

SPECIFICATION OF WORKS FOR REFURBISHMENT OF 8 STATION ROAD NORTH, EGHAM, TW20 9LE.**3.1 GENERAL**

To be read in conjunction with Drawing Nos 8862/P01 - P07.

All delivery periods for specified goods shall be checked prior to commencement.

Clear away all debris, rubbish and surplus materials as work proceeds, and at the end of each working day. The site is to be kept clean and tidy during the progress of the works and fully cleared upon completion.

The Contractor shall allow for discharging all conditions of the Planning Approval regarding materials.

The Contractor shall allow for liaising with the Building Control Officer & shall, upon completion issue a Building Regulations Completion Certificate. The Contractor shall include within the tender their price for paying all Building Control Inspection Fees.

3.2 PREPARATORY WORKS**3.2.1 Stripping out works in proximity of asbestos**

A Full Refurbishment & Demolition Survey will be required to be carried out of all demolition and alteration activities, and the Contractor is instructed to commission this survey on behalf of the client prior to commencement. The Contractor shall note that all opening up works are to be assumed to be in proximity to materials which may contain asbestos and the Contractor shall arrange for necessary testing to be carried out with special measures to be implemented to ensure that asbestos materials are not disturbed during demolition. Specialist asbestos removal works are likely to be found to be necessary, and the Contractor shall ensure that all works shall be carried out in strict compliance with the Control of Asbestos Regulations 2006 and Approved Code of Practice.

3.2.2 Site Surveys

The Contractor shall allow for including within the Tender for carrying out the following surveys prior to demolition & for payment of all said fees & charges:-

- i) Existing drainage survey
- ii) Ground Investigation / Soil Survey
- iii) Statutory Services Survey Plans

- 3.2.3 Scaffold**
Allow to erect full height scaffold all round to undertake demolition, roofing works, replacement of windows and full external decoration.
Note:
1) Scaffold is to bridge the common access between No.8 & No.6 and must not obstruct access in any way.
2) The contractor is to obtain all necessary permits etc for the erection of scaffolding on the public footway and provide all necessary lighting and protection.
- 3.2.4 Hoarding**
Erect 2m high hoarding to front and side elevations to fully enclose the working area to prevent unauthorised public access.
- 3.3 DEMOLITION**
- 3.3.1 Services**
Isolate all services to area of back addition indicated for demolition.
- 3.3.2 Back Addition Demolition**
Carefully take down and clear away section of back addition as indicated on Drawing No. 8862/P05 including breaking up and grubbing out floor slab and including internal block built store.
Note:
Contractor is to allow to salvage any roof tiles and weather boarding suitable for re-use in alterations/repairs specified later.
- 3.4 BACK ADDITION**
- 3.4.1 Gable End**
Strip off any existing weather boarding and prepare studs ready to receive new. Infill former door opening with softwood studs ready to receive new finishes.
- 3.4.2 Insulation**
Provide and install, tightly cut and fixed between studs 100mm Celotex CF5000 insulation to full height of gable end.
- 3.4.3 Gable Lining**
Cover entire cable end with 18mm Sterling OSB board, fixed with 50mm non-ferrous counter sunk screws at 300mm centres on each stud and Tyvek non-tearable sarking felt ready to receive weather boarding.
- 3.4.4 Weather Boarding**
Cover previously prepared gable end with softwood weather boarding to match existing utilising any suitable previously salvaged material. Include for piecing in repairs to returns as necessary and leave ready to receive decoration..
- 3.4.5 Gable Verge Detail**
Strip back tiling as necessary and install 3.2mm fibre cement undercloak, make good tiling as required and neatly point verge in gauged mortar.

- 3.4.6 Back Addition Rainwater Goods**
Take off and clear away existing PVC gutters and downpipes and prepare surfaces ready to receive new.
- Provide and fix 112mm PVC half round gutters and 68mm downpipes all round inclusive of all necessary brackets, stop ends, running outlets and shoes etc, all fitted in accordance with manufacturers instructions.
- 3.5 MAIN ROOFS**
- 3.5.1 Ridges & Hips**
Carefully take off, clean and re-bed in gauged mortar any loose ridge or hip tiles. Allow to re-point all others.
- 3.5.2 Tiled Surfaces**
Allow to take out any loose, slipped or cracked tiles and insert matching re-claimed tiles. Allow the **Provisional Quantity of 100 No. tiles** in small patches (5 tiles or less).
- 3.5.3 Rainwater Goods**
Carefully take off existing half round cast iron gutters, thoroughly clean and re-fit including making up any deficiencies with replacement sections to match existing. Ensure all joints are watertight and paint internal surfaces with bitumen gutter paint. Include for providing additional galvanised steel gutter brackets to support existing gutters at minimum 1200mm centres.
- Clean and overhaul downpipes as necessary and prepare to receive decoration.
- 3.6 FLAT ROOFS (3 No.)**
- 3.6.1 Stripping Off**
Carefully strip off finishes to 3 No. flat roofs on rear elevation along with deckings and denail joists ready to receive new.
- 3.6.2 WC Walls**
Raise existing WC perimeter walls in commons brickwork to match height of adjoining stair lobby flat roof, apply two coat render externally to finish flush with existing.
- 3.6.3 Flat Roof Structure**
Provide and fix 47 x 147mm C24 softwood joists @400mm centres hung on galvanised steel joist hangers. Provide full width softwood firrings and cover with 19mm WBP ply decking ready to receive new finishes.
- 3.6.4 Insulation**
Provide and install 100mm Celotex CF5000 insulation cut between joists to 3 No. flat roofs.
- 3.6.5 Decking**
Cover existing flat roofs (2No.) with 19mm WBP ply decking.
- 3.6.6 Fascias**
Provide and fit softwood fascia all round existing and new flat roofs ready to receive finishes.

- 3.6.7 **Sheet Lead Roofing**
Cover lower and upper flats roofs in Code 5 sheet lead inclusive of all necessary upstands and drips etc and all strictly in accordance with the requirements of The Lead Sheet Association. All new lead work to be treated with patination oil.
- 3.6.8 **Rainwater Goods - Flat Roofs**
Provide and install new half round cast iron rainwater gutters and downpipes to match those on the main roof and fitted in accordance with manufacturers instructions
- 3.7 **EXTERNAL REPAIRS**
- 3.7.1 **AC Condensor Units**
Take out and clear away all existing AC condensor units and make good disturbed surfaces to match existing. **Note:** These units are to be removed under controlled conditions and treated as controlled waste.
- 3.7.2 **Pointing**
Rake out areas of defective pointing to a depth of 25mm and repoint to a flush finish in 1:2:9 mix cement/Lime/Sand mortar to a flush joint finish. Include for undertaking sample panels for matching purposes. Allow the **Provisional Quantity of 30m²** in small patches.
- 3.7.3 **Crack Repairs**
Cut out bed joints across the crack to a depth of 30mm x 1000mm wide and install Helibar ties bedded and grouted in Helibond grout. On completion point in to match existing. Allow the **Provisional Quantity of 15 No.** Helibar ties in locations to be agreed on site.
- 3.7.4 **Patch Repairs**
Cut out damaged bricks, too thin as necessary and carry out repairs using reclaimed bricks to match existing. Allow the **Provisional Quantity of 5m²** in small patches.
- 3.7.5 **Render Repairs**
Hack off any areas of defective render and apply two coat cement/sand render to a floated finish including marrying with surrounding surfaces. Allow the **Provisional Quantity of 10m²** in small patches.
- 3.7.6 **Weather Boarding**
Allow to cut out any areas of defective weather boarding and carry out patch repairs with new softwood weather boarding to match existing. Allow the **Provisional Quantity of 5m²** in small patches.
- 3.7.7 **Metal Window - Rear Elevation**
Hack out all existing glazing, thoroughly strip frame of paint finishes and re-glaze in obscured safety glass bedded in an approved glazing compound.

3.8 JOINERY

Note: All new joinery to be purpose made and manufactured in accordance with the requirements and standards of the British Woodworking Federation.

3.8.1 Existing Box Sash Windows (7 No.)

Take out and clear away existing, 2 no. to front elevation and 5 No. to rear and prepare openings ready to receive new.

3.8.2 New Box Sash Windows (7 No.)

Take all necessary dimensions of existing and manufacture new softwood box sash windows to precisely match those previously removed **but** with double glazed units. Inclusive of all necessary sash weights, cords, pullies, sash lifts and fasteners etc.

3.8.3 Shopfront Windows

Take out and clear away existing windows complete and prepare openings ready to receive new.

Manufacture new windows to precisely match existing but with double glazed units.

Include for re-forming window copings and fascias in softwood to precisely match existing.

Cover both canopies in Code 5 lead in accordance with the requirements of The Lead Sheet Association.

3.8.4 Front Door & Frame

Thoroughly overhaul existing front door and frame, ease and adjust and leave in full working order.

Hack out existing glazing and re-glaze in laminated safety glass.

3.8.5 Front Door Canopy

Overhaul and re-cover in code 5 sheet lead as previously specified..

3.8.6 Rear Door & Frame

Take out and clear away existing door and frame complete and prepare opening ready to receive new.

Cut down raised concrete threshold to floor level and make good

Manufacture purpose made rebated softwood storey height frame with hardwood threshold to suit existing opening. Fix into existing opening and provide all necessary softwood trims all round.

Manufacture new softwood part glazed door to match that previously removed and fit into new frame. Door to be hung on 1.5 pairs of 100mm brass steel washered butts and be complete with Yale Cylinder night latch and Chubb 5 lever dead lock with internal thumb turn.

Door and transom light to be glazed in laminated safety glass.

3.9 EXTERNAL DECORATION

3.9.1 Preparation

Generally strip any loose of flaking paint/decorative finishes and prepare ready to receive decoration.

3.9.2 Decoration

Carry out full external decoration of the property as follows:

New Softwood Surfaces - Knot, stop, prime and paint with three full coats of oil paint to a gloss finish.

Existing Painted Softwood Surfaces - Spot prime as necessary and paint with three full coats of oil paint to a gloss finish.

Metal Surfaces - Apply 1 coat of Zinc Chromate primer and paint with two full coats of oil paint to a gloss finish.

Render Surfaces - Apply 1 coat Sandtex stabilising solution and two full coats of Sandtex smooth masonry paint.

Weather Boarding - Apply two coat exterior quality timber stain (Black), Sikkens of equal approved.

Note: All paints are to be from the Dulux, Sandtex and Sikkens ranges or equal and similar approved.

3.10 LANDSCAPING

3.10.1 Fencing

Erect new 2m high fencing as indicated on Drawing No. 8862/P07 comprising 2.4m Concrete slotted posts, 200mm concrete gravel boards and 1.8m Super Lap fence panels, all fixed in accordance with manufacturers instructions and to match existing.

3.10.2 Double Gates

Allow to repair and overhaul existing double gates and leave in working order.

3.10.3 Tarmac Area

Allow to clear area as indicated on drawing No. 8862/P07 of all vegetation growth and any debris, reduce levels as necessary and lay new surface as follows:

Geotext Membrane, 200mm of 4/20 open graded sub base levelled and power compacted topped with 75mm two coat Permeable Tarmac power rolled to a graded even finish, all in accordance with manufacturers instruction and by an accredited Permeable Tarmac layer. Allow for edging all tarmac surfaces in with tannalised softwood edging.

3.10.4 Drainage Gullies

Allow to clean all existing surface water gullies and ensure free flowing, Provide concrete gully surrounds to each.

3.10.5 Inspection Chamber Covers

Allow to raise or lower existing inspection chamber covers as necessary to suit new paving levels.

3.11 INTERNAL ALTERATIONS

Note: Unless specifically stated the following clauses apply to the inside of the property as a whole.

3.11.1 Stripping Out - Ground Floor Front Area

Take out and clear away partitions and fitted furniture to ground floor as indicated on Drawing No. 8862/P05 and make good all disturbed surfaces ready to receive decoration.

3.11.2 A/C Wall Mounted Split Units

Safely isolate all supplies, take out and clear away all existing A/C wall mounted split units and make good disturbed surfaces ready to receive decoration,

3.11.3 Redundant Boxings, Telecoms equipment, cabling etc.

Ensure all safely isolated, take out and clear away all redundant boxings, telecoms equipment and cabling etc making good any disturbed surfaces ready to receive decoration.

3.11.4 Tea Point Area - Stripping Out

Take out and clear away all existing kitchen units, sink, water heater, cut back wastes and supplies ready to receive new.

Take down and clear away lath & plaster ceiling and de-nail joists ready to receive new.

Take down and clear away internal partition and make good all disturbed surfaces.

3.11.5 Tea Point Area Ceiling

Provide and fit 1 layer 12.5mm plasterboard, joints scrimmed and set with a 3mm coat of board finish plaster trowelled to a smooth finish.

3.11.6 Tea Point Units

Provide and install the following units from the Howdens 600 Contract Range:

2 - 1000 Base Unit

1 - 3m 38mm laminate worktop

1 - Lamona single bowl single drainer stainless steel inset sink

1 - Lamona monoblock Chrome mixer tap

Include for fixing in position, connecting to waste And supplies and leaving in working order.

3.11.7 Tea Point Flooring

Prepare solid floor and apply latex levelling compound to a smooth finish and cover with Altro Aquarius non slip flooring fully bonded in an approved adhesive.

3.11.8 Tiled Splashback

Provide and fit 3 course high 150x150mm ceramic tile splashback to perimeter of new worktop, all bedded and grouted in waterproof adhesive and grout. Apply silicone sealant at junction between tiling and worktop on completion.

3.11.9 Door G/F Front Office & Rear Stair Lobby

Take off and clear away existing door and prepare frame ready to receive new.

Provide and install FD30 ply flush door sized to suit existing frame, door to be hung on 1.5 pairs 100mm steel butt hinges and be complete with mortise latch and lever furniture.

3.11.10 Internal Doors & Frames

Allow to ease and adjust all internal doors & frames and leave in full working order.

3.11.11 Stairwell Bulkhead

Take down and clear away water damaged bulkhead, denail joists, provide and fit 1 layer 12.5mm plasterboard, joints scrimmed and set with a 3mm coat of board finish plaster trowelled to a smooth finish including marrying with surrounding surfaces.

3.11.12 Window Security Grilles

Carefully take off and set aside all internal window security grilles to facilitate window replacements.

On completion **Provisionally** allow to refit existing window grilles.

3.11.13 Skirtings G/F Front Office R/H Side

Take off existing skirtings and provide new softwood skirtings all round to match those used on the left hand side of the area.

3.11.14 Decorations

Carry out full internal decoration of the property as follows:

Note: All paint to be from the Dulux Trade Range

Strip any loose or flaking paint, generally rub down, make good all surfaces and spot prime as necessary.

Apply proprietary stainbloc to any existing water staining prior to decoration.

Ceilings - Wash down, make good and paint with two full coats of vinyl matt emulsion.

Walls - Wash down, make good and paint with two full coats of vinyl matt emulsion.

New Woodwork - Knot, stop, prime and paint with two full coats of water based paint to a gloss finish.

Existing Painted Woodwork - Wash down, make good and paint with two full coats of water based paint to a gloss finish.

3.11.15 WC Areas

Thoroughly clean all sanitaryware and floor finishes ready for use.

Provide and fit two course high 150x150 ceramic tiled splashbacks to rear of each wash basin.

3.11.16 Floor Finishes

Excluding WC areas, take up and clear away all existing carpet, sheet vinyl and any associated hardboard underlayer and prepare surfaces ready to receive new.

Cover all floors with 4mm hardboard ready to receive new finishes.

Provide and lay Sheet Cord Contract Range Carpet as manufactured by Tetford Carpets all fully bonded in an approved adhesive and in accordance with manufacturers instructions.

Note: Include stair treads and risers, retaining existing nosings.

3.12 MECHANICAL & ELECTRICAL INSTALLATIONS**Incoming Services:****3.12.1 Incoming Water Service**

Retain existing incoming water service to building.

3.12.2 Incoming Gas Service

Retain existing incoming gas service and U6 gas meter, located in front reception area.

3.12.3 Incoming Electrical service

Retain existing incoming 40A SP&N electric service and meter, located in front office area 01.

G/F Front Office Right Hand Side:

3.12.4 Relocate existing radiator from front to rear wall of office space.

3.12.5 Overhaul radiator and fit new TRV and LSV.

3.12.6 Replace 2No baton florescent light fittings with 2No surface LED baton luminaires, suitable for office use as by Thorn, Whitecroft, Dextra or similar.

3.12.7 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.

3.12.8 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.

3.12.9 Replace existing consumer unit with new as by MK, Hager, etc.

G/F Front Office Left Hand Side:

3.12.10 Fit new TRV and LSV to radiator

3.12.11 Replace baton florescent light fittings with 2No surface LED baton luminaires, suitable for office use as by Thorn, Whitecroft, Dextra or similar.

3.12.12 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.

3.12.13 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.

Store 01:

3.12.14 Replace existing radiator with new and fit new TRV and LSV.

3.12.15 Replace baton florescent light fittings with 2No surface LED baton luminaires, suitable for office use as by Thorn, Whitecroft, Dextra or similar.

3.12.16 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.

3.12.17 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.

Tea Point:

3.12.18 Extend existing LTHW heating circuit to feed new radiator in Tea Point and replace existing radiator with new

3.12.19 Fit new TRV and LSV to radiator

3.12.20 Replace existing light fitting with new moisture resistant LED baton luminaires, suitable for use in a tea point and kitchen environment as by Thorn, Whitecroft, Dextra or similar.

3.12.21 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.

3.12.22 Replace existing lighting and power circuits for kitchen with new power and lighting circuits to feed new lighting, switches and socket outlets in tea point area. Test and commission all electrical circuits feeding the tea point area.

3.12.23 Extend hot and cold water services from combination boiler to serve hot and cold water outlets in tea point area.

3.12.24 Install new ceiling mounted extract fan, rated at 30l/s complete with ductwork, roof/wall cowl, etc. Fan to be switched from light switch.

Staircase and Landing:

3.12.25 Overhaul radiator and fit new TRV and LSV.

3.12.26 Replace light fittings with new LED recessed downlighters as by Thorn, Whitecroft, Dextra or similar.

3.12.27 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.

3.12.28 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.

Toilet Area:

- 3.12.29 Overhaul radiator and fit new TRV and LSV.
- 3.12.30 Replace light fittings with new LED recessed downlighters as by Thorn, Whitecroft, Dextra or similar.
- 3.12.31 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.
- 3.12.32 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.
- 3.12.33 Replace existing combination boiler with new Ideal Logic Plus 24, 24kW combination boiler, or equal by Valiant or Worcester Bosch, with electronic seven-day controller, remote thermostat, through the wall boiler flue, etc.
- 3.12.34 Test and commission heating and hot water systems.
- 3.12.35 New ceiling mounted extract fans with 20 min run on timer, rated at 15l/s each to be fitted to each toilet cubical, complete with ductwork, roof/wall cowl, etc. Fan to be switched from PIR detector.

1st Floor Office 02:

- 3.12.36 Fit new TRV and LSV to radiator
- 3.12.37 Replace baton florescent light fittings with 2No surface LED baton luminaires, suitable for office use as by Thorn, Whitecroft, Dextra or similar.
- 3.12.38 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.
- 3.12.39 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.

1st Floor Office 03:

- 3.12.40 Fit new TRV and LSV to radiator
- 3.12.41 Replace baton florescent light fittings with 2No surface LED baton luminaires, suitable for office use as by Thorn, Whitecroft, Dextra or similar.
- 3.12.42 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.
- 3.12.43 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.

Office 03 Cupboard:

- 3.12.44 Fit new recessed LED light fitting as by Thorn, Whitecroft, Dextra or similar.

3.12.45 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.

3.12.46 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.

1st Floor Office 04:

3.12.47 Fit new TRV and LSV to radiator

3.12.48 Replace existing wall mounted light fittings with 2No surface LED baton luminaires, suitable for office use as by Thorn, Whitecroft, Dextra or similar.

3.12.49 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.

3.12.50 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.

Loft Space:

3.12.51 Fit new IP45 impact resistant LED baton light fittings as by Thorn, Whitecroft, Dextra or similar.

3.12.52 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.

3.12.53 Test and reuse existing lighting and power circuits to feed renewed light fittings, switches and socket outlets.

External Services:

3.12.54 Fit new IP45 impact resistant LED bulkhead style light fittings, with emergency packs, above each exit from the building as by Thorn, Whitecroft, Dextra or similar.

3.12.55 Replace existing socket outlets and lightswitch with new as MK Logic Plus accessories.

3.12.56 Extend and test the existing lighting circuits to feed the new external light fittings with new switching fitted internally adjacent to the door.

3.13 General:

3.13.1 All heating and hot and cold water service pipework to be installed using copper "table x" pipework. All pipework fitted in voids shall be insulated in accordance with the Building Regulations Part L.

3.13.2 1.5mm LSF "twin & earth" cable to be used for lighting circuits.

3.13.3 2.5mm LST "twin & earth" cable to be used for power circuits.

3.13.4 Gas system and services to be tested and commissioned.

3.13.5 Heating and hot and cold water systems to be tested and commissioned.

SECTION 3

3.13.6	All pipework and pied services to be flushed, chlorinated, treated and inhibitors added where applicable.	£
3.13.7	All electrical services and systems to be tested and commissioned.	
3.13.8	All installations shall be in accordance with British Standards, Building Regulations, Gas Safe, Gas Safety Regulations, IET Regulations and Guidance, CIBSE Guidance and Standards and Good Practice.	
	Section 3 Total	£0.00