

Day Associates

Construction & Property Professionals

**FORESTRY COMMISSION
THE QUEEN'S HOUSE
LYNDHURST
HANTS
SO43 7NH**

SPECIFICATION

FOR

INTERNAL AND EXTERNAL REPAIRS AND REFURBISHMENT WORKS

AT

**Longbeech Cottage
Forest Road
Fritham
SO43 7HH**

Date December 2017
Ref 6005

December 2017

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Specification for Internal and External Repairs and Refurbishment works at;

Longbeech Cottage, Forest Road, Fritham, SO43 7HH.

December 2017

SECTION 1: PRELIMINARIES & GENERAL CONDITIONS

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	A10 PROJECT PARTICULARS		
110	THE PROJECT Name: Internal and External Repairs and Refurbishment Works. Nature: Internal and external repairs and refurbishment works to a detached 3-bedroom residential property located on the access track to Longbeech campsite. Location: Longbeech Cottage, Forest Road, Fritham, SO43 7HH Length of contract: 8 weeks from date of possession or a date later agreed.		
120	EMPLOYER (CLIENT) Name: Forestry Commission Address: The Queen's House, Lyndhurst, Hants, SO43 7NH. Contact: Paul Grugeon Telephone: 0300 067 4600 Email: paul.grugeon@forestry.gov.uk		
130	PRINCIPAL CONTRACTOR (CDM) Name: To be appointed. Address: TBC. Contact: TBC. Telephone: TBC. E-mail: TBC.		
140	CONTRACT ADMINISTRATOR Name: Day Associates Limited. Address: Castle Malwood, Minstead, Hampshire SO43 7PE Contact: Chris Barrett Telephone: 07979 127262 Email: chris@dayassociatesltd.co.uk		
150	PRINCIPAL DESIGNER Name: Day Associates Limited. Address: Castle Malwood, Minstead, Hampshire SO43 7PE Contact: Chris Barrett Telephone: 07979 127262 Email: chris@dayassociatesltd.co.uk		
A11	TENDER AND CONTRACT DOCUMENTS		
110	TENDER DRAWINGS The tender drawings are: 6005-01, 6005-02, 6005-03 and 6005-05.		
120	CONTRACT DRAWINGS The Contract Drawings: The same as the tender drawings.		
160	PRECONSTRUCTION INFORMATION Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.		
	To Collection		

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A12	THE SITE/ EXISTING BUILDINGS		
110	<p>THE SITE Description: Residential 3 bedroom detached property at Longbeech Cottage, Forest Road, Fritham, SO43 7HH.</p>		
120	<p>EXISTING BUILDINGS ON/ ADJACENT TO THE SITE Description: The site is surrounded by agricultural and residential properties. Ensure noisy operations are carried out during normal office hours only and residents and neighbours are notified of significant operations which may affect them prior to works commencing.</p>		
140	<p>EXISTING UTILITIES AND SERVICES Drawings: None: Other information: Mains electricity and water are connected to the buildings. The foul drainage system is connected to a septic tank on site.</p>		
180	<p>HEALTH AND SAFETY FILE Availability for inspection: The Health and Safety File for the site/ building (inc. Pre-construction Asbestos Survey) may be seen by appointment during normal office hours at: Forestry Commission. Other documents: None available. Arrangements for inspection: Via Contract Administrator.</p>		
200	<p>ACCESS TO THE SITE Description: Access to the site is directly from public roads and pavements. Limitations: None known of, contractor to assess loadbearing capacity prior to erecting any scaffolding and suitability before use.</p>		
210	<p>PARKING Parking facilities for the Contractor's and employees' vehicles are available within the boundaries of the premises only. Parking, deliveries and material storage is strictly prohibited outside the boundary to the open forest. Contractor's to make their own arrangements and pay fees arising.</p>		
220	<p>USE OF THE SITE General: Do not use the site for any purpose other than carrying out the Works. Limitations: Access to site only allowed between the hours of 8.00-17.00hrs Monday to Friday.</p>		
230	<p>SURROUNDING LAND/ BUILDING USES General: Adjacent or nearby uses or activities are as follows: The site is surrounded by agricultural and residential properties, which are assumed to be fully occupied during these works.</p>		
240	<p>HEALTH AND SAFETY HAZARDS General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present: Concealed asbestos containing materials Concealed services media Working at Height Exposed pits and inspection chambers</p>		
	To Collection		

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	<p>Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.</p> <p>Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures. Note: Hazardous materials and Asbestos possibly contained within dilapidated outbuildings.</p>		
250	<p>SITE VISIT</p> <p>Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.</p> <p>Arrangements for visit: May be made by prior arrangement of the CA. Allow a minimum 48 hours notice.</p>		
A13	DESCRIPTION OF THE WORK		
110	<p>PREPARATORY WORK BY OTHERS</p> <p>Works: Carried out under a separate contract and completed before the start of work on site for this Contract.</p> <p>Description: Initial demolition of existing extension and WC. Removal of vegetation surrounding the property.</p>		
120	<p>THE WORKS</p> <p>Description: The works comprise of internal and external repairs and refurbishment works to a detached 3-bedroom residential property.</p>		
A20	JCT MINOR WORK BUILDING CONTRACT (MW)		
	<p>JCT MINOR WORKS BUILDING CONTRACT</p> <p>The Contract: JCT Minor Works Building Contract 2016 Edition.</p> <p>Requirement: Allow for the obligations, liabilities and services described as follows:</p> <p>THE RECITALS</p> <p>First - THE WORKS AND THE CONTRACT ADMINISTRATOR</p> <p>The works comprise of internal and external repairs and refurbishment to Longbeech Cottage, Forest Road, Fritham, SO43 7HH.</p> <p>Architect/ Contract Administrator: See clause A10/140.</p> <p>Second - CONTRACT DOCUMENTS</p> <p>Contract drawings: As listed in clause A11/120.</p> <p>Contract documents: The following have been prepared which show and describe the work to be done;</p> <p>Specification of works</p> <p>Contract drawings</p> <p>Third - PRICED DOCUMENTS</p> <p>Documents to be priced or provided by the Contractor: Specification of Works.</p>		
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<p>THE ARTICLES</p> <p>3 - ARCHITECT/ CONTRACT ADMINISTRATOR Architect/ Contract Administrator: See clause A10/140.</p> <p>4 and 5 – PRINCIPAL DESIGNER / PRINCIPAL CONTRACTOR Principal Designer: See clause A10/150. Principal Contractor: See clause A10/130.</p> <p>CONTRACT PARTICULARS</p> <p>Fourth Recital and Schedule 2 - BASE DATE Base date: will be February 2018</p> <p>Fourth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS) Employer at the Base Date is not a 'contractor' for the purposes of the CIS.</p> <p>Fifth Recital - CDM REGULATIONS The project is not notifiable, the Construction Design & Management Regulations 2015 will apply in full to this project, the Contractor is advised that the Construction Phase Plan will be subject to principal designer approval before works can proceed to site.</p> <p>Article 7 - ARBITRATION Article 7 and Schedule 1 shall not apply.</p> <p>Clause 1.1 - CDM PLANNING PERIOD The plan referred to in regulation 2 of the CDM Regulations including any updates and revisions.</p> <p>Clause 2.2 - COMMENCEMENT AND COMPLETION Date for Commencement of the Works: to be agreed. Date for Completion: 8 weeks after commencement.</p> <p>Clause 2.8 - LIQUIDATED DAMAGES At the rate of £280.00 per calendar week or pro-rata thereto.</p> <p>Clause 2.10 - RECTIFICATION PERIOD Period: Twelve months from the date of practical completion.</p> <p>Clause 3.9 - Each Party undertakes to the other that in relation to the Works and site he will duly comply with applicable CDM Regulations. In particular but without limitation;</p> <ol style="list-style-type: none"> 1 The Employer shall ensure that the Principal Designer carries out his duties and where the Contractor is not the Principal Contractor, shall ensure that the Principal Contractor carries out his duties under those regulations. 2 The Contractor in addition to any obligations under Clause 2.1.4 shall comply with Regulation 15 and where he is the Principal Contractor, with regulations 12 to 14. <p style="text-align: right;">To Collection</p>		

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<p>3 Whether or not the Contractor is the Principal Contractor, compliance by the Contractor with his duties under the Regulations, including such directions as are referred to in regulation 15(3), shall be at no cost to the Employer and shall not entitle the Contractor to an extension of time.</p>		
<p>4 If the Employer appoints a replacement for the Principal Designer or Principal Contractor, the Employer shall immediately upon that appointment notify the Contractor with details of the new appointee.</p>		
<p>Clause 4.3 - PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC. Percentage: 95 per cent.</p>		
<p>Clause 4.4 - PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR Percentage: 97.5 per cent.</p>		
<p>Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED Period: At practical completion.</p>		
<p>Clause 4.11 and Schedule 2 - CONTRIBUTION, LEVY AND TAX CHANGES Clause 4.11 and Schedule 2 will be deleted.</p>		
<p>Clause 5.3.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY Insurance cover (for any one occurrence or series of occurrences arising out of one event): Not less than £10,000,000.00 (Ten Million Pounds).</p>		
<p>Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS Clause 5.4C (Existing buildings insurance maintained by Employer) apply.</p>		
<p>Clauses 5.4A.1 and 5.4B.1.2 - PERCENTAGE TO COVER PROFESSIONAL FEES Addition: 15 per cent.</p>		
<p>Clause 7.2 - ADJUDICATION The Adjudicator is: To be appointed. Nominator of Adjudicator: President or a Vice president or Chairman or Vice Chairman of the: Chartered Institute of Arbitrators.</p>		
<p>Schedule 1 paragraph 2.1 - ARBITRATION Appointer of Arbitrator (and of any replacement): President or a Vice president of the: Chartered Institute of Arbitrators.</p>		
<p>To Collection</p>		

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	A30 TENDERING/ SUBLETTING/ SUPPLY		
	MAIN CONTRACT TENDERING		
110	SCOPE General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.		
145	TENDERING PROCEDURE General: In accordance with JCT Practice Note 6 (Series 2) 'Main Contract Tendering'. Errors: Alternative `2 is to apply, genuine errors to be corrected.		
160	EXCLUSIONS Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered. Relevant parts of the work: Define those parts, stating reasons for the inability to tender.		
170	ACCEPTANCE OF TENDER Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given. Costs: No liability is accepted for any cost incurred in the preparation of any tender.		
190	PERIOD OF VALIDITY Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 26 weeks. Date for possession/ commencement: See section A20.		
	PRICING/ SUBMISSION OF DOCUMENTS		
210	PRELIMINARIES IN THE SPECIFICATION The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7.		
250	PRICED DOCUMENTS Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected. Measurements: Where not stated, ascertain from the drawings. Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender. Submit: with tender.		
310	TENDER General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.		
500	TENDER STAGE METHOD STATEMENTS Method statements: Prepare, describing how and when the following is to be carried out:		
	To Collection		

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	- None required Statements: Submit with the tender.		
530	SUBSTITUTE PRODUCTS Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered. Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.		
550	HEALTH AND SAFETY INFORMATION Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect. Include: - A copy of the contractor's health and safety policy document, including risk assessment procedures. - Accident and sickness records for the past five years. - Records of previous Health and Safety Executive enforcement action. - Records of training and training policy. - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties. Submit: with tender.		
A32	MANAGEMENT OF THE WORKS		
	GENERALLY		
110	SUPERVISION General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts. Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.		
120	INSURANCE Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.		
130	INSURANCE CLAIMS Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers. Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.		
	PROGRAMME/ PROGRESS		
210	PROGRAMME Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, To Collection		

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	<p>which must include details of:</p> <ul style="list-style-type: none"> - Work resulting from instructions issued in regard to the expenditure of provisional sums. <p>Submit: Two copies.</p>		
290	<p>NOTICE OF COMPLETION Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works. Associated works: Ensure necessary access, services and facilities are complete. Period of notice (minimum): Five days.</p>		
310	<p>EXTENSIONS OF TIME Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently. Details: As soon as possible submit:</p> <ul style="list-style-type: none"> - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes. - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion. <p>All other relevant information required. Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values. Evidence: When requested, provide evidence of freedom of reservation of title.</p>		
	<p>SERVICES GENERALLY</p>		
410	<p>SERVICES REGULATIONS New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.</p>		
420	<p>WATER REGULATIONS/ BYELAWS NOTIFICATION Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details. Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.</p>		
430	<p>WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:</p> <ul style="list-style-type: none"> - The address of the premises. - A brief description of the new installation and/ or work carried out to an existing installation. - The Contractor's name and address. - A statement that the installation complies with the relevant Water Regulations or Byelaws. - The name and signature of the individual responsible for checking compliance. - The date on which the installation was checked. 		
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A34	SECURITY/ SAFETY/ PROTECTION		
	SECURITY, HEALTH AND SAFETY		
120	<p>EXECUTION HAZARDS Common hazards: Not listed. Control by good management and site practice. Significant hazards: The design of the project includes the following:</p> <ul style="list-style-type: none"> - Hazard: Occupation of the flats, common parts and garden areas during the project. - Precautions assumed: Erection of Heras type fence around the area of the works. - Specification reference: As detailed in Schedule of Works. Drawing reference: Not applicable. 		
130	<p>PRODUCT HAZARDS Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits. Common hazards: Not listed. Control by good management and site practice. Significant hazards: Specified construction materials include the following:</p> <ul style="list-style-type: none"> - Hazard: No unusual or significant hazards with specified construction materials are anticipated. - Material: TBA. - Specification reference: As detailed in Schedule of Works. 		
140	<p>CONSTRUCTION PHASE HEALTH AND SAFETY PLAN Submission: Present to the Employer/ Client no later than five days prior to commencement of works. Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations. Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Pre-construction information.</p>		
150	<p>SECURITY Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property. Special requirements: None</p>		
160	<p>STABILITY Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract. Design loads: Obtain details, support as necessary and prevent overloading.</p>		
170	<p>OCCUPIED PREMISES Extent: Existing buildings will be occupied and/ or used during the Contract as follows: All surrounding residential and agricultural properties. Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users. Ensure adequate security to prevent To Collection</p>		

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	unauthorised access by the public. Overtime: Not permitted.		
210	EMPLOYER'S REPRESENTATIVES SITE VISITS Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.		
520	ROADS AND FOOTPATHS Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.		
620	ADJOINING PROPERTY Permission: Obtain as necessary from owners if requiring erecting scaffolding on or otherwise using adjoining property.		
625	ADJOINING PROPERTY RESTRICTIONS Precautions: - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property. - Pay all charges. - Remove and make good on completion or when directed. Damage: Bear cost of repairing damage arising from execution of the Works.		
630	EXISTING STRUCTURES Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary. Supports: During execution of the Works: - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works. - Do not remove until new work is strong enough to support existing structure. - Prevent overstressing of completed work when removing supports. Adjacent structures: Monitor and immediately report excessive movement. Standard: Comply with BS 5975 and BS EN 12812.		
A35	SPECIFIC LIMITATIONS ON METHOD / SEQUENCE / TIMING The limitations described in this section are supplementary to limitations described or implicit on information given in other sections or on the drawings		
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170	<p>WORKING HOURS Specific limitations: 8.00-17.00hrs Monday to Friday.</p>		
420	<p>LIGHTING AND POWER Supply: Electricity from the Employer's mains may be used for the Works as follows:</p> <ul style="list-style-type: none"> - Metering: Metered by the Landlord. - Point of supply: TBC - Available capacity: TBC. - Frequency: 50 Hz. - Phase: Single - Current: Alternating. <p>Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.</p>		
430	<p>WATER Supply: The Employer's mains may be used for the Works as follows:</p> <ul style="list-style-type: none"> - Metering: Free of Charge. - Source: To be connected to property as part of works. - Location of supply point: TBC - Conditions/ Restrictions: normal use. <p>Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.</p>		
440	<p>TELEPHONES Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone. Details: As detailed in section A36/410-430.</p>		
570	<p>PERSONAL PROTECTIVE EQUIPMENT General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:</p> <ul style="list-style-type: none"> - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 1N_e for each site operative + 3N_e spare for site visitors. - High visibility waistcoats to BS EN 471 Class 2. Number required: 1N_e for each site operative + 3N_e spare for visitors. - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 1N_e for each site operative. - Disposable respirators to BS EN 149.FFP1S. - Eye protection to BS EN 166. - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate. 		
A37	<p>OPERATION/ MAINTENANCE OF THE FINISHED WORKS</p> <p>GENERALLY</p>		
110	<p>THE BUILDING MANUAL Responsibility: The Contractor. Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and To Collection</p>		

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115	<p>maintenance.</p> <p>Specific requirements: Details of construction Methods & Materials including COSHH, dated data sheets which may present residual hazards.</p> <p>Format: Bound document along with electronic copy.</p> <p>Number of copies: 2.</p> <p>Delivery to: CA, by: no less than two (2) weeks post Practical Completion.</p> <p>Final payment of account will be made only upon receipt of the Building Manual.</p> <p>THE HEALTH AND SAFETY FILE</p> <p>Responsibility: the contractor.</p> <p>Content: Obtain and provide the following information:</p> <p>(a) a brief description of the work carried out;</p> <p>(b) any residual hazards which remain and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services etc);</p> <p>(c) key structural principles (for example, bracing, sources of substantial stored energy - including pre- or post-tensioned members) and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there;</p> <p>(d) hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc);</p> <p>(e) information regarding the removal or dismantling of installed plant and equipment (for example any special arrangements for lifting, order or other special instructions for dismantling etc);</p> <p>(f) health and safety information about equipment provided for cleaning or maintaining the structure;</p> <p>(g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc;</p> <p>(h) information and as-built drawings of the structure, its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation etc).</p> <p>Format: Bound document along with electronic copy (memory stick preferred)</p> <p>Delivery to: Principal Designer by: no less than two (2) weeks post Practical Completion. Final payment of account will be made only upon receipt of the Building Manual.</p>		
155	<p>CONTENT OF THE BUILDING MANUAL</p> <p>General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.</p> <p>Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.</p> <p>Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares</p> <p style="text-align: right;">To Collection</p>		

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	and emergency procedures. Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.		
160	PRESENTATION OF BUILDING MANUAL Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled. Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings. As-built drawings: The main sets may form annexes to the Manual.		
A54	PROVISIONAL WORK/ ITEMS		
590	CONTINGENCIES Provisional sum: Include: £3,500.00 (three thousand five hundred pounds) Contingency to be expended at the sole discretion of the Contract Administrator.	3,500	00
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Construction & Property Professionals

Specification for Internal and External Repairs and Refurbishment works at;

Longbeech Cottage, Forest Road, Fritham, SO43 7HH.

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SECTION 2: SCHEDULE OF WORKS

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	<p>Section 2 The Works</p> <p>This section to be read in conjunction with all other drawings and sections forming part of this specification of works.</p> <p>The works comprise, internal and external repairs and refurbishment at, Longbeech Cottage, Forest Road, Fritham, SO43 7HH.</p> <p>Preparatory works</p>		
A	<p>Before works progress the contractor is to ensure they are in possession of an asbestos register/pre-construction survey for this property. The contractor is to familiarise themselves with the register before commencing any works. Should the contractor locate or be made aware of any materials likely to be disturbed which they feel may contain asbestos, they are to notify the CA and await further instruction.</p> <p>(Item)</p>		
B	<p>The contractor is to provide suitable access equipment, harnesses and the like to comply with all relevant standards and Health and safety requirements throughout these works. Such access shall be erected maintained, altered and adapted to suit the specific works being undertaken throughout these works in accordance with manufacturer's instructions and relevant statutory requirements.</p> <p>(Item)</p>		
C	<p>Should the contractor elect to use a fixed scaffold, the base lift to be double boarded with 1,000-gauge polythene sandwiched between 2 layers of boarding. The contractor is to provide a handover certificate on completion of all scaffolding and inform the supervising officer so that the statutory inspection can take place. The main contractor is to keep a log on site of all weekly inspections.</p> <p>(Item)</p>		
D	<p>Allow for the protection and reinstatement of all surfaces/areas where affected by site set up, storage, etc. The Contractor must make record of the surrounding areas as existing at the date of possession and allow for returning the areas to their original condition prior to works commencing. Completion of any reinstatement works to the reasonable satisfaction of the CA is required prior to Practical completion being achieved.</p> <p>(Item)</p>		
E	<p>The contractor is to allow here to provide suitable welfare facilities the minimum amounts necessary to comply with their obligations under the current CDM / Health and Safety regulations.</p> <p>(Item)</p>		
F	<p>The contractor is to provide all necessary protections to ensure elements not forming part of these works are adequately covered. Any damage caused is to be made good to CA approval by the contractor. No costs will be accepted for repairs due to damage caused by the contractor.</p> <p>(Item)</p>		
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	The Works - External		
1	Landscape and External Works		
1.1	Allow provision Sum for 1no. man day of general grounds maintenance; hedge cutting and clearance; as instructed by CA. (Provisional Sum)		
1.2	Perimeter Drainage – Allow to construct French drain to North and East elevations (approx. 17 linear meters). Allow to reduce levels where necessary to 150mm below DPC level. Construct Min. 250mm wide and 250mm deep trench and dispose of waste arising. Construct edging using 25mm pressure treated gravel board and treated 50x50mm pegs. Backfill using clean 20mm shingle. (Item)		
2	Demolition and Site Clearance		
2.1	Allow to remove all internal curtains, tracks, poles and blinds; dispose of waste arising. Allow also to remove all remaining floor finishes; carpets/vinyl throughout. (Item)		
2.2	Allow to remove all remaining Kitchen units, worktops, sink, ground floor WC, paper holders, Bathroom fittings and fixtures, wall tiles, shower, cabinet, shelving and rails. Remove shelving, cabinets and worktops throughout. To include the removal of old fire extinguisher. To also include the removal of all draught excluders to internal doors. Leave in situ only; Utility Room Belfast Sink. (Item)		
3	External Fabric and Roof		
3.1	Chimneys - Allow to supply and install 2no. bird guards to chimney pots. (Item)		
3.2	Main Roof Tiles – Allow to remove moss build up from all roof tiles to each elevation of main roof, inclusive of kitchen/diner ground floor projection and rear porch roof. (Item)		
3.3	Allow to replace 40no. roof tiles to various areas; replacing damaged and missing where necessary. To be agreed on site with CA. Tiles to match existing. (Item)		
3.4	Allow to wash and clean all soffits and fascia board at both high and low levels, to include rear porch roof. (Item)		
3.5	External Brickwork – Allow to remove all vegetation, dead ivy and growth from external walls and within 300mm off walls. Dispose of waste arising. To include the removal of all wires for plant growth. (Item)		
	To Collection		

December 2017

		£	p
3.6	<p>Repointing - Allow to rake out and re-point approx. 5m2 mortar courses to various locations (North and West elevations) using gauged lime mortar mix; 1:1:6 (NHL3.5 lime, OPC, Sand). Rake out to min. depth of 20mm; pointing to be finished to match existing style.</p> <p>(item)</p>		
4	Windows and Doors		
4.1	<p>Allow to replace damaged glass casement to Living Room Window (West Elevation).</p> <p>(Item)</p>		
4.2	<p>Allow to replace damaged timber window to South Elevation (Utility Room). Clear up all broken glass and remove plywood shuttering; dispose of waste arising. Replace window with new PVC-u (Style to match other within property). Single opening casement (side hung) with background ventilator to head of frame. Clear toughened glass with kitemark evidence to be applied. To include sill, perimeter trim and sealant. Window to have min. 10-year guarantee; certificate provided to CA upon completion within building manual.</p> <p>(Item)</p>		
5	External Services		
5.1	<p>Surface Water Drainage – Allow to clear out all gutters and wash through downpipes to ensure free flowing system. Allow to clear out and unblock all low-level drainage gullies. Allow to wash down all cast iron downpipes.</p> <p>(Item)</p>		
5.2	<p>Foul Water Drainage – Allow to remove and replace cement flaunching to manhole cover and frame to rear elevation (West Elevation).</p> <p>(Item)</p>		
5.4	<p>Fuel Tank (Oil Storage) – Allow to remove all vegetation surrounding oil tank providing min. 800mm clearance all round.</p> <p>(Item)</p>		
5.5	<p>External Cables – Allow to clip all loose cables to external brickwork appropriately.</p> <p>(Item)</p>		
	To Collection		

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		£	p
	The Works - Internal		
6	Hazards		
6.1	Asbestos Containing Materials – In conjunction with findings of Pre-Construction Asbestos Survey; allow to remove asbestos sheet identified within loft space. Arrange for professional removal via a licensed and qualified Asbestos removal contractor. Client approved contractor 'Amiante STR Ltd' are recommended. Tel. 023 9223 0700. Evidence and certification of removal and disposal to be provided to CA. (Item)		
7	Roof Space		
7.1	Utility Room, Kitchen and Main House Roof Spaces: Allow here to increase insulation levels from existing up to min. 270mm using fibreglass rolls (Rockwool or Knauf EarthWool). Insulation to be laid over joists and tight to eaves, providing min. 50mm air-space between underside of tiles/felt and top of insulation. Caution to be taken not to block airflow. Allow also to install/apply 100mm PIR insulation board to rear of loft hatches using suitable adhesive and install White EPDM rubber draught excluder to each upon completion. (Item)		
7.2	Allow to remove all items and possessions stored within roof spaces and dispose. (Item)		
8	Walls and Ceilings		
8.1	Allow to repair small defect to L/H of main entrance (internally) at low level. Fill wall appropriately using internal filler to bring flush with adjacent surface and prepare for decoration. (Item)		
8.2	To WC: Allow to remove redundant high-level cistern brackets and fixings. Make good walls upon completion in preparation for decoration. (Item)		
8.3	Allow to scrape all loose paint and fill/prepare prior to decoration; all ceilings, walls and woodwork (inclusive of skirting, architrave, windows sills and doors). Allow also to wash and clean all mould and surface marking using suitable fungicidal solution (Contractors choice of product), to be applied as per manufacturers recommendation. Where necessary apply 2no. coats Zinsser B-I-N stain block sealer paint as outlined elsewhere. (Item)		
	To Collection		

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		£	p
8.4	<p>Kitchen Wall Repair; Crack to RSJ support pillar: Cut out and remove 150mm wide strip of plaster and render vertically to existing crack. Install galvanised expanded metal lath to full height, mechanically fixed at max. 250mm centres using washers and large pan head screws. Vertical overlaps to be min. 50mm. Allow to re-render to existing depths and finish with 2-3mm Thistle Multi Finish Plaster skim. Finish to be flush with adjacent surfaces. Left ready to receive decorative finishes. Contractor to advise CA of any structural cracking to masonry support pillar prior to repair.</p> <p>(Item)</p>		
8.5	<p>Allow to remove existing Kitchen light fittings and repair sections of ceiling to match existing.</p> <p>(Item)</p>		
8.6	<p>Allow to overboard Lounge ceiling using 12.5mm Gyproc Standard WallBoard. Fixing; fix boards securely to each support to give flat, true surface free from undulations, lipping, splits and protruding fasteners. Fix using 75mm x 4.2mm Drywall screws at no less than 250mm centres, through existing ceiling into timber joists. Where possible, avoid plasterboard edges coinciding with existing ceiling board junctions to prevent reoccurrence of cracking. Scrim tape all joints and prepare surfaces for plaster finish. Allow also to apply 2-3mm skim coat using Thistle Board Finish. Finish; matt, smooth surface with no hollows, abrupt changes of level or trowel marks. Left ready to receive decorative finishes.</p> <p>(Item)</p>		
8.7	<p>Allow to repair damaged section of lining/wallpaper to Lounge at high level. Cut out defective section neatly, replace with new and prepare for decoration.</p> <p>(Item)</p>		
8.8	<p>Allow to strip wallpaper within bedroom cupboards and prepare walls for decoration as outlined elsewhere. To note; clothes rails/poles to be decorated as per 'pipes' specification outlined elsewhere.</p> <p>(Item)</p>		
8.9	<p>Allow to repair exposed section of boxed in services to R/H of Lounge chimney breast. Allow to reinstate boarding (following application of pipe lagging, allowed for elsewhere). Supply and install suitable plastic access hatch (such as provided by Knauf or equivalent) at low level, for easy access to water valve. Prepare for decoration.</p> <p>(Item)</p>		
8.10	<p>Allow here to remove and replace the damaged window sill tiles within dining room area. Allow also to remove damaged PVC window trim and replace with matching quadrant beading upon completion with suitable applied upon completion. Replacement tiles to be bedded and grouted using suitable product to match existing and applied as per manufacturers recommendations. Tiles and joints to be level, in-line and smooth to touch upon completion.</p> <p>(Item)</p>		
	To Collection		

December 2017

		£	p
9	Internal Doors		
9.1	Allow to retain all internal doors; repairing/filling where necessary, allowing to replace all latches, handles and locks (retain hinges) as follows: chrome tubular latches and standard budget scroll handles to each. Privacy Latch handles in same style installed to Bathroom and WC doors. Allow to adjust all internal doors and stops to reinstate correct alignment and ease of operation. Ensure door and ironmongery are fitted correctly, complete with strike plates and the like, operate freely, neatly hung with even gaps to perimeters, maximum 3mm except bottom which is to be cut to suit floor finishes described elsewhere and 10mm airspace after floor finish has been installed. (Item)		
10	Woodwork		
10.1	Allow to install section of missing skirting board to Utility Room; approx. 450-500mm. Skirting to match existing; mitre joints to scarf in repair. Prepare for decoration. (Item)		
10.2	Allow to replace damaged sections of skirting (approx. 1m) and architrave (approx. 1m) to either side of door leading from kitchen into dining room. (Item)		
11	Fireplaces		
11.1	Existing fireplaces and woodburner; allow to clear, clean and wash. Provisions are to remain for aesthetic purposes rather than function. (Item)		
12	Kitchen		
12.1	Include the prime cost sum of £4,970.25 + VAT for the kitchen procurement all as per Elliotts quotation reference LM61506 dated 11/09/17; their drawing ref 'LM61506 - A' and attached in appendix. (Prime Cost)	4,970	25
12.2	Include here for OHP in connection with the preceding item to include for all labours in ordering, taking delivery and storing to suit the main contract program. (Item)		
12.3	Allow here to assemble, where necessary, and install to locations as shown on Kitchen Layout Plan; wall and floor mounted units, worktops and the like, include for fitting appliances and sink into units / worktops. Adjusting doors and drawers throughout. Ease and adjust and leave kitchen installation complete and in good working order. (Item)		
	To Collection		

December 2017

		£	p
12.4	<p>Cooker extractor hood to vent to external. Allow to construct boxing above wall cabinets to ceiling and to full width of wall. Construct using min. 38mm x 38mm softwood timber framing and 12.5mm plasterboard applied to front face and soffit; mechanically fixed at max. 250mm centres. Angle bead to be applied to external corner. Dry-line using Gyproc DriWall system, to be applied as per manufacturers recommendations. Prepared for decoration; Ceiling Colour. Install 100mm solid ducting internally (appropriately supported using clips) running to external brickwork beneath soffit; laid level or with slight fall to external. To external; cap with Manrose 100mm Flap Vent, colour; Brown. To be installed as per manufacturers recommendation, perimeter to be sealed using colour match frame sealant.</p> <p style="text-align: right;">(Item)</p>		
13	Bathroom/ WC and Utility Room		
13.1	<p>Ground Floor WC: Ideal Standard; Sandringham 21 product range; Supply and install new close-coupled WC, 6ltr flush cistern, lever handle and soft close seat/lid. Inlet and flushing valves; match to pressure of water supply. Internal overflows: Into pan, to give visible warning of discharge. External overflows; fix pipes to falls, and locate to give visible warning of discharge. Agree position with CA. Extend CWS from above ensuring ballfix isolator exists prior to connection.</p> <p style="text-align: right;">(Item)</p>		
	To Collection		

December 2017

		£	p
13.2	<p>Bathroom Allow to supply and fit the following bathroom suite, including all fixtures, fittings, connections, seals tec. All to be installed as per manufacturers recommendations.</p> <p>Ideal Standard; Sandringham 21 product range;</p> <p>1700 x 700mm bath with 2 tap holes and chrome handle grips. Complete with side panel.</p> <p>450mm basin with 2 tap holes.</p> <p>Close-coupled WC, 6ltr flush cistern, lever handle and soft close seat/lid. Inlet and flushing valves; match to pressure of water supply. Internal overflows: Into pan, to give visible warning of discharge. External overflows; fix pipes to falls, and locate to give visible warning of discharge. Agree position with CA.</p> <p>Aqualux Aqua 4 Polished Silver 4-Fold Over-Bath Screen 840 x 1400mm. Available from QS Supplies, Tel. 0116 251 0051.</p> <p>Bristan Java Bath and Basin Taps.</p> <p>Bristan Frenzy Mixer Shower Control.</p> <p>Assembly and fixing: fix appliances securely to structure, without taking support from pipelines, level and plumb and so that surfaces designed to fall drain as intended. Jointing and bedding compounds; recommended by manufacturers of appliances, accessories and pipes, to form watertight joints between appliances and backgrounds (except cisterns) and between appliances and discharge pipes.</p> <p style="text-align: right;">(Item)</p>		
13.3	<p>Utility Room: Allow to re-fix Belfast sink into place and upon brackets. Cut out and replace silicone sealant to wall junctions and tiles.</p> <p style="text-align: right;">(Item)</p>		
14	Flooring and Floor Finishes		
14.1	<p>Floorboard Repairs – Allow to repair, re-fix and replace where necessary; all damaged, missing and loose floor boards to first floors. Boards to match existing T&G profile and dimensions. To be mechanically fixed to joists with caution taken over services beneath. To include replacement of chipboard patch to bedroom floor.</p> <p style="text-align: right;">(Item)</p>		
14.2	<p>Bathroom Floor: Fix down all loose floorboards to provide level and sound substrate for floor finish. Install 6mm WBP plywood sheeting to bathroom floor area. Mechanically fixed using 25mm galvanised annular ring nails installed at 150mm centres across full sheets. Nail heads finished flush so as to not penetrate through the sheet vinyl.</p> <p style="text-align: right;">(Item)</p> <p style="text-align: right;">To Collection</p>		

December 2017

		£	p
14.3	<p>Self-Level Latex Compound: Pre-Construction Asbestos Survey identifies ACM within remaining bitumen adhesive despite removal of thermoplastic tiles. Allow here to wash all exposed floors to ground floor with caution taken not to uplift bitumen deposits. Allow to dry and clean surface to be dust free in preparation of following works. Supply and install SIKA-Bond PVA primer (installed as per manufacturers' recommendations and following guidelines for dilution). Allow to dry thoroughly prior to applying; 6-8mm thickness; SIKA latex levelling compound; spread and trowelled to achieve a smooth uniform finish. To be mixed and applied as per manufacturers recommendations. Allow a minimum 2 working days before overlaying with flooring material.</p> <p style="text-align: right;">(Item)</p>		
14.4	<p>To kitchen/ WC/ Entrance and Utility Room; supply and lay 'Wiltshire Country Tiles' sheet vinyl. To bathroom; supply and lay 'Greenwich Galliano' sheet vinyl; both from Flooring Superstore Online – www.flooringsuperstore.com</p> <p>Allow for supply and fitting threshold strips where necessary. On completion seal perimeter of vinyl at abutment to skirting's, kickers etc, using clear anti-fungicidal silicone, include for all necessary primers and the like, silicone to be neatly tooled to CA approval, arrange for a sample section prior to proceeding with this item. Accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks, stains, trowel ridges and high spots.</p> <p>Note: flooring to bathroom will act as the waterproof membrane and <u>must</u> be applied under the sanitary ware and bath.</p> <p>Spare covering material: Retain suitable material for patching. On completion submit pieces for selection. Leave selected pieces within under-stairs cupboard. Provide warranty to CA upon completion.</p> <p style="text-align: right;">(Item)</p>		
14.5	<p>Provisional Sum – NCF Item: Upon completion of decorating works and a minimum of 5 days after all decorations have been completed supply and lay throughout but excluding the Kitchen, WC, Entrance, Utility Room and Bathroom, 'Invictus Pegasus Wheat Straw' Carpet and Standard Underlay Range from Flooring Superstore Online – www.flooringsuperstore.com . Include to supply and fit edge grippers throughout together with threshold strips to all doorways, threshold strips to be silver.</p> <p>Note: Do not carry this item forward to collection.</p> <p style="text-align: right;">(NCF Item)</p> <p style="text-align: right;">To Collection</p>		

Day Associates

Construction & Property Professionals

Specification for Internal and External Repairs and Refurbishment works at;

Longbeech Cottage, Forest Road, Friitham, SO43 7HH.

December 2017

		£	p
<p>15</p> <p>15.1</p>	<p>Decoration</p> <p>Walls and Ceilings; Allow for full decoration throughout (to include under stairs and all cupboard internals). All internal decorative works are to be undertaken after all repairs identified in this specification have been completed to the satisfaction of the CA. All internal junctions to have quality decorators caulk applied thoroughly prior to decoration. All surfaces to be clean, dry and dust free with defects in plaster prepared and filled as necessary. All ironmongery to be removed and re-fixed on completion of all decorating works. Ceilings to be decorated using min. no 2 coats of Dulux Vinyl Matt Emulsion, colour; Brilliant White. To be applied as per manufacturers recommendations. Walls to be decorated using min. no 2 coats of Dulux Vinyl Matt Emulsion, colour; 'Natural Hessian'. To be applied as per manufacturers recommendations. Where necessary apply 1no. coat of Dulux Sealer for new plaster and repaired sections prior to above process. <u>Allow for different colour to Kitchen walls only; Dulux Colours; Willow Creek 3.</u> Allow, where necessary, to apply 2no. coats of Zinsser B-I-N stain sealer to all visible staining throughout the property (to include coverage over all areas where 'Blu Tac' has been removed). To be applied by brush as per manufacturers recommendations; to affected areas and extending coverage min. 150mm beyond last visible signs of staining. Decorations to include rebates and concealed surfaces. All works to be in accordance with BS 6150: 2006 and BS EN ISO 12944: 1998. Decorated surfaces to be smooth and free from visible blemishes or imperfections on completion of these works.</p> <p style="text-align: right;">(Item)</p> <p style="text-align: right;">To Collection</p>		

December 2017

		£	p
15.2	<p>Woodwork and Pipes; Allow for full decoration throughout.</p> <p>To all previously decorated woodwork (inc. doors); thoroughly prepare in accordance with paint manufacturer's recommendations. Remove all loose, blistered and poorly adhering paint back to a firm bright edge by scraping, do not burn off. If previous coating is flaking, clean off complete section back to the nearest joint.</p> <p>Where appropriate, rub down sound areas to produce the necessary 'key' for good adhesion and 'feather' broken edges of existing coatings, round all sharp edges dust off. Replace or scarf repair any significantly damaged timbers.</p> <p>Assess joints in linings, doors, frames, skirting, architrave and the like to all open or not tightly fitting joints and prepare with suitable internal wood filler as necessary, sanded to smooth finish. On completion of timber repairs, identify Knots and resinous areas apply two coats of a knotting solution, allow to fully harden.</p> <p>Prime all bare areas and new wood using 2 no. coats of Dulux Trade primer, colour; White. Sand smooth all surfaces using high grade paper such as 240-grit between coats.</p> <p>Decorate all internal doors and woodwork using 2no. coats of Dulux Trade Undercoat, colour; White. 1no. coat Dulux Trade High-Gloss, colour; Brilliant White.</p> <p>All exposed pipework for plumbing and heating systems to be cleaned carefully and thoroughly prepared for decoration. Decorate using 2no. coats of Dulux Trade Undercoat, colour; White. 1no. coat Dulux Trade High-Gloss, colour; Brilliant White.</p> <p>Ensure all final surface finishes are smooth and free of drips and drags. (Item)</p>		
15.3	<p><u>Provisional Sum (NCF Item):</u></p> <p>Allow provisional sum for redecoration all soffits, fascia and bargeboards: Thoroughly clean down all surfaces to be decorated including rebates, edges and the like to remove all dirt, grease and surface contaminants. Remove all blistered, poorly adhering or otherwise defective coatings by scraping, do not burn off. Fill all redundant holes, open joints and the like. Powdery and friable surface coatings should be completely removed by scraping, brushing and washing. Allow the surface to fully dry before proceeding. Where appropriate, rub down sound areas to produce the necessary 'key' for good adhesion and 'feather' broken edges of existing coatings. *Dust off.</p> <p>Include here also for any necessary access scaffold required.</p> <p>Note: Do not carry this item forward to collection. (NCF Item)</p> <p style="text-align: right;">To Collection</p>		

December 2017

		£	p
16	Wall Finishes		
16.1	<p>Bathroom Wall Tiles: To walls within bathroom, prepare background as necessary to suit the following works, including primers where necessary to new plaster surfaces, supply and lay 250 x 200mm 'Cini' Gloss, smooth white tiles as supplied by Topps tiles, tiles to be set out to leave neat even joints and cuts, tiles to be extended to ceiling height around bath area and to full height to entire wall housing WC and basin, tiles to be cut around window opening, provide tiled window sill and reveals. Tiles to be straight and even. Bonded to wall using a flexible adhesive to accommodate the differential movement between dissimilar backgrounds. Brilliant white grout applied to all joints. All internal corners and abutment to bath, basin and shower base to be sealed with an anti-fungicidal silicone sealant neatly tooled, colour; 'Brilliant White' and finish to CA approval. Include for 'Brilliant White' straight edge tile trim as supplied by Topps Tiles to all exposed tile edges and external corners. Clean all tiles upon completion achieving a high-gloss finish free of smears and water marks. (Item)</p>		
16.2	<p>Kitchen Wall Tiles: To walls within kitchen; prepare background as necessary to suit the following works, including primers where necessary to new plaster surfaces, supply and lay 200 x 100mm 'Metro' Cream tiles as supplied by Topps tiles, to be laid in standard brick pattern, tiles to be set out to leave neat even joints and cuts, tiles to be installed between worktop and wall units. Tiles to be straight and even. Bonded to wall using a flexible adhesive to accommodate the differential movement between dissimilar backgrounds. Brilliant white anti-mould grout to be applied to all joints. All internal corners and abutment to worktop to be sealed with an anti-fungicidal silicone sealant neatly tooled, colour; 'White' and finish to CA approval. Clean all tiles upon completion achieving a high-gloss finish free of smears and water marks. (Item)</p>		
16.3	<p>Utility Room Splashback: Allow to clean up existing tiles around Belfast sink, to include raking out and re-grouting; to same standards as outlined above to 'bathroom tiles'. (Item)</p>		
17	Electrical		
17.1	<p>Allow to disconnect and remove services in conjunction with external outbuilding power supply. To encompass the disconnection of cabling and removal of RCD switchgear within main incoming supply at bottom of staircase. To also include the removal of the main distribution board within outbuilding; leaving all lights, switches, sockets, wiring etc. dead but in situ. (Item)</p>		
	To Collection		

Day Associates

Construction & Property Professionals

Specification for Internal and External Repairs and Refurbishment works at;

Longbeech Cottage, Forest Road, Fritham, SO43 7HH.

December 2017

		£	p
17.2	In conjunction with third amendment to BS 7671:2011 (IET Wiring Regulations Seventeenth Edition) and protection of system not intending to be re-wired; allow to replace existing Distribution Board with 17 th Edition, Split-Load, MK Sentry Metal Fuse Board. Allow also to address cable entry seals where necessary to cabinet. Allow also to install latch and handle to Timber enclosure. (Item)		
17.3	In conjunction with T&I certificate (attached within Appendices): address all FI, C1, C2 and C3 remedial items where not addressed within this specification. Noting; DB2 and DB3 are to be removed in conjunction with decommissioning of services and demolition to garage and outbuildings. (Item)		
17.4	Include here to design and install linked smoke alarm detection system to BS 5446 - 1:2000 and BS5839-6:2004 mains powered with battery backup. Allow for smoke detectors to Entrance Hall, Rear Access Hall, 1 st floor Landing; rapid heat rise detectors to Kitchen and Utility Room. (Item)		
17.5	Supply and install long-life battery CO ² detectors to Utility Room, Living Room and Dining Room; (rooms containing gas/solid fuel appliances). To be installed 1-3 metres away from appliance and wall mounted at head height. (Item)		
17.6	Allow to tidy cables within Lounge, disconnect any and all redundant systems. Cut back and terminate TV Aerial at incoming point with appropriate box. Leaving satellite cable coiled up; 6m length for later connection. (Item)		
17.7	Allow (as replacement of existing kitchen light fittings), to supply and install, 2no. 1500mm, IP20, 50W, LED Battens. Available from; General Lamps, Tel. 01494 880099 (Ref: LEDBAT-1500-50W-860-VTA). (Item)		
	To Collection		

December 2017

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17.8	<p>Allow here to design, supply and install, include for first and second fix works to ensure the below provisions within the property. Read in conjunction with Drawings. Installation to enable all new and existing appliances to be re-connected, and for the following;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Room</th> <th style="width: 20%;">Light</th> <th style="width: 20%;">Sockets</th> <th style="width: 10%;">Aerial</th> <th style="width: 10%;">Tel</th> </tr> </thead> <tbody> <tr> <td>Entrance Hall</td> <td>1No Pendant</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rear Hall</td> <td>1No Pendant</td> <td>1No Socket</td> <td></td> <td></td> </tr> <tr> <td>Lounge</td> <td>1No Pendant 1No Wall Light</td> <td>2No Double</td> <td>1No</td> <td></td> </tr> <tr> <td>Kitchen</td> <td>2No Battens</td> <td>5No Double 1No Cooker Outlet + Hood 2No switched fused spurs with un-switched outlets</td> <td></td> <td></td> </tr> <tr> <td>Dining Room</td> <td>2No Pendants</td> <td>4No Sockets</td> <td></td> <td></td> </tr> <tr> <td>WC</td> <td>1No IP65 Oval 28W 4-Pin Bulkhead</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Cylinder cupboard</td> <td>1No Batten Holder</td> <td>1No fused spur for cylinder</td> <td></td> <td></td> </tr> <tr> <td>Utility Room</td> <td>1No Batten Holder</td> <td>2No Double</td> <td></td> <td></td> </tr> <tr> <td>Bedroom 1</td> <td>1No Pendant</td> <td>2No Double</td> <td></td> <td>1No</td> </tr> <tr> <td>Bedroom 2</td> <td>1No Pendant</td> <td>1No Double</td> <td></td> <td></td> </tr> <tr> <td>Bedroom 3</td> <td>1No Pendant</td> <td>2No Double</td> <td></td> <td></td> </tr> <tr> <td>Bathroom</td> <td>1No IP65 Oval 28W 4-Pin Bulkhead</td> <td>Extractor Fan</td> <td></td> <td></td> </tr> <tr> <td>Exterior</td> <td>1No LED Floodlights</td> <td>PIR Sensor for lighting if not integral.</td> <td></td> <td></td> </tr> </tbody> </table> <p>Generally; electrical equipment to be white finished Crabtree or equivalent, fans to be Greenwood Airvac CV2GIP, recessed lights to be white trims, rated to suit locations and to include fire resistant shrouds. 28W 4-Pin; IP65 Oval 'White' Bulkheads to WC's/ Bathrooms. All electrical work required to meet the requirements of Part P (electrical safety) must be designed, installed, inspected and tested by a competent person registered under a competent person self-certification scheme such as BRE certification Ltd, BSI, NICEIC Certification Services or Zurich Ltd. An appropriate BS7671 Electrical Installation Certificate is to be issued for the work by a person competent to do so. A copy of a certificate will be given to the Client. Height of light switches to be 900mm from finished floor level to bottom of switch. Socket outlets to be at a height of 450mm from finished floor level to bottom of outlet and not within 350mm of internal corners. Install low energy light fittings that only take lamps having a luminous efficiency greater than 45 lumens per circuit watt and a total output greater than 400 lamp lumens. All internal and external lamps (100%) to be LED for compliance with Part L of the current Building Regulations.</p> <p style="text-align: right;">(Item)</p> <p style="text-align: right;">To Collection</p>	Room	Light	Sockets	Aerial	Tel	Entrance Hall	1No Pendant				Rear Hall	1No Pendant	1No Socket			Lounge	1No Pendant 1No Wall Light	2No Double	1No		Kitchen	2No Battens	5No Double 1No Cooker Outlet + Hood 2No switched fused spurs with un-switched outlets			Dining Room	2No Pendants	4No Sockets			WC	1No IP65 Oval 28W 4-Pin Bulkhead				Cylinder cupboard	1No Batten Holder	1No fused spur for cylinder			Utility Room	1No Batten Holder	2No Double			Bedroom 1	1No Pendant	2No Double		1No	Bedroom 2	1No Pendant	1No Double			Bedroom 3	1No Pendant	2No Double			Bathroom	1No IP65 Oval 28W 4-Pin Bulkhead	Extractor Fan			Exterior	1No LED Floodlights	PIR Sensor for lighting if not integral.				
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17.9	Allow to replace all light fittings (Excluding Bathroom, WC, Utility and Kitchen) with standard contract BC Batten Holders throughout. Install 10-13W (60W equivalent min.) LED lamps to all fittings (internal and external unless otherwise stated). (Item)		
17.10	Allow to replace existing external lighting and replace with the following: Supply and install 1No. 30W LED floodlights with PIR sensor to be located as per Drawing. PIR sensor to activate upon movement within 10m of building approach. (Item)		
17.11	Allow to replace timeclock located in Kitchen linked to circulation pump (if necessary). Where possible; relocate to Utility room adjacent to other heating system controls. (Item)		
17.12	Supply and install 2 No. contract oval plaster wall lights to Lounge and Dining Room walls to replace existing. To be installed as per manufacturers guidelines and decorated in wall colour. (Item)		
17.13	Supply and install Greenwood Airvac CV2GIP to Bathroom; directly above bath. Associated ducting to be within roof space and discharge through in-line tile vent to match existing roof. Such as a Marley Universal Tile Vent colour to match existing tiles. (Item)		
18	Mechanical and Ventilation		
18.1	Allow to supply and install min. 20mm thick pipe lagging to all CWS & HWS pipes within Utility Room, Kitchen, Entrance Lobby (Front Entrance) and lounge service riser boxing. To include incoming main. Allow also to lag all pipework within Airing cupboard to first floor. (Item)		
18.2	Allow to re-commission Boulter Camray Boiler and heating system due to period of inactivity. Client to arrange for min. 500 litres Kerosene to be delivered into existing tank. Allow for full system clean via. Power-flush, refill and inhibitor additive. Allow to test and adjust heating system as necessary in which to leave in full working order. (Item)		
18.3	Allow to install a TF1 filter on return HTG pipework inclusive of lever type isolator valves either side for servicing. (Item)		
	To Collection		

December 2017

		£	p
18.4	<p>In connection with the preceding works, allow here to design, supply, install, test and commission complete with isolation valves to all supply connections and uPVC trapped wastes to all drainage connections.</p> <p>Pipelines Generally Arrangement of hot and cold pipelines: Run hot pipelines above cold where routed together horizontally. Do not run cold water pipelines near to heating pipelines or through heated spaces. Electrical equipment: Install pipelines clear of electrical equipment. Do not run pipelines through electrical enclosures or above switch gear distribution boards or the like. Insulation allowance: Provide space around pipelines to fit insulation without compression.</p> <p>Allow for connecting and commissioning supplies and wastes to all new appliances, sanitary ware and the like. Provide all warranties, certificates and the like for the complete installation.</p> <p style="text-align: right;">(Item)</p>		
18.5	<p>Include here to alter and adapt the hot and cold distribution pipework, together with the drainage installation together with all connections bends, couplers adapters and the like, both internal and external for a watertight and free draining installation and the like to suit the proposed works as shown on the kitchen layout drawing and contract drawing. All connections to be watertight, designed tested and commissioned and suitable for their intended function. All outlets to have ballfix isolators prior to final connection. Lever type isolator valves to be installed beneath kitchen sink to hot and cold supplies.</p> <p style="text-align: right;">(Item)</p>		
18.6	<p>To water tanks within roof space: Allow to install lever type isolator valves to incoming CWS. Ensure float valves and overflow pipe are sound and operational. Overflow pipe to have fly mesh installed over outlet, allow to install if not present. Ensure each have tight fitting lids; replacing where necessary. Ensure (or where absent provide) tank jacket insulation, tied to tank walls and laid on lid to ensure total coverage.</p> <p style="text-align: right;">(Item)</p>		
18.7	<p>In accordance with HSE Legionella ACOP L8 guidance: Allow to clean water storage tanks, cylinder and CWS pipework as per approved practice. Flush out and fill plumbing system in compliance with BE EN 806-4. Allow to disinfect plumbing system to comply with BS EN 806-4. Test and Commission all systems upon completion to BS EN 806-4. Provide certificate of 'Sterilisation' upon completion to CA.</p> <p style="text-align: right;">(Item)</p>		
19	Final Clean		
19.1	<p>Allow to clean all PVCu doors and windows (inc. frames) – internally and externally. Allow also to thoroughly clean all existing radiators and valves throughout. Allow to carefully clean all switches, sockets and electrical controls to restore existing.</p> <p style="text-align: right;">(Item)</p>		
	To Collection		

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Specification for Internal and External Repairs and Refurbishment works at;

Longbeech Cottage, Forest Road, Fritham, SO43 7HH.

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		£	p
19.2	<p>On completion of all works undertake a deep clean to the whole of the premises to remove all dust and debris, leave all surfaces clean and smear free. To include internal and external window cleaning. Remove all Contractors plant, materials welfare facilities materials and waste, make good any damage arising.</p> <p style="text-align: right;">(Item)</p> <p style="text-align: right;">To Collection</p>		

	£	p
<p>Section 2 – The Works, Longbeech Cottage, Forest Road, Fritham, SO43 7HH.</p>		
Collection		
Page 2/1		
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<p>Carried to Collection.....</p>		
<p>To Collection</p>		

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SECTION 3: COLLECTION

December 2017

COLLECTION PAGE

Page number	Section	Page Total £
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1 to 14	Section 1: Preliminaries & General Conditions	
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1 to 18	Section 2: The Schedule of Works	
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**TOTAL TO
TENDER**

Signature:

Date:

**For and
on Behalf of:**

Address

.....
.....
.....

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Specification for Internal and External Repairs and
Refurbishment works at;

Longbeech Cottage, Forest Road, Fritham, SO43
7HH.

December 2017

APPENDIX A: FORM OF TENDER

**FORM OF TENDER
FOR
INTERNAL AND EXTERNAL REPAIRS AND REFURBISHMENT WORKS
AT
LONGBEECH COTTAGE, FOREST ROAD, FRITHAM, SO43 7HH**

**To: FORESTRY COMMISSION
THE QUEEN'S HOUSE
LYNDHURST
HANTS
SO43 7NH**

We, having inspected the site, read the Conditions for Contract and Specification dated December 2017, hereby offer to execute and complete in accordance with the Conditions of Contract, the whole of the works described in the tender documents for the sum of £ *
(*) including all Provisional and Contingency Sums mentioned in the tender documents but exclusive of VAT.

We hereby certify that:

If successful we would be able to commence on site *days after appointment and complete the whole of the works within **8 weeks** thereafter.

This tender has been prepared in accordance with the Conditions of Tender and that we will abide by them.

This is a bona fide tender intended to be competitive.

We have not fixed or adjusted the amount of tender by, under or in accordance with any agreement or arrangement with any person or company.

We have not entered into any agreement or arrangement with any other person or company that they shall refrain from tendering or fix or adjust the amount of any tender submitted.

We have not offered or agreed to pay or give any sum of money or other valuable consideration, directly or indirectly, to any person for doing or causing to be done any act in relation to this Tender or the proposed works.

This tender shall remain open for consideration and acceptance (unless previously withdrawn) for 26 weeks from the date stated for the receipt of tenders in the conditions of tender.

In event of acceptance, we undertake to execute with you a Form of Contract embodying all Conditions of Terms contained in this offer.

Signature.....**Date**.....

For and on Behalf of

Address

.....

.....

N.B. Items marked * are to be completed by the tendering contractor.

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Specification for Internal and External Repairs and
Refurbishment works at;

Longbeech Cottage, Forest Road, Fritham, SO43
7HH.

December 2017

APPENDIX B: CERTIFICATE OF NON-COLLUSION



December 2017

NON-COLLUSION CERTIFICATE

INTERNAL AND EXTERNAL REPAIRS AND REFURBISHMENT WORKS AT:

Longbeech Cottage, Forest Road, Fritham, SO43 7HH

**To: FORESTRY COMMISSION
THE QUEEN'S HOUSE, LYNDHURST, HANTS, SO43 7NH**

The essence of selective tendering is that the Employer shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of the tender any of the following acts:

- a) Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
- c) Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons or any body or association, corporate or unincorporated, and "any agreement or arrangement" includes any such transaction, formal or informal and whether legally binding or not.

Signed: _____

Print Name: _____

In the Capacity of: _____

Duly authorised to sign on behalf of: _____

Address: _____

Date : _____

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Specification for Internal and External Repairs and Refurbishment works at;

Longbeech Cottage, Forest Road, Fritham, SO43 7HH.

December 2017

APPENDIX C: ELLIOTTS KITCHEN QUOTE AND PLAN

Mr Chris Barrett

Forestry Commission
Queens House
Lyndhurst
Hampshire

Kitchen Quotation**11/09/2017**

LM61506

Presented by Lawrence Morgan



Forestry Commission
Queens House
Lyndhurst
Hampshire
SO43 7NH

Fareham

Lymington

Ringwood

Romsey

Client Name and Address:

Mr Chris Barrett
 Forestry Commission
 Queens House
 Lyndhurst
 Hampshire
 SO43 7NH

Quotation

Contract No. LM61506
Date 11/09/2017

Delivery Address:

Forestry Commission
 Queens House
 Lyndhurst
 Hampshire
 SO43 7NH

SPECIFICATION

Range: Rockfort Ivory Rigid

Qty	Product Code	H	Description	Value
Furniture				
1	BU1506BAFAR	L	150mm Highline Base Unit (Basket)	
2	CB106FAFP	L	870 x 1000mm Corner Base Flex. Post	
1	CB106FAFP	R	870 x 1000mm Corner Base Flex. Post	
1	BU66F	R	600mm Highline Single Door Base	
1	PD86D3		800mm 3 Drawer Base Unit 1 Shallow 2 Pan	
1	BU106F		1000mm Highline Double Door Base	
2	BU96F		900mm Highline Double Door Base	
2	WU972		724 x 900mm Standard Double Wall Unit	
1	WU1072		724 x 1000mm Standard Double Wall Unit	
1	BU53F	L	500mm Reduced Depth Highline Base Unit	
1	BU63F	R	600mm Reduced Depth Highline Base Unit	
2	LCWU672		630 x 630mm 'L' Corner Wall Unit 724mm High	
2	WU15072	L	724 x 150mm Standard Single Wall Unit	
1	WU372	L	724 x 300mm Standard Single Wall Unit	
1	WU472	L	724 x 400mm Standard Single Wall Unit	

Quotation

Contract No. LM61506

Date 11/09/2017

Qty	Product Code	H	Description	Value
1	WU472	R	724 x 400mm Standard Single Wall Unit	
1	BOH66A		600mm Standard Base Oven Housing (120 Fascia)	
1	BU256F	L	255mm Highline Single Door Base	
2	BBU6592F		920 x 650mm Base Blender Panel	
5	BWU390F		970 x 352mm Wall Blender Panel	
1	BBBP992F		900 x 920mm Island Panel	
4	CONPLINTHF		2600 x 142mm Plinth & Seal (Front)	
3	CORT30V		3000mm Modern Tangent Veneered Cornice	
2	UPST30V		3000mm Modern Tangent Veneered Pelmet	
34	HPK226		Matt Nickel D Handle	
1	BU66F	L	600mm Highline Single Door Base	

Sub-Total £ 3,850.68

Surfaces

1	PRI90410215Q		Prima Worktop 4100 x 900 x 40mm Universal 0215 Natural Blocked Walnut	
1	PRI60410215Q		Prima Worktop 4100 x 600 x 40mm Universal 0215 Natural Blocked Walnut	
1	PRI60200215Q		Prima Worktop 2050 x 600 x 40mm Universal 0215 Natural Blocked Walnut	
9	WJB		Worktop jointing bolt	
4	PRIUP0215Q		Prima Upstand 3000 x 100mm Matte 0215 Natural Blocked Walnut	

Sub-Total £ 438.18

Appliances

1	HOC709/6X		Hoover 65L Multifunction Oven	
1	HVD640C/2		Hoover Ceramic Touch Control	
1	HECH616/3X		Hoover Stainless Steel Hood	

Sub-Total £ 503.00

Quotation

Contract No. LM61506

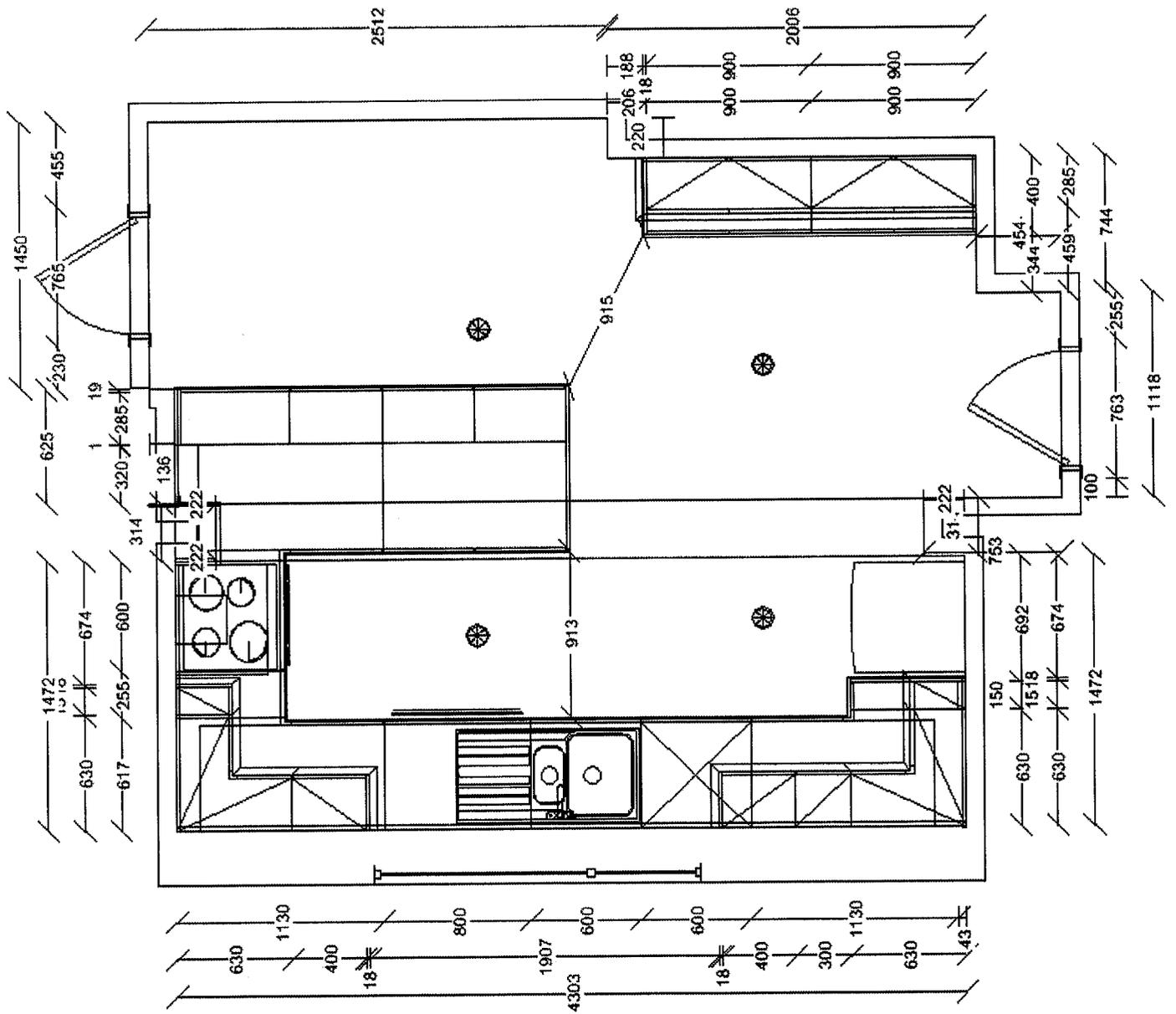
Date 11/09/2017

Qty	Product Code	H	Description	Value
Sinks & Taps				
1	PK/SA150		Sabre 150 Sink & Quarter Turn Tap Pack Stainless Steel	
			Sub-Total	£ 158.40
Bathroom Products				
1	BBCOMPLETE		BB Complete Colour Match Sealant	£ 19.99
			Sub-Total	£ 19.99

Quotation**Contract No.** LM61506**Date** 11/09/2017**SUMMARY**

Furniture	£	3,850.68
Surfaces	£	438.18
Appliances	£	503.00
Sinks & Taps	£	158.40
Bathroom Products	£	19.99

Nett Total	£	4,970.25
VAT @ 20.00	£	994.05
Grand Total	£	5,964.30



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Refurbishment works at;

Longbeech Cottage, Forest Road, Fritham, SO43
7HH.

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APPENDIX D: DRAWINGS
