase all new and existing drainage runs which run beneath the floors or do not have 300mm cover in a min 150mm concrete mix type 'A'. Provide 18 thick impregnated joint fillers or compressible corkboard at each pipe joint to the full depth of the concrete surround.

Drains passing through walls are to have pre-stressed concrete lintels. Lintels must have a minimum 150mm ground cover where building in external walls. Refer to Structural Engineers details.

4.5 Floor slab	The contractor shall make good any areas of concrete floor slab disturbed by the works.
4.6 Concrete Testing	The contractor is to conduct tests on the concrete batches in accordance with B EN 12390 Part 2 and Part 3 and BS EN 206 Part 1. Should any sample test be found unsatisfactory the whole of the concrete assignment will be rejected.

5.0 Drainlayer

5.1 General

Drainlayer works on this project are anticipated to be minimal.
All drainage work is to comply with BS 8000-14, BSEN 752 and be installed in accordance with the manufacturer's strict instructions and recommendations. The Contractor is to allow for carrying out all the drainage works shown or implied in the specification and drawings including adjusting any existing systems. Pipe sizes given refer to the nominal bore diameter. All drainage runs, gullies and manholes etc are to be in accordance with the BS mentioned and to be bedded and surround in strict accordance the manufacturer's instructions and recommendations.

Include for all connectors, end caps and any other fittings necessary to carry out the drainage work and leave in perfect working order. All pipes, fittings, etc are to be fitted and laid in strict accordance with the manufacturer's instructions.

No new or existing drains may be used for disposal of wastewater from excavations, concrete work etc.

The stoneware pipes and connections for drainage work shall be of the best quality to BS 65, BSEN 295-and BSEN 295-10, well burnt and glazed throughout, circular in section, smooth and straight to bore. All traps, gullies, channels, etc., to be of similar quality. Unless otherwise stated stoneware drainage to be Hepworth Supersleve Vitrified Clay pipes and fittings.

Plastic pipes and fittings to be manufactured from unplasticized polyvinyl chloride (UPVC) and must conform to the requirements of BS 1401-1. Unless otherwise specified UPVC drainage pipes and fittings are to be supplied by OsmaDrain or similar approved with Kitemark.

5.2 Lay drains

All drains are to be laid in straight runs to even regular falls commencing at the point of outfall and the necessary branches put in as the work proceeds. The whole of the drainpipes to be carefully laid and butted closely together at the joints, the pipe to be laid true to line and concentric and jointed in flexible joints. Unless stated otherwise all pipes must be laid to a minimum fall of 1:60.

Drains to be bed and surround in granular material. The granular material to be stone/gravel to pass a 10mm sieve and to be retained on a 5mm sieve to BS882 Table 1.

Provide bends and fittings etc., as necessary to bring the pipes up in the positions indicated and left ready for the connection of fittings as hereinafter specified.

5.3 Surface water drains

Existing surface water drainage points (gullies) are to be used to take the surface water discharge from the flat roof areas.

5.4 Foul water drains

New foul drain connections are to be provided from the new Male, Female and Accessible Toilet at the south-west entrance to the Community Hub building.

Foul drain connections from the Pre-School WC's and new Pre-School Kitchenette are believed to be already in place.

Form any new foul drainage required with 110mm diameter OsmaDrain. Provide and lay the new drainage pipes and make connection into the existing foul system.

5.6 Gullies

Form any new gully required, provide and bed in a wad of concrete 1no. OsmaDrain bottle gullies with black cast iron square grates to take rainwater from downpipes.

5.7 Soil pipes

Provide and fix 110 diameter UPVC soil vent pipe and soil pipe as indicated on the drawings, connected into the below ground drainage via a slow bend with an access fitting above ground for rodding.

The SVPs at head of drain run are to be vented to the outside air terminating at least 300mm above the waterproof layer of the flat roof. Provide access caps at all changes in direction.

Soil pipe including all branches access caps, joints etc., is to be fitted in strict accordance with the manufacturer's instructions.

5.8 Fittings

Include for all connectors, end caps and any other fittings necessary to carry out the drainage work and leave in perfect working order. All pipes, fittings, etc., are to be fitted and laid in strict accordance with the manufacturer's instructions.

5.9 Testing

Allow for testing all drainage work as necessary. Do not cover up prior to drainage work being passed as satisfactory by the surveyor and the Building Control Officer. Allow for jet washing the complete foul drainage system on completion of the work.

5.10 Make good

Make good all damage to the internal floor and/or external paved surface caused by the installation of new drainage works.

6.0 Bricklayer

6.1 General

Bricklayer works on this project are anticipated to be minimal.
The sand shall be washed river or pit sand, from an approved source and to be well graded and free from all organic or saline substances, and to BSEN 13139.

All cement is to be Portland cement of British manufacture from an approved supplier and shall comply with the current British Standard Specification. If rapid hardening cement is used it shall comply with the BS for Ordinary Portland Cement. All cement delivered to the job must be stored on a boarded platform and protected from the weather.

No water other than that suitable for the purpose of drinking to be used in the mixing of materials or for any other purpose whatsoever in the structure and to comply with BSEN 1008.

Engineering bricks shall be solid and comply with BSEN 771-1, Class B with no voids or holes and shall be obtained from an approved manufacturer. Engineering bricks shall be laid in cement mortar 1:3 and shall be finished with a neat weather-struck joint unless otherwise specified.

The common bricks shall be sound well-burnt bricks from an approved source. They shall be reasonably square and where plastered to be of such a texture to afford a good key.

The facing bricks shall be obtained from an approved supplier and shall be of the type specified. Bricks to be hard, sound, square and even in size, clean and equal to any samples approved. The bricks shall be carefully handled to prevent spalling and shall be protected while in the stack against excessive rain, frost, etc. If not already mixed by the supplier, mix bricks from different consignments. No LBC flettons will be permitted anywhere.

Both concrete and lightweight blocks shall be of the type specified on the drawings and the specification. Blocks shall be obtained from the nominated source and laid in strict accordance with the maker's instructions. Concrete and lightweight blocks must comply with BS EN 771, BS EN 13055 and BS 6073.

The mixing of mortars may be carried out by hand or machine. Hand mixing shall be executed on a close-boarded platform. The materials shall be properly gauged in the proportions hereinafter mentioned. Cement mortars that have become set or partially set shall not be used. Gauge mortar to be used within one hour of the mixing.

No additives or plasticising agents shall be used, unless written approval from the surveyor has been obtained. Any colour pigments specified must confirm to the requirements of BSEN 12878 'Pigments for Cement'.

6.2 Protection

The Contractor is responsible for covering all of the masonry work as necessary to protect it from inclement weather. All masonry is to be cleaned down periodically as the works proceed to prevent aggregation of mortar droppings and is to be finally cleaned down after completion to the satisfaction of the surveyor.

6.3 Steel beams	*Build in /tie new steel beams to the masonry / padstones as detailed by the Structural Engineer, to support new trimmers for the proposed rooflights over the Function Room 1.*
6.4 Chasing	The Contractor shall allow for carrying out all necessary cutting away or chasing of masonry required by the Mechanical and Electrical Contractor for ducts and air vents.
6.5 Making good	Make good all works disturbed on completion.

7.0 Screeder

7.1 General

The contractor is to allow for their specialist subcontractor to make good the ground floor screed to match existing and floor finish where disturbed by the demolition works in the following areas:

- *Kitchen 1 – where existing timber staircase /studwork walls are removed.*
- *Former Bar Area - removal of the bar area from the Function Room.*
- *Function Room – allow for making good floor screed here throughout.*

7.2 Damp Proof Membrane

The contractor shall allow for inspection and verification that a damp-proof membrane has been laid over the entirety of the ground floor and is suitably lapped with a DPC within the external wall.

Allow for making good all membranes/ DPC where disturbed.

7.3 Screed

Lay screed with a wooden float finish, allow for a 75mm thick with fibres and A142 anti- crack steel mesh positioned centrally. Screed levels to be confirmed to ensure an adequate depth is allowed for the finishes plus bedding and any separation matting to ensure all finishes line through level.

Screeds shall be composed of cement and sand mix 1:4 finished with a steel trowel to a fine smooth level surface. The minimum amount of water shall be used in the mix and laitance shall be removed as it occurs, finished screed shall be kept damp for one week after laying to allow to cure.

Ensure the screed is fully protected from damage until the specified floor finish has been laid. Cracked, loose, hollow, or un-level screeds etc., shall be cut out and made good, or replaced as directed by the surveyor. No screed is to be less than 65 mm thick with anti-crack mesh positioned centre in the screed.

Pipes/ conduits which are to be cast into the screed are to be overlaid with a 450mm wide strip of steel fabric to BS 4483.

8.0 Carpenter & Joiner

8.1 General

Timber generally shall be sound, well-conditioned, properly seasoned to suit the use, straight, have no indication of shrinkage and be free from insect or fungus attack, immature or blued sapwood, shakes, any edges, pitch pockets, large loose or dead knots, twisting, warping etc. that may be unsuitable for the purpose intended.

Carpentry work shall be framed, properly halved and scarfed where necessary and provided with all the necessary fixings, straps etc required to complete the work.

Joists, bearers etc where possible must be of one length. Halved joints must be made directly over supports.

Workmanship for joinery shall comply with BS 1186.

Joinery work to be accurately set out and framed. Do not wedge into position until required for fixing. Where possible all joinery shall be fabricated/assembled in the joinery shop and not brought to site until required for fixing.

All mitres and scribings to be neatly carried out.

Joinery must be executed to any drawings provided and where surfaces are exposed to view must be wrought unless otherwise stated. Remove all machine marks by hand plane or glass paper.

All mouldings/arises must be clean and sharp and to the correct profiles to match existing.

Timber shall comply with the following:

Dimension for softwood:	BS EN 1313-1
Timber Grades for Structural Use:	BS 4978
Preservative Treatments For Constructional Timber:	BS EN 1995

The timber shall be good, sound structural timber, free from active attack by insects or fungi. The moisture content of the timber at any time shall not exceed 22%.

Structural timber thickness shall not be less than 35mm after finishing and shall not vary any more than +/- 0.5mm from the sizes specified.

All materials and joinery work shall be stored undercover to protect from the weather immediately after delivery to the site. Ensure free access of air and protect from dampness.

Treat all timber in accordance with BS 5268. All timbers crosscut, cut at ends, or drilled shall be thoroughly treated with sealing solution recommended by the preservative manufacturer.

8.2 New Flat roof joists and firrings

For the purposes of tendering the contractor shall allow for providing and fixing new 225x47mm C24 timber flat roof joists / trimmers to the main roof in the areas - where new openings are to be formed, or where existing first floor structures have been removed.
Sizes and spans of new roof timbers are to be in accordance with the structural engineer's details and as follows –

- new doubled up trimmers where all new rooflights are formed;
- new joists in the area where the chimney is to be taken down;
- allow for providing and fixing new flat roof joists over the areas where the first-floor apartment and changing rooms are to be demolished.

The contractor shall make an allowance for opening up of the flat roof, to allow the structural engineer to examine the existing roof structure and to advise thereafter upon a methodology for replacement of the roof elements.

The condition of the existing flat roof joists are to be inspected and replaced as found necessary.

The contractor shall allow for providing and installing/ fixing all the new treated timber firrings. Flat roofs should be designed with minimum falls of 1:40 to ensure a finished fall of 1:80 minimum is achieved.

8.3 Existing Flat Roof Joists

Within this clause the contractor shall allow a provisional sum of £1,500.00 for all timber roof repair items. This money is to be spent at absolute discretion of the surveyor following site inspection with the engineer.

The contractor shall also allow for site visit to be made by the structural engineer and surveyor upon opening up works, as required by the engineer.

8.4 Wall plates

Condition of existing wall plates to be inspected upon opening up, subject to confirmation with the structural engineer and surveyor on site and any replacement as found necessary.

8.5 Rainwater goods

The contractor shall allow for removal of all the existing UPVC guttering and downpipes and replacement with new - to match the existing half round profile.

8.6 Doors and windows

New external sliding doors to the Pre-School ref.ED10 have already been installed in white UPVC with laminated safety glazing and incorporating a level threshold entrance for Part M compliant accessibility.

Allow for supply and installation of 'Slidesafe' or equivalent buffer wheel mechanism(s) for prevention of trapping fingers between door ends /jambs and in-between two sliding door ends – appropriate for safeguarding Pre-School children.

Existing External Doors and Windows being retained – contractor shall allow for any associated refurbishment works i.e., re-sealing and making good generally.
Include for the supply and fitting of new weather strips to those retained.

Decoration Works /Making Good – shall be allowed by the contractor around all existing windows and external doors.
Ensure protection of all retained windows and doors for the duration of the works until Practical Completion.

New Internal Fire Doors - Allow for providing and installing all the new 30-minute fire-rated internal doors indicated on the ground floor plan. These are to be FD30's rated, fitted with self-closing devices and smoke seals. Fire doors are to generally all open outwards in the direction of escape.

8.7 Rooflights /Glazed Lanterns

New Rooflights / Glazed Lanterns – contractor to provide and install to manufacturer's instructions, Velux/ Brett Martin or equal and approved double-glazed / safety-glazed rooflights/lanterns in the locations shown on the drawings – 2nr over the Function Room (both shown fixed), one over the Office and one over the Kitchen (both shown openable operation).

Roof light / Lantern U-Values – 1.2 W/m2K minimum.

Allow to provide the necessary builder's upstands off the flat roof and for dressing up and fixing the waterproof membrane, all in accordance with the manufacturer's recommended details.

8.8 Roof insulation

To the main flat roof, for the purposes of tendering allow for providing and fixing 140mm thick Bauder PIR FA-TE flatboard roof insulation, foil-faced both sides, laid over a bituminous air and vapour control layer (AVCL see item 8.8), to form a 'warm' unventilated roof construction, installed strictly to manufacturer's instructions, on

New 18mm thick WBP plywood decking over 50mm minimum tapered treated timber firrings (an alternative to firrings would be to consider a tapered insulation system designed by Bauder or equivalent). Flat roofs should be designed with minimum falls of 1:40 to ensure a finished fall of 1:80 minimum can be achieved.

Roof U-Value = 0.15 W/m2K.

Ensure insulation continuity over wall plate, to cavity wall insulation (where present) to avoid any cold bridging at the eaves.

8.9 Roof Bituminous Air & Vapour Control Layer

Provide and fix over the new flat roof decking –

BauderTEC KSD Mica self-adhesive elastomeric bitumen Air and Vapour Control Layer (AVCL), with a mica finished upper surface ready for easy bonding of the insulation using the Bauder Insulation Adhesive, in strict accordance with manufacturer's instructions (insulation as item 8.7) – Thickness 2.5mm, weight 3.0 kg/m2.

8.10 Roof Trimming

All work arising from the trimming of openings in the roof structure shall be properly carried out with the materials specified.

Trimmers and trimmer joists shall be of the same depth as the common joists and doubled-up / bolted together as the structural engineer's details.

Where the joists are to be cut away for the passage of pipes etcetera, holes shall be formed in strict accordance with the Building Regulations Approved Document A - Section 1B.

8.11 UPVC Fascia & soffit boards

For the purposes of tendering the contractor is to allow for providing and installing 450mm deep white UPVC fascia capping boards to the joist/firring ends and fixed to conceal the rigid insulation (as item 8.7) and as indicated on the drawings.

Provide and install new white UPVC soffit boards, allow for sizing the boards to suit the existing overhang of the eaves.

8.12 Window repairs

Generally, the contractor shall ensure that any window repairs made are on a like-for-like basis and without wider replacement works which would require further consent.

8.13 Make good

The contractor shall make good all areas of the works as necessary.

9.0 Roofer

9.1 General

All roofing work is to be carried out strictly in accordance with the manufacturer's instructions and recommendations and all the current Codes of Practice.

All work is to be carried out in accordance with the Single Ply Roofing Association Design Guide, in strict accordance with the Manufacturer's Technical Manual and where relevant:
BS 8217:1994 Code of Practice for Built-up Felt Roofing and
BS 6229: Code of Practice for Flat Roofs with Continuously Supported Coverings.

Plywood decking to be provided and installed to form the flat roof by the contractor, laid to minimum 1 in 80 falls to drainage outlets and certificated to conform with BS 5268:Part 2: 2002 - Structural Use of Timber Code of Practice for Permissible Stress Design, Materials and Workmanship and
BS EN 636 : Plywood Specifications – Service Class 3, Exterior conditions.
The deck is to be securely fastened to the substructure using screws or galvanised annular ring shanked nails.

9.2 Flat Roof Coverings

The contractor is to allow for the removal of the existing asphalt/ felt flat roof covering and all mechanical plant.

The condition of all the existing flat roof areas are to be inspected for suitability and condition with the structural engineer/ surveyor. The areas to be repaired / replaced where necessary are to be agreed.

Proposed new flat roof covering is to be Bauder Thermofol U15 adhered, warm roof, single ply membrane waterproofing system, installed strictly in accordance with manufacturer's instructions.

Thickness: 1.5mm, weight: 1.80 kg/m2.
Membrane colour: Anthracite, Blue Grey, or Light Grey – to the employer's confirmation.
Achieves European Class 'B roof(t4)' surface spread of flame rating.

9.3 Locating Equipment /Plant on the Flat Roof

Equipment /Plant can be typically supported on the flat roof by paving slabs with a suitable protection layer underneath.
Most Bauder warm roof systems (those using PIR insulation) are capable of supporting permanently sited plant with a weight of up to 2,000 kg/m2, avoiding the need for penetrations through the waterproofing.

9.4 Walkways on Flat Roof

Walkways to provide maintenance to rooftop plant require an extra layer of capping sheet bonded to the surface, in contrasting colour to denote the walkway, and provide appropriate protection.

9.5 Watertight

The contractor is to allow for keeping the building weathertight at all times during the works. This may be done by sheeting or other means.

10.0 Steelworker

10.1 General

All work to be executed in accordance with current British Standards, Codes of Practice and National Structural Steelwork Specification for Building Contractors.

All steel connections to be in accordance with the Engineer's details and to BS 5950.

Bolts & nuts shall comply with BS 1490 and BS 916 and have threads complying with BS84. Flat washers are to be fitted under all nuts, except at tapered rolled flanges, where the corresponding tapered washers shall be used. Bolts shall be long enough to allow at least one full thread beyond the nut.

All bolts, washers etc., used to be either sherardised, galvanised or cadmium plated.

All welding shall be carried out in accordance with BS 938. No site welding shall take place without prior approval of the surveyor and given the opportunity to approve it before being painted or galvanised.

The Contractor shall be responsible for the correct erection of the steelwork on site and include all costs including cranage.

Ensure adequate stability of the structure during all stages of erection including temporary bracing until permanent stability is provided by elements of the building.

All steelwork to be galvanised unless specified otherwise to be pickled in acid to remove all scale and rust and hot-dipped to give a minimum average coating weight in Tables 1 and 2 of BS EN ISO 1461.

All steelwork to be shot blasted or mechanically wired brushed to remove all surface contamination, rust and mill scale and apply two coats of grey zinc phosphate primer prior to delivering to site.

Any damage to the steel finish caused by handling and erection must be made good with an approved galvanising paint.

Steelwork to be built into masonry walls etc., apply two coats of epoxy pitched paint.

Note: Any steelwork to be encased in concrete must not be painted or oiled and ensure loose scale/rust is removed.

The contractor shall furnish all of the ironmongery necessary for the carpenter and joiner to execute the works. All locks and fasteners throughout are to be tested, oiled, and left in good working order.

All wood frames shall be secured with stainless steel frame cramps and built into brick/blockwork and screwed to frame.

10.2 New Steel beams

Supply and build in the new steel beams, as detailed on the Structural Engineer's drawings and calculations, for providing support to the new rooflights and roof lantern. All steel beam sections to be bolted down to padstones, as detailed by the structural engineer, or steel to steel connections designed and detailed by the steelwork contractor.

Ensure that the existing structure is properly supported prior to the works and include for temporary bracing as necessary during the construction.

All new steelwork is to be supplied with 2 coats of grey zinc primer by the steelworker prior to delivery.

Any steelwork not protected / encased with plasterboard is to be fire protected. Apply Nullifire S707-60 HF Intumescent Basecoat to exposed structural steel frames. Intumescent paint system to be applied in strict accordance with the manufacturer's information and to achieve 60 minutes fire protection. System is water-based.

10.3 Ironmongery

Ironmongery to all new internal doors – contractor to provide & fit to employer's choice.

11.0 Plasterer & Tiler

11.1 General

The whole of the work shall be executed in a workmanlike manner and to the satisfaction of the surveyor. Internal plastering to be in accordance with BS EN 13194-2: 2005 and BS 8481: 2006.

Internal plastering to be with 12.5mm plasterboard. Finish coat to be multi finish 3mm thick. Internal walls generally are to be floated in neat Gypsum plaster, applied in strict accordance with their instructions.

The plasterboard where specified to be used is to be in accordance with BS EN 520: 2004+A1: 2009. Fix with approved drywall screws and the scrim to be linen scrim bandage. Finish coat to be multi finish 3mm thick. The plasterboard to be securely fixed (breaking joints) to ceiling joists with suitable drywall fixings, and joints stopped and scrimmed with linen scrim. All in accordance with manufacturer's instructions.

External renders to be prepared and applied in accordance with manufacturer's instructions and BS EN 13914-2: 2005.

Metal lath, angle and stop beads shall be obtained from Expamet Building Products or similar approved, and to be galvanised unless stated otherwise.

11.2 Making good internal wall finish

For the purpose of tendering, the contractor shall allow for making good the internal wall finish, to match existing, to the following areas:

(a) to the Main Function Room(s), Kitchen 2 and New Office (i.e., areas where new rooflights are proposed to be installed);
(b) to the main Reception Area;
(c) to Kitchen 1 (where staircase is to be removed).

11.3 Lining to soffit of roof joists

The contractor shall allow for replacement of the 12.5mm vapour-check plasterboard lining installed directly below the soffit of the flat roof joists, in the following areas:

(a) to the Main Function Room(s), Kitchen 2 and New Office (i.e., areas where new rooflights are proposed to be installed);
(b) to the main Reception Area;
(c) to Kitchen 1 (where staircase is to be removed).

11.3 New Suspended Ceilings

For the purpose of tendering, the contractor shall allow for supplying and installing a new suspended M/F ceiling grid system (for 600x600mm ceiling tiles) to match the existing and provided to the following areas:

(d) to the Main Function Room(s), Kitchen 2 and New Office (i.e., areas where new rooflights are proposed to be installed);
(e) to the main Reception Area;
(f) to Kitchen 1 (where staircase is to be removed);

Suspended ceilings are to comply with British Standard BS EN 13964, fixings should be appropriate for the site conditions, take account the humidity of the environment and be in accordance with manufacturer's specifications.

A robust fixing is to be ensured to the soffit above. Pull tests should be carried out on ceilings with an area exceeding 100m2 and a factor of safety of 2 is applicable, these load tests to fixings may be required by LA Building Control.

It is preferable for a manufacturer-approved installer be used to carry out a final inspection and provide any certification that may be requested.

Subject to verification by the approved ceiling installer, the existing M/F ceiling grid is assumed to be retained in the following areas:

(g) to the Pre-School Venue;
(h) to the Pre-School WC's;
(i) to the Changing Rooms, Umpire Room, Public WC's, and Stores.

11.4 Fire Barriers in Suspended Ceiling void

The contractor is to ensure the integrity is maintained of the internal fire-resisting walls in the ceiling void of the suspended ceiling.
Allow to provide and install two layers of 60mm rockwool fire barrier in the ceiling void, to manufacturer's instructions, to maintain 30 minutes fire resistance to the compartment walls that have been noted with FD30's fire doors.

Additional fire barriers shall be provided and installed to ensure that the void spaces within the suspended ceiling do not exceed 20 metres in any direction, in accordance with Approved Doc. Part B, 9.3b, Table 13 – refer to the Spase Ceiling Plan: WD-1703-203B for locations.

12.0 Electrician

12.1 General

The contractor will allow for all notches, sinkings, chases and mortises within the structure as included for the electrical installations indicated on the drawings. All electrical wiring and sockets, switches etc. are to be recessed into the wall linings. No surface mounted fittings will be permitted.

The position of all sockets, switches, lights etc. are to be agreed with the surveyor in advance.

All electrical work required to meet the requirements of Part P (electrical safety) must be designed, installed, inspected, and tested by a registered person competent under Part P, who is NICEIC registered.

All electrical installations to comply with current IET regulations and supply by-laws.

All renewable installations to comply with MCS regulations and supply by-laws.

All appropriate certificates and declarations must be provided for submission to the local authority upon completion of the installation.

The contractor will remain responsible for the detailed design, execution, and commissioning of the electrical installation.

12.2 Electric supply

The contractor must maintain a builder's supply for the duration of the works. Ensure removal of any temporary supplies prior to Practical Completion.

12.3 Emergency Lighting

Emergency lighting provision – contractor to allow to upgrade /install new as required, to all areas to comply with BS.5266-1.

12.4 Fire Alarm System

Fire Alarm Installation – contractor to allow to upgrade /install new system as required, to all areas to comply with BS.5839.

Fire Signage – contractor to ensure compliance with BS.5499-4.

Regulation 38 fire safety information shall be passed on to the responsible person(s) upon completion of the works.

12.4 Mechanical Air Supply and Extract Ventilation

All new mechanical air supply and extract ventilation is to be designed by specialist mechanical engineer.

Allow for the provision/ installation of new mechanical ventilation extracts to the new male/ female / Accessible Toilet and kitchen spaces.

13.0 Plumber / Heating & Air Conditioning Engineer

13.1 General

All sanitary fittings should comply with the local water authority regulations. The contractor shall carefully fix in the positions shown on the drawings and protect until the handing over of the building.

All above ground sanitary pipework is to comply with BS EN 12056-2: 2000.

All gas installations to comply with Gas Safe regulations and supply by-laws.

All renewable installations to comply with MCS regulations and supply by-laws.

All appropriate certificates and declarations must be provided for submission to the local authority upon completion of the installation.

The contractor will remain responsible for the detailed design, execution, and commissioning of the heating and hot water installation.

13.2 Climate control air conditioning system

The contractor shall visit the site and evaluate the existing air conditioning system and associated supply and extract ventilation ductwork.
Price for the design, execution, and commissioning of a full air conditioning system installation, with climate control functionality, shall be proposed by the contractor.

13.3 Solar Panels on roof

Contractor to price for the design, execution, and commissioning of a new Solar PV Panel installation, to be securely mounted /installed on the available flat roof space and be of south-facing orientation. Grid connected solar battery storage subject to design by specialist.

14.0 Glazier

14.1 General

Glazing is to comply with the current Code of Practice BS 952-1 and is to be fixed in accordance with BS 6262: 1982 and the Building Regulations approved documents Part N1 and N2. Glass thickness is to be in strict accordance with the current Code of Practice 152, table 1.

All Glazing shall be secure and fitted from the inside.

All glass shall be free from scratches and other imperfections and have clean cut edges.

Provide toughened safety glass to areas as noted under clause 14.2.

New doors to be Secure by Design rated.

14.2 Safety glass

Glazing in doors and adjacent glazing frames within 300mm horizontally of a door opening to be glazed in toughened safety glass (inner and outer panes).
All windows and glazed frames within 800mm of floor level to be glazed with toughened safety glass to provide containment from a person falling against it.
All toughened safety glass will be in accordance with BS 6206.

14.3 Glazed units

All glazed units for the new doors are to achieve the U-value of 1.4W/m^2.K in accordance with the building regulations Part L2 and be manufactured and fitted in accordance with the current requirements.

15.0 Painter & Decorator

15.1 General

The whole of the decorating is to be finished to the satisfaction of the surveyor. No painting shall be done on exterior work during wet or foggy weather, or upon surfaces that are not thoroughly dry. Eliminate dust and protect floors and all other surfaces.

All metal fittings are to be removed before commencing preparatory work, cleaned and re-fixed on completion.

All surfaces to be prepared according to approved practice, to be clean, dry, and free from oil, grease, plaster or mortar and effervescence. All nail holes and other surface imperfections are to be stopped, filled, and rubbed down.

All knots in wood to be treated to prevent bleeding and knotted with two thin coats of knotting in accordance with BS 1336. All cracks, holes, etc., to be made good with two-part hard filler and rubbed down to an even and smooth surface.

Priming where specified is to be two coats of aluminium primer or otherwise such primer as recommended by the manufacturer for the surface to be coated. All woodwork to be painted is to be well primed before fixing and all backs, stops and undersides of frames to have a thick coat of primer before built in.

In general, all woodwork is to be painted with two coats of undercoat and one coat of satin finish unless otherwise directed.

All paints, stains, varnish etc. are to be Dulux Trade unless otherwise stated and all preparation and application procedures are to be adhered to. All preparation, materials, and workmanship to be in accordance with the manufacturer's instructions and recommendations.

The contractor shall allow for the complete decoration of both the new dwellings internally and externally where applicable.

15.2 Exterior woodwork surface preparation

All surfaces should be clean, dry, sound, and free of any contamination that may interfere with adhesion. Remove all loose and peeling paint and chalky paint woodwork residue. Sand all surfaces and edges of any remaining paint film until smooth.

Take precautions for any preparation to pre-1960 paint surfaces as they may contain harmful lead; avoid inhalation of dust and wear a suitable face mask if dry sanding.

Ensure area of preparation is well ventilated for all preparation and decoration work. Wear suitable face mask if dry sanding.

Remove all existing mould and mildew before painting, using Zinseer Mould Killer & Remover, or Blackfriar Fungicidal Wash.

All decayed timber is to be repaired by joiner with timber scarf repairs. Any smaller repairs not needing excessive repair (less than 25mm diameter) can be defrassed and made good with a suitable external quality 2-part wood filler.

15.3 Steelwork	All new steelwork is to be supplied with 2 coats of grey zinc primer by the steelworker prior to delivery. Any steelwork not protected / encased with plasterboard to be fire protected. Apply Nullifire S707-60 HF Intumescent Basecoat to exposed structural steel frames. Intumescent paint system to be applied in strict accordance with the manufacturer's information and to achieve 60 minutes fire protection. System is water-based.

16.0 Carpet Fitter

16.1 Carpets

Carpets to be supplied and fitted by others outside of the contract.

17.0 External Works

17.1 General	The contractor shall include for all excavations necessary for the true and complete scope of external works. Prepare the ground with well compacted scalpings to provide a suitable base to any hard standing patios and pathways, thickness to be suitable and correct for the soil and imposed loadings.
17.2 Making good	Make good all areas of landscaping impacted by the works.
17.3 Ramps and Guardings	Ramps and guardings have been installed to the south-west entrance to comply with Approved Doc Part M and Part K. No further work is anticipated here.

SUMMARY OF COSTS

Complete and return this section of the schedule with the tender return.

Complete a price to each section and provide the total cost at the bottom.

The total should be the tender figure.

1.0	Contract Preliminaries	£
1.42	Contingency sum	£ (leave blank)
	Contract Works	
2.0	Demolition	£
3.0	Excavator	£
4.0	Concreter	£
5.0	Drainlayer	£
6.0	Bricklayer	£
7.0	Screeder	£
8.0	Carpenter & Joiner	£
9.0	Roofer	£
10.0	Steelworker	£
11.0	Plasterer & Tiler	£
12.0	Electrician	£
13.0	Plumber & Heating Engineer	£
14.0	Glazier	£
15.0	Painter & Decorator	£
16.0	Carpet Fitter	£
17.0	External Works	£
	Total	£

Signed .....

For .....

.....

Date .....

FORM OF TENDER

We hereby agree to carry out and complete the works required in accordance with the drawings and specification prepared by you for the above project, for the sum of

.....

..... (£ :) excluding V.A.T.

and to enter into the Contract referred to in the Specification for the Works.

We estimate that the maximum amount of Value Added Tax payable in respect of the project works at tender stage is

..... (£ :).

We have included the provisional sums listed in the specifications, and our tender contains no other provisional sums.

The basic rates at which craftsmen will be charged will be ..... per hour, and for labourers will be..... per hour. Should our tender be accepted, the above rates will form part of the Contract for the purposes defined in the Contract.

We require the following percentages to be added to the prime cost of dayworks (as defined and published by the R.I.C.S. and N.F.B.T.E.).

Labour ..... % Materials ..... % Plant ..... %

We understand this is a fixed price tender and we undertake to commence work on site within ..... weeks of acceptance of this tender and thereafter complete the works within ..... working weeks of commencement on site and agree to accept an appropriate penalty for failure to meet this programme.

We fully understand and accept that the employer is not bound to accept the lowest or any tender, and that we have visited the site of the works and are fully aware of the problems, if any, involved in this connection.

This tender will remain open for three months.

Signature for and on behalf of Contractor .....

Name of Contractor .....

Address .....

.....

Date .....