

TENDER DOCUMENT PACKAGE INCLUDES:

PRELIMINARIES

Describing the details of the Contract.

SPECIFICATION

This describes the general standards and quality of materials and workmanship relevant to the project and as referred to in the Schedule of Works.

SCHEDULE of WORKS

The Schedule of Works is this document. It lists the works that are to be priced for and then carried out. Prices for each section are to be collected in the Summary at the rear of this document.

APPENDIX A

List of RTP Drawings as included in the Tender package

APPENDIX B

Pre-construction Information Details

APPENDIX C

Draft Structural Engineering Details

APPENDIX D

SPAB Slating in South West England

APPENDIX E

Existing Site Photographs

APPENDIX F

List of Sub-contractors

Schedule of Works

Brief Overview of the Proposed Works

The proposed works are for the extensive re-roofing, associated works, repointing and internal repairs to the main building. In connection with the proposed works is minor internal redecoration and refurbishment to the two storey Grade II listed building located on Cross Street, Camborne.

This project requires careful management and liaison with the live Camborne Town Council's office and ground floor Library. The works may require weekend working and this needs to be taken into account at the time of tendering.

In brief, the works involved in this project are sectioned as:

External

1 - Re-Roofing – careful removal, partial salvaging of the existing roof slate and recovering of all roof slopes. Isolated areas of timber repairs.

2 - Replacement Leadwork – replacement of valleys, gutters and flashings and associated works.

3 - New Leadwork - wrapping of parapet walls and Bathstone detailing.

4 - Chimney A Rebuilding – rebuilding of the prominent Bathstone chimney.

5 - Repointing – of stone-work

6 - External Redecoration – of windows and doors

Internal

7 - Repairs – of damaged surfaces

8 - Dry-lining of external wall

9 - Redecoration of plastered surfaces, windows doors and trims.

The property – Is Grade II listed and lies within the conservation area of Camborne.

Listed Building Consent – Is applicable to these works with the following reference number of **TBC**.

Building Regulation - Is applicable to these works with the following reference number of **TBC**.

NOTE The contractor is to allow for liaising with the Local Authority Building Control and for being in attendance when planned inspections are due.

Contract

The form of Contract will be JCT Minor Works Building Contract 2016 Edition. Both the employer and the selected contractor will be required to sign this contract. Contract details are repeated in the Preliminaries section.

Conditions of the Contract to be Emphasised

All building work is to be in accordance with the Structural Engineers details, the Tender documents and any Contract Instructions that may be raised.

All alterations to the contracted works are to be dealt with as Variations which are to be priced and agreed before the work is undertaken.

Access and storage space is as indicated in section **C.2** below.

The availability of Electricity and water have been confirmed to be available for use for the proposed works.

"On site" welfare facilities are not available for use by Contractors and so these are to be provided by the contractor for the duration of works.

Working Foreman

A named working foreman is to be in control of the works throughout and is to be involved in no other projects simultaneously. Similarly, the building works shall be undertaken without break, other than for statutory/national holidays.

Work Upon Completion

The Contractor shall ensure the property is empty of all tools, materials, debris and waste for the scheduled works and left clear and in a safe condition to the satisfaction of the Contract administrator. **All** access keys are to be handed back to the Employer or Contract Administrator.

Contingency Sum

As provided for in the Summary of Prices sheet. It is only to be spent upon the authority of the Contract Administrator.

Section C Demolition / Alteration / Renovation

Preparation and Clearance

C1 Temporary Works and Site Issues

- C1.1 The Contractor shall allow for supply all necessary Preliminary Items to include site accommodation, storage, fencing, temporary services, sanitary accommodation etc. in order to fully comply with Health and Safety Legislation.

These are to be priced within the Preliminaries Section of this document.

- C1.2 **Drying works** – The Contractor is to allow a **Provisional Sum of £7000.00 for force drying** of the affected areas by a reputable salvage specialist and for the provision of a compliant certificate of dryness.
- C1.3 **Lightning Surge Protection** – The Contractor is to allow to employ the services of specialist contractors to undertake temporary works for the relocating of equipment whilst ensuring lightening protection to allow the proposed works to be carried out.
- C1.4 The Contractor is to allow for the reinstatement all previously removed lightening protection and to provide certification to satisfy BS EN 62305.

C2 Site Area

- C2.1 The access to the interior of the Passmore Edwards Building is through the main entrance off Cross Street, Camborne and all contractors will need to programme their works with the Amenities and Projects Manager, David Garwood.
- C2.2 The Contractors' compound and storage area must be located within the designated area and never on the public highway unless specific permissions/licences have been obtained from the Local Authority Highways Department and also by agreement of the CA.
- C2.3 The Contractor is to provide all required welfare facilities these are to be located in designated area which is proposed to be in the premises' Garden area to the side of the main building. It must be noted that this area forms part of the fire escape route for the building. All egress routes past the working area are to be kept clear at all times, and sufficiently fenced off. Allow with the tender for replacing finishes - Section Q.

- C2.4 Electric and water supplies are available only for the proposed works and associated welfare.
- C2.5 It should be noted that the premises is a live Library and offices and therefore parking is very limited. Parking arrangements will be the responsibility of the contractor.
- C2.6 The siting of skips will need to be on either Cross Street or Bassett Road both are public highways. Specific permissions/licences will have been obtained from the Local Authority Highways Department. NOTE All skips are to be lockable.

C3 External Grounds Protection

- C3.1 The Contractor shall take all reasonable precautions to prevent damage to all grounds, tracks and retained steps affected by the works. Allowance is to be made for leaving the side garden area clean and tidy upon completion of all works including the removal of scaffold covering. (See section Q20).

C4 Scaffold/Temporary Support

- C4.1 **NOTE** the contractor is to provide compliant scaffold for the duration of the works. Any alterations required to the use of the scaffolding for construction and material storage use must be agreed and undertaken by the scaffolding provider to ensure compliance with Health and Safety legislation.
- C4.2 **Note** – the contractor must allow within his tender for all alterations to the scaffolding to execute the works safely and fully.
- C4.3 All scaffolding must be inspected for safe use and tagged before it is used and must have safe access to all lifts and safety gates.
- C4.4 Before works proceed for the careful removal of existing slate, should the scaffolding be required as a means of shackling a fall arrest system to as a secondary means of safety, the contractor is to notify RTP Surveyors. The contractor is to provide a safe method of work as part of the tender process.
- C4.5 Provide hoist access for the lifting materials off and on to the scaffolding and it is recommended that this is located to the rear of the property away from the general public and children.
- C4.6 NOTE No proprietary fixing brackets will be permitted into the existing structure of the Passmore Edwards Building.

- C4.7 Removal of scaffolding upon completion of works is to be undertaken only by the providers of the scaffolding. On completion of construction works, the contractor is to remove all remaining waste materials and leave site clean and tidy notifying RTP Surveyors one week before completion is expected to allow for final inspections to be made.
- C4.8 *Temporary Support* – The contractor is responsible for safely designing and providing all necessary temporary support during the course of the works, including where lintels or beams are to be removed and replaced and openings made good thereafter.

Note No support is permitted off the scaffolding unless confirmation has been received from the provider of the scaffolding.

C5 Security

- C5.1 The contractor shall maintain the security of the premises by ensuring Heras fencing or anti-climb hoarding is secured to the lower lifts at all times and that any access ladder to the scaffolding is boarded off and secured to prevent climbing by young / unauthorised persons. Ensure that all windows and doors are secured at the end of each working day.

C6 Planning

- C6.1 An application for Listed Building Consent has been made, the planning number is TBC during the pre-construction meeting. However, the Contractor is to make provision for site visits by the Local Authority.

C7 Building Regulations

- C7.1 An application for Building Regulation approval has been made, the application number is TBC during the pre-construction meeting. However, the Contractor is to make provision for site visits by the Local Authority.

C.20.0. Demolition / Soft stripping

- C.20.1 Allow to provide lockable skips as required for the duration of the works to be located in the proposed area as shown on drawing P200654 – 310.

- C.20.2 The Contractor is to allow for the separation of waste for the likes of timber, slate/masonry and clay products to ensure environmental factors have been considered.
- C20.3 Where items are referred to as being “disposed of off-site” this will be in all instance to an approved and traceable source with waste transfer notes provided. Supply all documentation to Contract Administrator for Health and Safety file.
- C.20.4 Where items are described as “put to store” the employer has granted the use of the side garden area of the property for storage. It is however, the contractor’s responsibility to ensure those items are stored safely and securely.
- C.20.5 **Existing Entrance (Cross Street)** - The contractor is to allow to temporarily remove the head to the double gates setting aside for later reinstatement on completion of the work to allow deliveries of materials and welfare facilities etc.

SECTION 1 – Re-roofing

H.60.0. Plain Roof Tiling - (Ridge tiles / crease)

- H.60.1 Allow to carefully remove and set-a-side the existing roof crease in preparation for re-slating works as described in Section H.62.
- H.60.2 Allow to supply 30% new roof crease make up deficiencies for breakages during the removal works. Ensure 15% allowances for both types of crease
- H.60.3 Allow to reinstate roof crease mixing up to prevent obvious banding following re-slating works (H.62) using previously set-a-side and new. Installing tiles in line, mitred at junctions, fully mortar bedded and neatly pointed on completion of works using lime based mortar mix as follows

Lime: NHL3.5

Aggregate / Sand: CLS29 or CLS90

Add-mix: None

Ratio: 1:3 Lime / Sand

- H.60.4 The Contractor is to allow for the disposal of 30% ridge tiles.

H.62.0. Natural Slating

Soft Stripping

- H.62.1 The Contractor is to allow for the careful removal of the existing natural roofing slate to all slopes, de-nailing and cleaning off of all debris to slates worthy of retention and re-use.
- H.62.2 The Contractor is to neatly set-a-side all non-salvageable slate for inspection by the C.A. / Project Manager before disposal.
- H.62.3 The Contractor is to allow for the disposal of 75% of all removed roofing slate to an approved source.
- H.62.4 **Roof Timbers** - As works proceed, following the removal of the roofing slate etc. the Contractor is to allow for contacting the Project Manager or Contract Administrator to assess the condition of the existing roof battening, felt and extents of timber decay and await instructions for remedial works.
- H.62.5 **EXTRA OVER COST** - The Contractor is to allow for the removal all slater's battening and dispose offsite all waste material. De-nail all rafters and roof timbers previously fixed to in preparation for new roof covering.

- H.62.6 EXTRA OVER COST - The Contractor is to allow for the removal all sarking felt and dispose offsite all waste material. De-nail all rafters and roof timbers previously fixed to in preparation for new roof covering.

Reinstatement

- H.62.7 Allow to provide Manthorpe G1281 eaves trays to the all eaves/fascia areas of the roof, Installed as per manufacturer's recommendations.
- H.62.8 The Contractor is to allow to re-felt entire roof using Tyveck Supro breathable roofing sarking installed as per manufacturer's recommendations.
- H.62.9 NOTE – re-battening as described in section G20 below.
- H.62.10 Ensure the gauging of the battens allows for a 100mm minimum head lap following the guidance of BS5534 (the Code of Practice for Slating and Tiling).
- H.62.11 The Contractor is to allow to careful plan and accurately mark up the roof. The roofing slates to be used should be carefully sorted and graded by thickness.
- H.62.12 The Contractor is to allow to source, supply and lay 75% second hand 400 x 200mm Delabole slate to make up deficiencies utilising the previously salvaged slate ensuring a good mix is provided to prevent banding. All slate are to be sound in quality and ring when tapped. All edges are to be free of breakage from previous fixings. Fixings are to be in accordance with BS5534 but not to penetrate the sarking felt below.
- H.62.13 **Extra Over** – The Contractor is to allow for the supply and laying of new 400 x 200mm Delabole or Trevilletts slate to all roof slopes.
- H.62.14 The Contractor is to allow for the cutting of all close mitred slate details as shown on drawing P200654-303. Note lead soaker as per section H 71.
- H.62.15 All slates are to be hand cut where required and riven dressed to the face, mechanically cutting is not permitted. The Contractor is to allow for this in his tender sum.

G.20.0 Carpentry and Timber Framing

- G.20.1 **Note** where the use of tanalised timber is employed, the contractor is to allow a minimum 72 hours before use after delivery on site or to manufacturers handling recommendations.
- G.20.2 **Roofing works** - The contractor is to allow a **Provisional Sum of £2,500.00** for various roof timber repairs.
- G.20.3 The contractor is to allow for the supply and battening of all roof slopes using Ex 50 x 25mm treated battens gauged to 400 x200mm slate ensuring a minimum head lap of 100mm, all in according to BS 5534: 2003 (the Code of Practice for Slating and Tiling), should not be less than 100mm. All battens are to fixed with a minimum nail size of 65mm in length and 3.35mm diameter galvanised to BS EN 14592:2008.
- G.20.4 The Contractor is to allow to supply and fix 300mm wide by 25mm thick tanalised treated softwood lay boards between rafters to parapet and valley gutter areas in preparation for new lead work.
- G.20.5 The Contractor is to allow to supply and fix tanalised timber ex 50 x 50mm kickers to all tapered gutter areas to prevent capillary action between new slate and lead work as per Drawing P200654-306.
- G.20.6 The Contractor is to allow for replacing all timberwork to and around chimney A to include 25mm thick tanalised treated softwood side lay-boards, back gutters etc. securely fixed using 63 x 2.8mm or 90 x 3.1mm ring shanked A2 nails at a minimum 150mm C/C which ever are most appropriate. Ensure nails are well punched below timber surfaces.
- G.20.7 The Contractor is to allow a **Provisional Sum of £2,500.00** for repairs and or alterations to the tapered gutter substrate to ensure recommended steps and detailing are provided following the Lead Sheet Association details.

C.52. Fungus / Beetle eradication

- C.52.1 The Contractor is to inform the C.A. / Project Manager of any further signs of rot or beetle attack to areas within the roof void and await further instruction.

Section R Disposal Systems

R.10.0. Rainwater Drainage Systems

- R.10.1 The Contractor is to allow for the protection of the existing rain water goods throughout the duration of the works to prevent damage and loosening of fixings.
- R.10.2 The Contractor is to allow at the end of the works to flood test the existing guttering to ensure all joints are sealed and to reseal all leaking joints.
- R.10.3 The Contractor is to allow to check all rain water goods at the end of the works to ensure they are securely fixed and undertake re-securing as required.
- R.10.4 The Contractor is to ensure all storm drainage clear of debris and runs free at the end of the works including the underground services.

N.25.0. Permanent Access and Safety Equipment

- N.25.1 The Contractor is to allow a **Provisional Sum of £5,000.00** for the provision and fitting of access safety, equipment and training for cyclical maintenance to clear gutters, flat roofs and parapets.

Z.12.0 Preservative / Fire Retardant Treatment

- Z.12.1 The Contractor is to allow a **Provisional Sum of £750.00** for brush applying of preservative treatment of all remaining timberwork and exposed stonework as works proceed for the treatment of rot spores and beetle attack.

SECTION 2 – Replacement Leadwork

H.71.0. Lead Sheet Covering / Flashings – associated with roofing works

H.71.1 Allow to carefully lift back leadwork to the chimneys, abutments etc. before instruction by C.A. or Project Manager to remove and dispose in preparation for the recovering of all roof slope in natural slate. Include for re-dressing as required if salvageable.

H.71.2 Allow time for C.A. or Project Manager to carry out a thorough examination of the remaining lead work to establish its condition and compliance with before reinstatement proceeds.

H.71.3 The Contractor is to check that all area for reinstatement follow the Lead Sheet Association's guidance and report on all areas of non-compliance to the CA/Project manager and await further instruction.

H.71.4 Allow to remove and dispose of all lead work to parapet and tapered gutters, valleys and cover flashings etc. following instruction of the CA / Project Manager. Dispose of off site to an approved source for recycling.

H.71.5 Allow to supply and install new lead work to BS EN 12588:2006 (specification and installation of milled sheet lead). Ensure that all installation follows the Lead Sheet Associations guidance with the following minimum codes as follows;

H.71.6 **Code 4** Soakers to hip detailing

Code 7 Pitched valleys, hip and boxed and tapered gutter details, vertically cladding.

BS EN 12588 Code No	Maximum spacing of joints with the fall (mm)	Maximum distance between drips (mm)
Code 4	500	1500
Code 5	600	2000
Code 6	675	2250
Code 7	675	2500

H.71.7 It is the Contractor's responsibility to securely store and insured all lead on site.

H.71.8

Fixing to wood substrate – Ensure that where required all leadwork is securely fixed using appropriate annular or helical gauge of at least 3.35mm copper clout headed nails with heads of at least 8mm to meet BS 1202:p2 and not less than 20mm in length to prevent slippage and wind-lift. Where stainless steel are considered the annular or helical shanks must be at least 2.65mm and lengths not less than 19mm. Stainless steel or brass screws of not less than 3.35mm in diameter and 19mm in length may also be used.

H.71.9

Fixing into masonry (abutments) – Ensure that where required all leadwork is securely fixed with lead wedges following the Lead Sheet Association details in preparation for repointing works as indicated in Section E.

H.71.10

Welts ensure that all leadwork where possible is wormed to prevent capillary action or adequately sealed to prevent water ingress.

H.71.11

Hot Work - Any welding of lead-work is done off site where possible to prevent potential ignition of roof timbers and fabric. Where works need to be undertaken in-situ, a hot working permit will be required.

H.71.12

Underlays – to be Building-paper BS1521 Class A for plywood and smooth concrete. Polyester needle punched non-woven geotextile felt 200 to 220g/m² for timber boards with penny gaps, plywood and other uneven surfaces.

H.71.13

Lead-work Protection - Ensure that as works are completed, all leadwork receives patination oil to prevent staining.

H.71.14

Tapered Gutters – The Contractor is to allow to provide and install Code 7 lead-work to all tapered gutters ensuring sufficient steps and rolls are allowed for following the guidance from the Lead Sheet Association. Note where penny-joint boarding is provided ensure a polyester geotextile underlay is provided as per drawing P200654-306. NB Ensure that all newly installed lead follows the guidance for maximum sizes to allow for thermal movement to prevent splitting.

H.71.15

Valley Gutters – The Contractor is to allow to provide and install Code 7 lead-work to all valley gutters ensuring sufficient over laps are allowed for following the guidance from the Lead Sheet Association. Note where penny-joint boarding is provided ensure a polyester geotextile underlay is provided as per drawing P200654-306. NB Ensure that all newly installed lead follows the guidance for maximum sizes to allow for thermal movement to prevent splitting.

H.71.16

Catch-pit and chutes The Contractor is to allow to replace the lead linings of all catch pits and discharge chutes to the flat roof areas and tapered / parapet gutters using Code 7 lead-work. Ensure all leadwork is sufficient in length to discharge into the existing hopper heads / rain-water system following the details of the Lead Sheet Association.

SECTION 3 – New Leadwork

Preparation work

F.31.0. Parapet Copings

- F.31.1 The Contractor is to allow for 50% removal of the existing parapet capping stones, cleaning off of old mortar and re-bedding and pointing of the capping stones in preparation for lead wrapping.
- F.31.2 The Contractor is to allow for the supply and laying 10nr replacement precast 450mm x 450mm x 50mm capping stones bed in a mortar mix as indicated in Section E - C.41.

M.20.0. Render

- M.20.1 The Contractor is to allow to remove and dispose of all render to the inner faces of the parapet walling and prepare the host material for re-rendering.
- M.20.2 **EXTRA OVER** – The Contractor is to allow to dub out 3m² of stonework to a depth of 30mm using a lime based mix to the inner parapet surface. Render mixes are to be:

Base coat: NHL2 lime and CLS28 ratio of mix 2:5 (lime/sand)

Intermediate / top coat: NHL2 and CLS35 ratio of mix 1:3 (lime/sand)
The Contractor is to allow to provide wetted hessian to prevent premature drying on new render coats.

F.31.0. Architectural Bathstone Features

- F.31.3. The Contractor is carefully clean off the top of the external cornice details to all elevations carefully removing any exfoliation/delaminated material.
- F.31.4 The Contractor is to Include to provide a 10⁰ flaunch to the top of all cornices in preparation for the new lead covering using a mortar mix as indicated in F.21.9.
- F.31.5 The Contractor is to include for the careful removal of the existing finials affecting the installation of the new lead capping as shown on drawing P200654-303.

F.31.6

The Contractor is to allow for the reinstatement of the previously removed finials using a 20mm dia Grade 316 austenitic stainless steel pin 150mm in length ie. (75+75mm) and Akemi resin to secure.

F.31.7

Repoint using the mix as indicated in Section E with final colour to Cornwall Council's Conservation Officers requirements.

G.20.0 Carpentry and Timber Framing

G.20.9

The Contractor is to supply and securely fix 9mm WBP Plywood to the inner face of the parapet walling following the removal of the render as indicated above to the details as per Drawing P200654-306.

H.71.0. Lead Sheet Covering / Flashings

H.71.1

Allow to supply and install new lead work to BS EN 12588:2006 (specification and installation of milled sheet lead). Ensure that all installation follows the Lead Sheet Associations guidance with the following minimum codes as follows;

Code 4 Soakers to roof abutment detailing

Code 6 Cornice and wall projections

Code 7 Parapet capping and vertically cladding.

BS EN 12588 Code No	Maximum spacing of joints with the fall (mm)	Maximum distance between drips (mm)
Code 4	500	1500
Code 5	600	2000
Code 6	675	2250
Code 7	675	2500

H.71.2

It is the Contractor's responsibility to securely store and insured all lead on site.

H.71.3

Fixing to wood substrate – Ensure that where required all leadwork is securely fixed using appropriate annular or helical gauge of at least 3.35mm copper clout headed nails with heads of at least 8mm to meet BS 1202:p2 and not less than 20mm in length to prevent slippage and wind-lift. Where stainless steel are considered the annular or helical shanks must be at least 2.65mm and lengths not less than 19mm. Stainless steel or brass screws of not less than 3.35mm in diameter and 19mm in length may also be used.

- H.71.4 **Fixing to masonry substrate** (Top of parapets) – Ensure that where required all leadwork is securely fixed centrally between welts to capping stones and fixings covered with lead caps welded in place.
- H.71.5 **Welts** ensure that all leadwork where possible is wormed to prevent capillary action or adequately sealed to prevent water ingress.
- H.71.6 **Hot Work** - Any welding of lead-work is done off site where possible to prevent potential ignition of roof timbers and fabric. Where works need to be undertaken in-situ, a hot working permit will be required.
- H.71.7 **Underlays** – to be Building-paper BS1521 Class A for plywood and smooth concrete. Polyester needle punched non-woven geotextile felt 200 to 220g/m² for timber boards with penny gaps, plywood and other uneven surfaces.
- H.71.8 **Lead-work Protection** - Ensure that as works are completed, all leadwork receives patination oil to prevent staining.

Parapet Walls

- H.71.9 The Contractor is to provide Code 7 vertical cladding to the back faces of the parapet walling fixed in accordance with the Lead Sheet Association guidance and Drawing P200654-306. NB Ensure that all newly installed lead follows the guidance for maximum sizes to allow for thermal movement to prevent splitting. Fixing as per H.71.9 above.
- H.71.10 The Contractor is to provide Code 7 capping to the head of the parapet walling as per drawing P200654-306 to include building paper to BS1521 Class A. Ensure capping sheet is secured to prevent wind lift in accordance with the Lead Sheet Association Guidance.

Cornice and Projections

- H.71.11 The Contractor is to supply and install Code 6 capping to all cornice detailing as per Drawings P200654-303 and details on P200654-306 also in conjunction to the Lead Sheet Association guidance, to include for either stainless steel or copper clips to prevent wind lift. Where clips are fastened to the Bath-stone cornice either brass or stainless steel screws are to be employed. Ensure that any fixings are only sufficient enough to prevent the splitting of stonework.

H.71.12

The Contractor is to ensure the abutment of the lead to the masonry wall is sealed with Everflex – Lead Mate or similar and approved and over pointed with lime pointing as per drawing P200654-306.

Z.11.0 Purpose Made Metalwork

Z.11.1 The Contractor is to allow for the provision of 25 x 6mm galvanised water bar fixed at a minimum 300mm centres or as stonework dictates as per drawing P200654-306 to provide suitable means hanging for new vertical lead cloaking.

Z.11.2 The Contractor is to allow for the fabrication of the stainless steel / copper clips to prevent wind lift of the lead capping to cornice detailing as indicated on Drawing P200654-306 Note clips to be spaced at no more than 200mm centres.

SECTION 4 – Rebuilding of Chimney A

C.41.0. Repairing/ renovating/ conserving masonry

- C.41.13 The Contractor is to accurately take all dimensions of Chimney Stack A as shown on drawing P200654-303 in preparation for disassembling.
- C.41.14 The Contractor is to take photographs for reference and carefully mark the Bath-stone masonry to enable reconstruction as later described.
- C.41.15 The Contractor is to contact a reputable Steeple jack (See Appendix F) to disconnect the lightening conductor whilst ensuring earth continuity and protection is maintained to other areas of the property (see Section C1.3 & C1.4).
- C.41.16 Before works proceed, the Contractor is to check that the status of the existing flue and report to the C.A. or Project Manager if it is found to be live.
- C.41.17 The Contractor is to allow a **Provisional Sum of £2,500.00** for the decommissioning, recommissioning and certifying of appliances relating to the flues.
- C.41.18 The Contractor is to arrange for all plant to carefully and safely disassemble the chimney and store at ground level in preparation for the inclusion of a new lead tray and flashings as indicated in Section H 71. Include for setting aside chimney pot and flue liners for later reinstatement. Securely store at ground.
- C.41.19 The Contractor is to allow to clean off all the Bath-stone in preparation for the rebuilding of Chimney A disposing of all waste and debris off site.
- C.41.20 The Contractor is to allow a **Provisional Sum of £2,000.00** for the structural tying in of Chimney A to the roof structure as per the Structural Engineers details (TBC).
- C.41.21 Allow for new leadwork below.
- C.41.22 The Contractor is to reconstruct Chimney A taking account of the ashlar jointing widths when re-constructing to ensure the original dimensions are maintained.

C.41.23 Mortar mix is as follows;

Materials:

Lime: NHL5

CLS90

Add-mix: None

Ratio: 1:2.5 Lime / Sand

Note the materials above are available from:

Cornish Lime

Brims Park,

Old Callywith Road,

Bodmin PL31 2DZ

Telephone 01208 79779

Note pointing will be as per section F.20.5

C.41.24 Ensure the base material is sufficiently prepared for the rebuilding works.

C.41.25 The Contractor is to allow for the careful raking out of 20nr linear metres of Ashlar joints to the existing Bath-stone masonry at all levels and repointing with a mortar mix.

C.41.26 All Bath-stone treatment as per section M60.

C.41.27 Repointing to be included in section C.41.

C.41.28 Reinstatement of lightening protection include in C1.3 & C1.4.

H.71 Lead Sheet, Flashings and Weathering's

H.71.13 The Contractor is to allow for supply and fabrication of new Code 5 lead tray to the full width and depth of the chimney including up stands and down stands and sockets to accommodate existing flue liners.

H.71.14 Allow to fabricate and install new Code 6 front apron, side flashings and back gutter to the Lead Sheet Associations guidance. Ensure all lead flashings are neatly bossed, adequately fixed and wedged into open joints ready for pointing.

H.71.15 **Lead-work Protection** - Ensure that as works are completed, all leadwork receives patination oil to prevent staining.

M.60.0. Painting / Clear Finishing

M60.1 Clear Treatment of Masonry Bathstone Surfaces

Preparation:

Preparation of existing Masonry surfaces for clear recoating is to cover and imply the following all as necessary and as required.

- i. Clean to ensure all areas are free from dirt, mould and grease
- ii. Make good all open joints etc., with suitable quality heritage approved filler in accordance with the manufacturer's instructions
- iii Allow making good to dry before and dusting off as required.

Clear Treatment to Existing Masonry Surfaces:

Prepare for and apply 2 no. coats of Beeck SP Plus to all existing masonry surfaces. Colour clear.

SECTION 5 – Repointing

C.41.0. Repairing/ renovating/ conserving masonry

General:

- C.41.1 The Contractor is to allow a sum which may be required for rebuilding of **1m²** of random rubble masonry to a depth of 400mm at the eaves level of the building in preparation for re-pointing as later described. To include sourcing and supplying plant, tools and materials for the rebuilding.
- C.41.2 The proposed mix is as follows for the above but is subject to confirmation by Cornwall Council's Conservation Officer;

Materials:

Lime: NHL2

Aggregate / Sand: CLS29 or CLS90

Add-mix: None

Ratio: 1:3 Lime / Sand

Note the materials above are available from:

Cornish Lime

Brims Park,

Old Callywith Road,

Bodmin PL31 2DZ

Telephone 01208 79779

- C.41.3 **Mixing and curing:** The contractor is to allow for the careful gauging of the mortar mix using the ratios as indicated above. Ensure there is no-free water visible within the mortar mix and the areas of rebuilding are adequately covered with wetted hessian to prevent excessive drying as the works proceed.
- C.41.4 **Workmanship:** the contractor is to take note of the mortar bed thickness and match the rebuilding of the random rubble stonework to that of the surrounding stonework when rebuilding ensuring that the mortar beds are recessed back by 1½ times the mortar bed thickness to allow for re-rendering or pointing works to be achieved.
- C.41.5 The Contractor is to price each elevation separately as per drawing P200654-303 following the specified works below for both the random rubble stonework and ashlar jointing to the Bathstone;

Elevations to be priced separately

- South East Elevation

- South West Elevation
- North West Elevation
- North East Elevation – include chimney A

Random Rubble Stone Work

- C.41.6 **Removal** - The Contractor is to careful rake out and disposal of all pointing to the masonry ensuring that a minimum depth of twice the joint width is achieved. All joints are adequately cleaned without causing unnecessary damage for the stone edges. Note mechanical removal is not permitted.
- C.41.7 The Contractor is to allow for 3nr 1m² sample panels of repointing for agreement of the Local Authorities Conservation Officer. Allowing within their cost for the re-raking out and removal of the 2nr rejected sample panels in preparation for repointing.
- C.41.8 **Re-pointing samples** – the re-point mix will be as follows

Sample Panel A – Aggregate / Sand: CLS29

Sample Panel B – Aggregate / Sand: CLS41

Sample Panel C – Aggregate / Sand: CLS90

Materials:

Lime: NHL2

Add-mix: None

Ratio: 1:2.5 Lime / Sand

Note the materials above are available from:

Cornish Lime

Brims Park,

Old Callywith Road,

Bodmin PL31 2DZ

Telephone 01208 79779

- C.41.9 The Contractor is to allow for repointing using the selected mortar mix after confirmation from the conservation officer.
- C.41.10 The Contractor is to allow for repointing all elevations of building as described above using a selected mortar mix following confirmation by the conservation officer.
- C.41.11 **Mixing and curing:** The Contractor is to allow for the careful gauging of the mortar mix using the ratios as indicated above. Ensure there is no-free water visible within the mortar mix and the areas of rebuilding are adequately covered with wetted hessian to prevent excessive drying as the works proceed.

C.41.12 **Workmanship:** the Contractor is to take note of the mortar bed thickness and match the replacement pointing to suit. The pointing is to be well rammed with the aid of a stiff churn brush and neatly tooled off to prevent smudging and contamination of the adjacent pink Elvin / granite and sand stone masonry.

SECTION 6 – External Redecoration and Repairs

L.10.0. Windows / Rooflights / Screens / Louvres

- L.10.1 **First Floor Windows** – The Contractor is to allow a **Provisional Sum of £2500.00 for window repairs** utilising both scarf repairs following the guidance from the Society for the Protection of Ancient Buildings (SPAB) and where minimal decay is found a heritage resin repair system may be used.
- L.10.2 The Contractor on completion of window repairs is to ensure all surfaces of all windows and doors are thoroughly sanded back to a smooth even surface and finished ready for redecoration as indicated in section M.60. below.

M.60.0. Painting / Clear Finishing

M.60.1 Scope of Works:

Redecoration work is to include full external redecoration.

M.60.2 External Decoration:

The external redecoration work is to include:

- i. Gutters and downpipes
- ii. Joinery
- iii Previously decorated surfaces

M.60.3 Decoration of Timber Surfaces

Preparation:

Preparation of new and existing timber surfaces for decoration is to cover and imply the following all as necessary and as required.

- i. Abrade to remove sharp edges and grazed grain etc., working in the direction of the grain
- ii. If timber has been exposed to elements remove any weathered layers
- iii. Clean to ensure all areas are free from dirt, mould and grease
- iv. Treat knots and resinous areas by removing resin and applying a thin coat of knotting solution
- v. Serious or troublesome knots should be cut out and replaced with sound timber
- vi. Make good all nail holes, open joints etc., with suitable quality filler in accordance with the manufacturer's instructions
- vii Allow making good to dry before sand papering smooth and dusting off

Paint to New Timber Surfaces:

Prepare for and paint 1 no. coat of Dulux wood primer, 2 no. coats of Dulux acrylic based undercoat and 2 no. coats of Dulux acrylic gloss paint to all new timber surfaces. Colour to match existing.

Paint to Existing Timber Surfaces:

Prepare for and paint 2 no. coats of Dulux acrylic based undercoat and 2 no. coat of Dulux acrylic gloss paint to all existing timber surfaces. Colour to match existing.

M.60.4 *Decoration of Metal Surfaces*

Preparation:

Preparation of new and existing metal surfaces for decoration is to cover and imply the following all as necessary and as required.

- i. Remove all mill scale, rust, first, grease etc.
- ii. Clean thoroughly and allow to dry

Paint to New Metal Surfaces:

Prepare for and paint 1 no. coat of Dulux Metalshield primer, 2 no. coats of Dulux Metalshield solvent based undercoat and 1 no. coat of Dulux Metalshield solvent based gloss paint to all new metal surfaces. Colour to match existing.

Paint to Existing Metal Surfaces:

Prepare for and paint, 2 no. coats of Dulux Metalshield solvent based undercoat and 1 no. coat of Dulux Metalshield solvent based gloss paint to all new metal surfaces. Colour to match existing.

Z.22.0. Sealant

- Z.22.1 The Contractor is to check and reseal all windows by replacing all loose or missing putties using linseed oil putty.
- Z.22.2 The Contractor is to rake out all sealant to the abutment between the window frames and masonry and reseal with Everbuild Everflex 900N LMN Window Frame silicone.

SECTION 7 – Side Garden Area

Q.23.0 Gravel

- Q.23.1 The Contractor is to provide sufficient protection of the garden area for the storage of their materials and welfare facilities (see Section 2.2.3).
- Q.23.2 The Contractor is to allow for the redressing of the chippings of the side garden area on completion of works with suitable granite chippings to blend with existing. Also include for the clearing out of drains to this area of the property.

Q.22.0. Paving

- Q.22.1 The Contractor is to allow for lifting, disposal the relaying of the resin gravel path on completion of the works to match the existing design and textures.

Q.25.0. Sett

- Q.25.1 The Contractor is to allow for lifting, disposal the relaying of the granite sett edging on completion of the works to match the existing design and textures.

SECTION 8 – Repairs

Internal Repairs – of damaged surfaces

Council Chamber

C.41.13

The Contractor is to allow for the opening up of the wall surface 150mm around T5 the principal truss feet to enable the inspection for decay and for the reinstatement on completion of the inspection to a standard worthy of redecoration to include for lime plastering and struck marking to match the existing. Rendering / Plastering.

Rebuilding Materials:

Lime: NHL3.5

Aggregate / Sand: CLS90

Add-mix: None

Ratio: 1:3 Lime / Sand

Rendering / Plastering as per M.20.6 described in office works

Note the materials above are available from:

Cornish Lime

Brims Park,

Old Callywith Road,

Bodmin PL31 2DZ

Telephone 01208 79779

G.20.10

The Contractor is to allow a Provisional Sum of £1,500.00 for the timber repairs to the Council Chamber ceiling and any supporting material required for the reinstatement of the ceiling.

SECTION 9 – Office Works

G.20 Carpentry and Timber Framing

- G.20.11 The Contractor is to allow for the removal of and refixing of all shelving, notice boards etc. which will affect the works to the external wall as shown on Drawing P200654-302 and drawing P200654-307.
- G.20.12 The Contractor is to carefully remove the existing skirting boards to the external wall of chimney A in preparation for wall battening as described below.
- G.20.13 The Contractor is to supply and securely fix 50 x 25mm treated battening at 400mm centres to the external wall as shown on Drawing P200654-307. Include within the cost for a Ruberoid hyload DPC behind wall battens. **NOTE** additional battening to be allowed for to the positions of previously removed shelving etc.
- G.20.14 The Contractor is to trim out the windows reveals with a soft wood chamfered closing and architrave mouldings to allow for the installation of the Celenit boarding as described in section H.20 and to the details as shown on Drawing P200654-307.
- G.20.15 The Contractor is to allow for removing the bull-nosing and extending the existing window boards to allow for the lining of the external walls.
- G.20.16 The Contractor is to assist in the notching of joists for the reinstatement of the central heating radiators as described in sections T 90.
- G.20.17 The Contractor is to allow for reinstating the previously removed skirting boards making adjustments where required.

H.20.0. Rigid Sheet Cladding

H.20.1

First Floor Office - The Contractor is to supply and fix to the previously battened wall, 15mm Celenit wood-wool boarding in accordance with manufacturers recommendations ensuring a 10mm ventilation gap is provided at the base and head of the wall cladding.

H.20.2

The surface to which the boards are fixed must be flat and be able to support the load using 8 fixings per square meter which, in the case of plastic fixings penetrate the support by 50 mm. The maximum clear span for fixing should be 400 mm for the 15 mm board.

H.20.3 The Contractor is to neatly trim around the window etc using the above boarding ensuring minimal loss of window detailing (See G.20.16).

M.20.0. Plastered Coatings

M.20.3 The Contractor is to allow to provide two coats of lime plaster to the newly installed Celenit boarding following the manufactures recommendations as follows.

M.20.4 The boards should always be fixed using a brick bond (staggered joints) and flat fitted to the framing, and any cracks must be filled using appropriate materials prior to the rendering/plastering.

M.20.5 The render must be applied to dry panels within the appropriate temperature ranges, in other words the temperature must not fall below 5 °C nor exceed 25-30 °C, in order to manage issues with cracking. Furthermore, the render/plaster must be protected from freezing temperatures, direct sunlight or drying winds. The render coats should be allowed to cure fully prior to the next coat being applied.

M.20.6 As soon as possible after the boards have been fitted, the panels should be rendered to a minimum thickness of 8mm as an initial "Bonding" coat incorporating a plasterers reinforcing mesh in the base coat using St.Astier Hourdex or St Astier Tradiblanç mixed at 1 : 3 with a clean coarse CLS30 sand mixed at a ratio of 2 : 5 (1:2 ½) Hourdex/Tradiblanç : Sand. Once applied the render should then be left until it has fully set allowing for any cracking to develop (2-4 weeks).

M.20.7

Followed by a second render coat to a thickness not exceeding 5 mm mixed at a ratio of 1:3 applied in two passes. The first pass should be to half the overall thickness and is applied in order to receive a layer of plasterers reinforcing mesh that is simply pressed into the fresh render; this is generally carried out by pressing the mesh into the render using the plastering trowel to embed the mesh fully. Once the mesh has been embedded the second pass of render should be followed up straight away and finished accordingly.

SECTION 10 – Internal decoration

M.60.0. Painting of plastered surfaces, windows.

M.60.5 **Scope of Works:**

Redecoration work is to include part internal redecoration to the areas as indicated on Drawing P200654-302 and listed below;

Ground floor

- Entrance lobby
- Circulation
- Stairwell
- Staffroom
- Kitchen
- W.C.

First Floor

- Office
- W.C.
- Council Chamber

M.60.6 **Internal Decoration:**

The internal redecoration work is to include:

- i. Ceilings
- ii. Walls
- iii. Decorated timber surfaces

M.60.7 **Decoration of Plastered Ceilings:**

Preparation:

Preparation of existing plastered ceilings for decoration is to cover and imply the following all as necessary and as required.

- i. Washing of old surfaces
- ii. Removing all flaking or loose paint
- iii. Stopping and filling all cracks in plaster
- iv. Cutting back as necessary and forming a dovetailed key
- v. Rubbing down or other preparation
- vi. Rubbing down between coats
- vii. Cutting in edges next to walls / unplastered surfaces
- viii. Working off tower scaffolding as required
- ix. Sealing of stained or dark painted surfaces prior to redecoration
- x. Remove and treat any mildew areas

Paint to Existing Plaster Surfaces:

Prepare for and paint 2 no. full coats of Becck Maxil Pro paint to all existing ceiling surfaces. Colour to match existing.

M.60.8 Decoration of Plastered Walls:

Preparation:

Preparation of existing plastered walls for decoration is to cover and imply the following all as necessary and as required.

- i. Washing of old surfaces
- ii. Removing all flaking or loose paint
- iii. Stopping and filling all cracks in plaster
- iv. Cutting back as necessary and forming a dovetailed key
- v. Rubbing down or other preparation
- vi. Rubbing down between coats
- vii. Cutting in edges next to ceilings / unplastered surfaces
- viii. Working off ladders and trestles as required
- ix. Sealing of stained or dark painted surfaces prior to redecoration
- x. Remove and treat any mildew areas

Removal of existing emulsion paint

NOTE - The Contractor is to scrape off all existing emulsion paint without damaging the plaster work and prepare surfaces ready for redecoration.

Paint to New Plaster Surfaces:

Prepare for and paint 1 no. mist coat and 2 no. full coats of Becck Maxil Pro paint to all new wall surfaces. Colour to be agreed.

Paint to Existing Plaster Surfaces:

Prepare for and paint 2 no. full coats of Becck Maxil Pro emulsion paint to all existing wall surfaces. Colour to be agreed.

M.60.9 Decoration of Timber Surfaces (Internal)

Preparation:

Preparation of previously decorated and new timber surfaces for decoration is to cover and imply the following all as necessary and as required.

- i. Abrade to remove sharp edges and grazed grain etc., working in the direction of the grain

- ii. If timber has been exposed to elements remove any weathered layers
- iii. Clean to ensure all areas are free from dirt, mould and grease
- iv. Treat knots and resinous areas by removing resin and applying a thin coat of knotting solution
- v. Serious or troublesome knots should be cut out and replaced with sound timber
- vi. Make good all nail holes, open joints etc., with suitable quality filler in accordance with the manufacturer's instructions
- vii. Allow making good to dry before sand papering smooth and dusting off

Paint to New Timber Surfaces:

Prepare for and paint 1 no. coat of Dulux Weathershield wood primer, 2 no. coats of Dulux Weathershield acrylic based undercoat and 1 no. coat of Dulux Weathershield eggshell, satin finish paint to all new timber surfaces. Colour to match existing.

Paint to Existing Timber Surfaces:

Prepare for and paint 1 no. coat of Dulux Weathershield eggshell, satin finish paint to all existing timber surfaces. Colour to match existing.

M.60.10. *Clear Treatment of Timber Surfaces*

Preparation:

Preparation of existing timber surfaces for decoration is to cover and imply the following all as necessary and as required.

- i. Lightly abrade to remove sharp edges and grazed grain etc., working in the direction of the grain
- ii. If timber has been exposed to elements remove any weathered layers
- iii. Clean to ensure all areas are free from dirt, mould and grease
- iv. Make good all nail holes, open joints etc., with suitable quality filler in accordance with the manufacturer's instructions
- v. Allow making good to dry before sand papering smooth and dusting off

Clear Treatment to Existing Timber Surfaces:

Prepare for and apply 1 no. coat of satin finish Dulux Diamond Glaze to all existing timber surfaces. Colour clear.

N.10.0. General Fixtures / Furnishings / Equipment

- N.10.1 The Contractor is to allow within his tender for the moving, sheeting down and full protection of all furniture, equipment and floor finishes to prevent accidental damage for the duration of the works and repositioning thereafter.

T.90.0. Heating Systems - Commercial

T.90.1 Existing Heating Systems

- T.90.2 The existing heating installation comprises of a gas fired central heating system.
- T.90.3 Carry out mechanical heating alterations in accordance with Gas Safety (Installation and Use) Regulations 1998.
- T.90.4 The mechanical contractor shall test all alterations to the existing systems on completion and provide all compliance certification as part of the health and safety / operations management files. The heating system shall be left in good working order and fully compliant.
- T.90.5 The mechanical contractor is to include for a full demonstration to the Contract Administrator and Employer.
- T.90.6 The mechanical contractor shall provide all necessary certification as required by Building Control.
- T.90.7 All pipework is to be concealed neatly and be appropriately lagged within roof and floor voids where alteration works are undertaken.

First floor Office

- T.90.8 The Contractor is to safely remove the existing radiators within the first floor office to allow for the installation of the new dry-lining / wall panelling.
- T.90.9 The Contractor is to carry adjustments to the pipe-work and reinstate radiators on completion of the works and recommission the heating system to the full satisfaction of the employer.

V.90.0. Electrical Systems

General:

- V.90.1 The electrical installation is to be carried out by an NECEIC contractor and shall comply with the last edition of the Electrical Wiring Regulations. All wiring to be laid in chases behind plaster in solid walls, behind dry linings and within timber frame walls and partitions. All wiring is to be protected by MK conduit or equal and approved. All wiring should run in such a way that it can be renewed as necessary at a later date without disturbing the structural finishes.

Existing Electrical Arrangement:

- V.90.2 The electrical meter is located in the main building. The consumer unit is located also in the same building.
- V.90.3 The Main Contractor shall include for attendance to the electrical sub-contractor including cutting chases, notching, forming holes and making good all works disturbed thereafter.
- V.90.4 The Contractor shall be responsible for making all final connections to the appliances and fans.
- V.90.5 The electrical contractor shall test all new and existing electrical systems in compliance with the latest edition of the Institute of Electrical and Wiring Regulations. The electrical system shall be left in good working order.
- V.90.6 The electrical contractor is to include for a full demonstration to the Contract Administrator and Employer.
- V.90.7 The electrical test certificate is to be supplied to the employer. A copy of the certificate is to be supplied to the Contract Administrator.

First Floor Office

- V.90.8 The Contractor is to carefully remove all sockets, data points, switches etc which will affect the installation of the new dry-lining / wall panelling.
- V.90.9 The Contractor is to carry adjustments to the wiring and reinstate the all previously removed electrical apparatus on completion of the works to the full satisfaction of the employer.

Z.20.0 Fixings and Adhesives

Z.20.1 Allow to use suitable fixtures and adhesives used to manufacturers recommendations to ensure all items are securely fixed and free of failure.

Z.22.0 Sealants

Z.22.1 Allow to use suitable sealants used to manufacturer's recommendations to ensure all items are sealed and free of failure.

Summary of Sections

General	Preliminaries and General Conditions	£
C	Demolition / Alteration / Renovation	£
	<u>External Works</u>	
1	Re-Roofing	£
2	Replacement Leadwork	£
3	New Leadwork	£
4	Rebuilding Chimney A	£
5	Repointing	£
6	External Redecoration	£
7	Site Works	£
	<u>Internal</u>	
8	Repairs	£
9	Office Works	£
10	Redecoration	£
	Provisional Sums	£
	Contingency Sum 10%	£
	Total	£

Schedule of Rates

The rates for labour and schedule of rates are to include for profit of overhead charges, supervision, welfare facilities, national and other insurances, income tax, national insurance and other pension contributions, holidays with pay and paid public holidays, stamps, incentive payments, non-productive overtime (except where authorised by the Contract Administrator), travelling time, fares and travelling expenses, tool money, provision of water and electricity and the use of scaffolding and non-mechanical plant unless brought or retained on the site solely for the use in connection with day work.

Inclusive Rates of Labour as Defined Below:

Function	Rate per hour Normal time	Rate per hour Out of Hours working
Labourer	£	£
Carpenter	£	£
Joiner	£	£
Mason	£	£
Plasterer	£	£
Painter/Decorator	£	£

Materials:

Add for profit and overhead charges on the net cost materials purchased after all discounts other than cash discounts not exceeding 5% "on cost" percentage ____%.

Plant:

Add for profit and overhead charges on the net cost of invoice rates for the following used solely in connection with day work.

Mechanical plant	____%
Non-mechanical plant.	____%
Transport when used solely in connection with daywork "on cost" percentage.	____%