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**SPECIFICATION**

For

**External Repairs and Redecorations**

**At Swanage Town Hall**

For

**SWANAGE TOWN COUNCIL**

**Project Ref PIMS: 005846**

**August 2016**

**Prepared by  
Dorset Property**

PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO SWANAGE  
TOWN HALL

LOCATION: SWANAGE TOWN HALL, SWANAGE BH19 2NZ

SPECIFICATION

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PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO  
SWANAGE TOWN HALL

LOCATION: SWANAGE TOWN HALL, SWANAGE BH19  
2NZ

SECTION

1 Preliminaries

1.	<b><u>PRELIMINARIES</u></b>	£
1.10	<b>EMPLOYER</b>  Swanage Town Council Town Hall Swanage BH19 2NZ	
1.20	<b>EMPLOYER'S REPRESENTATIVE:</b>  Geoff Brookes Operations Manager Swanage Town Council Town Hall Swanage BH19 2NZ	
1.30	<b>CONTRACT ADMINISTRATOR</b>  Roland Julian Dorset Property Environment Directorate Dorset County Council County Hall Dorchester DT1 1TP  Contact: James Lee – 01305 221915 and <a href="mailto:j.p.lee@dorsetcc.gov.uk">j.p.lee@dorsetcc.gov.uk</a>	
1.40	<b>THE SITE</b>  The project is situated at:  Swanage Town Hall High Street Swanage Dorset BH19 2NZ	

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1.50

**SITE VISIT**

A PRIOR ARRANGEMENT MUST BE MADE WITH:

Geoff Brookes – Operations Manager

Telephone: 01929 426533 and 07967 199690

Tenderers are recommended to visit the site and must, before tendering, fully satisfy themselves regarding local conditions, accessibility of the property, the full extent and character of the operations, the nature of the layout, the supply and local conditions and restrictions likely to affect labour and material and the execution of the contract works generally.

No extras will be allowed on account of any omission or error arising from lack of such knowledge.

1.60

**THE WORKS**

The complete external redecoration of all previously decorated surfaces including but not restricted to windows, doors and cast iron rainwater goods, fascia's, railings lamp posts and other goods as specified.

The employer intends to commission the contractor named below to carry out service and repairs to the town clock on the front elevation of the building. Allow for affording this company (Smith of Derby Ltd) access to the scaffold identified later in this specification and liaising with the contractor to ensure their works are carried out within the contract period. See also note in Pre-Contract Health and Safety Information and allow for associated costs in managing this.

*Smith and Derby Ltd, 112 Alfreton Road, Derby DE21 4AU*

1.70

**DRAWING(S)**

STC 1,2, 3 & 4

1.80

**COMMENCEMENT OF WORK**

The Contractor will be given possession of site on Monday 9<sup>th</sup> January 2017 and shall make all necessary arrangements to commence work.

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**COMPLETION**

The Contractor is to carry out and complete the works by Friday 31<sup>st</sup> March 2017

The Contractor, on acceptance of his offer, shall proceed immediately with the preparation of a programme in an approved form and notify the Contract Administrator of the proposed sequence of all operations and the time limits within which he proposes that each operation shall be commenced and completed.

The Contractor, in the preparation of his programme, shall be held to have consulted and co-ordinated the whole of the works embraced in this Contract including, where applicable, the work of all Sub-Contractors.

On agreement of the programme by the Contract Administrator the Contractor shall be responsible for the execution of the works in conformity therewith.

In other words, the Contractor will not commence work on site as a whole, or in specific areas, until satisfied that supply of materials or goods can be achieved in sufficient time to enable work to be completed without undue delay and inconvenience to the occupants of the building.

1.100

**CONTRACT**

The works embraced in this Contract are to be carried out in accordance with the Dorset County Council Conditions of Contract, Simple Works - See Section 2.

Insurance shall be as required under the above Form of Contract.

1.110

**DAMAGES FOR NON COMPLETION**

If the works are not completed by the date stated on the order to carry out the works, or any other date agreed by Swanage Town Council, the Contractor shall pay or allow to the Employer liquidated damages at the rate of £ 400.00 per calendar day between the aforesaid completion date and the date of practical completion.

The Employer may either recover the liquidated damages from the contractor as a debt or deduct the liquidated damages from any monies due to the Contractor.

1.120 **TENDERING PROCEDURE**

The tender will be assessed on a 56% quality 44% cost basis. Tendering contractors are to answer each of the 8 quality questions in appendix A.

The Tendering Procedures shall comply with the provisions of JCT Practice Note 6 (Series 2). Errors will be dealt with in accordance with Alternative 1.

1.130 **FREEDOM OF INFORMATION ACT (FOIA)**

Information in any submission to the Council may be disclosed to third parties who make a request in writing under the Freedom of Information Act 2000. The FOIA requires the Council to confirm whether it holds the information requested by the third party and to provide copies of the information unless the information is wholly or partially exempt from disclosure. The statutory exemptions include information supplied in confidence or which is commercially sensitive. Whether the information is exempt is for the Council to decide, although the Information Commissioner could be the ultimate decision-maker. Prospective tenderers should make themselves aware of the implications of the FOIA. The Information Commissioner's website ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)) provides further guidance on the FOIA.

1.140 **CONFIDENTIALITY**

Prospective tenderers should be aware that in addition to the FOIA, there are a number of other statutory provisions that allow members of the public to inspect, amongst other things, committee reports and minutes, our accounts and supporting documentation including contracts. Accordingly, no guarantees or warranties as to the confidentiality of any information that prejudice or fetter the Council's ability to comply with its statutory obligations will be given.

1.150 **WORKING HOURS**

The works shall be carried out during the hours of 8.00 am to 5.00 pm Monday to Friday, Public Holidays not included.

Unless specified hereinafter, work will not be possible or allowed at any other times.

1.160 **SUPERVISION**

Keep a competent person in charge upon the works at all times.

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1.170

**TELEPHONES**

Site supervision, administration and security. Allow for all necessary telephone calls made by yourself from mobile or public telephones. The Establishment's telephones shall not be used by the Contractor, except in bona-fide emergencies and with their agreement. Reimbursement will be the Contractor's responsibility.

1.180

**SCAFFOLDING**

Supply all scaffolding, guard rails, plant and equipment necessary for the due and proper performance of the work. To include arranging any road closures as required.

Provide temporary fencing, hoardings, screens, fans, planked footways, gantrys and the like as may be necessary for protecting the occupants of the existing building(s), public and others and for meeting the requirements of any local or other Authority.

Safe access in Town Hall Lane will call for a road closure. For permission to do this a Temporary Traffic Regulation Order will be required. This application can be made on the Dorsetforyou website. For further information contact Mrs J Penny on 01305 228952.

Safe access to other parts of the building will require a Street Scaffold Licence. This application can also be made on the Dorsetforyou website. For further information contact Mr J Alford on 01305 228828.

Scaffolding must not impede pedestrian access to adjacent Bed and Breakfast to rear of property (Town Hall Lodge, Town Hall Lane, Swanage BH19 1EX). Allow for installing the property's metal business sign (approx. 600 x 600mm) securely to scaffolding in a prominent location of High Street elevation.

Include for providing a working platform to enable a specialist clock service and repair company to work on the town clock which cantilevers off the front elevation over High Street. This platform to facilitate a 1 meter working platform along both sides and the end of the clock, and be located 1 meter below the bottom of the clock.

£

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1.190 **PROTECTION**

Protect adjacent property, public highways and footpaths, the general public and persons occupying the premises and moving about the site whilst the works are being undertaken. The operations of the site must not be impeded in any way and any restriction to access will require the prior approval of the Town Clerk via his named representative, Operations Manager.

Protecting as necessary, pipes, ducts, sewers, service mains, cables etc and any part of the building(s) and its contents during the execution of the works from inclement weather etc.

Prevent damage to existing buildings, fences, gates, walls, roads, paved and grassed areas and other site features.

Protection must be provided to ensure that no ingress of water through the structure occurs during the progress of the works.

Any damage so occasioned as a result of inadequate protection or another cause within his control will be made good at the Contractor's own expense or pay any costs and charges in connection therewith.

1.200 **SITE PARKING**

There will be no site parking available. Deliveries need to be made before 9.00 a.m.

1.210 **EXISTING FURNITURE**

Prevent damage or theft to any furniture, fittings or apparatus left in the property. Obtain approval and move as necessary to enable the works to be executed: cover and protect as necessary and replace in original position.

1.220 **PRICING**

The priced Specification shall not be regarded as an exhaustive statement of everything included in the Contract. Allow for all work shown or described on the Contract documents as a whole, or apparent as being necessary for the complete and proper execution of the works, in particular:-

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1.230 **HEALTH, SAFETY AND WELFARE**

Allow for all necessary measures to ensure compliance with all European Directives, Enactments, Regulations and Working Rules relating to Health, Safety and Welfare of all people on site.

Particular attention is drawn to The Management of Health and Safety at Work Regulations 1992 and their requirement for risk assessment. The Health and Safety at Work etc Act 1974 and The Construction Regulations of 1961, 1989, 1994, 1996 and 2015 (CDM Regulations).

1.240 **CONSTRUCTION PHASE HEALTH & SAFETY PLAN**

In order to provide evidence of compliance with Health and Safety Regulations, the Contractor is required to provide a written Construction Phase Health & Safety Plan with Method Statement for all work undertaken prior to commencing work on site. One Statement may be used for a number of contracts of a similar nature, provided it is written in such a way as not to be specific to one project. However, the onus will be on the Contractor to prove that the Statement is suitable for all of the projects.

A Pre-Construction Health & Safety Plan is include within this specification.

1.250 **ASBESTOS**

The Contract Administrator will provide an extract of the Town Council records of asbestos in the building. You should assume that other asbestos could be present. If asbestos is discovered you should:-

(For undisturbed material) ensure that the material cannot be accidentally disturbed and contact the Contract Administrator to arrange the necessary action including testing.

(For disturbed material) evacuate and seal the area immediately. Contact the Contract Administrator immediately for instructions.

1.260 **ACCOMMODATION AND STORAGE**

An area 5 x 5 meters will be available to right hand corner of car park to rear for site storage and mess rooms. A toilet facility will be available in the Town Hall.

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1.270 Substances which may not be used, under any circumstances, for Dorset County Council Controls include the following:-

<b>Substance</b>	<b>Typical use</b>
LINDANE (Gamma-HCH)	Insecticide for animals and humans
PENTACHLOROPHENOL (PCP)	Treatment for wood, plaster and certain textiles to prevent fungal decay (Dry)
TRIBUTYLTIN OXIDE (TBTO)	Fungicide for treatment of timber against rot

1.280 **WASTE DISPOSAL**

Remove rubbish, debris, surplus material and spoil regularly, keep the site clean and tidy and ensure that non-hazardous material is disposed of at a tip approved by Dorset County Council Waste Section (Transportation & Engineering Department), all in accordance with The Controlled Waste (Regulation of Carriers and Seizure of Vehicles) Regulations 1991 or otherwise dispose of for recycling, scrap or reclaiming strictly when exempt under above Regulations.

Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by The Waste Regulation Authority and in accordance with relevant Regulations.

Retain waste transfer documentation and furnish copies to the Contract Administrator or Operations Manager upon request.

1.290 **CLEANING**

All areas affected by the works are to be kept in a reasonable state of cleanliness, bearing in mind the nature of the works being undertaken. On completion, the Contractor will be totally responsible for cleaning all surfaces affected by the works to a standard suitable for immediate re-occupation of the area without further cleaning.

Should this standard not be achieved, contract cleaners will be employed by the Town Council and the costs deducted from any monies due.

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PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO  
SWANAGE TOWN HALL

LOCATION: SWANAGE TOWN HALL, SWANAGE BH19  
2NZ

SECTION

2 Conditions of Contract

**SWANAGE TOWN COUNCIL  
CONDITIONS OF CONTRACT**

These Conditions form part of the attached Specification and shall be read and interpreted only so far as they are applicable to the works mentioned and described therein.

- 2a The Contractor shall:
- 2a.1 CARRY OUT and complete the Works to the entire satisfaction of the Contract Administrator
  - 2a.2 COMPLY with any written instructions and/or further drawings issued by the Contract Administrator. Such instructions will not invalidate the contract and shall be valued on a fair and reasonable basis by the Contract Administrator and included in the final account.
  - 2a.3 COMPLY with enactments, regulations and working rules relating to the safety, health and welfare of workpeople.
  - 2a.4 ALLOW for all costs incurred in employing workpeople.
  - 2a.5 COMPLY with all notices required by statute, statutory instrument, rule or order or any regulation or byelaw applicable to the Works and pay all fees and charges in respect of the Works legally recoverable from him.
  - 2a.6 NOT SUB-LET any of the Works without the consent of the Contract Administrator.
  - 2a.7 INDEMNIFY the Council against any liability, loss claim or proceedings in respect of injury or death to persons or damage to property and shall, without prejudice to his liability to indemnify the Council, insure and cause any Sub-Contractor to insure against the above risks for a minimum of £5,000,000 in respect of any one occurrence, the cover to be unlimited in amount, in terms of the aggregate in any policy year, except that the insurance in respect of claims for personal injury or death to the Contractor's own employees arising out of and in the course of their employment shall comply with the Employer's Liability (Compulsory Insurance) Act 1969 or any amendment or re-enactment thereof.
  - 2a.8 NOTIFY immediately the Council and Insurers of any happening or event which may give rise to any claim, demand, proceeding, damages, cost or charge whatsoever arising out of the Works and indemnify the Council against any loss whatsoever which may be occasioned to the Council by failure to give such notification.

- 2a.9 INSURE or cause any Sub-Contractor to insure against loss or damage by fire etc, to any temporary buildings, plant, tools and equipment owned or hired.
- 2a.10 EMPLOY only skilled operatives and ensure that all operatives comply with all relevant Codes of Practice
- 2a.11 USE ONLY MATERIALS which are the best of their respective kinds free from all flaws and defects. The Contract Administrator shall have power to reject any materials or workmanship which, in his opinion, are unsuitable for the purpose for which they are intended, or which are not in accordance with the specification, and any materials or workmanship so rejected shall at once be removed from the site and proper materials or workmanship substituted at the Contractor's sole expense.
- 2a.12 SUPPLY all scaffolding, plant and equipment necessary for the due and proper performance of the works.
- 2a.13 MAKE GOOD any defects due to materials and/or workmanship which appear within a period of twelve months from the date of practical completion.
- 2a.14 SUBMIT to the Contract Administrator his final account together with all documentation necessary for the checking of the account. The account shall include a statement of the value of all supplies of goods and services which are subject to Value Added Tax together with the rates of VAT chargeable and the amount, if any, of VAT already received by the Contractor.
- 2a.15 NOT COMMENCE work on site as a whole or in specific areas until satisfied that supply of materials or goods can be achieved in sufficient time to enable the work to be completed without due delay and inconvenience to the occupants of the building.
- 2a.16 NOTIFY all service authorities of the proposed works not less than one week before commencing site operations and must adequately protect, uphold, maintain and prevent damage to all services. The Contractor shall notify the Contract Administrator immediately should any problems arise regarding the services.
- 2b The Council shall:
  - 2b.1 BEAR THE RISK of loss or damage in respect of the Works and (where appropriate) the existing structure and contents thereof (excepting temporary buildings, plant, tools and equipment owned or hired by the Contractor or any Sub-Contractor) by lightning, explosion, aircraft and other aerial devices or articles dropped therefrom.
  - 2b.2 MAKE INTERIM PAYMENTS if so requested by the Contractor in respect of Works (excluding unfixed materials) at not less than four week intervals. For contracts exceeding £2,000 a sum not exceeding five per centum of the total cost may be withheld as retention money pending practical completion and a sum not exceeding two and a half per centum of the final cost may be withheld pending the making good of any defects as Paragraph 2a.13 of these Conditions.
  - 2b.3 MAKE FINAL PAYMENTS to the Contractor upon satisfactory completion of the Works together with any necessary making good of defects and upon agreement and audit of the final account submitted in accordance with Paragraph 2a.14 of these Conditions.

PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO SWANAGE  
TOWN HALL

LOCATION: SWANAGE TOWN HALL, SWANAGE BH19 2NZ

SECTION

3 Preambles

### 30 PREPARATION GENERALLY:

Standard: In accordance with BS 6150.

Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.

Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.

Substrates: Sufficiently dry in depth to suit coating.

Efflorescence salts, dirt, grease and oil: Remove.

Surface irregularities: Provide smooth finish.

Organic growths and infected coatings:

- Remove with assistance of biocidal solution.
- Apply residual effect biocidal solution to inhibit regrowth.

Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.

Dust, particles and residues from preparation: Remove and dispose of safely.

Doors, opening windows and other moving parts:

- Ease, if necessary, before coating.
- Prime resulting bare areas.

### 32 PREVIOUSLY COATED SURFACES GENERALLY:

Preparation: In accordance with BS 6150, clause 11.5.

Contaminated or hazardous surfaces: Give notice of:

- Coatings suspected of containing lead.
- Substrates suspected of containing asbestos or other hazardous materials.
- Significant rot, corrosion or other degradation of substrates.

Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.

Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.

Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.

Alkali affected coatings: Completely remove.

Retained coatings:

- Thoroughly clean.
- Gloss coated surfaces: Provide key.

Partly removed coatings: Apply additional preparatory coats.

Completely stripped surfaces: Prepare as for uncoated surfaces.

### 35 FIXTURES AND FITTINGS:

Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.

Removal: Before commencing work: [Ironmongery, coverplates, grilles, wall clocks, and other surface mounted fixtures].

Replacement: Refurbish as necessary, refit when coating is dry.

37 WOOD PREPARATION:

General: Provide smooth, even finish with lightly rounded arrises.  
Degraded or weathered surface wood: Take back surface to provide suitable substrate.  
Degraded substrate wood: Repair with sound material of same species.  
Heads of fasteners: Countersink sufficient to hold stoppers/ fillers.  
Resinous areas and knots: Apply two coats of knotting.  
Defective primer: Take back to bare wood and reprime.

39 STEEL PREPARATION:

Corrosion and loose scale: Take back to bare metal.  
Residual rust: Treat with a proprietary removal solution.  
Bare metal: Apply primer as soon as possible.

55 EXISTING GUTTERS:

Dirt and debris: Remove from inside of gutters.  
Defective joints: Clean and seal with suitable jointing material.  
Suspected hazardous materials: submit method statement.

61 COATING GENERALLY:

Application standard: In accordance with BS 6150, clause 9.  
Conditions: Maintain suitable temperature, humidity and air quality.  
Surfaces: Clean and dry at time of application.  
Thinning and intermixing: Not permitted unless recommended by manufacturer.  
Priming coats: Apply as soon as possible on same day as preparation is completed.  
Finish:  
- Even, smooth and of uniform colour.  
- Free from brush marks, sags, runs and other defects.  
- Cut in neatly.  
Doors, opening windows and other moving parts: Ease before coating and between coats.

65 CONCEALED JOINERY SURFACES:

General: After priming, apply additional coatings to surfaces that will be concealed when component is fixed in place.

66 CONCEALED METAL SURFACES:

General: Apply additional coatings to surfaces that will be concealed when component is fixed in place.

68 STAINING WOOD:

Primer: Apply if recommended by stain manufacturer.  
Application: Apply in flowing coats and brush out excess stain to produce uniform appearance.

70 EXTERNAL DOORS:

Bottom edges: Prime and coat before hanging.

75 BEAD GLAZING TO COATED WOOD:

Before glazing: Apply first two coats to rebates and beads.

80 PUTTY GLAZING:

Setting: Allow putty to set for seven days.

Sealing:

- Within a further 14 days, seal with an oil based primer.
- Fully protect putty with coating system as soon as it is sufficiently hard.
- Extend finishing coats on to glass up to sight line.

PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO SWANAGE  
TOWN HALL

LOCATION: SWANAGE TOWN HALL, SWANAGE BH19 2NZ

SECTION

4 Description of Works

**SWANAGE TOWN COUNCIL  
DESCRIPTION OF WORKS**

£

**Generally**

- 4.1 The work comprises the complete external redecoration of all previously painted surfaces. This typically includes but is not restricted to: windows, doors, rainwater goods and railings to balcony louvered turrets and a bell assembly on the roof. Some timber repairs are also required which are identified later in this specification.
- 4.2 The works are to be carried out in accordance with the this specification and British Standard 6150:2006+A1:2014 Painting of Buildings – Code of practice
- 4.3 It should be noted that this property is listed and of historic importance and all repairs are to be carried out in a sympathetic manner where by all new sections are 'scarfed, spliced or pieced in' to match existing details as recommended in the Historic England publication: Traditional windows their Care, Repair and Upgrading. This is available as a download on Historic England website.

**Repairs**

- 4.4 Joinery repairs inclusive of sash removal and reinstallation are to be carried in the locations identified in the schedule of repairs which forms part 4 of this specification. Such repairs to be carried out using Premium Quality Unsorted Joinery Quality moulded timber to match existing timber sections is to be treated and primed before fixing.
- 4.5 Allow to carefully removing the sliding sashes where specified and easing to ensure free running movement upon completion of works. Include for replacing pulley wheels, sash chords and where necessary rebalancing weights by adding additional weighting with lead.
- 4.6 Allow to ease and adjust all opening casements and doors to ensure these operate upon completion of works.
- 4.7 Remove grilles to identified windows and refix on completion. Allow for new fixings to match existing.
- 4.8 Allow for taking off guttering and downpipes and clean out. Replace all fixing brackets to both to match existing and refix on completion. Allow for new fixings to match existing.

**Note:** Where fixings are in ferrous materials; this must be brought to the attention of the Contract Administrator who will specify an alternative.

**Redecorations**

- 4.9 Allow for removing all paintwork back to bare timber on 5% of the external surfaces to the windows only. The areas of removal to be agreed with the Contract Administrator.

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		£
4.10	Allow for removing 10% of existing putties and replacing in areas to be agreed with the Contract Administrator.	
4.11	Thoroughly prepare all previously decorated surfaces by washing down with sugar soap and once thoroughly dry rub down with coarse and medium grade glass paper in preparation for new paintwork.	
4.12	Knot prime and stop all new and bare timber and apply 1 coat of undercoat.	
4.13	Apply 1 coat of undercoat to all new and previously decorated timber and metal surfaces.	
4.14	Apply 1 coat of gloss paint to all new and previously decorated timber and metal surfaces.	
4.15	Specific works to Doors in locations A&B: Refer to schedule below.  <b>Note:</b> All paints to be solvent borne (oil/alkyd based) from the Dulux Trade Weathershield Products range or equal and approved in colours to match existing.	
4.16	Allow the Contingency Sum of £5,000.00 which shall be spent in whole, or in part, or deducted in its entirety from the Contract Sum, as directed by the Contract Administrator.	5,000.00

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PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO SWANAGE TOWN HALL

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SECTION

5 Schedule of Repairs

## Windows & Doors: Schedule of Repairs

The locations of the windows and doors identified in the location column to this schedule are to be cross-referenced to drawings no. STC 1,2,3, and 4.

**NOTE:** Alarmed windows in Police Annexe – Contractor to arrange isolation of alarms through Operations Manager.

Location	Description	Finish	Repairs	£
A (Alarmed)	Single timber door M&T Georgian	Stained	Rub down and remove existing finish back to bare timber and apply three coats of Sikens hardwood finish. Allow for taking off and refixing ironmongery in-between each coat.	
B	Double solid panelled hardwood door with glazed 1/2 round fixed light above	Oil	Ditto as above, allowing for three applications of tunge oil.	
C	Panelled door double top light	White Gloss	No repairs	
D (Alarmed)	Solid Panelled door	White Gloss	No repairs	
1 (Alarmed)	Timber casement	White Gloss	No repairs	
2 (Alarmed)	Timber sash	White Gloss	Remove bottom sash, replace cords and pulley wheels, ease, adjust and re-instate to ensure fully operating sash upon completion of decorations. Allow for redecorating disturbed staff beads by filling all nail holes and applying two coats of undercoat and one gloss coat to match adjacent painted surfaces in accordance with the specification for external redecorations.	
3 (Alarmed)	double height sash curved bay window	White Gloss	Remove both sashes, replace cords and pulley wheels, ease, adjust and re-instate to ensure fully operating sash upon completion of decorations. Allow for redecorating disturbed staff beads by filling all nail holes and applying two coats of undercoat and one gloss coat to match adjacent painted surfaces in accordance with the specification for external redecorations. Carefully cut back full length of the rotten cover strip in front of bottom rail to bottom sash and let in a replacement to match existing.	

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4 (Alarmed)	Timber casement	White Gloss	Ease opening casements to ensure operation upon completion of redecoration.	
5 (Alarmed)	Timber casement	White Gloss	Ease opening casements to ensure operation upon completion of redecoration.	
6 (Alarmed)	Timber casement	White Gloss	No repairs	
7	Timber sash	White Gloss	Remove bottom sash, replace cords and pulley wheels, ease, adjust and re-instate to ensure fully operating sash upon completion of decorations. Allow for redecorating disturbed staff beads by filling all nail holes and applying two coats of undercoat and one gloss coat to match adjacent painted surfaces in accordance with the specification for external redecorations. Cut along full length of rotten sill back to a depth of 80mm and replace with moulded softwood ( Ex. 60x80mm) to match existing.	
8	Timber sash	White Gloss	Remove bottom sash, replace cords and pulley wheels, ease, adjust and re-instate to ensure fully operating sash upon completion of decorations. Allow for complete internal redecorations of this particular window (nominal size 1800 x 2000mm). Cut along full length of rotten sill back to a depth of 80mm and replace with moulded softwood ( Ex. 60x80mm) to match existing. Allow for internal redecorations to complete sash.	
9	Timber sash	White Gloss	No repairs	
10	Timber sash with 1/2 glazed fixed light above	White Gloss	No repairs	
11	Timber sash	White Gloss	Remove pivot-hung sash, adjust friction pivots and ease, adjust and re-instate sash to ensure fully operating unit upon completion of decorations. Allow for internal redecorations to complete sash.	

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				£
12	Round fixed light	White Gloss	No repairs	
13	Round fixed light	White Gloss	No repairs	
14	Round fixed light	White Gloss	No repairs	
15	Boarded window opening with Boiler flues	White Gloss	No repairs	
16	Timber casement	White Gloss	Ease opening casement and ease, adjust and oil window winding gear, and replace cord to ensure fully operational unit.	
17	Timber sash	White Gloss	No repairs	
18	Timber sash	White Gloss	Remove pivot-hung sash, adjust friction pivots and ease, adjust and re-instate sash to ensure fully operating unit upon completion of decorations. Allow for internal redecorations to complete sash.	
19	Timber sash	White Gloss	Remove pivot-hung sash, adjust friction pivots and ease, adjust and re-instate sash to ensure fully operating unit upon completion of decorations. Allow for internal redecorations to complete sash.	
20	Timber casement	White Gloss	Ease opening casement and ease, adjust and oil window winding gear, and replace cord to ensure fully operational unit.	
21	Timber casement	White Gloss	Ease opening casement and ease, adjust and oil window winding gear, and replace cord to ensure fully operational unit.	
22	Timber casement	White Gloss	Ease opening casement to ensure operation upon completion of redecoration.	
23	Timber sash	White Gloss	Let in approximately 400mm length of parting bead.	
24	Timber sash	White Gloss	No repairs	
25	Timber sash	White Gloss	No repairs	

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				£
26	Timber sash	White Gloss	Remove pivot-hung sash, adjust friction pivots and ease, adjust and re-instate sash to ensure fully operating unit upon completion of decorations. Allow for internal redecorations to complete sash.	
27	Timber sash	White Gloss	Remove pivot-hung sash, adjust friction pivots and ease, adjust and re-instate sash to ensure fully operating unit upon completion of decorations. Allow for internal redecorations to complete sash.	
28	Timber sash	White Gloss	Remove bottom sash, replace cords and pulley wheels, ease, adjust and re-instate to ensure fully operating sash upon completion of decorations. Allow for redecorating disturbed staff beads by filling all nail holes and applying two coats of undercoat and one gloss coat to match adjacent painted surfaces in accordance with the specification for external redecorations.	
29 (Alarmed)	Timber casement with security grill in front	White Gloss	Allow for removal and refixing of grilles, and decorating of grille and window as specified.	
30 (Alarmed)	Timber casement with security grill in front	White Gloss	Allow for removal and refixing of grilles, and decorating of grille and window as specified.	
31 (Alarmed)	Timber casement with security grill in front	White Gloss	Allow for removal and refixing of grilles, and decorating of grille and window as specified.	
32 (Alarmed)	Timber casement with security grill in front		Allow for removal and refixing of grilles, and decorating of grille and window as specified.	
33 (Alarmed)	Timber Sash		Remove both sashes, replace cords and pulley wheels to top sash only. Ease, adjust and re-instate to ensure fully operating sash upon completion of decorations. Allow for redecorating disturbed staff beads by filling all nail holes and applying two coats of undercoat and one gloss coat to match adjacent painted surfaces in accordance with the specification for external redecorations.	

Forward to Collection

				£
34 (Alarmed)	Timber sash	White Gloss	Remove both sashes, replace cords and pulley wheels to top sash only. Ease, adjust and re-instate to ensure fully operating sash upon completion of decorations. Allow for redecorating disturbed staff beads by filling all nail holes and applying two coats of undercoat and one gloss coat to match adjacent painted surfaces in accordance with the specification for external redecorations.	
35 (Alarmed)	Timber casement	White Gloss	No repairs	
36 (Alarmed)	Timber sash	White Gloss	Cut along full length of rotten sill back to a depth of 100mm and replace with moulded softwood ( Ex. 100x80mm) to match existing.	
37 (Alarmed)	Timber sash	White Gloss	Remove both sashes, replace cords and pulley wheels to top sash only. Ease, adjust and re-instate to ensure fully operating sash upon completion of decorations. Allow for redecorating disturbed staff beads by filling all nail holes and applying two coats of undercoat and one gloss coat to match adjacent painted surfaces in accordance with the specification for external redecorations.	
38 (Alarmed)	Timber casement	White Gloss	No repairs	
39 (Alarmed)	Timber casement	White Gloss	Ease opening casements to ensure operation upon completion of redecoration.	
40 (Alarmed)	Timber casement	White Gloss	No repairs	
41 (Alarmed)	Timber casement	White Gloss	Cut along full length of rotten sill back to a depth of 50mm and replace with moulded softwood ( Ex. 50x50mm) to match existing.	
42 (Alarmed)	Timber casement	White Gloss	Ease opening casements to ensure operation upon completion of redecoration.	
43 (Alarmed)	Timber casement	White Gloss	Ease opening casements to ensure operation upon completion of redecoration.	

Forward to Collection

PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO SWANAGE  
TOWN HALL

LOCATION: SWANAGE TOWN HALL, SWANAGE BH19 2NZ

SECTION

6 Dayworks

**SWANAGE TOWN COUNCIL**

**DAYWORKS**

Include here your 'all in' labour rates and percentage additions for incidental cost overheads and profit on materials and plant.

Labour

	<u>Hours</u>	x	<u>Rate/Hour</u>	=	<u>Total</u>
Craftsman:	40	x	£_____	=	£_____
General Operation:	20	x	£_____	=	£_____
Materials:	£1000	+	_____%	=	£_____
Plant:	£500	+	_____%	=	£_____

Forward to Collection \_\_\_\_\_

PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO SWANAGE  
TOWN HALL

LOCATION: SWANAGE TOWN HALL, SWANAGE BH19 2NZ

SECTION

7 Collection

Collection Page

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**Total to Form of Tender** \_\_\_\_\_

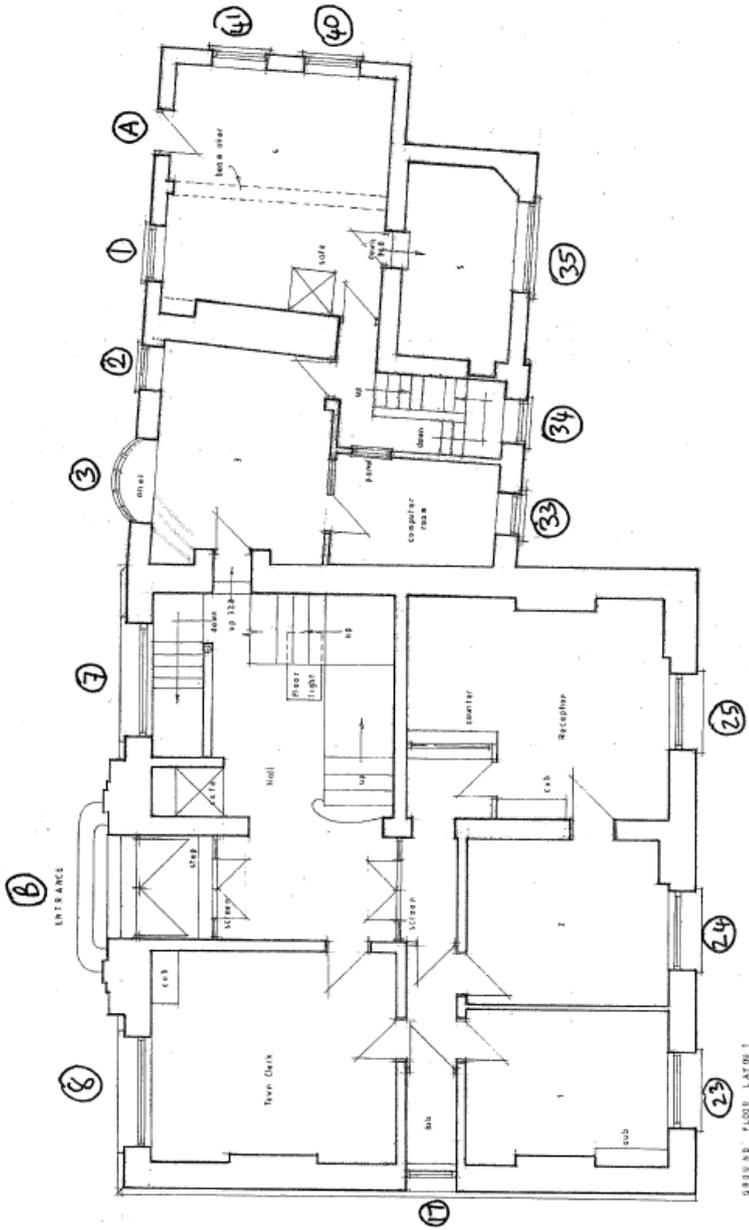
PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO SWANAGE  
TOWN HALL

LOCATION: SWANAGE TOWN HALL, SWANAGE BH19 2NZ

SECTION

8 Drawings

# STC 1



GROUND FLOOR LAYOUT

SWANSEA TOWN HALL  
GROUND FLOOR

PLANS AS EXISTING

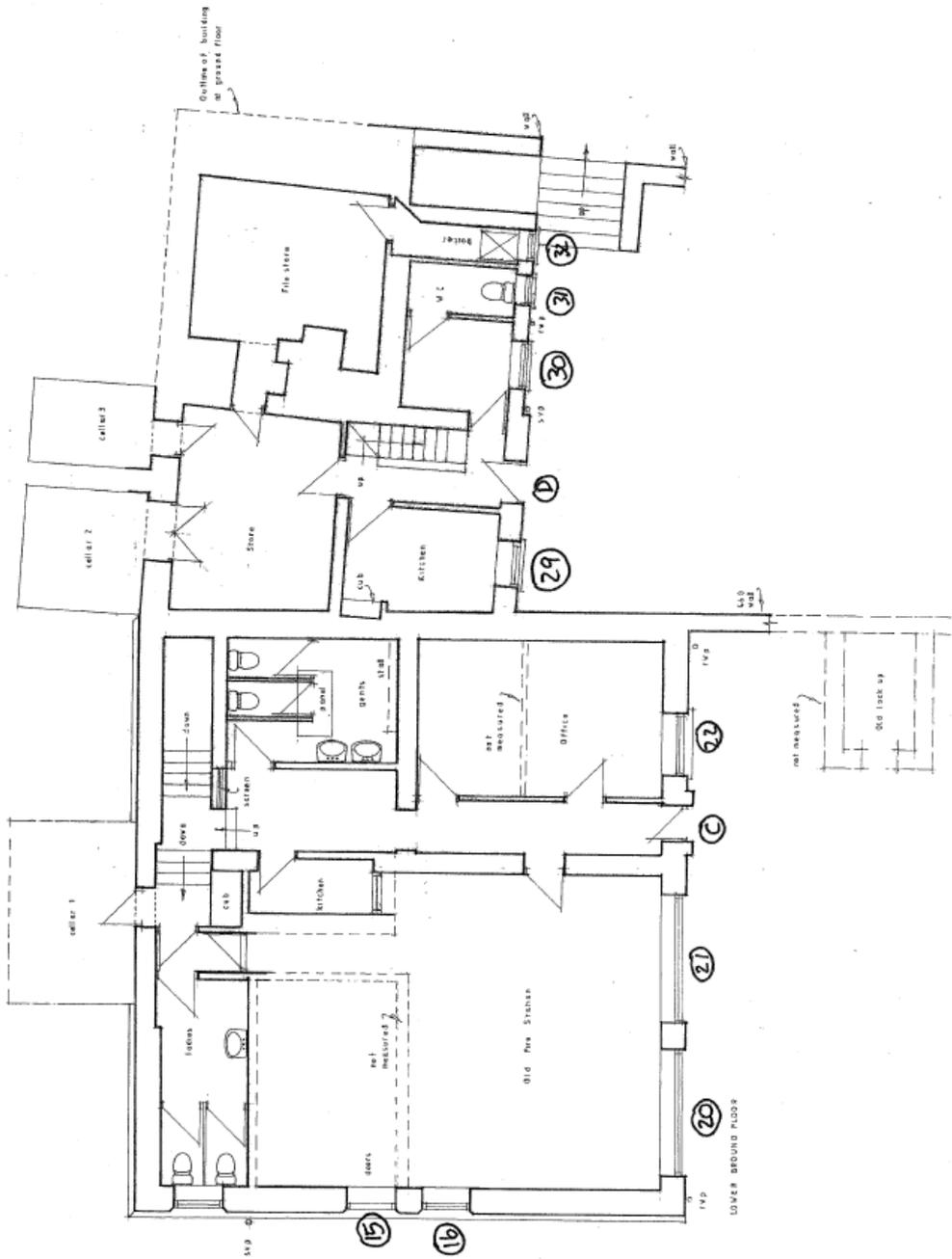
SCALE 1:50

PLAN NO. 070719 DATE JULY 2002

TROBES CHARTERED SURVEYORS,  
12 PARKSTONE ROAD POOLE BH15 1PS



# STC 3



MAXWELL PARK HALL  
LOWER GROUND FLOOR

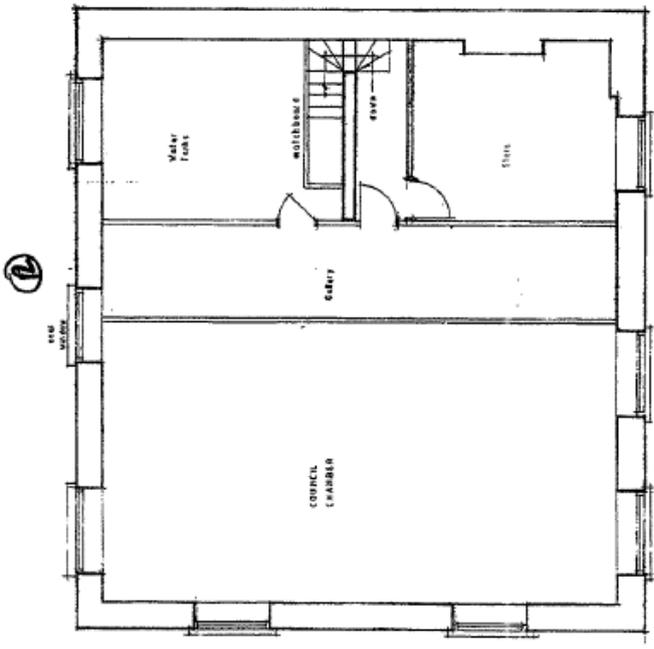
PLANS AS EXISTING

SCALE 1:50

PLAN NO. 870121 DATE JULY 1987

THORNES CHARTERED SURVEYORS  
22 PARKESTONE ROAD, WOLCOTE, BIRMINGHAM B15 2PE

# STC 4



SECOND FLOOR PLAN

WARANGAL TOWN JALSA

PLAN OF UPPER PARTS

LAYOUT AS EXISTING

SCALE 1/8"

PLAN NO. 20021 DATE JULY 1987

MURUGA CHAITANYA ENGINEERS

HYDRAULIC ROAD, PUNE 411 006

PROJECT: EXTERNAL RE-DECORATION AND REPAIRS TO SWANAGE  
TOWN HALL

LOCATION: SWANAGE TOWN HALL, SWANAGE BH19 2NZ

SECTION

9 Pre- Construction Information



CONSTRUCTION (DESIGN  
AND MANAGEMENT)  
REGULATIONS 2015:  
THE PRE-CONSTRUCTION  
INFORMATION

## External Redecoration at Swanage Town Council Office Building

### ABSTRACT

The Health and Safety information provided by Dorset  
County Council for External Redecoration at  
Swanage Town Council Office Building

	Page
1. Project Synopsis Information	2
2. Description of Project (detailed)	4
3. Project Contacts	5
4. Client's Considerations and Management Requirements	6
5. Site Risks – Existing including Health and Safety Considerations	7
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Appendix iii: Site Photographs (existing)	11
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## 1) Project Synopsis Information

Project Title and Description:	
Proposed external decoration of Swanage Town Council Office Building.	
Key Dates:	Start date 09/01/2017 ± two weeks for completion no later than 10 weeks from the actual start date.

Key Contacts:	
Client	Swanage Town Council, Town Hall, Swanage, Dorset BH19 2NZ Tel: 01929 423636 and 07967 199690
Designer	Dorset Property, Dorset County Council, County Hall, DORCHESTER, Dorset DT1 1XJ Contact: Roland Julian E-mail: <a href="mailto:r.julian@dorsetcc.gov.uk">r.julian@dorsetcc.gov.uk</a> Tel: 01305 225277
Constructor	Unknown at present
CDM Documentation	R. Avant Dorset Property, Dorset County Council, County Hall, DORCHESTER, Dorset DT1 1XJ E-mail: <a href="mailto:b.avant@dorsetcc.gov.uk">b.avant@dorsetcc.gov.uk</a> Tel: 01305 225267
Significant issues to be considered/ Health and Safety Statement	
<p>The site is a working office building and access to the works will be from scaffolding. The site is on a one way system and the scaffolding will need to be erected over the footway to avoid obstructing the highway. A license will be required to close Town Hall Lane for the time the access scaffold is needed to the elevation of the building concerned here. This license will be in addition to any permit for the scaffolding on the public footway. Every care should be taken to avoid items dropping from the scaffold while it is in use. In addition owing to the nature of the building and its age it is possible that loose components may be present as masonry or decomposing/loose timber. Goods being transported to site should use the site car park as a delivery drop off area only. Parking for contractor's vehicles will be limited especially if a mess cabin is provided as only one parking space will be available on site. This situation will be discussed at the pre contract meeting. Allow for parking off site. Vehicle movements of construction delivery and other types should be confined to the following hours 8:00 – 9:00 to ensure site safety. Protect pedestrians from falling objects and accessing the scaffolding</p> <p>In addition it should be noted that there are overhead electrical power cables across the road to the High Street side of the building Town Hall Lane. These are street lighting equipment. The site is on the High Street in the town centre where commercial and domestic properties are present.</p> <p>When working within the building to remove sashes for renovation every care shall be taken to avoid damage to the glass or dropping the sash out of the building.</p> <p>Lone working will not be permitted.</p>	
Health and Safety File Required? :	YES 1 hard copy and an electronic copy on disc

The Pre-construction information should be read with the preliminaries, specification and drawings.

## 2) Description of Project (detailed)

a) Project description and programme details:

Project Title:	Proposed external decoration of Swanage Town Council Office Building
Address:	Swanage Town Council, Town Hall, Swanage, Dorset BH19 2NZ
Nature of the works	
<p>The works will comprise the complete external decoration of Swanage Town Hall and Police station incorporating all painted surfaces. These are primarily external. However, The Town Clerk's Office with Window 8 installed will be completely redecorated as part of the works as will the Council Chamber with windows 11,18,19, 26 &amp; 27. Additionally some other internal surfaces will be decorated as specified. The employer intends to commission a separate specialist contractor to carry out service and repairs to the town clock.</p>	
Occupied site:	YES: The site is a local authority office with attendance by staff and visitors including the general public. The main entrance is to be kept clear at all times for weddings.

b) Programme

Programme:	Start:09/01/2017 approximately	Number of weeks 10 maximum
Construction commencement lead in time	4 weeks	
Other programme issues/ requirements	Working times will be 8:00-17:00 Monday to Friday unless otherwise agreed.	

### 3) Project Contacts

#### a) Contact Details

Contacts (name, address and contact details):	
Client	Swanage Town Council
Site contacts	Mr G. Brookes Town Hall, High Street SWANAGE Dorset BH19 2NZ Tel: 01929 423636
Designer	Dorset Property, Dorset County Council, County Hall, DORCHESTER, Dorset DT1 1XJ Contact: Roland Julian E-mail: <a href="mailto:r.julian@dorsetcc.gov.uk">r.julian@dorsetcc.gov.uk</a> Tel: 01305 225277

#### 4) Client's Considerations and Management Requirements

Client Health and Safety Statement:	The client has requested that the entrance doors to the front and back elevations of the Town Hall and police station must be kept unobstructed at all times to allow access for Weddings, Tourist Information and general office access.
Communications:	All communications related to the works are to be addressed to Roland Julian. E-mail <a href="mailto:r.julian@dorsetcc.gov.uk">r.julian@dorsetcc.gov.uk</a> Tel: 01305 225277
Welfare provision (what's available including service hook-ups)	Designated toilet facilities will be available within the Town Hall. These are to be maintained in a clean condition for the duration of the contract by the contractor. The condition of the facilities is to be left as found at the end of the contract.
Site security (items to be taken into account)	Access to the works is to be such that the general public cannot gain access to the scaffolding whether or not it is in use. The building will be unlocked and secured by Mr G. Brookes.
Hoarding	Hoardings will be placed at either end of the scaffolding structure across Town Hall Lane
Vehicle movement (Deliveries)	As previously stated deliveries will be confined to the hour between 8:00 and 9:00 Monday to Friday.
Emergency Procedures	<p>The Principal Contractor is to provide detail of Emergency Procedures for fire and other emergencies in the Construction Phase H&amp;S Plan. These are to tie in with the existing arrangements used by Purbeck District Council and written confirmation of such arrangements is to be included in the Construction Phase Health and Safety Plan. In the event of an emergency on site local first aid facilities will be necessary.</p> <p>The nearest Accident and Emergency unit is at:</p> <p>Poole Hospital Longfleet Road, Poole, Dorset, BH15 2JB Telephone: 01202 665511</p>
Permits to work	Hot work permits will be required where burning off existing paintwork and all hot work will be completed to allow at least one hour for materials to cool before checking at the end of the working day.
Fire precautions	The contractor is to adopt the emergency regime of the staff using the building at Swanage Town Hall. Any additional precautions the contractor deems necessary are to be noted and the information supplied to Roland Julian and Mr G. Brookes.
Areas of no access	All areas locked off within the building and all rooms which do not form part of the works or work access routes.
Smoking policy	No smoking will be permitted at the site. In addition swearing will not be tolerated. Audio equipment is not to be used on site.
Parking etc	Parking for all contractors vehicles will be off site. A single parking space is available on site for the contractors use but it is expected that this will be used for storage and welfare facilities.

## 5) Site Risks – Existing Including Health and Safety Considerations

Risk Area	Description/ Action considerations
Site Layout - Current	The adjacent land next to the Police Station is residential. Other than the access drive at the side of the Police Station the building is bounded by areas of public access.
Structural considerations	Due to the exposure of the site it may be possible that parts of the structure have been weakened by erosion.
Asbestos Statement (management thereof)	Please obtain an asbestos register and R&D report from Mr G. Brookes at the Town Hall.
Hazardous materials on site	Please discuss existing storage of hazardous material with Mr G. Brookes as the author is not aware of any such material being present.
Client activities which pose a risk to construction activities	The building is used by the Town Hall Staff at all times during the contract period and for the vast majority of the time will also be accessed by the Police and the general public.

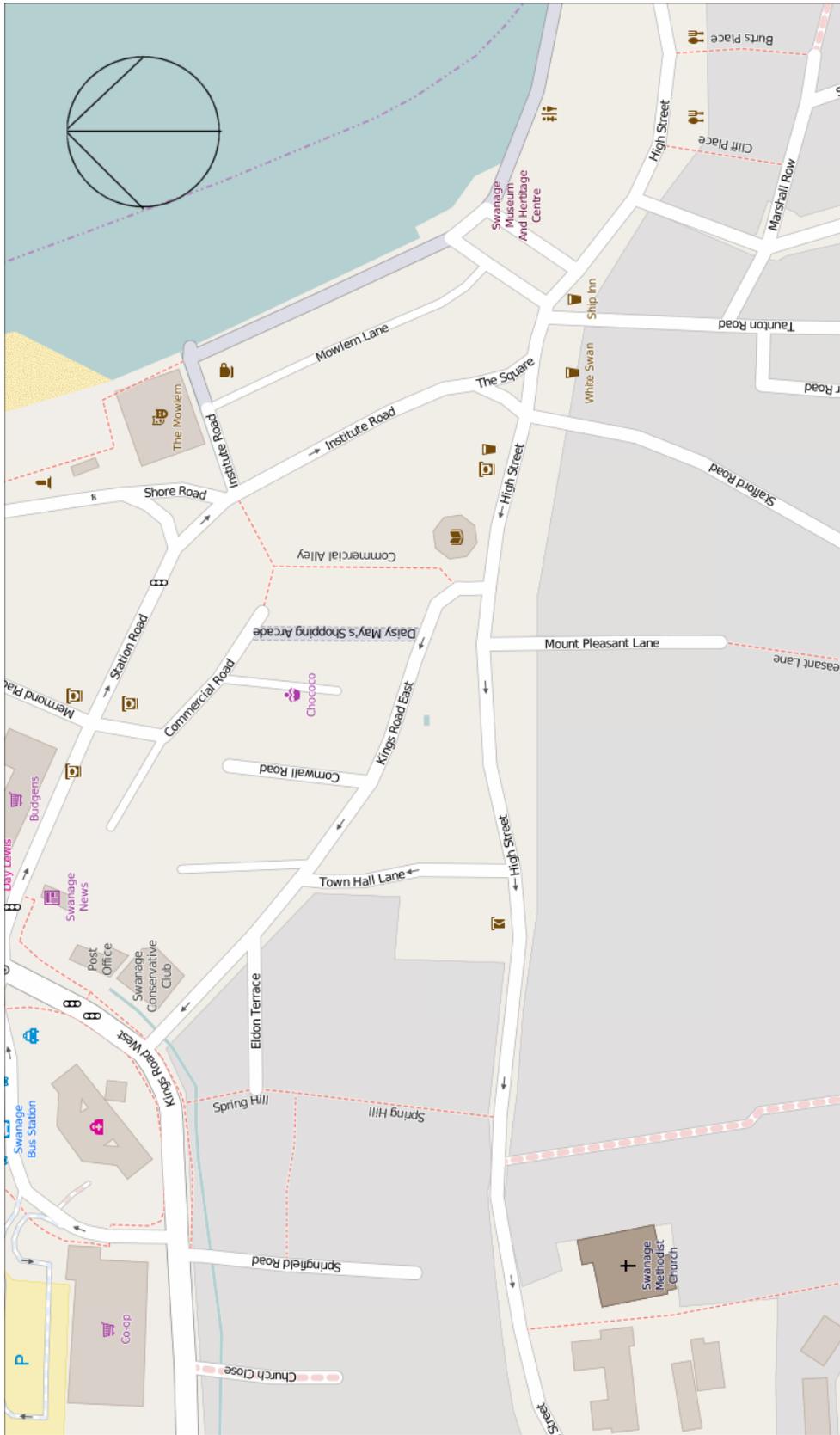
## 6) Significant Design and Construction Hazards

	Description
<p>Significant design assumptions: Co-ordination of ongoing design work and handling alterations</p>	<p>The Principal Designer shall be informed and any alteration to the tender design will be notified to all design team members. Procedures are required to apply the principles of risk assessment to any additional design work, temporary design work or changes to the existing design. Design teams will be required to co-operate with each other while liaising with the Principal Designer. Particular care should be taken when instruction/variations to the contract occur, and any change in the method, order or speed of construction of the works, which may result in unforeseen risks. In the event of an unforeseen incident during the works, which results in substantial design change or affects resources adopt the following procedure:</p> <ul style="list-style-type: none"> <li>i) Where the incident is life threatening, or poses a serious health and safety risk, the Principal Contractor is to take immediate measures to make the situation safe.</li> <li>ii) The incident should then be advised to the Principal Designer and Client.</li> <li>iii) Arrange a meeting with all involved parties to discuss the event and agree further action.</li> <li>iv) Information on significant risks identified during design: <i>Maintain the stability and structural integrity of the works during the contract. Obtain details, support as necessary and prevent overloading of the structure throughout the construction process.</i></li> </ul> <p>The current provisions of the Health and Safety at Work Act 1974 shall be adhered to at all times:</p>
<p>Co-ordination of hazard information identified relating to works.</p>	<p>Should any additional hazards be identified during the course of further design works they will be identified in details supplied.</p>
<p>Materials requiring particular precautions</p>	<p>It is not considered that any materials used in the construction of this project require precautions that will not be identified on product data sheets.</p>

## **Appendix i: Asbestos Register**

Please obtain from Mr G. Brookes at Swanage Town Hall.

## Appendix ii: Existing Plans (as built)



Appendix iii: Site Photographs (existing)



## Appendix iv: Health and Safety File Proforma

The file will be a record of the Health & safety issues relating to the structure and its equipment which might affect the health or safety of anyone carrying out construction, maintenance or demolition or of anyone who may be affected by such work. It is to be project specific and contain only relevant information.

1 no. hard copy will be required in an A4 in loose leaf white 4 ring binder with hard covers each indexed, divided and appropriately cover titled. An additional electronic copy in the form of a CD/DVD rom will also be supplied.

It should include the following sections

- (1) Introduction - into need for file and reasoning behind it.
- (2) Description of work and contributing parties - a brief description of the work carried out; to include dates and contributing parties, including a list of all sub-contractors. Within this section should be detailed, and cross referenced, other files such as the Building User Manual and the Mechanical and Electrical File (if this is separate).
- (3) Residual hazards - A statement should be made by all of the designers describing any remaining hazards within the design such as remaining asbestos, contaminated land, buried services, maintenance or cleaning difficulties, etc.
- (4) Key structural principles - To include, for example, bracing, sources of substantial stored energy, safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- (5) Hazardous materials - For example lead paint, pesticides, special coating which should not be burnt off, etc.
- (6) Removal or dismantling of installed plant and equipment - For example any special arrangements for lifting, order or other special instructions for dismantling, etc.
- (7) Cleaning and maintenance equipment - Information about equipment provided for cleaning and maintaining the structure.
- (8) Significant services - To include the nature, location and markings of significant services, for example underground cables, gas supply equipment, firefighting services, etc.
- (9) As-built drawings - Drawings to include, location of fire doors, toughened glass, fire compartmentalisation, fire muster points, lighting and power, gas and water pipes, etc.

## **Appendix A: Quality Submission**

	<b>QUESTIONS - QUALITY PROPOSALS</b>	<b>MAX SCORE</b>	
<b>1</b>	Describe the size, value and type of work your company carries out.	<b>8</b>	
<b>2</b>	In section 6 of the tender questionnaire submit three relevant examples demonstrating: a) Your previous experiences of working on listed buildings and/or within a conservation area; and b) Previous experience of working for local authority organisations.	<b>8</b>	
<b>3</b>	How would you procure or employ your decorators and joiners on this project?	<b>8</b>	
<b>4</b>	Describe the projects where you have worked off scaffold over a pavement in a town and what you did to obtain notices such as Traffic Regulation Orders and Street Scaffolding Licences on previous jobs.	<b>8</b>	
<b>5</b>	Submit your skills/qualifications matrix for all operatives and supervisors.	<b>8</b>	
<b>6</b>	Explain how you would manage this contract from acceptance of tender, to delivery of works and supervision on site along with contract administration through to final account and completion.	<b>8</b>	
<b>7</b>	Describe your ongoing approach to Health & Safety awareness and training for all your staff.	<b>8</b>	
	<b>TOTAL</b>	<b>56</b>	