

## WADEBRIDGE SCHOOL

### JUNIOR KITCHEN AND DINING ROOM REFURBISHMENT.

## SPECIFICATION

Prepared by:

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PL27 6BU

Revision	Revision Date	Originator	Initial
0		PHILIP LUKE	PL
Checked	Initial	Authorised for Issue	Initial
		JUNE 2018	
Purpose of Issue	Nature of Change		
Tender			

# **JCT MWD 2016 Minor Works Preliminaries**

## **Minor Works Building Contract with Contractors Design 2016.**

### **A10 PROJECT PARTICULARS**

#### **PRELIMINARIES AND GENERAL CONDITIONS**

- 105            **FORM OF CONTRACT**  
• JCT MWD 2016 – Minor Works Building Contract with Contractors Design 2016
- 110A          **THE PROJECT**  
• Project Name: JUNIOR KITCHEN AND DINING ROOM REFURBISHMENT.  
• Description of the Works:  
The complete internal refurbishment of the Junior kitchen and Dining Room, comprising replacement extraction canopy, suspended ceilings, LED lighting, fire compartmentation and fire shutter, part replacement of catering equipment, rewire, floor coverings, installation of 'whiterock' lining of all kitchen and store area walls, replacement of fan convactor heaters, alterations and replacement of hot and cold pipework and decoration within the area as indicated in red on plan PCGC 4153/18/301.  
  
• Site Location:  
WADEBRIDGE SCHOOL  
• Length of contract - NINE weeks.
- 120            **EMPLOYER (CLIENT)**  
• Name: The word Employer shall mean WADEBRIDGE SCHOOL  
• Address:  
GONVENA HILL, WADEBRIDGE, CORNWALL PL27 6BU  
• Telephone: 01208 812881
- 130A          **PRINCIPAL CONTRACTOR**  
• The word Principal Contractor shall mean the Contractor or Contractors, his or their heirs, executors and administrators, whose tender shall have been accepted by the Employer

- 140A CONTRACT ADMINISTRATOR (HEREIN REFERRED TO AS 'CA')
- Name: The word Contract Administrator shall mean  
Name: The word Contract Administrator shall mean  
PHILIP LUKE, MRICS, MCIOB, Dip. Surv.  
Business Manager (Premises), Wadebridge School, Gonvena Hill,  
Wadebridge, Cornwall.PL27 6BU  
acting for and on behalf of the Employer, or such other as may be  
appointed.
- 150A PRINCIPAL DESIGNER
- Name: The word principal designer shall mean  
PHILIP LUKE, MRICS, MCIOB, Dip. Surv.  
To the construction phase of the work CDM Regulations 2015 will apply.

## **A11 TENDER AND CONTRACT DOCUMENTS**

- 110A TENDER DRAWINGS
- The tender drawings (including those of any listed sub-contracts) are:  
as listed :
- |                   |   |
|-------------------|---|
| PCGC 4153/18/301  | Site and Block Plans  |
| PCGC 4153/18/302  | Floor, Catering Equipment & Service Plan as Existing          |
| PCGC 4153/18/303A | Floor Plan as Proposed, Catering Equipment & Service Layouts. |
| PCGC 4153/18/304  | Floor Plan as Proposed, Suspended Ceiling & Lighting Layouts. |
- 120 CONTRACT DRAWINGS
- The Contract Drawings: The same as the tender drawings.
- 160 PRECONSTRUCTION INFORMATION
- Preconstruction information is included with the tender documents.
- 180A OTHER DOCUMENTS ISSUED WITH THE TENDER DOCUMENTS
- The documents include:
  - Specification of Building Works including
  - Pre-Construction Information Document
  - Asbestos Refurbishment Survey Reports for the Junior kitchen and Dining Room.

## **A12 THE SITE/ EXISTING BUILDINGS**

- 110A THE SITE
- Description: • Wadebridge School is located on the outskirts of Wadebridge near the top of Gonvena Hill.  
As indicated on the site/block plan: PCGC4153/18/301

- 111 SITE ADDRESS
- Site address (including post code):  
Wadebridge School  
Gonvena Hill  
Wadebridge  
PL27 6BU
- 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE
- Description: The project is located within a 1972 extension to block 1 Main School which was constructed in 1956 with a further extension added in 1977. A detached sixth form comprise two storey blocks 2 constructed in 1998 and block 10 in 2003. A detached block 4 comprising the P.E. Dept., DT Technician and Groundsman as indicated on plans directly adjacent the three storey classroom block, junior and senior playground areas to Block 1, of the original School campus. Wadebridge Primary Academy shares the same front entrance road and is located west of Block 1 and the detached Public Leisure Centre shares the rear entrance road. Residential neighbourhoods border the school site to the East and West. A detached caretakers bungalow constructed in 1956 and detached Integrated Health Centre provided in 2017 are situated adjacent the main front school entrance.
- 130 EXISTING OCCUPIED BUILDINGS ON OR ADJACENT TO THE SITE
- The Contractor's attention is drawn to the fact that the Leisure Centre building and Integrated Health Centre buildings will be occupied by staff and the public during the holiday time of the contract. The main school will be visited by members of the public for evening lettings during the holidays. Adjacent domestic residences will also be occupied. All necessary steps to safeguard occupants and members of the public/visitors from injury is of paramount importance including maintaining safe clear egress from external fire escapes and ensuring the noise is kept within acceptable limits.
- 140A EXISTING MAINS AND SERVICES
- The positions of existing mains and services if shown on any of the drawings is indicative only.
  - Drawings: PCGC 4153/18/303A
  - Other information: Mains gas and water underground are adjacent the Junior Kitchen and sixth form, mains drainage underground to perimeter of kitchen.
- 200A ACCESS TO THE SITE
- The Contractor's access to site will be: VIA THE REAR ENTRANCE  
Limitations and restrictions:  
NO DELIVERIES BETWEEN 8.15 to 9.00 a.m., 11.10 to 11.30 am AND 1.30 pm to 3.20 p.m. DURING TERM TIME  
The Contractor is to allow for making good any damage to the existing site access roads, paths and surrounds disturbed during the works
  - Keep all access routes clear of mud, debris and obstructions at all times

**SHARED ACCESS**

Although the majority of the work is planned to be undertaken during holiday periods, the Contractor's attention is drawn to the fact that the existing access route to be used by the Contractor will be in joint use by others throughout the holiday, as well as term time e.g. public access to the Leisure Centre, minibuses, staff, students could visit both the main block and sixth form blocks during holiday time.

Parents will also access Wiggles Nursery which is situated next to the Junior kitchen during term time.

A contractor undertaking the first phase of fire alarm replacement and compartmentation over the summer holidays to sixth form, part of block 1 which will include the Junior kitchen and Dining Room for which access is to be allowed.

- The Contractor is to take great care when using the shared access road and comply with any use and timing restrictions imposed by the Employer
- Take all necessary protective measures to ensure the safety of building users and visitors including safety barriers and warning signs
- Keep all shared access routes clear of mud, debris and obstructions at all times.

210A

**PARKING**

- Restrictions on parking of the Contractor's and employees' vehicles: general restrictions applying to parking within the site and to adjacent public and private roads and highways are to be ascertained during site visit and will be agreed with the clients CA prior at the pre-contract meeting prior to commencement.
- All Contractor's vehicles and plant (including those of sub-contractors) are to be parked within the site boundaries
- The Contractor is to comply with all parking restrictions within and outside the site, including those imposed by the Police, Local Authority or the Highways Authority

220A

**USE OF THE SITE**

- General: Do not use the site for any purpose other than carrying out the Works
- The Contractor is to limit his use of the site to the immediate area of the Works or to the areas of the site designated on the drawings and tender documents.

220B

**CONTRACTOR'S WORKING SPACE AND STORAGE AREAS**

- Limitations: The Contractor's working space and storage areas are within the area as indicated on drawing: PCGC4153/18/301 and to be agreed with the employer, particularly during term time.
- The Contractor is to allow for making good for any damage to the surface working space and storage areas and surrounds disturbed during the works.
- The contractor is to allow to provide a two metre high fence to the perimeter of any compound, skip or storage area

**HEALTH AND SAFETY HAZARDS**

- General: The nature and condition of the site/building cannot be fully and certainty ascertained before it is opened up. However, the following hazards are or may be present: As detailed on the Pre-Construction Information Document
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works
- The contractor is to ensure that all site operatives have the necessary enhanced DBS disclosure numbers and checks which must remain valid for the duration of the works during term time.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures

**SITE VISIT**

- Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works
- The site may be visited with the permission of: Mr. Philip Luke, Business Manager (Premises).  
Telephone: 01208 812881 (Ext. 230) to whom application must be made.

**A13 DESCRIPTION OF THE WORK**

The complete internal refurbishment of the Junior kitchen and Dining Room, comprising replacement extraction canopy, suspended ceilings to the kitchen area, LED lighting, upgrading fire compartmentation, provision of one hour fire shutter, new servery and catering equipment, utilising some existing catering equipment, rewire, removal of existing and replacement of floor coverings, installation of 'whiterock' lining of all kitchen and store areas walls, replacement of fan convactor heaters to dining room and corridor, alterations and replacement of hot and cold pipework and decoration. The successful contractor will be responsible for the final design, installation, commissioning and issue of all certification for the replacement canopy to be compliant with the requirements of:

BESA DW/172 – 2018 – Standard for Kitchen Ventilation Systems

**A20 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTORS DESIGN (MWD 2016)****JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTORS DESIGN 2016**

The Contract: The Contract: JCT Minor Works Building Contract with Contractors Design 2016

- Requirement: Allow for the obligations, liabilities and services described therein against the headings following:

**THE RECITALS****FIRST – THE WORKS AND THE CONTRACT ADMINISTRATOR**

- Description of the works: See clause A10/110A & A13/120
- Contract Administrator: See clause A10/140A

## **SECOND – CONTRACTOR’S DESIGNED PORTION**

- The Works to include the design and construction of:
- Full contractor’s design, supply, installation and commissioning of a stainless steel extraction canopy and mechanical air intake in full compliance with:  
BESA DW/172 – 2018 – Standard for Kitchen Ventilation Systems.

## **THIRD – CONTRACT DOCUMENTS**

- Contract drawings: As listed in clause A11/110A
- Contract documents: As listed in clause A11/180A

## **THE ARTICLES**

### **3 – ARCHITECT / CONTRACT ADMINISTRATOR**

- Contract Administrator: See clause A10/140A

### **4 AND 5 – PRINCIPAL DESIGNER / PRINCIPAL CONTRACTOR (WHERE ALL CDM REGULATIONS APPLY AND THE WORKS ARE NOT NOTIFIABLE)**

- Principal Designer: See clause A10/150A
- Principal Contractor: See clause A10/130A

### **6 – ADJUDICATION**

- Amendments: None

### **8 – LEGAL PROCEEDINGS**

- Amendments: None

## **CONTRACT PARTICULARS**

### **Fourth Recital and clause 4.2 – CONSTRUCTION INDUSTRY SCHEME (CIS)**

- Employer at the Base Date is a ‘contractor’ for the purposes of the CIS
- Base date: Ten days before the date for return of tenders

### **Fifth Recital – CDM REGULATIONS**

- The project is not notifiable

### **Sixth Recital – FRAMEWORK AGREEMENT**

- Not Applicable

### **Seventh Recital – SUPPLEMENTAL PROVISIONS**

- Collaborative working – Applies
- Health and safety - Applies
- Cost savings and value improvements – Applies
- Sustainable development and environmental considerations – does not apply.
- Performance Indicators and monitoring – does not apply.
- Notification and negotiation of disputes - Applies

### **Article 7 – ARBITRATION**

Amendments – Article 1 and Schedule 7 will apply

### **Clause 2.3 – COMMENCEMENT AND COMPLETION**

- Date of Commencement of the Works: 23<sup>rd</sup> July 2018
- Date of Completion: 24<sup>th</sup> September 2018.

### **Clause 2.9 – LIQUIDATED DAMAGES**

- At the rate of: £1000 per calendar week or pro-rata thereto

### **Clause 2.11 – RECTIFICATION PERIOD**

- Period: 12 months

Clause 4.3 – PERCENTAGE OF THE TOTAL VALUE OF THE WORKS ETC

- Interim payment one month after commencement date and thereafter monthly
- Percentage: 95%

Clause 4.3 – PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 97½ %

Clause 4.8.1 – SUPPLY OF DOCUMENTATION

- Period: Three months from the date of practical completion

Clause 4.3 & 4.8. – FLUCTUATIONS PROVISION

No fluctuations apply

Clause 5.3 – CONTRACTOR'S INSURANCE – INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any occurrence or series of occurrences arising out of one event): Not less than £5,000,000.

CLAUSES 5.4A AND 5.4C – INSURANCE OF THE WORKS ETC – ALTERNATIVE PROVISIONS

CLAUSES 5.4B – INSURANCE OF THE WORKS ETC – ALTERATIONS OR EXTENSIONS TO EXISTING BUILDINGS – INSURANCE BY THE EMPLOYER

- Clause 5.4B (Works and existing structures insurance by Employer in Joint Names) applies
- Note: The above insurance does not cover temporary buildings, plant, tools or equipment owned or hired by the Contractor or any of his sub-contractors, or such risks as frost accidental or malicious damage etc. The Contractor shall allow for any insurance in respect of these and other items he may require that are not covered by this clause.

CLAUSES 5.4C – INSURANCE OF THE WORKS ETC – DOES NOT APPLY

- Clause 5.4C (Existing structures insurance by Employer in own name\_ Clause does not apply

Clauses 5.4A.1 and 5.4B.1.2 – PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 %

Clause 7.2 – ADJUDICATION

- The Adjudicator is: to be nominated by the Nominator. If the Nominator fails to nominate, the nominator shall be one of the other listed nominators selected by the party requiring the reference to adjudication
- Nominator of Adjudicator: President or a Vice President or Chairman or Vice Chairman of the: Royal Institute of Chartered Surveyors

Schedule 1 paragraph 2.1 – ARBITRATION

- Appointer of Arbitrator (and of any replacement): President or a Vice President of the: Royal Institute of Chartered Surveyors

Schedule 1 and Schedule 2 – BASE DATE

Base date: Ten days before the date for return of tenders



## **THE CONDITIONS**

### **SECTION 1: DEFINITIONS AND INTERPRETATION**

#### **1.4 – RECKONING PERIODS OF DAYS**

- Amendments: none

#### **1.8 – APPLICABLE LAW**

- Amendments: none

### **SECTION 2: CARRYING OUT THE WORKS**

### **SECTION 3: CONTROL OF THE WORKS**

### **SECTION 4: PAYMENT**

### **SECTION 5: INJURY, DAMAGE AND INSURANCE**

### **SECTION 6: TERMINATION**

### **SECTION 7: SETTLEMENT OF DISPUTES**

### **EXECUTION**

- The Contract: Will be executed as a Deed

### **CONTRACT GUARANTEE BOND**

- Contract Guarantee Bond: is not required

## **A30 TENDERING/ SUBLETTING/ SUPPLY**

### **MAIN CONTRACT TENDERING**

110

#### **SCOPE**

- General: These conditions are supplementary to those stated in the Invitation to Tender on the form of tender

145

#### **TENDERING PROCEDURE**

- General: In accordance with JCT Practice Note 6 (Series 2) 'Main Contract Tendering'
- Errors: Alternative 1 is to apply

160

#### **EXCLUSIONS**

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender

170

#### **ACCEPTANCE OF TENDER**

- The Employer and Employer's representatives:
  - Offer no guarantee that any tender will be recommended for acceptance or be accepted
  - Will not be responsible for any cost incurred in the preparation of any tender by any contractor or sub contractor.

190

#### **PERIOD OF VALIDITY**

- Period: After submission or lodgement, keep tender open for consideration (unless) previously withdrawn) for not less than 6 weeks from receipt of tenders.
- Date for possession / commencement: See section A20

## **PRICING/ SUBMISSION OF DOCUMENTS**

- 210 PRELIMINARIES IN THE SPECIFICATION
- The Preliminaries / General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7
- 250A PRICED DOCUMENTS
- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
  - Measurements: All measurements are to be taken on site and not from tender documents which are provided as a point of reference when onsite to identify catering equipment, servery and canopy locations and layout, door, ceiling and floor replacements and extent of rewire .
  - All descriptive items to be separately priced to enable the valuation of variations.
  - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender
  - The tenderers will be required to submit their priced specifications for examination with their submitted tenders.
  - Each item as indicated is to be priced in ink to agree with the tender
- 310 TENDER
- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works
- 440A SCHEDULE OF RATES
- Content: Provide priced schedule rates for all significant priced provisional items of work:-  
The sole function of the document is in the valuation of variations and priced provisional sum work
  - Fully priced copy: Submit with tender.
- 520 DESIGN DOCUMENTS
- Scope: Include the following in the Contractor's Proposals:
- Design Drawings:
- For the design, fabrication, supply, installation and commissioning of a replacement stainless steel extraction canopy utilising the existing fans and roof apertures with new ducting and provision of a mechanical as well as the existing permanent external air supplies to be in full compliance with:
- BESA DW/172 – 2018 – Standard for Kitchen Ventilation Systems.
- 530 SUBSTITUTE PRODUCTS
- Details: If products of different manufacture to those specified are proposed, these must be after the tender process by the successful contractor giving reasons for each proposed substitution. Compliance: Substitutions that may be accepted will be subject to the verification requirements of clause A31/200

570A

#### OUTLINE CONSTRUCTION PHASE PLAN

- Content: Submit the following information within one week of request:
  - Method Statements on how risks from hazards identified in the pre-tender information document and other hazards identified by the contractor will be addressed
  - Details of the management structure and responsibilities
  - Arrangements for issuing health and safety directions
  - Procedures for informing other contractors and employees of health and safety hazards
  - Selection procedures for ensuring competency of other contractors, the self-employed and designers
  - Procedures for communications between the project team, other contractors and site operatives
  - Arrangements for cooperation and coordination between contractors
  - Procedures for carrying out risk assessment and for managing and controlling the risk
  - Emergency procedures including those for fire prevention and escape
  - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded
  - Arrangements for welfare facilities
  - Procedures for ensuring that all persons on site have received relevant health and safety information and training
  - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements
  - Maintaining the EMS wireless fire alarm during the contract period, interconnecting same with new hardwired system after successful completion of the three week soak period.
  - Review procedures to obtain feedback

599

#### FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information outside the project participants without express written permission.
- Confidentiality: Maintain at all times

#### **SUBLETTING/ SUPPLY**

630A

#### DOMESTIC SUBCONTRACTS

- The Contractor shall not sub-contract the works or any part thereof without the written consent of the Contract Administrator
- General: Comply with the Construction Industry Board 'Code of Practice for the selection of Sub-Contractors'
- The Contractor will be required to submit for approval a list of firms it is proposing to employ as Domestic Sub-Contractors for trade and specialist work
- Names of forms for Main Element works including Mechanical & Electrical Sub-Contractors where applicable are to be submitted for approval no later than the pre-contract meeting. No order to commence works will be issued until such names have been submitted and approved.

**'LISTED' DOMESTIC SUB-CONTRACTORS**

- General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein
  - The selected person: Will become a sub-contractor as provided for in the Contract Condition for sub-letting
  - Additions to lists:
    - The Employer or Employer's representative may, not only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding sub-contract agreement
    - The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.
  - Shortage of names: If at any time prior to execution of a binding sub-contract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may sub-contract in accordance with the Contract, must carry out the work.
- Agreement: Before the start of work to which the list relates enter into a binding sub-contract agreement and confirm that this has been done, giving the name of the selected sub-contractor

**'LISTED' DOMESTIC SUB-CONTRACTORS – SPECIALIST ENGINEERING INSTALLATIONS (Where Applicable).**

- Electrical Installations:-  
Shall be carried out by an approved Contractor selected from the list of firms included in the Electrical Installation section of these documents. If no firms are listed, the Electrical Installation is to be carried out by an NICEIC Approved Contractor or a contractor who is a member of a similar professional body and is able to issue the appropriate safety certification on completion.
- Mechanical Installations:-  
Shall be carried out by an approved Contractor selected from the list of firms included in the Mechanical Installation section of these documents. If no firms are listed, the Mechanical Installation is to be carried out by an Approved Contractor who holds all the necessary current certification for the work involved including all Gas Safe certification and can issue all the necessary safety certification on completion.
- Fire Alarm Installation:-  
The employer is to appoint a contractor under a direct order for this section of the work for which the majority of the first fix will be completed prior to the start of the main contract.  
The main contractor is to allow the fire alarm contractor access for final connections and commissioning once all the finished fittings such as ceilings, fire shutters and wall linings are completed for interfacing with the new fire alarm installation.

## **A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

### **DEFINITIONS AND INTERPRETATIONS**

110

#### **DEFINITIONS**

- Meaning: Terms, derived terms and synonyms used in the preliminaries / general conditions and specification are as stated or in the appropriate British Standard or British Standard glossary

115

#### **THE WORKS**

- Definition: The term 'the works' shall mean the whole of the works envisaged by this contract, including unless expressly stated otherwise, the works of nominated sub-contractors, nominated suppliers, local authorities and public undertakings

120

#### **COMMUNICATION**

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements
- Format: In writing to the person named in clause A10/140A unless specified otherwise.
- Response: Do not proceed until response has been received

130

#### **PRODUCTS**

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works

135

#### **SITE EQUIPMENT**

- Definition: All appliances or things whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the permanent Works
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

150

#### **CONTRACTOR'S DESIGN**

Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

## TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Includes taking out and disposing of associated wiring, ductwork or other services unless specifically included in the description or described elsewhere in the contract or sub-contract
- Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment. Fix (or fixing) shall be deemed to mean fixing in accordance with manufacturer's instructions and recommendations unless otherwise stated.
- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/or replacement unless otherwise included in the description or is included elsewhere in the specification
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/or replacement, unless otherwise included in the description or is included elsewhere in the specification
- Refix: Fix removed products using existing fixings or new as appropriate to provide adequate and secure fixing to substrate
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions. Lubricate metal parts and necessary.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function

## MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination
  - Manufacturer: The firm under whose name the particular product is marketed
  - Product reference: The proprietary brand name and/or reference by which the particular product is identified
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender
- Manufacturers and reference where given are to indicate the quality, finish, appearance and performance requirements for the product and shall be deemed to be 'or equivalent and approved'
- If the contractor wishes to use an alternative and equivalent product the Contract Administrator's prior approval must be obtained
- In all cases the contractor shall be deemed to have included for the cost of providing the specified product in his tender price

200	<p><b>SUBSTITUTION OF PRODUCTS</b></p> <ul style="list-style-type: none"> <li>▪ Products: If an alternative product to that specified is proposed, obtain approval before ordering the product</li> <li>▪ Reasons: Submit reasons for the proposed substitution</li> <li>▪ Documentation: Submit relevant information, including <ul style="list-style-type: none"> <li>- manufacturer and product reference</li> <li>- cost</li> <li>- availability</li> <li>- relevant standards</li> <li>- performance</li> <li>- function</li> <li>- compatibility of accessories</li> <li>- proposed revisions to drawings and specification</li> <li>- compatibility with adjacent work</li> <li>- appearance</li> <li>- copy of warranty / guarantee</li> </ul> </li> <li>▪ Alterations to adjacent work: If needed, advise scope, nature and cost</li> <li>▪ Manufacturers' guarantee: If substitution is accepted, submit before ordering products</li> </ul>
210	<p><b>CROSS REFERENCES</b></p> <ul style="list-style-type: none"> <li>▪ Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to</li> <li>▪ Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply</li> <li>▪ Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply</li> <li>▪ Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions</li> </ul>
220	<p><b>REFERENCED DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>▪ Conflicts: Specification prevails over referenced documents.</li> </ul>
230	<p><b>EQUIVALENT PRODUCTS</b></p> <ul style="list-style-type: none"> <li>▪ Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included</li> </ul>
250	<p><b>CURRENCY OF DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>▪ Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender</li> </ul>
260	<p><b>SIZES</b></p> <ul style="list-style-type: none"> <li>▪ General dimensions: Products are specified by their co-ordinating sizes</li> <li>▪ Timber: Cross section dimensions shown on drawings are: <ul style="list-style-type: none"> <li>- Target sizes as defined in BS EN 336 for structural softwood and hardwood sections</li> <li>- Finished sizes for non-structural softwood or hardwood sawn and further processed sections</li> </ul> </li> </ul> <p><b>DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER</b></p>
410A	<p><b>ADDITIONAL COPIES OF DRAWINGS / DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>▪ The Contractor will be provided with 1 copy of 'Construction Issue' drawings / documents free of charge</li> <li>▪ Additional copies: Issued on request and charged to the Contractor</li> </ul>
440	<p><b>DIMENSIONS</b></p> <ul style="list-style-type: none"> <li>▪ Scaled dimensions: Do not rely on.</li> <li>▪ Contractor to check all dimensions indicated on drawings.</li> </ul>

- 450                    **MEASURED QUANTITIES**
- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed
  - Precedence: The specification and drawings shall override the measured quantities
- 460                    **THE SPECIFICATION**
- Coordination: All sections must be read in conjunction with Main Contract Preliminaries / General Conditions
- DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS**
- 600                    **CONTRACTOR'S DESIGN INFORMATION**
- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
- Production information based on the drawings, specification and other information.
  - Liaison to ensure coordination of the work with related building elements and services.
- Master Programme: Make reasonable allowance for completing design/ production information, submission (including to the Principal Designer), comment, inspection, amendment, resubmission and re-inspection.
- Information required : List of Manufacture and Model Numbers, in the form of a device list including device number, location and unique addressable reference number.
- Format : Two Hard Copies and Electronic Format on CD.**
- Submit: on commissioning of new system.
- 620                    **AS BUILT DRAWINGS AND INFORMATION**
- Contractor designed work: Provide drawings and information:
- In relation to the completed and commissioned Canopy extraction system and its operation and maintenance for kitchen use.
- Submit: On practical completion.
- 630                    **TECHNICAL LITERATURE**
- Information: Keep on site for reference by all supervisory personnel:
- Manufacturer's current literature relating to all products to be used in the Works.
- Relevant British, EN or ISO Standards.
- 640                    **MAINTENANCE INSTRUCTIONS AND GUARANTEES**
- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works
  - Information location: O & M Manual & The Health & Safety File
  - Emergency call out services: Provide telephone numbers for use after completion.
- Extent of cover: during office hours and out of hours seven days a week for the duration of the Defects Rectification Period

## **A32 MANAGEMENT OF THE WORKS**

### **GENERALLY**

- 110                    **SUPERVISION**
- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts
  - Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work



Site Supervisors role – Minimum Requirements  
Contractors will be expected to ensure the following:

A minimum level of three years' experience is to apply, but contractors must ensure their site supervisors are sufficiently competent and experienced to supervise the work being undertaken, given the scope and nature of risks involved, and perform their duties in accordance with relevant legislation.

Contractors will be expected to name site supervisors and provide evidence of appropriate qualifications and competence in tender documentation and/or pre contract meetings prior to work commencing.

Site supervisors must be a person under direct control of the principal contractor, and will be the dedicated single point of responsibility for all site matters.

The role of site supervisor cannot be delegated to a sub-contractor or other person not under direct control of the contractor.

All site supervisors must attend refresher courses as defined by their training provider which must not exceed five yearly intervals. If a refresher course is not available the original course, or similar, should be re-sat at five yearly intervals.

112

#### EMERGENCY AND OUT OF HOURS CONTACTS

- The Contractor is to provide details of his arrangements for dealing with out of hours emergencies that may occur during the contract
- Provide contact names and telephone numbers of personnel that can be contacted in the event of an emergency

118

#### WASTE MANAGEMENT

- Keep the site and Works clean and tidy
- Includes: Rubbish, debris, spoil, containers and surplus material
- Minimize: Waste is to be kept to a minimum at all stages of the contract and arrange recycling wherever possible
- The Contractor shall where practical segregate waste and provide suitable on site storage as appropriate to maximise the potential for reuse and recycling of materials and reduce disposal costs
- Re-use of suitable materials will be subject to prior approval and compliance with relevant material specifications
- Remove: Frequently and dispose off site in a safe and competent manner:-
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations
  - Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in
- Waste transfer documentation: Retain on site and hand to CA.

120

#### INSURANCE

- Documentary evidence: Before starting work on site submit details, and / or policies and receipts for the insurances required by the Conditions of Contract

- 130                    **INSURANCE CLAIMS**
- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140A and the Insurers
  - Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice
- 140                    **CLIMATIC CONDITIONS**
- Information: Record accurately and retain:
    - Daily maximum and minimum air temperature (including overnight)
    - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost
- 150                    **OWNERSHIP**
- Alteration/clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds
- PROGRAMME/ PROGRESS**
- 210                    **PROGRAMME**
- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
    - Planning and mobilisation by the Contractor
    - Sub-contractor's work (if applicable).
    - Work resulting from instructions issued in regard to the expenditure of provisional sums
    - Work by others concurrent with the Contract
  - Submit three copies.
- 245                    **START OF WORK ON SITE**
- Notice: Before the proposed date for start of work on site give minimum notice of one week.
- 250                    **MONITORING**
- Progress: Record on copy of the programme kept on site
  - Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimise any delay and to recover any lost time
- 260                    **SITE MEETING**
- General: Site meetings will be held to review progress and other matters arising from administration of the Contract
  - Frequency: Every two weeks
  - Location: on site within school buildings.
  - Attendees: Attend meetings and inform sub-contractors and suppliers when their presence is required
  - Chairperson (who will also take and distribute minutes): Contract Administrator / Supervising Officer
- 280A                   **PHOTOGRAPHS**
- Provide photographic records of the condition of existing building and external areas to highlight existing defects / condition prior to the Contractor commencing the Works
  - Image format: digital storage format (JPEG)
  - Numbers of images from each location: sufficient to highlight condition
  - Other requirements: as agreed with the Contract Administrator / Supervising Officer

- 290 **NOTICE OF COMPLETION**
- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works
  - Associated works: Ensure necessary access, services and facilities are complete
  - Period of notice (minimum): One week if not in accordance with the agreed contract programme
- 310 **EXTENSIONS OF TIME**
- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently
  - Details: As soon as possible submit:
    - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes
    - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion
- All other relevant information required  
It is essential that the contractor proceeds with the contracted works with due diligence for completion as detailed in the contract particulars.
- CONTROL OF COST**
- 420 **REMOVAL / REPLACEMENT OF EXISTING WORK**
- Extent and location: Agree before commencement
  - Execution: Carry out in ways that minimize the extent of work
- 430 **PROPOSED INSTRUCTIONS**
- Estimates: If a proposed instruction requests and estimate of cost, submit without delay and in any case within seven days
- 450A **DAYWORK VOUCHERS**
- work will not be allowed unless supported by the Contract Administrator's signed official instruction authorising the work to be carried out on a daywork basis
  - Before commencing work: Give reasonable notice to person countersigning daywork vouchers
  - Content: Before delivery each voucher must be:
    - Referenced to the instruction under which the work is authorised
    - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct
  - Submit: By the end of the week in which the work has been executed
  - The rates for daywork will be as stated in the Daywork section of these documents
  - The Cost of Labour and the Cost of Materials and Goods referred to in the Dayworks section shall be calculated in accordance with the Definition of Prime Cost of Daywork carried out under a Building Contract', Third Edition published June 2007 or subsequent revised edition by the Building Cost Information Service of the Royal Institution of Chartered Surveyors option 'B'- All-inclusive Rates associated with employing labour provided for the contract, including incidental costs, all overheads and profit.
  - The Net Cost of Plant referred to in the Daywork section shall be the cost of plant as stated in the 'Schedule of Basic Plant Charges for use in connection with Daywork under a Building Contract' (1 May 2001 or subsequent revised issue as published by the Royal Institution of Chartered Surveyors).

- 460A INTERIM VALUATIONS
- Applications: Include details of amounts due under the Contract together with all necessary supporting information
  - Submission: At least seven days before agreed valuation dates
  - Valuation dates: monthly unless otherwise agreed
- 470 PRODUCTS NOT INCORPORATED INTO THE WORKS
- Ownership: At the time of each valuation, apply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values
  - Evidence: When requested, provide evidence of freedom of reservation of title

### **A33 QUALITY STANDARDS/ CONTROL**

#### **STANDARDS OF PRODUCTS AND EXECUTIONS**

- 110 INCOMPLETE DOCUMENTATION
- General: Where and to the extent that products or work are not fully documented, they are to be:
    - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used
    - Suitable for the purposes stated or reasonably to be inferred from the project documents. Contract documents: Omissions or errors in description and/or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract
- 120 WORKMANSHIP SKILLS
- Operatives: Appropriately skilled and experienced for the type and quality of work
  - Registration: With Construction Skills Certification Scheme
  - Evidence: Operatives must produce evidence of skills / qualifications when requested
- 130A QUALITY OF PRODUCTS
- Generally: New (Proposals for recycled products may be considered)
  - Supply of each product: From the same source or manufacturer
  - Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance
  - Tolerances: Where critical, measure a sufficient quantity to determine compliance
  - Deterioration: Prevent. Order in suitable quantities to a programme and use it appropriate sequence
  - The Employer encourages the use of recycled, recyclable, low embodied energy and environmentally friendly materials. (See individual material specification for specific requirements and restrictions). These shall be used wherever they are available and suitable for the use stated subject to the Contractor Administrator's approval

- 135                    **QUALITY OF EXECUTION**
- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment
  - Colour batching: Do not use different colour batches where they can be seen together
  - Dimensions: Check on- site dimensions
  - Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance
  - Location and fixing of products: Adjust joints open to view so they are even and regular
- 140                    **COMPLIANCE**
- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
  - Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
    - Properties tested.
    - Pass/fail criteria.
    - Test methods and procedures.
    - Test results.
    - Identity of testing agency.
    - Test dates and times.
    - Identities of witnesses.
    - Analysis of results.
- 150                    **INSPECTIONS**
- Products and executions: Inspection of any other action must not be taken as approval unless confirmed in writing referring to:
    - Date of inspection
    - Part of the work inspected
    - Respects or characteristics which are approved
    - Extent and purpose of the approval
 Any associated conditions
- 160                    **RELATED WORK**
- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
    - Appropriately complete
    - In accordance with the project documents
    - To a suitable standard
    - In a suitable condition to receive the new work
  - Preparatory work: Ensure all necessary preparatory work has been carried out.
- 170                    **MANUFACTURER'S RECOMMENDATIONS / INSTRUCTIONS**
- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to Tender
  - Changes to recommendations or instructions: Submit details
  - Ancillary products and accessories: Use those supplied or recommended by main product manufacturer
  - Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates
- 180                    **WATER FOR THE WORKS**
- The Contractor may use the school supply with the prior permission of the Contract Administrator.

**LIGHTING AND POWER FOR THE WORKS**

- The Contractor is to provide all necessary temporary lighting and power for the works
- All temporary supply arrangements will be subject to the prior approval of the Contract Administrator
- Subject to prior agreement only, the contractor may use the existing permanent school electricity supply
- The Employer reserves the right for the temporary supply to be sub-metered with the meter readings taken and recorded prior to commencement of the works and at completion of the works  
Payment for electricity used: To be made direct to the school by the Contractor at agreed unit rates
- Provide and maintain all temporary installations and equipment
- Distribute in accordance with British Standard Code of Practice CP 1017 – Distribution of Electricity on Construction and Building Sites. All temporary supplies will be installed by competent electricians and tested in accordance with the IEE Regulations and statutory requirements and a copy of the completion certificate made available
- Remove all temporary works on completion and reinstate where disturbed.

**SAMPLES/APPROVALS****APPROVAL OF PRODUCTS**

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained
- Complying sample: Retain in good, clean condition on site. Remove when no longer required

**APPROVAL OF EXECUTION**

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliances with requirements is confirmed
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

**MATERIALS AND ARTICLES**

- Materials and articles imported from outside European Community (EC) are not to be used where EC manufactured alternatives of equivalent quality, cost and performance are available. For the purposes of this paragraph, references to the EC or its member states shall be treated as included references to those countries who were partly to EFTA, and who have concluded Trade Agreements with the EC to the extent that the materials or articles fall within Article 2 of the Trade Agreement made with the country concerned.
- Materials or articles not of UK manufacture may be required to be shown that their compliance with the prescribed standards has been demonstrated in tests by a recognised authority and that replacements and spares can be obtained in the country of installation
- Materials or articles specified to comply with the BS shall be clearly and indelibly marked with the reference specified wherever possible. Where this is impracticable, the relevant Advice/Delivery Notes shall include the BS reference with which they are to comply.
- Provide Certificates of Compliance with BS when required by the Contract Administrator
- Where more than one manufacturer is able to supply any particular material or article, obtain the whole quantity required to complete the work from one manufacturer or supplier, or obtain prior approval to multi-sourcing or to any change in source of supply.

## **ACCURACY / SETTING OUR GENERALLY**

340

### **CRITICAL DIMENSIONS**

Critical dimensions: Set out and construct the Works to ensure compliance with specified and manufacturing tolerances of components.

- Check all door openings for replacement fire doors.
- Check all measurements for bespoke fabricated items for the catering equipment, servery, fire shutters and extraction canopy.

## **SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

30A

### **OVERTIME WORKING**

- It is envisaged that the contractor will work out of normal working hours to avoid disruption and maintain progress as detailed in the contractor's master programme to be submitted prior to commencement for which the contractor must allow within his tender.
- No additional payment will be made in respect of overtime worked to maintain progress.
- No additional payment will be made unless the Contract Administrator has specifically ordered overtime work to be carried out and agreed that additional payment will be made.
- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done
  - Minimum period of notice: Two days
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense
- Additional payment, where confirmed, shall be the net difference between flat time and overtime rates. Accurate and detailed weekly returns are to be submitted to the Contract Administrator
- Observe any special working conditions and restrictions relating to working hours specified elsewhere

540

### **DEFECTS IN EXISTING WORK**

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received
- Documented remedial work: Do not execute work which may:
  - Hinder access to defective products or work; or
  - Be rendered abortive by remedial work

560

### **TESTS AND INSPECTIONS**

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time
- Records: Submit a copy of test certificates and retain copies on site

610

### **DEFECTIVE PRODUCTS / EXECUTIONS**

- Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

## **WORK AT OR AFTER COMPLETION**

710

### **WORK BEFORE COMPLETION**

- General: Make good all damage consequent upon the Works. Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers
- Minor faults: Touch up newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions
- Moving parts or new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls

720

### **SECURITY AT COMPLETION**

- General: Leave the Works secure with, where appropriate, all accesses closed and locked
- Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt

730A

### **MAKING GOOD DEFECTS**

- Remedial work: Arrange access with Contract Administrator
- Rectification: Give reasonable notice for access to the various parts of the Works
- Completion: Notify when remedial works have been completed
- In addition to the requirements of clause 2.11 any defects, shrinkages or other faults which appear and are notified within the defects rectification period, shall be deemed to include shrinkage cracks due to the drying out of the works. All such shrinkage cracks shall be made good by the Contractor at no cost to the Employer, notwithstanding that materials and workmanship may be in accordance with this contract



## DEFECTS AFFECTING THE NORMAL USE AND OPERATION OF THE BUILDING

- Notwithstanding the general requirements of the conditions of contract that any defects or other faults shall be made good within a reasonable time after receiving instructions from the Contract Administrator, the Contractor shall comply with the following requirements for maximum response times
- The Contractor shall within 4 hours of receiving instructions from the Contract Administrator, attend site and provide all requisite labour, materials and plant to make good any defect or fault occurring during the defects rectification period that would cause either disruption to or prevent the normal use of the building, or cause damage to the building fabric or finishes
- If the defect or fault cannot be made good immediately, the Contractor is to provide all necessary temporary repairs and or protection to prevent further damage or deterioration to the fabric or finishes, and to protect the building occupier and contents. In any case the Contractor shall at all times keep the Contract Administrator informed of progress, and the measures taken to rectify the defect or fault, or any consequential damage or disruption caused

## A34 SECURITY/ SAFETY/ PROTECTION

### SECURITY, HEALTH AND SAFETY

20

#### SAFETY, HEALTH & WELFARE

- The Contractor shall ensure that all safety, health and welfare measures required under or by virtue of the provisions of any enactment or regulation or the working rules of any industry are strictly complied with
- The Employer utilises the services of Cornwall Council's Health, Safety and Wellbeing Services to ensure the health and safety of its Students, Employees and visitors to the site. A member of this Section may visit the site on behalf of the Employer to monitor compliance with all relevant legislation and should be permitted access at intervals throughout the contract period.

30

#### NATIONAL WORKING RULES FOR THE BUILDING INDUSTRY

- The Contractor is to comply with the Working Rule Agreement as published by the Construction Industry Joint Council

120A

#### EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practise
- Significant hazards: The design of the project includes the following:
  - Hazard: Refer to specification / schedule of works for details of any identified significant hazards

130A

#### PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits
- Common hazards: Not listed. Control by good management and site practise
- Significant hazards: Specified construction materials include the following:
  - Hazard: Refer to specification / schedule of works for details of any identified significant hazards

140A

#### CONSTRUCTION PHASE PLAN

- Submission: Present to the Employment / Client not later than one week before commencement of work on site unless otherwise agreed
- Confirmation: Do not start any enabling or construction work on site until the Employer has confirmed in writing that the Construction Phase Plan includes the procedures and arrangements required by the CDM Regulations 2015.
- Content: Draw up the plan from the Outline Construction Phase Plan, where provided clause A30/570A the Pre-Construction Information Document and Design Risk Assessment.
- Liaise with the Principal Designer, keep all requisite records and comply in all respects with the requirements of the Construction (Design and Management) Regulations 2015.
- Hand over to the Principal Designer prior to Practical Completion, all documents and information reasonably required by him and where listed in the Pre-Construction Information Document. Pursuant to Regulation 12(7) of the Construction (Design and Management) Regulations 2015
- The Contractor's attention is drawn to the fact that, under the terms of the Contract (clauses 2.10, 2.1.2 and 3.9), Practical Completion will not be achieved until the above conditions have been complied with.

150

#### SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property
- Special requirements: whilst the works are to be mainly undertaken during the school summer holidays, all materials are to be suitably stored so that they are not damaged and should not be stockpiled. All rooms that are not being actively worked within should be locked to prevent theft of equipment and fittings.

160

#### STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works during the Contract
- Design loads: Obtain details, support as necessary and prevent overloading

170

#### OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and / or used during the Contract as follows: All School buildings students, staff, and members of the public visiting the school during term time or in connection with lettings out of normal school hours.
- **Autumn Term Time start date is 4<sup>th</sup> September 2018.**
- The 4<sup>th</sup> and 5<sup>th</sup> September are staff training days with no students present at school.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- During holiday periods staff, maintenance staff & contractors will be on site completing compliance works such as electrical testing and project work to replace the existing fire alarm, fire compartmentation and fire upgrading works to 6<sup>th</sup> Form, DT and science classrooms.
- Teaching staff and pupils will be on site to collect exam results on specific days together with members of the public.
- Overtime: No overtime payments involving additional cost to the employer will be paid to the contractor to comply with this clause for works undertaken out of normal working hours.
- The Nursery will be occupied during term time from 7.30 am to 6 pm Monday to Friday during term time.. The contractor must ensure that all services that are common to both the kitchen and Nursery are maintained throughout to allow the Nursery to operate.

180	<p><b>PASSES</b></p> <ul style="list-style-type: none"> <li>▪ Controlled areas: Passes will be required during term time for access to the existing building for carrying out the works. Obtain passes and display at all times in accordance with the premises security arrangements</li> <li>▪ Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required</li> <li>▪ Return of passes: When requested or on completion of the work to which the pass relates</li> </ul>
190	<p><b>OCCUPIER'S RULES AND REGULATIONS</b></p> <ul style="list-style-type: none"> <li>▪ Compliance: Conform to the occupier's rules and regulations affecting the site</li> <li>▪ Copies: <ul style="list-style-type: none"> <li>- Location: refer to reception / admin office</li> <li>- Arrangements for inspection: by prior agreement with the Contract Administrator / premises management before commencing work on site</li> </ul> </li> </ul>
200	<p><b>MOBILE TELEPHONES</b></p> <ul style="list-style-type: none"> <li>▪ Use: Permitted in the following areas: <ul style="list-style-type: none"> <li>- External to the school building within storage and compound areas allocated for use of the contractor (if applicable).</li> </ul> </li> </ul>
210	<p><b>EMPLOYER'S REPRESENTATIVES SITE VISITS</b></p> <ul style="list-style-type: none"> <li>▪ Safety: Submit details in advance, to the Employer or the person identified in clause A10/140A, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site</li> <li>▪ Protective clothing and / or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140A and other visitors to the site</li> </ul>
	<p><b>PROTECT AGAINST THE FOLLOWING</b></p>
330A	<p><b>NOISE CONTROL</b></p> <ul style="list-style-type: none"> <li>▪ Standard: Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimise noise levels during the execution of the Works and take all necessary steps to minimise the impact on building occupants, users and neighbouring properties</li> <li>▪ Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles</li> <li>▪ Restrictions: Do not use <ul style="list-style-type: none"> <li>- Pneumatic drills and other noisy appliances without consent and observe any specific limitations as to times of use</li> <li>- Radios or other audio equipment or permit employees during term time or during term time lettings.</li> </ul> </li> </ul>
340	<p><b>POLLUTION</b></p> <ul style="list-style-type: none"> <li>▪ Prevention: Protect the site, the Works and the general environment including streams and waterways against pollution</li> <li>▪ Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information</li> </ul>
350	<p><b>PESTICIDES</b></p> <ul style="list-style-type: none"> <li>▪ Use: Not permitted.</li> </ul>

360A	<p><b>NUISANCE</b></p> <ul style="list-style-type: none"> <li>▪ Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes</li> <li>▪ Dust: take all reasonable measures to minimise the amount of dust produced during building operations (including demolitions, opening up and fire stopping works), and its subsequent impact on surrounding property, including damping down where necessary</li> </ul>
370	<p><b>ASBESTOS CONTAINING MATERIALS</b></p> <p>Refer to Asbestos Refurbishment Survey Reports.</p> <p>Asbestos containing materials will be removed prior to commencement of the contract by a licenced asbestos removal company through a direct order issued by the school.</p> <ul style="list-style-type: none"> <li>▪ Duty: Report immediately any suspected materials discovered during execution of the Works <ul style="list-style-type: none"> <li>- Do not disturb</li> </ul> </li> </ul> <p>Agree methods for safe removal or encapsulation</p>
375	<p><b>ANTIQUITIES</b></p> <ul style="list-style-type: none"> <li>▪ Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works</li> <li>▪ Preservation: Keep objects in the exact position and condition in which they were found</li> <li>▪ Special requirements: N/A</li> </ul>
380A	<p><b>FIRE PREVENTION</b></p> <ul style="list-style-type: none"> <li>▪ Duty: Take all necessary steps to prevent personal injury or death, and damage to the Works, existing buildings or other neighbouring property from fire</li> <li>▪ Standard: Comply with all current fire legislation relating to safety on site and in particular the Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code')</li> <li>▪ Fire Risk Assessment: Conduct a fire risk assessment of the site which is to be continually monitored to ensure the fire safety arrangements and risk assessments remain effective. A copy of the risk assessment is to be included in the Construction Phase Health &amp; Safety Plan</li> <li>▪ A hot work permit is to be produced on a daily basis during the work involving heat producing equipment using the school's insurer set procedure and standard form, a copy of which is to be handed to the Contract Administrator as evidence for Insurance purposes.</li> </ul>
390	<p><b>SMOKING ON SITE</b></p> <ul style="list-style-type: none"> <li>▪ Smoking on site: Not permitted within the boundaries of the school or within vehicle parked within school car parks.</li> </ul>
400	<p><b>BURNING ON SITE</b></p> <ul style="list-style-type: none"> <li>▪ Burning on site: Not permitted</li> </ul>
411	<p><b>INCLEMENT WEATHER</b></p> <ul style="list-style-type: none"> <li>▪ Considered to be not applicable.</li> </ul>

412	<p><b>MOISTURE AND HUMIDITY</b></p> <ul style="list-style-type: none"> <li>▪ Wetness or dampness: Prevent, where this may cause damage to the Works</li> <li>▪ Drying out: Provide and maintain the necessary equipment, fuel and attendance for drying the works and controlling the humidity of the works to prevent: <ul style="list-style-type: none"> <li>- Blistering and failure of adhesion</li> <li>- Damage due to trapped moisture</li> <li>- Excessive movement</li> </ul> </li> <li>▪ Moisture sensitive materials: Do not fix or install within the building any moisture sensitive materials or finishes including suspended ceilings if the humidity levels exceed 70% at 21°C (or manufacturers recommended maximum) and once fixing has commenced this level must not be exceeded at any time during the remainder of their contract period</li> </ul>
420	<p><b>INFECTED TIMBER</b></p> <ul style="list-style-type: none"> <li>▪ Removal: Where instructed to remove timber affected by fungal/insect attack from the building, minimise the risk of infecting other parts of the building</li> </ul>
430	<p><b>WASTE</b></p> <ul style="list-style-type: none"> <li>▪ Includes: Rubbish, debris, spoil, containers and surplus material</li> <li>▪ Minimise: Keep the site and Works clean and tidy</li> <li>▪ Remove: Frequently and dispose off site in a safe and competent manner: <ul style="list-style-type: none"> <li>- Non-hazardous material: In a manner approved by the Waste Regulation Authority</li> <li>- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations</li> </ul> </li> <li>▪ Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in</li> <li>▪ Waste transfer documentation: Retain on site and hand to Contract Administrator.</li> </ul>
440	<p><b>ELECTROMAGNETIC INTERFERENCE</b></p> <p>Duty: Prevent excessive electromagnetic disturbance to apparatus from existing cables or equipment to the new cabling or devices, including that from apparatus outside the site.</p>
460	<p><b>POWER ACTUATED FIXING SYSTEMS</b></p> <p>Use: Not permitted.</p>

## **PROTECT THE FOLLOWING**

510

### **EXISTING SERVICES**

- Confirmation: Notify all service authorities, statutory undertakers and / or adjacent owners of proposed works not less than one week before commencing site operations (if applicable).
- Identification: Before starting work, check and mark positions of mains / services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners
- Work adjacent to services
  - Comply with service authority's / statutory undertaker's recommendations
  - Adequately protect, and prevent damage to services: do not interfere with their operation without consent of service authorities / statutory undertakers or other owners
- Work adjacent to services:
  - Comply with service authority's / statutory undertaker's recommendations
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities / statutory undertakers or other owners
- Identifying services:
  - Below ground: Use signboards, giving type and depth
  - Overhead: Use headroom markers
- Damage to services: if any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority / statutory undertaker
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority / statutory undertaker or other owner as appropriate
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability
- Marker tapes or protective covers: Replace, if distributed during site operations, to service authority's / statutory undertakers recommendations

520

### **ROADS AND FOOTPATHS**

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer.

560

### **EXISTING FEATURES**

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas, window walling, lighting, security cameras and other site features, which are to remain in position during execution of the Works.
- , Special requirements: None

570

### **EXISTING WORK**

- Protection: Prevent damage to existing property, structures, fittings, equipment, stored materials.
- Removal: Minimum amount necessary
- Replacement work: To match existing

580

#### BUILDING INTERIORS

- Protection: Prevent exposure to weather during course of work to ensure that no water penetration occurs during the duration of the work and no damage is sustained to the ceilings or carpet and vinyl floors or contents including equipment and fitments/machinery therein.

Existing flooring: Protect areas of carpet and vinyl floors with hardboard / dust sheets during any making good or remedial works required where not designated for replacement.

600

#### EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage by covering with protective sheets to serve as protection during execution of the Works and remove on completion.
- Allow to move all furniture, fittings from immediate area of work, protect during period of work and reinstate on completion to all rooms.
- Allow to protect the existing external security cameras, light fittings, emergency lights throughout the contract ensuring that the operational effectiveness of the equipment is not reduced or restricted.  
Allow to clean off glass vision panels and new doors, frames and infill panels and any affected fittings on completion of the works.

630

#### EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary
- Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works
  - Do not remove until new work is strong enough support existing structure
  - Prevent overstressing of completed work when removing supports
- Adjacent structures: Monitor and immediately report excessive movement
  - Standard: Comply with BS 5975 and BS EN 12812

640

#### MATERIALS FOR RECYCLING/REUSE

Duty: Sort through and prevent damage to stated products or materials, clean off any contaminants.

Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

The contractor is to recycle wherever possible all remove aluminium and stainless steel equipment and fittings.

## **A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING**

130A

### **METHOD / SEQUENCE OF WORK**

- Specific Limitations: The Contractor is to allow in his programme for any limitations or restrictions placed on the works detailed here or in the specification or schedule of works:
  - **Term time working permitted 4<sup>th</sup> to 24<sup>th</sup> September 2018 to kitchen area only.**
  - **Assembly times** between 8.40 to 9.10
  - **Lesson 1 and 2** between 9.10 to 11.10
  - **Break** between 11.10 to 11.30
  - **Lesson 3 and 4** between 11.30 and 13.30
  - **Lunch** between 13.30 to 14.00
  - **Lesson 5** between 14.00 and 15.00
  - Noise nuisance must be limited during these periods and access/ egress available at all times to the school via all the external fire doors.
  - The playgrounds, access road, grassed and paved areas will be used outside of these hours.

160

### **USE OR DISPOSAL OF MATERIALS**

- Specific Limitations: All surplus materials and items arising from the works that are not specified to be re-used, left on site or handed to the Employer will become the property of the Contractor and are to be removed from site.

170

### **WORKING HOURS**

- Specific Limitations: Construction operations, including delivery of construction materials shall take place as detailed in clause A12/200A Monday to Friday during term time. Weekend working hours if required are to be agreed with the Contract Administrator and be subject to any restrictions that could be imposed by Cornwall Council Environmental Protection Section or Cornwall Council Area Planning Officer and school caretaker availability and digression of the Employer with a minimum notice period of one week where such an occurrence is requested.

## **A36 FACILITIES/ TEMPORARY WORK/ SERVICES**

### **GENERALLY**

115

### **PLANT, TOOLS, VEHICLES AND EQUIPMENT**

- The Contractor shall provide everything necessary for the proper execution of the work including all requisite plant, tools, vehicles, gantries, skips, chutes, tarpaulins, rods, pegs, moulds, templates, levels, hoists, tackle and other implements and conveniences required for the expeditious carrying out of the works in proper sequence
- Comply with the Factories Act or other regulations governing the use of machinery guards and other safeguards for the protection of work persons.



## GENERAL ACCESS SCAFFOLDING AND WORKING PLATFORMS

- The Contractor is to comply with all current Health and Safety Regulations relating to the Work at Height(Amendment) Regulations 2007. The Contractor is to provide, erect and maintain all necessary access scaffolding including stairs and other safe working platforms for the proper execution of the works, including moving, adapting as necessary during the course of the works, dismantling and removal on completion. All scaffolding work including erection, alterations and dismantling is to be carried out by qualified scaffolding operatives. All working platforms must be capable of supporting the intended loads, adequately supported and braced, and provided with guard rails or barriers and toe boards. All scaffolding must be erected with legs/standards vertical, suitably protected and bearing on firm level ground using base plates, or on spreader boards without causing a trip hazard.
- Tower scaffolds and other proprietary scaffold systems must be erected, used and dismantled in accordance with manufacturer's instructions. Mobile towers must have all wheels and outriggers locked and never be moved whilst in use or when loaded with materials. Only use internal ladders to access tower scaffolds, do not climb up the outside of the tower to reach the platform
- Provide safe access to all scaffold / working platforms. Ladders are to be adequately tied to prevent slipping, correctly angled (75 degrees, i.e.1 out of every 4 up), and extend 1m above the working platform
- Inspections of scaffolding / working platforms are to be carried out by a competent person at maximum 7 day intervals and recorded in an Inspection Report where applicable.
- Should the Contractor remove any of his scaffolding / working platforms before ascertaining whether it is required by any sub-contractor he must re-erect it if required at his own expense.
- All standards are to be sheathed and/or protected throughout and visually identifiable.

## **ACCOMMODATION**

230

### **TEMPORARY ACCOMMODATION**

- The Contractor can use with the express permission of the C. A. designated welfare facilities within the school Junior kitchen area for safety, health and welfare of work people engaged on the site (including those persons employed by direct contractors). The contractor must maintain, keep and leave the facilities clean on completion.
- The Contractor shall be responsible for compliances with the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 as amended in 2002 and as included within Schedule 2 (Minimum Welfare facilities) of the Construction (Design and Management) (CDM) Regulations 2015, or any Order or Regulation made thereunder so far as such apply, to the said Office.
- The Contractor shall be permitted a designated secure storage area for the use of work persons engaged on the site and temporary as may be necessary for the works which the contractor must maintain in a clean condition and leave clean, clearing away all materials and stored items on completion.
- Facilities: The contractor can use the Junior Kitchen Staff Toilet as sanitary accommodation for use by site staff, maintain and keep in a clean condition throughout, and leave clean on completion.
- All site meetings will be held within the school.

### **TEMPORARY WORKS**

315

#### **TEMPORARY FENCING (SPECIFIC REQUIREMENTS)**

To the Contractors works and storage/compound and any external scaffolding areas, provide and maintain temporary demountable secure fencing 2.00m high consisting of galvanised steel weld mesh or chain link panels tightly tensioned and firmly secured to tubular steel framing on all open sides. Panels are to be adequately braced, secured together and supported in temporary precast bases or similar to provide a stable and secure fence with access to area of work chained and padlocked at end of each working day.

330

#### **TEMPORARY HOARDING / PROTECTIVE MEASURES**

- The Contractor shall provide all safeguards necessary for protecting the public, and for the proper execution of the works, and for meeting any requirements of the local authority
- Allow for securing, watching and lighting all places that may be dangerous, for protecting door openings, etc. to prevent entry into areas by the general public, by properly fencing off the works during progress.

340

#### **NAME BOARDS / ADVERTISEMENTS**

- General: A Contractor's temporary site name board may be erected. Obtain approval to size, design and positioning
- The name board shall contain the following details
  - Title of project
  - Name of Employer
  - Names of Consultants
  - Names of Contractor and Sub-Contractors
  - Special requirements: Provide space at top of sign for the Employer's logo / crest which will be provided to the contractor free of charge

## SERVICES AND FACILITIES

- 420A LIGHTING AND POWER FOR THE WORKS
- Provide temporary electricity supply to provide lighting and power for the works where that existing is considered insufficient.
  - Supply: Electricity from the Employer's mains may be used for the Works subject to prior agreement.
  - Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.
- 430 WATER
- The Employer's existing mains supply may be used for the Works subject to prior agreement. Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.
- 440A TELEPHONES
- The Contractor must be able to be contacted by telephone (land line or mobile) at all times during normal working hours and for emergency purposes only outside normal working hours. Contact names and telephone numbers for the site, contractor's office and out of hours emergencies shall be supplied to the Contract Administrator at the commencement of the contract.
- 520 USE OF PERMANENT HEATING SYSTEM
- Permanent heating installation: Not to be used for drying out the Works or controlling temperature and humidity levels
- 530 BENEFICIAL USE OF INSTALLED SYSTEMS
- Permanent systems: Do not use for the Works.
- 570 PERSONAL PROTECTIVE EQUIPMENT
- The Contractor shall ensure that appropriate personal protective equipment is provided and worn by all site personnel, including visitors to the site. This includes the use of appropriate safety footwear, high visibility clothing and hard hats
  - The Contractor shall designate all sites as Hard Hat sites, unless the work is being undertaken internally amidst occupied premises
  - Standards:
    - Safety helmets to BS EN 397 neither damaged nor time expired
    - High visibility waistcoats to BS EN 471 Class 2
    - Safety boots with steel insole and toecap to BS EN ISO 20345
    - Disposable respirators to BS EN 149 FFP1S
    - Eye protection to BS EN 166
    - Ear protection – muffs to BS EN 352-1, plugs to BS EN 352-2
- Hand protection – to BS EN 388, 407, 420 or 511 as appropriate.

## **A37 OPERATION/ MAINTENANCE OF THE FINISHED BUILDING**

### **GENERALLY**

- 20 DOCUMENTS AND INFORMATION REQUIRED BY THE EMPLOYER PRIOR TO PRACTICAL COMPLETION
- Compliance with contract conditions. The Contractor's attention is drawn to the fact that under the terms of the contract, practical completion will not be achieved until the Principal Designer has received all documents and information reasonably required by him for inclusion in the Health & Safety File.
- 110A THE BUILDING MANUAL (OPERATION & MAINTENANCE INFORMATION) (for inclusion with the Health & Safety File)
- Purpose: The Building Manual (incorporating the Health & Safety File) is to be a comprehensive information source and guide for the building owner and end users providing a complete understanding of the building and its systems to enable efficient and safe operation and maintenance.
  - Compliance
    - Prepare all information for Contractor designed or performance specified work including as-built drawings where applicable
    - Obtain or prepare all other information to be included in the Manual.
  - Reviewing the Manual: Submit a complete draft for approval 10 days prior to the date set for practical completion. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorised
  - Final copies of the Manual
    - Number of copies: 2
    - Latest date for submission: Before the date for completion stated in the contract (prior to practical completion)
  - As-built drawings:
    - Number of copies: 2
    - Medium: Paper folded to A4 and CD
- 120A THE HEALTH AND SAFETY FILE
- Purpose: To provide information about the structure or materials used, which might affect the health or safety of anyone if construction works, (including cleaning, maintenance, alterations, refurbishment and demolition) are carried out.
  - Contractor designed and performance specified work: Obtain or prepare details of construction methods and materials, general maintenance instructions and as-built drawings.
  - Other information: Obtain or prepare details of utilities and services, materials hazards, access requirements/restrictions and maintenance and decommissioning instructions.
  - Number of copies: Submit 2 copies to the Principal Designer
  - Submission of documentation: prior to practical completion.

155A	<p>CONTENT OF THE BUILDING MANUAL (OPERATION &amp; MAINTENANCE INFORMATION)</p> <ul style="list-style-type: none"> <li>▪ General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature in relation to the completed works.</li> <li>▪ Catering Equipment and Extraction Canopy, rewire and services: Description and operation of the installation and manufacturer, system and equipment, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and testing cycles and emergency procedures as required by the specification and sub-contract documentation where applicable.</li> <li>▪ Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.</li> <li>▪ Building fabric: Design criteria, maintenance details, product details, guarantees, warranties and as installed details and reports.</li> </ul>
160A	<p>PRESENTATION OF BUILDING MANUAL (OPERATION &amp; MAINTENANCE INFORMATION)</p> <ul style="list-style-type: none"> <li>▪ Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.</li> <li>▪ Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.</li> <li>▪ As-built drawings: The main sets may form annexes to the Manual.</li> </ul> <p><b>A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF</b></p>
110A	<p>MANAGEMENT AND STAFF</p> <ul style="list-style-type: none"> <li>▪ Cost significant items: Foreman in charge.</li> </ul> <p><b>A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION</b></p>
110A	<p>SITE ACCOMMODATION</p> <ul style="list-style-type: none"> <li>▪ Refer to Section A36 for details of Site accommodation required or made / not made available by the Employer</li> </ul> <p><b>A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES</b></p>
110A	<p>SERVICES AND FACILITIES</p> <ul style="list-style-type: none"> <li>▪ Refer to Section A36 for details of Services or facilities required or made / not made available by the Employer</li> </ul> <p><b>A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT</b></p>
110A	<p>MECHANICAL PLANT</p> <ul style="list-style-type: none"> <li>▪ Refer to Section A36 for details of any specific requirements</li> </ul>

## **A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS**

- 110A TEMPORARY WORKS
- Refer to Section A36 for details of Temporary works required or made / not made available by the Employer

## **A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER**

- 110A WORK BY/ ON BEHALF OF EMPLOYER
- The following work will be carried out by others under a separate contract. This work will be carried out at the same time as the main contract and the contractor is to allow for general attendance as reasonably required by the conditions of contract.
  - Description: **Installation of hard wired fire alarm to kitchen and Dining Room Area.**  
To include connection of fire shutters (to be installed by main contractor,) to proposed fire alarm, connection of devices after completion of suspended ceilings and whiterock wall lining, all testing and commissioning of fire alarm on completion by contractor (Electrical Services – telephone Kevin Tonkin 01637 872700)
  - Special attendance: General liaison, use of scaffold (if applicable)  
Access to kitchen and dining room areas.
  - Description: **Cleaning of existing kitchen canopy extract and intake fans (if applicable).**
  - Undertaken by schools cleaning contractor (D & M Cleaning Services Ltd. – telephone Mark Fletcher 01209 213801)
  - Special attendance: General liaison, use of scaffold (if applicable)  
Access to kitchen.
- 120 PRODUCTS PROVIDED BY / ON BEHALF OF EMPLOYER
- General: Details of such products are given in the work sections, for fixing by the Contractor. Use for no other purpose than the Works – **N/A**
  - Handling: Accept delivery, check against receipts and take into appropriate storage – **N/A**
  - Surplus products: keep safe and obtain instructions - **N/A**

## **A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS**

- 110A WORK BY STATUTORY AUTHORITIES / UNDERTAKERS
- Refer to relevant Specification / Provisional Sums / Direct Contract section for details including any special or general attendance required  
**N/A**

## **A54 PROVISIONAL WORK/ ITEMS**

- 105 PROVISIONAL SUMS FOR DEFINED / UNDEFINED WORK
- Refer to relevant Specification / Provisional Sums section for details of sums to be allowed for work that cannot be fully described or defined.
  - No addition for profit or attendance is to be made to such sums.

## PROVISIONAL SUMS FOR WORK BY SPECIALIST SUBCONTRACTORS

- Refer to relevant Specification / Provisional Sums section 4 for details of sums to be allowed for work by Specialist Sub-contractors that cannot be fully specified.

▪ **N/A**

- Add for profit, General attendance and any items of Special Attendance required or indicated.- **Use of Welfare facilities and scaffold for:**

▪ **N/A**

## A55 DAYWORKS

### DAYWORK CHARGES

- General: Refer to Section A32 clause 450A for details of submission of Daywork Vouchers
- Where an instruction is issued requiring a variation which is not of a similar character or executed under similar conditions to work included in the Contract and where work cannot properly be measured and valued, the Contractor shall be allowed payment on a daywork basis at the following rates:
- The rates for daywork will be as stated in the Daywork section of these documents.
- The Cost of Labour and the Cost of Goods and Materials referred to in the Daywork section shall be calculated in accordance with the Definition of Prime Cost of Daywork carried out under a Building Contract', Third Edition published June 2007 or subsequent revised edition by the Building Cost Information Service of the Royal Institution of Chartered Surveyors option 'B'- All-inclusive Rates associated with employing labour provided for the contract, including incidental costs, all overheads and profit.
- The prime cost of materials and goods obtained specifically for the daywork as defined in Section 4, 4.1 and 4.2, is the invoice cost after deducting all trade discounts and any portion of cash discounts in excess of 5% plus any appropriate handling charges.
- The Cost of Plant referred to in the Daywork section shall be the cost of plant as stated in the 'Schedule of Basic Plant Charges for use in connection with Daywork under a Building Contract' (1 May 2001 or subsequent revised edition as published by the Royal Institution of Chartered Surveyors).

COLLECTION FROM

Page 1.1

1.2

1.3

1.4

1.5

1.6

1.7

1.8

1.9

1.10

1.11

1.12

1.13

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To General Summary



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**WADEBRIDGE SCHOOL**

**JUNIOR KITCHEN AND DINING ROOM REFURBISHMENT**

**SECTION 2 – PREAMBLES**

**15 JUNE 2018**

# GENERAL

To be read with Preliminaries / General Conditions

All materials used, shall, unless otherwise described, be new, sound and of a quality not less than that required by the appropriate British Standard.

Where and to the extent that materials, good and workmanship are not fully specified in this specification they are to be suitable for the purposes of the works as stated or reasonable to be inferred from the contract documents, in accordance with good building practice and standards normal within the particular trade, including the relevant provisions of the current BSI documents and Building Regulations.

The Contractor shall locate and mark all services affected by the works including all liaison with any Statutory Authority where necessary.

The Contractor shall ensure that all staff responsible for supervising and controlling the works are experienced in the type of work and that all plant and equipment used is of a suitable type and standard for the location and type of operation.

Samples of materials and other particulars asked for by the Contracts Administrator should be submitted without additional charge.

## SCOPE AND SEQUENCE OF WORK

- 40 SEQUENCE OF ALTERATION WORK  
To be agreed with the Contract Administrator

## MATERIALS REMOVED DURING ALTERATIONS

- 60 MATERIALS FOR REUSE carefully remove, clean, store and protect until required for re-use.
- 70 MATERIALS NOT FOR RE-USE clear away from site as work proceeds.

MATERIALS TO BE HANDED TO EMPLOYER the existing light fittings are to be protected throughout, carefully removed and handed to the CA.

## MAKING GOOD

- 90 MAKING GOOD make good parts and/or finishes of existing structure disturbed during alterations to match existing unless shown or directed otherwise.

## SUPPORTS AND PROTECTION

- 115 SUPPORT OF EXISTING STRUCTURE support existing structure where applicable. Submit details of supports to the Supervising Officer for information and approval.
- 125 PROTECTION OF EXISTING STRUCTURE protect parts of existing structure. Cut away and strip out with care to avoid unnecessary damage and to reduce making good to a minimum.
- 135 PROTECTION

- Protect parts of the existing building and services exposed during the course of the replacement

rewire, fire stopping, canopy and ceiling replacement and upgrading works.

- 145 PROTECTION OF EXISTING SERVICES protect existing services exposed during the course of alteration or upgrading work from damage.

## **G20 Carpentry/timber framing/first fixing**

To be read with Preliminaries/ General Conditions.

### **GENERAL**

#### **450 MOISTURE CONTENT**

- Moisture content of wood and wood based products at time of installation: Not more than:
  - Covered in generally unheated spaces: 24%.
  - Covered in generally heated spaces: 20%.
  - Internal in continuously heated spaces: 20%.

#### **451 MOISTURE CONTENT TESTING**

- Procedure: When instructed, test timber sections with an approved electrical moisture meter.
- Test sample: Test 5% but not less than 10 lengths of each cross-section in the centre of the length.
- Test result: 90% of values obtained to be within the specified range. Provide records of tests.

#### **510 PROTECTION**

- Generally: Keep timber dry and do not overstress, distort or disfigure sections or components during transit, storage, lifting, erection or fixing.
- Timber and components: Store under cover, clear of the ground and with good ventilation. Support on regularly spaced, level bearers on a dry, firm base. Open pile to ensure free movement of air through the stack.

### **JOINTING TIMBER**

#### **570 JOINTING/FIXING GENERALLY**

- Generally: Where not specified precisely, select methods of jointing and fixing and types, sizes and spacings of fasteners in compliance with section Z20.

#### **580 FRAMING ANCHORS**

- Manufacturer: Expamet Building Products.
  - Product reference: BAT Multi-Grip Framing Anchors - Type AL.
- Material/ finish: Galvanized low carbon steel.
- Fasteners: Galvanized or sherardized square twist nails.
  - Size: Not less than size recommended by anchor manufacturer.
- Fixing: Secure using not less than the number of nails recommended by anchor manufacturer.

#### **600 BLACK BOLTS AND NUTS**

- Standard: To BS EN ISO 898-1 and BS EN 20898-2.
- Finish (applied by manufacturer): Galvanized.

#### **605 EXPANDING BOLTS AND NUTS**

- Type: stud anchor - through fixing.
- Manufacturer and reference: Hilti - HST stud anchor
- Material and Finish (applied by manufacturer): mild steel -galvanised as clause 671

#### **620 WASHERS**

- Standard: Plain to BS 4320, spring to BS 4464.

- Material and finish: To match bolts.
- Dimensions when seated directly on timber surfaces: Unless specified otherwise:
  - Diameter/side length: Not less than 3 times bolt diameter.
  - Thickness: Not less than 0.25 times bolt diameter.

#### 621 SQUARE PLATE WASHERS

- Plain to BS 4320,  
Material and finish to match bolts.
- Dimensions unless specified otherwise:  
75 x 75 x 3 mm (minimum).

#### 625 STAINLESS STEEL BOLTS, NUTS AND WASHERS

- Bolts and nuts:
  - Standard: To BS EN ISO 3506, Grade A4.
- Washers:
  - Material: To match bolts.
  - Diameter: Not less than 2 times bolt diameter.
  - Thickness: Not less than 0.2 times bolt diameter.

#### 630 BOLTED JOINTS

- Bolt spacings (minimum): To BS 5268-2, table 81.
- Holes for bolts: Located accurately and drilled to diameters as close as practical to the nominal bolt diameter and not more than 2 mm larger.
- Washers: Placed under bolt heads and nuts that would otherwise bear directly on timber. Use spring washers in locations which will be hidden or inaccessible in the completed building.
- Bolt tightening: So that washers just bite the surface of the timber. Ensure that at least one complete thread protrudes from the nut.
  - Checking: At agreed regular intervals up to Completion. Tighten as necessary.

#### 671 ANTICORROSION FINISH(ES) FOR FASTENERS

- To BS 729 for galvanizing minimum average coating weight of 305 g/m<sup>2</sup>.  
All threaded articles to be centrifuged.  
All bolts and internal threads to be tapped and lightly oiled following treatment.
- To BS 4921, Class 1 for sherardizing
- To BS 7371:Part 3 and passivated, for zinc plating.
- Where no particular treatment is specified, select from the above to suit service conditions.

### **ERECTION AND INSTALLATION**

#### 760 TEMPORARY BRACING

- Provision: As necessary to maintain structural timber components in position and to ensure complete stability during construction.

#### 770 ADDITIONAL SUPPORTS

- Provision: Position and fix additional studs, noggings and/ or battens to support edges of sheets materials.
- Material properties: Additional studs, noggings and battens to be of adequate size and have the same treatment, if any, as adjacent timber supports.

#### 786 JOISTS ON HANGERS

- Hangers: Bedded directly on and hard against supporting construction. Do not use packs or bed on mortar.
- Joists: Cut to leave not more than 6 mm gap between ends of joists and back of hanger. Rebated to lie flush with underside of hangers.
- Fixing to hangers: A nail in every hole.

#### 795 TRIMMING OPENINGS

- Trimmers and trimming joists: When not specified otherwise, not less than 25 mm wider than general joists.

#### 850 INSPECTION GENERALLY

- Structural timber-work: Give reasonable notice before covering up.

#### 860 BOLTED JOINTS INSPECTION

- Timing: Inspect all accessible bolts at the end of the Defects Liability Period and tighten if necessary.

## **FIRE ALARM REPLACEMENT PRELIMINARY INFORMATION/REQUIREMENTS**

#### 110 DIRECT CONTRACT

The fire alarm installation to the kitchen and dining room as detailed on the attached plans is to be undertaken by the contractor replacing the existing fire alarm over the summer holiday period. The majority of the first fix will be completed prior to contract commencement. The second fix and installation of devices and commissioning can only be completed after installation of the fire shutter, and finished wall lining and suspended ceilings. All as described in the Preliminaries.

## **FIRE STOPPING AND UPGRADING WORK.**

### **COMPONENTS DOORS**

#### INTUMESCENT STRIPS AND SMOKE SEALS

Intumescent strips with smoke seals 15mm wide to provide a minimum of 30 minute fire rating, certified to CF276, passed at BS476 Part 22 and 31.1 with all strips rebated and securely fixed into door linings including head to locations as described within schedule of work.

#### FIRE DOORS

FD30S ash faced fire doors certified to BS 476 Part 22 and BSEN 1634 Part 1 to replace existing doors to existing door linings/frames as indicated on plan complete with factory installed vision panels where applicable.

#### IRONMONGERY

Laidlaw Commercial or similar to be approved 100mm stainless steel fire rated 30 minute washered butt ball bearing hinges complying with BS EN 1935 with hinges related to door weight with Laidlaw IP H1 intumescent hinge pads, one and a half pairs per door with top hinge set 120mm – 150mm from top of door leaf, bottom hinge 120mm-180mm from the bottom of the door with the middle hinge set centrally or set 200mm-250mm below the top hinge. Wherever possible the hinges should be set to minimise the making good to the door lining or frame and make good with cutting in pieces of timber to match the size and profile of the lining.

304 Stainless steel 150mm kicking plates to both faces of doors, sized accordingly to fit door replacements with matching screws to manufacturer's instructions.

Union or similar to be approved fire rated mortice deadlocks to cupboards with latches to classrooms to suit euro profile barrel with internal thumb turn to cupboards and matching escutcheons (suited barrels and door signage to be supplied by school).

Hafele or similar quality stainless steel door furniture to match as near as possible that within room.

Face fixed overhead ryobi self-closing devices to be supplied and installed to classroom doors only.

Assemble and fix carefully and accurately using fastenings with matching finish supplied by ironmongery manufacturer. Prevent damage to ironmongery and adjacent surfaces. At completion check, adjust and lubricate as necessary to ensure correct functioning.

## GLAZING

6mm Pyroguard safety clear factory set within door.

## FIRE STOPPING

### FIRE BARRIER

50mm thick Promat Promaseal Fire Barrier - Certificate Approval No. CF426 to ceiling voids above partition walls.

### INTUMESCENT SEALANT

Promat Promaseal Intumescent Acrylic Sealant – used to seal around services and joint between top of internal partition walls and perimeter of Promat Fire Barrier.

## INSTALLATION

### 170 NAILED TIMBER FIXINGS

- Nails:
  - Steel: To BS 1202-1 or BS EN 10230-1
  - Copper: To BS EN 1202-2.
  - Aluminium: To BS 1202-3.
- Penetration: Fully driven in without splitting or crushing timber.
- Surfaces visible in completed work: Nail heads punched below surfaces.
- Nailed timber joints: Two nails per joint (minimum), opposed skew driven.

### 180 FIXINGS TO MASONRY

- Post installed anchors in concrete and masonry to be selected and installed in accordance with BS 8539:2012.
  - Fasteners:
    - Light duty: Plugs and screws.
    - Heavy duty: Expansion anchors or chemical anchors.

### 210 PLUGS

- Type: Proprietary types suited to background, loads to be supported and conditions expected in use.

### 220 SCREW FIXINGS

- Screws: To BS 1210.
- Finished level of countersunk screw heads:
  - Exposed: Flush with timber surface.
  - Concealed (holes filled/ stopped): Sunk minimum 2 mm below surface.
- Washers and screw cups: Of same material as screw.

### 240 PLUGGED COUNTERSUNK FIXINGS

- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Plugs: Glued in to full depth of hole.
- Finished level of plugs: Projecting above surface.

## PRODUCTS

## **EXECUTION**

### **610 SUITABILITY OF JOINTS**

- Pre-sealing checks:
  - Joint dimensions: Within limits specified for the sealant.
  - Substrate quality: Surfaces regular, undamaged and stable.
- Joints not fit to receive sealant: Submit proposals for rectification.

### **620 PREPARING JOINTS**

- Surfaces to which sealant must adhere:
  - Remove temporary coatings, tapes, loosely adhering material, dust, oil, grease, surface water and contaminants that may affect bond.
  - Clean using materials and methods recommended by sealant manufacturer.
- Vulnerable surfaces adjacent to joints: Mask to prevent staining or smearing with primer or sealant.
- Backing strip and/ or bond breaker installation: Insert into joint to correct depth, without stretching or twisting, leaving no gaps.
- Protection: Keep joints clean and protect from damage until sealant is applied.

### **630 APPLYING SEALANTS**

- Substrate: Dry (unless recommended otherwise) and unaffected by frost, ice or snow.
- Environmental conditions: Do not dry or raise temperature of joints by heating.
- Sealant application: Fill joints completely and neatly, ensuring firm adhesion to substrates.
- Sealant profiles:
  - Butt and lap joints: Slightly concave.
  - Fillet joints: Flat or slightly convex.
- Protection: Protect finished joints from contamination or damage until sealant has cured.

### **809 JOINTS FILLER (backing to intumescent joint sealant)**

- Filler manufacturer and reference: Promat UK Ltd. The Sterling Centre, Eastern Road, Bracknell, Berkshire. RG12 2TD.- Telephone 01344 381 300  
Promat Promaseal Intumescent Acrylic Sealant.
- Backing filler to be compatible with joint sealant in accordance with technical guidance.

## **FIRE SHUTTER**

Manufacturer: HVP Security Shutters Ltd. 4 Grace Road West, Marsh Barton, Exeter, EX2 8PU  
Tel. 01392 270 218 or similar of equal quality to be approved by C.A.

One hour Fire Resistance, Electric operation, Floor to ceiling installation in galvanised powder coated steel concave profile interlocking laths with 50 mm guides with battery backup and individual key operation for each of the 3 No. shutters with safety break installed to each, linked to new fire alarm to automatically activate with audible and visual alarm.

## **CATERING EQUIPMENT AND APPLIANCES**

The catering equipment and appliances are to be as per specification and as indicated on plan. The equipment and bespoke dishwasher tabling and servery is to be fabricated and supplied by E & R Moffat Ltd. telephone 01324 812272 Area Manager 07977 280 975 or similar of equal quality to be approved by C.A. The contractor is to ensure early order after official confirmation because of the minimum five week fabrication and delivery.

## **FLOORING**

### **MASTIC ASHALT FLOORING TYPE F1076 GRADE III to BS 6925:1998**

Concrete surfaces: ensure that surface is free from contamination and is clean and dry.

Isolating membrane: lay loose with 50mm laps.

Temperature: do not lay asphalt when the ambient temperature is below 10° C or where floor in service will be below 10° C

Melting and transporting asphalt: use mechanically agitated mixers and maintain strict



temperature control so that asphalt is not heated for sustained period above 230°C. Use cauldrons only with approval of SO. Dust inside of buckets with fine inert dust  
Do not use ashes or oils.

Thickness: lay flooring asphalt to thickness shown on drawings in one coat between gauges to even thickness and float to a smooth surface free from imperfections.

Blows: pierce any blows and make good affected areas while asphalt is still warm.

Bays: lay asphalt in bays with neat and level junctions staggered not less than 150mm.

Lay asphalt over 100m<sup>2</sup> in alternate bay construction

Jointing between bays: apply hot asphalt to warm and clean the edges of previous bays.

Remove surplus and lay asphalt to form joints while edges are still warm.

Cooling joints: provide a gap of at least 50mm between horizontal asphalt coat and abutting surfaces.

When cooling shrinkage has taken place and within 12 hours, fill the gap with flooring asphalt

Surface finish: float surface to a smooth (natural float) finish without sanding using a wooden float.

Surface finish: rub with sand during final floating operation. Remove all surplus material after rubbing is completed.

Mastic asphalt (Limestone aggregate): to BS 6925; and manufactured by a BSI Kitemark Licensee:

- a. grade: 111 (3)
- b. asphaltic cement; type F1076/3

Cut-back bitumen primer: for priming concrete, other cementitious and metal surfaces:

- a. maximum volatile solvent 60% by weight
- b. viscosity Redwood No. 2 at 25°C, 25 sec maximum.

Isolating membrane for asphalt flooring: glass fibre tissue (for general use or where no dpm installed below concrete slab).

Rubbing sand for asphalt flooring: clean coarse sand from natural deposits to pass a 600 micron sieve and be retained on a 212 micron sieve. Sieves to BS 410.

## ALTRO STRONGHOLD 30 SAFETY FLOORING

### 150 PLASTICS FLOORING:

- Location: **Junior Kitchen and Food Store**
- Base: Asphalt
- Preparation: Clauses 410, 420, 430, 440, 462a
- Flooring roll: Homogenous PVC to BS EN 13845.  
Manufacturer and product reference: **Altro Stronghold 30 3mm thick Safety Floor by Altro Floors**, telephone 01462 480480, fax 01462 480010.  
EN ISO 10874 class 34/43.
- Slip potential: Slip resistance value (SRV) (minimum) / Pendulum test value (PTV) (minimum) to BS7976: ≥55 (wet).  
Surface roughness (Rz) (minimum) to BS 1134: ≥20 (wet)
- Recycled content: 10%  
Width: **2000 mm**  
Thickness: **3.0mm**  
Colour: **TBC**
- Adhesive (and primer if recommended by manufacturer): **Altrofix 19 Plus**

- Seam welding: Hot-welding with matching Altro Welding Rod, as clause 680A.
- Accessories: Clauses 680a, 671, 731a
- Skirting: Clauses 771a, 771b, 773a
- Maintenance and Finishing: Clauses 810, 821a
- Special requirements: Where the flooring is used to form the coved skirting, make certain that the wall background is smooth, clean and dry enough to allow full adhesion of the system.

## ALTRO SUPREMA SAFETY FLOORING

### 150 PLASTICS FLOORING:

- Location: **Dining room**
- Base: Existing concrete screed under vinyl
- Preparation: Clauses 420, 430, 440, 462a, 470
- Flooring roll: Heterogeneous PVC to BS EN 13845.
- Manufacturer and product reference: **Altro Suprema 2mm thick Safety Floor by Altro Floors**, telephone 01462 480480, fax 01462 480010.
- EN ISO 10874 class 34/43.
- Slip potential: Slip resistance value (SRV) (minimum) / Pendulum test value (PTV) (minimum) to BS7976:  $\geq 36$  (wet).
- Surface roughness (Rz) (minimum) to BS 1134:  $\geq 20$  (wet)
- Recycled content: 5%
- Width: **2000 mm**
- Thickness: **2mm**
- Colour: **TBC**
- Adhesive (and primer if recommended by manufacturer): Altrofix 19
- Seam welding: Hot-welding with matching Altro Welding Rod, as clause 680A.
- Accessories: Clauses 680a, 731a
- Skirting: Clauses 731a
- Maintenance and Finishing: Clauses 810, 821a
- Special requirements: Where the flooring is used to form the coved skirting, make certain that the wall background is smooth, clean and dry enough to allow full adhesion of the system.

## GENERALLY

### 210 WORKMANSHIP GENERALLY:

- All bases must be rigid, dry, sound, smooth and free from grease, dirt and other contaminants before coverings are applied.
- Finished coverings must be accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks and stains.

### 220 SAMPLES:

Before placing orders, submit for approval a representative sample of each type of covering. Ensure that delivered materials match samples.

### 250 LAYOUT:

Agree setting out of seams before ordering roll materials for sheeting type(s) M50/150.

### 251 LAYOUT:

Set out sheet coverings so that seams and cross seams are kept to a minimum.

### 270 EXTRA MATERIAL:

Provide **5%** extra of each type of covering to be handed over to the Employer at completion.

- 310    **MARKING:**  
Ensure that materials are delivered to site in original packing, clearly marked with batch number.
- 320    **STORAGE:**  
Store materials in a clean, warm, dry, well ventilated place. Keep in original packing until conditioning commences.
- 330    **COMMENCEMENT:**  
Do not lay materials until building is weathertight, wet trades have finished their work, the building is well dried out, all paintwork is finished and dry, conflicting overhead work completed, and floor service outlets, duct covers and other fixtures around which the materials are to be cut have been fixed. Inform CA not less than 48 hours before commencing laying.
- 340    **CONDITIONING:**  
Before laying commences thoroughly condition materials by unpacking and separating in the spaces where they are to be laid. Maintain resilient flooring rolls in an upright position, unroll carpet and keep flat on a supporting surface. Minimum conditioning time and temperature to be as recommended by manufacturer. Extend period by a factor of 2 for materials stored or transported at a temperature of less than 10°C immediately prior to laying.
- 350    **ENVIRONMENT:**  
Before, during and after laying, provide adequate ventilation and maintain temperature and humidity approximately at levels which will prevail after the building is occupied.

## **PREPARING BASES**

- 410    **SUITABILITY OF NEW BASES AND CONDITIONS:**  
Laying of coverings will be taken as joint acceptance by the Main Contractor and Subcontractor of the suitability of the bases and conditions within any given area.
- 420    **SUITABILITY OF EXISTING BASES AND CONDITIONS:**
- Before commencing work the subcontractor must confirm (through the Main Contractor) that existing bases will, after the specified preparation, be suitable to receive the specified coverings.
  - Laying of coverings will be taken as further acceptance of the suitability of the bases and also of the conditions within any given area.
- 430    **DAMPNESS:**  
Where coverings are to be laid on new wet-laid bases:
- Ensure that drying aids have been turned off for not less than 4 days, then
  - Test for moisture content using an accurately calibrated hygrometer in accordance with BS 5325, Annex A or BS 8203, Annex B.
  - Take readings in all corners, along edges, and at various points over the area being tested.
  - Do not lay coverings until all readings show 75% relative humidity or less.
- 440    **SUBSTRATES:**  
The specifications for trowelled finishes to receive thin floor coverings require:
- A uniform, smooth surface free from trowel marks and other blemishes, and suitable to receive the specified floor finish material.
  - Adequate protection from construction traffic.
  - Allowance for making good by application of a smoothing compound by and to the satisfaction of the flooring subcontractor in the event of the surface being unsuitable due to inadequate finishing or protection.
- 462A    **SMOOTHING UNDERLAYMENT COMPOUND:**
- Manufacturer and reference: **Ardex UK Ltd, Arditec 'NA' smoothing compound.**

- Apply to base at a minimum thickness of 3mm in accordance with manufacturer's product data sheet incorporating aggregate for applications more than 12mm thick.
  - Allow to dry before laying floor tiling/sheeting.
- 470 EXISTING FLOOR COVERING TO BE REMOVED:  
Completely remove existing quarry tile floors to kitchen and Food store areas and existing safety flooring covering to dining room and as much adhesive as possible. Skim with smoothing underlayment compound to give a smooth, even surface.
- 531A SURFACE DAMP PROOF MEMBRANE:( NOTE: Only applicable if dining room floor is unable to be dried out sufficiently within the summer holiday period and will be subject to a variation)
- Manufacturer and reference: **AltroProof Solo 'Universal' epoxy surface damp proof membrane by Altro Floors effective up to 97% R.H.**  
**NB:** Please note AltroProof Solo 'Fast Track' is also available where floor coverings are to be laid same day. Conditions apply.
  - In the event of underfloor heating please consult Altro Technical for conditions of use.
  - Apply in accordance with manufacturer's instructions.

## LAYING COVERINGS

- 620 COLOUR CONSISTENCY:  
In any one area/room use only coverings from the same production batch to prevent banding or patchiness resulting from colour/flash variation.
- 640 ADHESIVE FIXING GENERALLY:
- Adhesive: when not specified otherwise, type to be as recommended by covering/underlay manufacturer as appropriate or, in the absence of such recommendation, type to be approved.
  - Use a primer where recommended by adhesive manufacturer. Allow to dry thoroughly before applying adhesive.
  - Spread adhesive evenly and lay covering, pressing down firmly and rolling laterally and transversely (if recommended) to ensure full contact and a good bond overall. Reroll (if recommended) within 30 minutes.
  - Remove all surplus adhesive from exposed faces of coverings as the work proceeds.
  - Trowel ridges and high spots caused by particles on the substrate will not be accepted.
- 641A ADHESIVE FIXING – ALTRO SHEET FLOORING:
- Place the material in position on the floor, allowing at least 25 mm each end for trimming, and overlapping at least 15 mm at joints.
  - Cut-in material along joints.
  - Fold (do not roll) the material back along half its length. When adhesive is ready, refold material back onto adhesive. Repeat for second half of material.
  - Consult data sheet on rolling requirements..
- 671 Cut Altro butterfly internal and external mitres
- 680A SEAM WELDING:
- Do not commence welding of coverings until a minimum of 24 hours after laying or until adhesive has completely set.
  - Cut groove, 3 mm wide by  $\frac{2}{3}$  the depth of material, evenly along each joint using:
    - Altro hand grooving tool or
    - Automatic grooving machine fitted with diamond blade.

- Hot-weld using hot air welding gun (fitted with high speed welding nozzle) and Altro welding rod. Select colour of rod to match floor covering. Cut off surplus weld rod with spatula. Do not chemical weld.
  - Form a neat, smooth, strongly bonded joint, flush with finished surface.
- 720 DOORWAYS:
- Make joint on centre line of door leaf unless specified otherwise.
- 731A SEALANT:
- Manufacturer and reference: Altromastic 100 by Altro Floors, colour to match floorcovering.
  - Location: To all exposed edges of flooring material around all protrusions through floor and pipework as necessary.
- 740 EDGINGS/COVER STRIPS:
- Manufacturer and reference(s): Quantum
  - Material/finish: Aluminium / PVC
  - Fix securely in accordance with manufacturers instructions.
- 742 DRAIN OUTLETS:
- Drain outlet/channel to be clamping ring type gulley/type channel such as those supplied by Wade International, tel: 01787 475151. The Altro flooring should be dressed into the drain outlet/channel and be clamped by the clamping ring/clamping section.
    - See detail drawing D13 (ring type gully)
    - Alternatively drawing reference D14 (channel type)
- 771A SELF-COVERED SKIRTINGS - GENERAL:
- Cove former: Altro 38R.  
Securely bond to base and background.
  - Turn flooring material up wall and securely bond to cove former and background, with top edge straight.  
Accurately mitre at corners.  
Height: Minimum 100mm  
Top edge: Altro: C7 Capping Seal
  - Adhesive: as F Ball adhesive recommendations
  - Hot weld joints and mitred corners with matching Altro welding rod. Do not chemical weld.
    - See Altro detail D4 (C7)
- 771B SELF-COVERED SKIRTINGS - WHITEROCK:
- Cove former: Altro 38R.  
Securely bond to base and background.
  - Turn flooring material up wall and securely bond to cove former and background, with top edge straight.  
Accurately mitre at corners.  
Height: Minimum 150mm  
Top edge: Overlap by 50mm
  - Adhesive: as F Ball adhesive recommendations.
  - Hot weld joints and mitred corners with matching Altro welding rod. Do not chemical weld.
  - Seal underside of Whiterock sheet using Altromastic 100 clear.
    - See Altro detail drawing WF8
- 773A JUNCTIONS BETWEEN SELF-COVERED SKIRTINGS AND DOOR FRAMES/ARCHITRAVES:
- Trim back of cove formers in proximity to door openings, and terminate self-covered skirtings against side of architraves.
    - See Altro detail drawing D9.
- 780A TRAFFIC:
- After laying, keep floor covering free from traffic until adhesive is set.

## COMPLETION

### 810 CLEANING GENERALLY:

- Remove all scrap, dust and dirt. Carefully remove adhesive and other marks from coverings and adjacent surfaces, using approved cleaning agents and methods.

### 821A FINISHING PLASTICS FLOORING:

#### GENERAL

- Wash floor with water containing AltroClean 44 or equivalent alkaline cleaner.
- Thoroughly rinse with clean water to remove detergent, and allow floor to dry.

#### SMALL / LIGHTLY SOILED AREAS

- Scrub with a deck scrubber or Altro Unipad, 14" x 4" rectangular cleaning pad ref: AHCP 14/4/10 attached to a Multimop MM30 multi mop handle as instructed above.

#### LARGE / HEAVILY SOILED AREAS

- Mechanically scrub using a rotary cleaning machine fitted with an Altro Unipad cleaning pad (or similar of the correct size) reference:
  - AMCP 13/5 13"
  - AMCP 15/5 15"
  - AMCP 16/5 16"
  - AMCP 17/5 17"
- All of the above cleaning pads/Multipop and Altroclean 44 floor cleaner can be obtained from: All Purpose Cleaning Supplies Ltd, 6 North Street, Melton Mowbray, Leicestershire, LE13 1NL, Tel: 01664 566599
- Contact Altro for detailed cleaning instructions: Altro Limited, tel: +44(0)1462 707600, fax: +44 (0)1462 707515, email: [enquiries@altro.com](mailto:enquiries@altro.com)

### 861 SLIP RESISTANCE TESTING

- Testing authority: An approved laboratory
- Floor covering(s) to be tested: M50/150
- Test: To BS 7976.
  - Floor covering condition: WET
  - Witnessing/ Certification: Arrange for tests to be witnessed/ certified by: \_\_\_\_\_.
  - Report: Submit.

### 861A SLIP RESISTANCE TESTING

- Testing authority: Altro
- Floor covering(s) to be tested: M50/150
- Test: To BS 7976.
  - Floor covering condition: WET
  - Altro will supply on request an inspection certificate stating slip resistance of floor covering tested to BS7976.

### 870 PROTECTION:

- Cover flooring with clean dust sheets, or other nonstaining suitable material to prevent damage from dirt and traffic prior to Practical Completion. Ensure any material with printed information on one face is laid with printed face uppermost.

### 880 WASTE / RECYCLING: ALTRO RECOFLOOR™

- Clean, adhesive-free off-cuts to be removed from site and taken to an Altro Recofloor collection points for recycling.
  - Contact Altro for further details of this scheme and the Recowall recycling scheme. Altro Limited, tel: +44(0)1462 707600, fax: +44 (0)1462 707515, email: [enquiries@altro.com](mailto:enquiries@altro.com), website [www.altro.com](http://www.altro.com)

## WALL LINING

ALTRO WHITEROCK WHITE™, SATINS™ WALL CLADDING  
(ALTRO 2.5mm UPVC WALL CLADDING SHEET)

### 110 PVCu LININGS TO WALLS:

- Project: Wadebridge School
- Location: Junior Kitchen and Food Store- Floor to ceiling Wall Surfaces
- Substrate: Existing paint and removed tiles/laminate
- Sheet: Extruded semi-rigid PVCu sheet, EU Grade
- Maximum service temp: 60°C
- Fire rating: BS 476 Part 7 (1987) surface spread of flame - Class 1  
BS 476 Part 6 (1989) fire propagation - Class 0\* (\*when fixed to a non-combustible substrate) EN13501-1 B-s3, d0
- Manufacturer / Product reference:  
**Altro Whiterock™ White W103/W104**  
**Altro Whiterock™ Satins W136/W137**  
hygienic wall cladding by Altro Limited,  
telephone +44(0)1462 707600,  
fax +44 (0)1462 707515, email [enquiries@altro.com](mailto:enquiries@altro.com)
- Width: 1220 mm
- Length: 2500 (W103 and W136) or 3000mm (W104 and W137)
- Thickness: 2.5 mm
- Surface finish: Satin
- Colour: White and various for Satins
- Light reflectance values: 68-93 (ask for details)
- Adhesive: AltroFix™ W139
- Joints:

## GENERALLY

### 210 WORKMANSHIP GENERALLY:

- All bases must be rigid, dry, sound, smooth and free from grease, dirt and other contaminants before coverings are applied.
- Finished coverings must be accurately fitted, jointed as per manufacturer's instructions, securely bonded, smooth and free from air bubbles, rippling, adhesive marks and stains.

### 220 SAMPLES:

- Before placing orders, submit for approval a representative sample of each type of covering. Ensure that delivered materials match samples.

### 251 LAYOUT

- Set out sheet coverings so that joints are kept to a minimum.
- Internal and External corners to be thermoformed on site limiting the number of joints required.

### 310 MARKING:

- Ensure that materials are delivered to site in original packing, clearly marked with batch number.

320 STORAGE:

- Store materials in a clean, warm, dry, well-ventilated place. Keep in original packing until conditioning commences.

330 COMMENCEMENT:

- Do not lay materials until building is weather tight, wet trades have finished their work, the building is well dried out, all paintwork is finished and dry, conflicting overhead work completed, and service outlets, duct covers and other fixtures around which the materials are to be cut have been fixed. Inform CA not less than 48 hours before commencing fitting.

340 CONDITIONING:

- Sheets should be stored flat, fully supported and left for 24 hours to attain the ambient room temperature prior to installation (min 14°C). Minimum conditioning time to be increased by a factor of 2 for materials stored or transported at a temperature of less than 10°C immediately prior to installing.

350 Environment: General

- Before during and after laying, provide adequate ventilation and maintain temperature and humidity approximately at levels which will prevail after the building is being occupied.

350 Environment: Heat

Areas where open cooking or open flame equipment is being used should comply with the following:

- Altro Whiterock panels once installed should not be exposed to temperatures above 60 degrees Centigrade.
- Before the testing of Kitchen equipment which is likely to expel severe heat, extraction systems must be operational. Failure to do so may result in expansion problems.
- With the construction of a dry wall system in a kitchen area or where the area has been adapted to form a wall behind cooking ranges. Altro Walls recommends the substrate or dry wall lining should be constructed with a Calcium Silica board. Stainless steel panels should then be used to clad these areas.
- Hot pipes and steam pipes should be insulated and a 3-5mm expansion gap should be created when installing panels around these pipes.

## PREPARING SUBSTRATES

420 SUITABILITY OF EXISTING SUBSTRATES AND CONDITIONS:

- Before commencing work the subcontractor must confirm (through the Main Contractor) that existing substrates will, after the specified preparation, be suitable to receive the specified coverings.
- Fitting of coverings will be taken as further acceptance of the suitability of the bases and also of the conditions within any given area.

430 DAMPNESS: Where linings are to be fitted on new wet-laid substrates:

- All substrates to be dried to minimum of 16% WME (Wood Moisture Equivalent) on Protimeter 'Surveymaster' equipment or similar.
- Take readings in all corners, along edges, and at various points over the area being tested.



#### 440 SUITABLE SUBSTRATES: GENERAL

The specifications for finishes to receive PVCu wall cladding require:

- Good quality fairfaced brick or blockwork. Well aligned joints bagged up flush. Straight to within 3mm over a 2m straight edge and bricks/blocks flush with ones adjacent.
- Sand & cement rendering 1:3 to steel trowel finish.
- 12.5mm thick plasterboard. (do not seal with sealers as for decorating). If wall is affords fire protection ensure joints between plasterboard sheets filled with appropriate fillers.
- Minimum 9mm W.B.P. resin bonded plywood fixed at 200mm centres to suitable studwork or direct to solid substrate.
- Minimum 9mm MDF dense wood based panels fixed at 200mm centres to suitable studwork, or direct to solid substrate.
- Ceramic tiles which are clean and securely bonded to substrate.
- Certain sound painted surfaces (an adhesive test is advisable to ascertain compatibility).
- Plastered surfaces - finished with steel trowel. (pink lightweight plasters generally not suitable).
- Porous surfaces to be thoroughly sealed with diluted PVA applied to the surface 12 hours prior to the installation. The sealer should be used in a diluted ratio of 1:10. Alternatively use Altro Primer Seal Ref: AGCPNF/01

#### 470 SUBSTRATE PREPARATION - EXISTING WALL FINISH TO BE REMOVED:

- All loose paint and dust to be removed.
- Friable surfaces should be removed or made sound.  
(Please consult Altro regarding approved sealing treatments)
- Make good as needed by local patching or filling with a repair mortar or sand and cement with Unibond mix, to give a smooth, even surface.
- Straight to within 3mm over a 2m straight edge

#### FITTING COVERINGS

##### 640 ADHESIVE FIXING GENERALLY:

- Adhesive should not be stored at temperatures below 5°C.
- Recommended ambient temperature of 14°C / 57°F for all installation areas.
- Back of sheets to be cleaned prior to applying adhesive.
- Adhesive should be applied with the recommended notched trowel applicable to the adhesive selected
- Apply firm even pressure with suitable roller to whole surface area of the panel as work proceeds, to ensure adequate adhesive transfer and good overall bond.
- Use Altro double sided tape Ref A815 or A915 (for welded system) as support whilst adhesive cures.

##### 641A ADHESIVE FIXING – BY ALTROFIX W139:

- Use AltroFix W139 (Ref: A814) two-part polyurethane adhesive spread with a 5mm square notched trowel (Ref: A860).
- On application immediately apply sheet to the wall.
- Support the panel on double sided tape (Ref: A815 or A915 or welded system) whilst adhesive cures (approx. 3-5 hours - full cure 24 hours).

##### 731 SEALANT:

- Manufacturer and reference: Altro Whiterock silicone sealant (Ref: A802 white or A806 coloured) contact Altro Limited, telephone +44(0)1462 707600, fax +44 (0)1462 707515, email [enquiries@altro.com](mailto:enquiries@altro.com)

##### 740 EDGINGS/COVER STRIPS: ALTRO PVC JOINT STRIP

- All joints should be covered with high impact PVCu 'H' joint sections (Ref: A831 two part joint trim).
- Internal/external corners: Altro Whiterock to be thermoformed on-site as needed, so limiting the number of joints required.

#### 740C EDGINGS/COVER STRIPS: ACCESSORIES

- High impact PVCu two-part start and edge trim (Ref: A833)
- White powder coated aluminium 'H' joint sections (Ref: A854)
- White powder coated aluminium start and edge trim (Ref: A853/25).

#### 773 ABUTMENTS: GENERAL

- To window frame, door frames, architraves, ceiling & quarry tile - seal with Altro Whiterock silicone sealant (Ref: A802 white, or A806 coloured) 3-4mm width joint.
  - See Altro Whiterock detail drawings W1, W2 and WF3.

#### 773A ABUTMENTS: TREATMENT TO SERVICE PREPARATIONS

- All holes to be cut to allow 3-4mm silicone seal around all penetrations. seal with Altro Whiterock silicone sealant (Ref: A802 white or A806 coloured).

#### 773B ABUTMENTS: PVC FLOORING

- To PVC flooring with coved skirting - joint to be covered with Altro concealed wall/floor transition strip with overlap detail (Ref G835 / 25) mechanically fixed or bonded to the wall with adhesive (Ref Altro AP600).
  - Ask for relevant Altro Whiterock detail drawing

### COMPLETION

#### 810 CLEANING GENERALLY:

- Remove all scrap, dust and dirt. Carefully remove adhesive and other marks from coverings and adjacent surfaces, using approved cleaning agents and methods.
- When cleaning the Whiterock surface, the temperature should not exceed 60 degrees Centigrade.
- Do not use cleaning materials of an abrasive nature
  - Contact Altro for detailed cleaning instructions: Altro Limited, [tel:+44\(0\)1462 707600](tel:+44(0)1462707600), fax: +44(0)1462 707515, email: [enquiries@altro.com](mailto:enquiries@altro.com)

#### 821 FINISHING PVC WALL CLADDING:

- Protective film to be removed.
- When dry, apply antistatic solution to all surfaces (Ref: A809).

#### 870 PROTECTION: If required, tape appropriate protective material to sheet ensuring compliance with surface spread of flame, as per Building Regulations.

#### 880 WASTE RECYCLING: ALTRO RECOWALL™

- Clean, adhesive-free off-cuts to be removed from site and taken to an Altro Recowall collection points for recycling.
  - Contact Altro for further details of this scheme and the Recofloor flooring recycling scheme. Altro Limited, tel: +44(0)1462 707600, fax: +44 (0)1462 707515, email: [enquiries@altro.com](mailto:enquiries@altro.com), website [www.altro.com](http://www.altro.com)

## SUSPENDED CEILINGS

<b>Fire performance</b>	The fire performance shall be Class A 1 reaction to fire. Material shall be capable of providing a minimum 30 minute fire resistance in accordance with BS 476, Parts 21,22,& 23.
<b>Humidity resistance</b>	The humidity resistance to be non hygroscopic and resist up to 100% relative humidity at 40°C, providing 100% timescale stability.
<b>Mineral fibre tiles</b>	<p>The following are to be supplied and installed to the kitchen, Food Store Office and Staffroom areas:</p> <ul style="list-style-type: none"><li>a) Size 600 x 600 x 20mm thick white matt surface</li><li>b) Reference grid system – 24mm exposed white 24 ECR</li><li>c) Manufacturer: Rockfon System T 24 A, E-ECR to Class D (EN13964) Edge Detail A24.</li><li>d) Sound absorption <math>\alpha_w = 1.00</math> (class A)</li><li>e) Light reflection <math>\geq 85\%</math></li></ul>
<b><u>GRID SYSTEMS FOR SUSPENDED CEILINGS</u></b>	
<b>Lay-in grid system</b>	<p>All grid systems shall be mild steel with galvanised protective finish with enhanced corrosion resistance (ECR)</p> <ul style="list-style-type: none"><li>a) Main bearers: galvanised channels (ECR)</li><li>b) Panel support sections: galvanised 'T' sections (ECR)</li><li>c) Hangers: galvanised hangers (wires are not acceptable) (ECR)</li><li>d) Manufacture: Rockfon Rockfon System T24 A, E-ECR 24 (ECR)</li></ul>
<b>Fixing fastenings and clips</b>	<ul style="list-style-type: none"><li>1) Pop rivets: all pop rivets shall be break-stem standard open type cadmium plated steel</li><li>2) Self-tapping screws: self-tapping screws shall be bright zinc coated steel</li><li>3) Other fasteners: all other screws, bolts, nuts, washers etc shall be bright zinc coated steel</li></ul>
<b>Suspension for lighting fittings</b>	<p>Where required the suspension for light fittings shall consist of:</p> <p>Additional hangers as required to support light fittings suspended directly from the ceiling grid.</p>

## INSTALLATION OF SUSPENDED CEILINGS

<b>Handling and storage</b>	<p>Take delivery, handle and store suspended ceiling components:</p> <ul style="list-style-type: none"><li>a) Storing tiles/boards on a smooth flat base and in conditions of temperature and humidity similar to those in which they are to be fixed.</li><li>b) Protecting tiles/boards and accessories from damage and distortion. Retain any protective coverings in place for as long as possible.</li></ul>
<b>Installation conditions</b>	<p>Ensure that the building is fully enclosed and in proper condition with regard to cleanliness, humidity and temperature and all wet work is complete and dry at the date programmed for installation.</p>
<b>Protection</b>	<p>Protect completed ceilings from damage and factory finished ceilings free from soiling until completion of contract. Make good any damage and remove any soiling.</p>
<b>Perimeter trim</b>	<p>Perimeter angles shall be ECR Class D 32 x 19mm securely fastened to vertical wall surfaces at 450mm maximum centres. All in accordance with Rockfon Installation details.</p>
<b>Suspension grid system, fixing and layout</b>	<p>The suspension system is to be securely fixed and supported from the floor or roof structure by screwing to underside of metal trough decking.</p> <p>Hangers, fixings and fastenings to the grid and ancillary items shall be of sufficient number, type and size to support the specified ceiling loads. The grid shall be supported by, but not fixed to perimeter trims.</p> <p>Main runners shall be positioned at 1200mm centres and suspended from the structural soffit by enhanced corrosion resistant 24 x 24mm angle hangers (cut from wall angles) mechanically fastened to the main runners at 1200mm centres.</p> <p>Connection between main runners and angle hangers shall be made using min. 6mm diameter galvanised nuts and bolts (or other approved fixings). Connection between soffit and angle hangers shall be made by suitable approved fixings.</p> <p>All main runner joints shall be staggered, and there shall be a hanger positioned within 150mm of the fire expansion point, with the maximum suspension from the perimeter not to exceed 450mm. 1200mm cross tees shall be connected to and span the main runners at 600mm centres and shall be sub-divided by 600mm cross tees forming a module of 600 x 600mm.</p> <p><b>Hangers:</b> Enhanced corrosion resistant angle</p> <p>Access panels, hatches, roof light linings or other ancillary work shall not reduce the performance of the ceiling.</p>
<b>Cutting ceiling tiles</b>	<p>Ceiling tiles shall be to their full modular sizes except where cutting is necessary at perimeters of rooms, around roof light and freestanding columns etc. Ceilings should be neatly cut and fitted around all obstructions. No tiles shall be removable from below without the use of tools.</p>

Cut tiles at perimeter shall be trimmed to the full space between the last grid members and perimeter trim. The maximum gap between tile and upstand face of trim when the tile is pushed tight against adjacent ceiling area, shall be not more than 6mm.

**Tile clipping** Lay-in grid tiles shall be restrained in general ceiling areas with spring clips appropriate for the type of thickness fixed to grid in accordance with manufacturer's instructions.

**Suspension of light fittings** The approved specialist contractor shall co-operate with the main electrical contractor as necessary and provide and fix suspension system for light fittings as follows:

- 1) 2 no. additional hangers shall be fixed to support the grid in emergency light fittings locations with battery packs.

## **COMPLETION**

### 910 INSPECTION

- Interim and final inspections: Allow access for Building Control Officer to inspect.

### 940A COMPLETION

- All internal and external areas: Clean and tidy to satisfaction of Headteacher and CA.

COLLECTION FROM PAGE

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TOTAL CARRIED FORWARD TO GENERAL  
SUMMARY

	<p><b><u>WADEBRIDGE SCHOOL</u></b></p> <p><b><u>JUNIOR KITCHEN AND DINING ROOM REFURBISHMENT</u></b></p> <p><b><u>SECTION THREE - SPECIFICATION</u></b></p> <p><b><u>PART A - GENERAL</u></b></p> <p><b><u>Description of Work</u></b> The complete internal refurbishment of the Junior kitchen and Dining Room, comprising replacement extraction canopy, suspended ceilings to the kitchen area, LED lighting, upgrading fire compartmentation, provision of one hour fire shutter, new servery and catering equipment, utilising some existing catering equipment, rewire, removal of existing and replacement of floor coverings, installation of 'whiterock' lining of all kitchen and store areas walls, replacement of fan convector heaters to dining room and corridor, alterations and replacement of hot and cold pipework and decoration. The successful contractor will be responsible for the final design, installation, commissioning and issue of all certification for the replacement canopy to be compliant with the requirements of: BESA DW/172 – 2018 – Standard for Kitchen Ventilation Systems.</p> <p><b><u>Programme</u></b> The work is to be undertaken during the period 23<sup>rd</sup> July- 24<sup>th</sup> September 2018 with the dining room work completed and ready for school occupation by the 5<sup>th</sup> September 2018.</p> <p><b><u>Drawings</u></b> The following drawings are included with this specification.</p> <p>PCGC 4153/18/301      Block and Location Plans</p> <p>PCGC 4153/18/302      Floor, Catering Equipment &amp; Service Plan as Existing.</p> <p>PCGC 4153/18/303A      Floor Plan as Proposed, Catering Equipment &amp; Service Layouts.</p> <p>PCGC 4153/18/304      Floor Plan as Proposed, Suspended ceiling &amp; Lighting Layouts.</p> <p><b><u>Pricing of Individual items</u></b> The contractor must price all items individually to aid the valuation of variations through the course of the contract and to assist the employer in the evaluation for and allocation of funding.</p> <p><b><u>Pre-Contract Meeting</u></b> The Contractor must allow to attend a Pre-Contract meeting at a time to be agreed prior to commencement.</p> <p><b><u>Measurements</u></b> The Contractor is to take all 'on site' measurements necessary to enable the ordering or fabrication of any item prior to delivery on site and liaise with the chosen fabricator/installer/supplier and check all measurements for tender purposes.</p>			
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**Asbestos  
Analysis  
And Removal**

An asbestos analysis has been undertaken and a copy of the Asbestos Refurbishment Survey Report is attached and the test reports are contained within the Pre-Construction Information Document.  
The asbestos removal works has been organised by the school for completion prior to the commencement of the contract works.  
If any other material containing asbestos is suspected, immediately stop work and notify the Contract Administrator.

**Site Visit**

The Contractor, before tendering is advised to visit the site to ascertain the extent of the works and to inspect the facilities for access and other site conditions under which the works will be carried out.  
The site may only be visited with the permission of the Contract Administrator, Mr. Philip Luke telephone 01208812881 Ext. 230.

**Waste Carrier  
Licence**

The Contractor is to produce copies of the appropriate certificates to comply with the current legislation as regards disposal to the CA as described in the preliminaries.

**Protection**

The Contractor is to allow to protect all new and existing floor coverings not due for replacement, all windows and internal cill boards, external and internal doors to be retained e.g. office and previously renewed dining room doors and frames, ceilings to be retained e.g. dining room and staff W.C, fitments and catering equipment to be retained, glazing, plant, machinery, equipment & appliances internally, external areas, block paving, roads, playgrounds, parking areas, and all external equipment such as security cameras, fire and security alarm systems, emergency and bulkhead lighting etc. from damage throughout the contract period, as described in the preliminaries and secure the immediate premises throughout the contract period.  
The contractor is to allow to ensure adequate protection throughout the area of work.

**Dining Room  
Furniture,  
Catering  
Equipment &  
Appliances to  
be retained.**

The catering utensils, computer, dining room tables and chairs will be removed from the kitchen and dining room by the school prior to contract commencement.  
The contractor is to allow to move and/or disconnect all 23 No. items of catering equipment and tabling to be retained and reused for installation into the new kitchen layout and appliances within existing dining room as indicated on the proposed plan, to secure storage off site or a temporary secure portakabin to be located in a position to be agreed on site for the duration of the contract.  
Temporary storage within the dining room will not be possible because of hand over of the dining area at the start of term and the drying time of the dining room subfloor.

**CDM**

The Construction (Design and Management) Regulations 2015 will apply to the construction phase of this contract. The Contractor must allow to draw up the Construction Phase Plan from the pre-construction information document.  
All as detailed within the preliminaries.



**Hot Work Permits**

The contractor is to allow to adhere to the procedures as detailed in the School's insurer Zurich Municipal's Hot Work Permit if hot works are considered necessary, such as the laying of the mastic asphalt floor or use of blowlamps for soldered fittings.

The emphasis is to employ less hazardous methods that avoid hot work. This is to comprise a work assessment and specific work method statements and completion of the relevant Zurich two page permit detailing the location and the work involved, the precautions to be taken for each time angle grinders, hot air guns or hot air strippers, blowlamps, cutting and welding or other heat producing equipment or materials are used. Adequate notice for the CA to notify Zurich and programming of the work is essential.

The contractor is to allow for the appropriate fire watch inspections 30 and 60 minutes after work has been completed and found to be firesafe as the final check-up procedure and the permit signed off by the supervisor inspecting, with the permit filed for review by the Insurer's Surveyor.

**Schedule of Condition**

Prior to the works commencing, it will be the Contractor's responsibility to draw to the attention of the CA any areas of damage within the area of work, externally and internally and for recording such damage both by photographic and written records. Particularly where suspended ceiling ceilings tiles are to be removed, for access to services, all damage should be noted. Should subsequent damage result during the course of the works, it will be made good by the contractor at no cost to the employer.

**Electrical Work**

All electrical work is to be undertaken by an NICEIC approved electrician who will issue the appropriate completion certificate on completion of the work.

**Gas Installation**

All work on the gas installation or installation of new appliances is to be undertaken by a Gas Safe approved contractor who is able to issue all the required certification.

**Skips**

Provide all skips or other means of satisfactory removal from site necessary to dispose of all debris as it arises, rubbish, doors, glass, packaging etc. etc. as it arises through the course of the work, with disposal to a licenced tip with all certification provided to the CA.

**Safe means of Access**

The Contractor is to allow to provide, erect and dismantle on completion, scaffolding and/or other forms of safe means of access necessary to complete the works as described for:

- Fire stopping of services.
- Compartmentalisation of floor and ceiling/roof voids.
- Ventilation, canopy and fire shutter works including access where applicable externally to the three roof extract fans.

Ensure that no existing fire exits or means of escape are blocked or rendered not usable at any time.

**Enabling Works Prior to start of Contract**

The contractor is to note that the following works are to be completed prior to contract commencement through direct orders issued by the school.

**Asbestos removal** of the following:

- Asbestos cement lining to walk in freezer contained within the store area.
- Bitumen debris with asbestos content above existing kitchen suspended ceiling.
- Removal of the 3 No. asbestos containing warming cupboards.
- Asbestos panel to rear of wash hand basin adjacent to the office.
- Asbestos beading to the glazing of the dining room entrance doors and frames.
- Certification of reassurance air test.

**Replacement Works:**

- Replacement of 2 No. dining room entrance doors and frames and with FD60s glazed double door and frame sets.

**Fire Alarm Works**

The contractor is to note that part of block 1 is to receive a new hard wired fire alarm system to be undertaken over the summer holiday period under a separate contract. The Junior kitchen and Dining Room will form part of this contract with the majority of the first fix completed before the end of the school term. The contractor is to allow access for the final connections of detectors and commissioning once the kitchen ceiling and wall surfaces are completed by the contractor undertaking the fire alarm replacement. There are no other conflicting or overlapping areas of work for health and safety reasons. It will therefore be permitted for both contractors to work on any other areas within their contracts concurrently.

**Flat Roof Construction**

The single storey flat roof consists of a steel frame structure with steel columns and lattice beams supporting a troughed metal deck with a mixture of fibreboard, polystyrene, cork and urethane insulation provided over the course of original construction in 1971, and subsequent re-felting in 1987 and 2016.

Previous asbestos analysis for the re-felting has indicated an asbestos content within the first layer of the original 1971 felt that has been over laid and should not be disturbed.

A timber frame construction is provided to the existing raised extract fan ductwork to the existing canopy serving the cooking appliances.

**Walls, Floor, Doors and Windows**

The external walls are of cavity construction with an internal block and external reformat infilled between a load bearing steel work structure of 100 x100 mm column posts and lattice beams supporting the single storey roof structure as described above.

The floor comprises a concrete slab, which is assumed to be reinforced with a screed and a quarry tile finish to the kitchen and store, and 2.5 mm Altro 'Walkway' non slip vinyl to the kitchen staff room, office staff toilet.

The non -slip dining room vinyl has suffered from a previous flood which resulted in water under the vinyl and softening of the acrylic adhesive and saturating the screed under. The vinyl must be removed at the start of the contract to allow the screed to dry to the correct moisture content for laying a replacement safety flooring.

The windows are replacement uPVC and the doors replacement aluminium with double glazed units with insulated Trespa panels.

<b><u>Fly mesh screens, window winding gear.</u></b>	The contractor is to allow to carefully remove the window fly mesh screens, set aside, clean and subsequently reinstall same on completion of the work. The existing upvc window cills and window winding gear are to be retained and protected throughout.			
<b><u>Asbestos Register</u></b>	The contractor is to allow to read and sign the school's asbestos register for the area of the school that is being worked upon at any particular time.			
<b><u>Inspection of Extent of work</u></b>	The contractor is advised to inspect the area of work, particularly the roof voids to establish access and working limitations available with the existing structure, extent of services to be fire stopped, the supporting structure and existing extract fans and apertures for the installation of the replacement extract canopy prior to submitting a tender sum.			
<b><u>Supply of Materials</u></b>	All materials are to be supplied by the contractor unless specifically stated otherwise.			
<b><u>Completion</u></b>	On completion of all the work allow to remove all surplus materials, temporary accommodation, tools, scaffolding, skips etc. Allow for cleaning around the areas affected by the works, including washing down all affected surfaces, table tops, appliances, fixtures and glazing, windows, doors and floors leaving the area of work in a clean and tidy condition to the complete satisfaction of the Contract Administrator and Headteacher.			
<b><u>Sequence of Work</u></b>	<p><b><u>SCHEDULE OF WORK</u></b></p> <p>The following items are not necessarily in the order of execution:</p>			
Junior Kitchen and Dining Room Refurbishment		Page No. 3.5 To Collection	£	

	<p><b><u>PART B - BUILDERS WORK</u></b></p> <p><b><u>Demolition – Kitchen, Food Store, Staffroom and Office</u></b></p> <p><b><u>Removal of Catering Equipment</u></b></p> <p>Allow to carefully disconnect and make safe all electrical connections, hot and cold water and gas supplies to all the existing catering equipment as indicated on drawing PCGC 4153/18/302 excluding the three servery hot cupboards that contain asbestos which are to be removed prior to contract commencement, and safely temporarily cap off all gas and hot and cold pipework, wastes etc. for future adaption and reconnection. Carefully set aside the 23 No. items of equipment and securely store as previously described to the kitchen, food store and dining room areas. Remove all items of catering equipment that are to be replaced as indicated on the proposed plan PCGC 4153/18/303A, including servery counter and tray shelf and remove from site to a licenced tip or for recycling, with the exception of the 2 No. Bartlett Yeoman gas ovens which are to be moved by the contractor into the store under the girls changing room adjacent the main hall.</p> <p><b><u>Removal Extraction Canopies</u></b></p> <p>Carefully disconnect the three extract fans located on the flat roof, together with the controllers &amp; vent-axia window fan controller and set aside for reuse. Carefully disconnect the canopy light fittings as later described in electrical section and remove the 2 No. Aluminium extraction canopies located over the existing steriliser and cooking area of the kitchen, together with the existing angle supports and ducting within the roof apertures and remove from site to a licenced tip or for recycling including cutting up as necessary to facilitate removal from within the kitchen area.</p> <p><b><u>Removal of suspended ceiling tiles, grid and perimeter battens</u></b></p> <p>Arrange for disconnection of all light fittings including emergency lighting as later described in electrical works. Carefully unclip and remove the 1220 x 610mm to Kitchen and 610 x 610 mm to Office, Staff room and Food Store, imperial ceiling tiles, supporting grid, perimeter trim and all wire hangers, disposing to a licenced tip. The roof light linings are to remain and be protected throughout. Carefully remove the timber shadow batten and timber grounds to the perimeter of each area and remove from site together with all felt packers, removing all arising debris to a licenced tip.</p> <p><b><u>Removal of Splashbacks</u></b></p> <p>Carefully remove all ceramic tiled and pvc laminate splashbacks from all wall surfaces to kitchen and food store areas and prepare the resultant surfaces ready to receive a whiterock wall lining system and remove all arising debris from site to a licenced tip.</p> <p><b><u>Servery Partition</u></b></p> <p>Remove the 4 No. pivot hung timber servery opening shutters, door, counter flap, &amp; plywood linings to each side and carefully remove the central non load bearing timber column, together with timber studwork to head of partition and supporting brackets and remove from site to a licenced tip.</p> <p><b><u>Shelving &amp; Fixed Worktops</u></b></p> <p>Carefully remove all fixed shelving and worktops to the kitchen and food store together with metal support brackets and timber battens and remove arising debris from site to a licenced tip.</p> <p><b><u>Fittings</u></b></p> <p>Carefully remove the fixed four door locker unit to the kitchen and remove from site. Carefully remove and set aside the two fire extinguishers, fire blanket and 2 No. paper towel holders and soap dispensers from the kitchen together with support battens &amp; re-fix on completion of white rock wall lining system with new supports.</p>			
Junior Kitchen and Dining Room Refurbishment	Page No. 3.6 To Collection	£		

<b><u>Doors</u></b>	Remove the doors to the staffroom and food store together with the glass louvered fanlight vent and architraves to either side of the linings including office and remove from site to a licenced tip.			
<b><u>Removal of Walk in Freezer to Food Store</u></b>	Following removal of the internal asbestos cement lining, and electrical disconnections as later included in the electrical works, carefully remove the freezer door and frame, timber studwork, polystyrene insulation and the blockwork wall, removing all arising debris to a licenced tip.			
<b><u>Removal of Quarry Tile Floor and Skirtings</u></b>	To the entire kitchen and food store areas including the demolished freezer area, carefully remove the existing quarry tile floor including grouting and quarry tile skirting's and reduce and prepare the resultant surface ready to receive a 20mm thick layer of mastic flooring grade asphalt. Make good disturbed wall surfaces, removing all resultant debris to a licenced tip.			
<b><u>Priced Provisional Item</u></b>	Allow to remove the quarry tile bedding screed assumed depth of 50 mm to the quarry tile floor areas described above if the screed is not soundly bonded to the floor slab and remove all arising debris from site to a licenced tip. Allow for the Contract Administrator to inspect as work proceeds to determine the area involved which will be based pro-rata on the total area of 91 m <sup>2</sup> .	91m <sup>2</sup>		
<b><u>Uncovering of Underfloor Gas Supply</u></b>	Allow to trace the underfloor steel 50 mm gas supply pipe as the approximate positions indicated on plans and carefully cut away the floor screed to allow a visual inspection to determine the condition and to allow a soundness test to be undertaken as later described in the mechanical section. Allow to make good screed on completion with an acrylic screed and chipping mix on completion of the inspection. If the gas pipe is found not to be located within the screed depth but under the floor slab this item will be omitted in part or in whole.			
	<b><u>Demolition - Dining Room</u></b>			
<b><u>Altro Safety Floor Covering</u></b>	The following is to be undertaken at commencement of the contract to enable the screed under to dry over the summer holiday period following a previous flooding incident that has caused the adhesive to soften and the covering to ripple and become detached from the screed. Allow to remove the two fan convactor heaters as later described in the mechanical section. Carefully remove all the existing non slip vinyl to the entire floor area, together with all softened adhesive and any loose or blown acrylic latex smoothing compound, PVCu floor trims adjacent to the window walling and remove all arising debris from site to an approved tip.			
<b><u>Fittings</u></b>	Allow to carefully remove the shelving for school bag storage within the alcove as indicated on plan PCGC 4153/18/302 and set aside and reinstate in original position on completion of the replacement vinyl, including any adjustments necessary because of the provision of vinyl skirting to the dining room perimeter.			
<b><u>Skirting and Lining</u></b>	Allow to remove the hardwood skirting to the wall areas and the door lining that previously supported a sliding partition to each alcove reveal as indicated on plan. Make good all disturbed plasterwork and build up in layers to present a flush surface for the provision of a vinyl skirting and decoration where the lining has been removed and allow to dry. Allow to neatly finish the timber support for the waste pipe to the drinks dispenser.			
Junior Kitchen and Dining Room Refurbishment		Page No. 3.7 To Collection	£	

**Fire Stopping**  
**To tops of**  
**Partition Walls**  
**within ceiling**  
**void.**

Dining room/ corridor -	7.75 m.
Servery/dining room (above fire shutters) –	7.20 m
Staff room (two internal walls) -	6.16 m
Food store (two internal walls) –	6.17 m
Nursery/ Kitchen area (three internal walls) –	8.23 m.
Office/kitchen -	2.00 m

38 m

## Kitchen Drainage

Excavate the screed and concrete slab by neatly cutting a channel of sufficient depth to accept 2 No. 50mm upvc waste pipes complete with all bends, traps and clips in location indicated on plan 4153/18/303 A from the central service spine location serving combination ovens indicated 40 & 41 on plan.

To the existing 100mm drain location adjacent the tap location by the proposed wash hand basin indicated 6 on plan 4153/18/303 A, carefully cut down and adapt the existing clay pipe and supply and fit an ACO EG 150 grade 316 stainless steel trapped gully with a 112mm fixed height version, or similar to be approved gully, set at finished height to accept a vinyl finish with square stainless steel removable grid, complete with all necessary excavation, adaptors, bends and making good to accept the gulley, ready for the mastic asphalt and safety floor finish to be laid.

<b><u>Servery Partition</u></b>	<p>Provide additional timber supports and packers to give a flush surface as necessary and supply and fix a layer of 12.5mm Glasroc F Multiboard to each side of the servery partition, the head of which is to be extended up to the underside of the roof decking including all necessary 100 x 50 mm timber studwork, cutting Glasroc around troughed decking to provide a base for mechanical fixing the Promat fire barrier above the fire shutter canopy, and around the servery timber clad steel column surrounds, strictly in accordance with manufacturer's instructions to leave the natural finish ready for decoration or for stainless steel cladding panels.</p> <p>The column surrounds and apertures perimeters are to be clad with stainless steel capping's and top of counter to cover all exposed edges as later described in the catering equipment part of this specification. The depth of the head of the partition is to replicate the depth of the fire shutter enclosure which is to be located under the existing suspended ceilings.</p>		
<b><u>Food Store External Vent and Plastering</u></b>	<p>Close the open cavity around the perimeter of the 615 x 615 mm existing external air vent internally with a proprietary upvc cavity closer, prepare and plaster all exposed blockwork following the removal of the walk in freezer and wall in two coats of sponge finish sand and cement (1:3) to give a flush finish with the existing plaster line, and leave to dry sufficiently to accept the Whiterock wall lining as later described.</p>		
<b><u>Hot Works</u></b>	<p>The contractor must follow the school's insurer Zurich as previously described regarding the laying of mastic asphalt for the following items:</p>		
<b><u>Mastic Asphalt Floor to previously quarry tiled areas.</u></b>	<p>Carry out all necessary preparation work of the existing floor screed/concrete slab where the original quarry tiles are removed to the kitchen and food store areas removing all loose and friable surfaces to leave an even surface substantially free of irregularities, abrupt changes in levels, hollows, ridges dips etc.</p> <p>Supply and lay loose with 50mm lapped joints a glass fibre separating membrane recommended by the Mastic Asphalt manufacturer.</p> <p>Supply and lay a minimum 20mm thick layer of <b>Type F1076 grade III flooring grade</b> Mastic Asphalt and finish with a trowelled and sand finish strictly in accordance with manufacturer's instructions and BS 6925:1988, as described in the preambles, to be flush at doorways to staffroom, office and dining room.</p>		
<b><u>Priced Provisional Item for Mastic Asphalt Regulating layer.</u></b>	<p>Allow supply and lay to make up levels in flooring grade asphalt to above areas as previously described, but in two 25mm layers, up to a 50mm total depth to accommodate the removed screed as detailed in the previous priced provisional item, should this have been necessary, with <b>Type F1076 grade III flooring grade</b> Mastic Asphalt as previously described.</p> <p>The Contract Administrator is to agree and confirm with contractor the depth and areas on site prior to commencement.</p> <p>The rate entered for this item will be valued pro-rata for depth needed to make up original floor levels for an area of 91m<sup>2</sup> per 25mm layer, based on two layers being required.</p> <p>Additional depths will be similarly valued per 25mm depth, using the rate entered for this item.</p>	91m <sup>2</sup>	
<b><u>Suspended Ceiling Installation</u></b>	<p>All associated electrical work, including the supply and installation of new light fittings, is to be organised and carried out by the main Contractor, with the suspended ceiling Contractor liaising with the electrical sub-contractor for supply and installation of light fittings and extract ventilation canopy, air intake fan and all associated ducting.</p> <p>Supply and install to the kitchen, Office, Food Store and Staffroom areas a Rockfon Hygienic 600 x 600 x 20mm A24 square edge, half hour fire resistant suspended ceilings, with an exposed T24 A, E ECR (Enhanced</p>		
Junior Kitchen and Dining Room Refurbishment		Page No. 3.9 To Collection	£

Corrosion Resistance) Grid System with 24 x 38 mm main runners and tee sections with angle supports secured to troughs of metal deck roof at maximum 1200 mm centres, with additional supports where applicable for LED emergency light battery packs, installed strictly in accordance with manufacturer's instructions with two clips per tile as described in the preambles. The ceiling is to extend over and be installed prior to the new extraction canopy to ensure fire compartmentation over the top of the canopy.

The existing roof light lining to the kitchen is to remain, be protected throughout the works and is to determine the finished ceiling height in that area with the exposed bottom edge neatly finished with an edge trim.

## Repair to Dining Room Suspended Ceiling

The contractor is to allow to carefully remove the ceiling tiles to an area of approximately 4 sq. m. where damaged in the vicinity of the redundant door frame to the alcove wall within the dining room and set aside for reuse, replacing same on completion of the grid repair including clipping with two clips per tile.

Replace the damaged sections of grid by splicing in new sections and install additional hanger supports as required.

## Alterations to Ceiling for Fire Shutters

Allow to carry out any alterations necessary to the existing grid and tiles for the installation of the fire shutter canopy boxing to allow future access and tile removal e.g. additional grid and necessary cutting of tiles etc.

### Chasing of existing conduits into walls/floor

The contractor is to allow to chase all existing and proposed conduits into the walls and floors, provide new conduit in conjunction with the electrical works in positions indicated on plan PCGC 4153/18/303 A and make good walls or floor, allowing to thoroughly dry prior to the application of the Whiterock wall lining system, safety flooring or decoration for the following:

### Existing surface Conduits

### Kitchen (Walls)

2 No. PVC conduits to Gas Alarm Emergency knock off points.

1 No. PVC conduits to Gas Alarm control panel (relocated).

## Food Store

1 No. Galvanise conduit, box and drop to double socket outlet.

## Proposed Conduits

### Kitchen (walls and Floor)

2 No. Single switched socket outlets for freezers 3 and 5.

3 No. Single socket outlets and separate switch fused indicators for Refrigerators 13 and 14 and fly killer unit 25.

1 No. Connection unit for Dishwasher drain dosing unit 22.

1 No. Separate switch fused indicator for Bains Marie located above.  
ambient cupboard section unit 33 housing the MCB unit for the  
servery counter hot cupboards

1 No. Hard wired manual fire alarm call point adjacent final exit door.

1 No. Future Gas Proving unit located above chest freezer unit 4.

2 No. Existing floor conduit and spare for future gas solenoid to central prep table unit 16.

### Food Store (walls)

2 No. Double switched socket outlets above table units 53 and 54.

### Dining Room (walls and Floor)

1 No. Hard wired manual fire alarm call point adjacent final exit door.

1 No. Four gang relocated light switch from corridor.

1 No. Floor socket and data point for Electronic Till unit 49.



**Altro  
Whiterock  
Wall Lining  
System to  
Wall surfaces  
of Kitchen and  
Food Store.**

Thoroughly prepare all wall surfaces, removing redundant fixings, infilling any redundant electrical boxes or holes or damage sustained with sand and cement or a general wall filler and supply and install 2.5 mm thick Altro Whiterock Wall Lining System - ref Ice – 44 LRV 80 floor to ceiling to the Kitchen and Food store areas with the exception of partition wall below the servery counter, and column enclosures to the servery, fully bonded to existing wall surfaces strictly in accordance with the manufacturer's instructions and as detailed in the preambles, to include all cutting e.g. around electric boxes, conduits, fittings and pipework.  
All internal and external angles to be thermoformed and to include a transition strip at the base with the Altro Safety flooring, all cover strips and sealing with mould resistant sanitary silicone, all as described in the preambles.

**Replacement  
Doors and  
Glazing to  
Staffroom and  
Food Store**

The contractor is to allow to supply and replace the existing 2 No. doors, stops, architraves etc. and remove from site. Supply and hang 44mm thick FD30S certificated Ash faced fire doors with factory installed clear fire safety 150 x 930mm clear width vision panels complete with 15mm combined smoke seals and intumescent strips rebated into existing linings as manufacturers recommendations, one & a half pairs of 100mm stainless steel fire rated 30 min washered butt ball bearing hinges 'Laidlaw Commercial' or similar with Laidlaw IP H1 intumescent hinge pack, stainless steel kick plates to each face, union or similar deadlocks to all doors but with latches to accept euro cylinders, Hafele or similar quality door furniture to match that existing as much as possible and escutions to suit euro cylinder suited locks with internal thumb turns per door. Suited euro cylinder lock barrels, ryobi door closers and door signage will be supplied by the school for the contractor to install.  
All other components to be supplied and installed by the contractor.  
The contractor is to allow to either rebate or raise the height of the heads to the door frames where applicable to ensure the bottom of the doors are not cut off excessively and a more standard height of door can be installed.

**Panels above  
Replacement  
Fire Doors  
and making  
good.**

Supply and install two layers of 12.5mm Glasroc F Multiboard plasterboard, back to back with decorated face externally to the 2 No. panels above the door replacements, complete with all 30 x 30mm hardwood beading to the perimeter of both sides of the panel.  
Supply and fix replacement timber door stops, minimum 45 x 15mm finish to existing linings of the 2 No. replacement fire doors removing any surplus existing ironmongery attached to door linings and make good linings/door frames ready for decoration.  
Supply and fit replace the architraves to the 2 No. doors with a machined section to match the originals, ensuring that all gaps between the linings and wall are sealed with intumescent sealant prior to the new architraves being installed

**Office Door  
and Frame  
Fire stopping  
and glazing  
replacement.**

Supply and install intumescent and smoke seal into the existing rebates to the edges and head of the door.  
Carefully remove & set aside for possible reuse the existing glazing beads to the 4 No. panes of previously filmed glass to the office door and frame sizes:  
500 x 1550 mm approx. borrowed light above door to frame.  
685 x 1175 mm approx. side light to frame.  
603 x 1060 mm Top pane of door.  
603 x 498 mm Bottom pane of door.  
Carefully remove the glazing and dispose from site to a licenced tip.

	Supply and replace with 4 No. panes of 6mm pyro fire safety marked glazing installed to ensure a 30 minute standard of fire resistance in an intumescent glazing compound to include replacement beads where applicable.		
<b><u>Office Solid Panel</u></b>	Supply and install 12.5mm Glasroc F Multiboard plasterboard and Altro Whiterock to the previously removed asbestos panel to the bottom of the frame prior to the reinstatement of the existing set aside stainless steel wash hand basin and finish all exposed edges with a pvc capping or trim.		
<b><u>3 No. Kitchen Servery Roller Fire Shutters</u></b>	<p>The contractor is to allow to measure and agree with the Contract Administrator the exact sizes and final location prior to order allowing a four to six week fabrication and delivery period from date of order for: the supply and installation of:</p> <p>3 No. Fireguard HVP FS50' or similar of equal quality to be approved One hour Fire Resisting Roller Shutter Doors available from HVP Security Shutters Ltd. telephone 01392 270 218 to comply with BS 476, Part 22 1987, electrically operated with safety brakes provided, to open individually by separate key switches per shutter with battery backup for each shutter located within the ceiling void. Galvanised and white powder coated finish to shutters, canopy guides and all visible parts, to be installed in the approximate location indicated on plan PCGC 4153/18/303 A. All three shutters to be linked to the proposed fire alarm replacement. The contractor is to allow for an Audio Visual Panel located in a prominent position to be determined within the kitchen with a delay facility, with two additional Fire Control Panels (FCP) within the roof void in close vicinity of each shutter connected back to a spare way on the existing distribution board via a 240v fused spur outlet to each shutter to ensure adequate warning of the shutters closing when the fire alarm is activated. The contractor is to allow for all necessary electrical connections and supply and installation of fused spur outlets, 2 No. Fire Control Panels and the Audio Visual Panel. The final linking of the shutters with the new fire alarm is to be organised by the school and undertaken by the contractor undertaking the fire alarm replacement for which the contractor is to allow access. The contractor is to undertake the testing of each roller shutter through activation of the fire alarm in the presence of the Contract Administrator prior to handover of the dining room area.</p>		
<b><u>Decoration of Staffroom, Office, Staff W.C., Dining Room and Kitchen.</u></b>	<p>Ensure the protection of all completed surfaces and equipment and carry out the internal decoration of all previously painted surfaces, <b>excluding</b> pre-finished or powder coated surfaces e.g. roller fire shutters, doors, upvc windows, Whiterock wall linings, stainless steel surfaces etc. which must be protected throughout as follows:</p> <p><u>Wall surfaces</u> – Prepare and apply three full coats of an acrylic eggshell paint to allow for a colour change.</p> <p><u>Woodwork</u> – door linings, stops, window blind infills etc. <b>excluding</b> the recently replaced dining room doors and linings Prepare and apply an undercoat and gloss coat of oil based paint. To all previously varnished surfaces e.g. hardwood skirting, prepare and apply one coat of oil based varnish.</p> <p><u>Metalwork</u> – pipework, rain water pipes exposed columns etc.: Wash down, allow to dry, prepare and apply an undercoat and gloss coat of oil based paint.</p>		
Junior Kitchen and Dining Room Refurbishment		Page No. 3.12 To Collection	£

	<p>Carry out the internal decoration of new previously unpainted surfaces as follows:</p> <p><u>New woodwork</u> comprising architraves, door stops, glazing beads etc. Prepare, twice knot, prime, twice undercoat and apply a gloss coat of oil based paint.</p> <p><u>New metalwork</u> such as sections of replaced pipework with two coats of oil based gloss paint.</p> <p>Thoroughly prepare the mastic asphalt flooring to the kitchen and Food Store areas strictly in accordance with the manufacturers chosen adhesive recommendations e.g. When the asphalt has cooled degrease with Styccoclean C140 floor cleaner, rinse with clean water and allow to dry. Apply a skim of not less than 3mm in thickness of Stopgap 1200 Pro floor smoothing underlayment ensuring that the thickness does not exceed 6mm. When the underlayment has dried thoroughly prepare and install the floor covering to the manufacturer's instructions using the appropriate adhesive.</p> <p>Supply and lay Altro 'Stronghold TM 30/K30' Ref. Midnight strictly in accordance with manufacturer's instructions to the previously quarry tiled areas of the kitchen and Food Store as described in the preambles, with all necessary cutting and sealing around floor service penetrations, drain gully and access points. The contractor is to allow for hot welded seams and joints ensuring the schools insurers hot works permit system is adhered to and followed. Provide all coved skirting formers to provide a minimum 100mm skirting height and dress and adhere the flooring into the Altro transition strip at the base of the Whiterock lining. Allow to supply and install Altro approved threshold pieces at door ways to Staffroom and office. Carry out a repair to the existing walkway Moss Green vinyl at the staffroom /W.C. doorway, re-weld joint and/or provide and install a threshold piece.</p>			
<p><b><u>Altro</u></b> <b><u>Stronghold 30</u></b> <b><u>Safety</u></b> <b><u>Flooring</u></b> <b><u>to Kitchen and</u></b> <b><u>Food Store</u></b></p>	<p>To the areas of upvc window walling remove the upvc trim to the base which is stuck in place with silicone sealant and remove from site. Clean off base and neatly cut tantalised timber with top edge bevelled, neatly fitted between individual frames, positioned onto dpc and fixed with plugs and stainless steel screws at 600mm centres to the concrete floor, to give a 100 mm skirting height. Carefully remove the metal matwell adjacent the door to the inner quadrangle and remove from site. Infill the resultant recess, average depth of 30mm with an acrylic latex and chipping screed to give a flush finish with the top of the remaining floor. Thoroughly prepare the sand and cement screed subfloor strictly in accordance with manufacturer's instructions ensuring that the moisture content at or below the level recommended by the manufacturer. Supply and lay a latex smoothing underlayment to the entire dining room floor ensuring that the surface onto which it is too adhere is sound and not friable. Leave to dry and prepare ready to receive the Suprema safety flooring.</p> <p>Supply and lay 2mm thick Altro Suprema safety Flooring Ref. Platinum SUI2064, strictly in accordance with the manufacturer's instructions and as detailed in the preambles, to include all necessary cutting. The contractor is to allow for welded seams and joints ensuring the schools insurers hot works permit system is adhered to and followed. Provide all coved skirting</p>			
<p>Junior Kitchen and Dining Room Refurbishment</p>	<p>Page No. 3.13 To Collection</p>	<p>£</p>		

	<p>formers to provide a minimum 100mm skirting height and dress and adhere the flooring to the timber upstand and plastered wall surfaces. Supply, cut and fit neatly cut between the window walling posts and back of the window walling infill panels a upvc trim to finish the top of the flooring and timber infill and to the top edge of the flooring and all plastered walls.</p> <p>Allow to supply and install Altro approved threshold pieces at door ways to The two sets of double doors and corridor and the half leaf door to the servery and kitchen.</p>			
<b><u>Protection</u></b>	<p>Allow to protect all finished areas of floor coverings from following trades and works as outlined in the preambles.</p>			
<b><u>Priced Provisional Item for Supply and Use of Dehumidifier.</u></b>	<p>Once the existing vinyl has been removed the Contract Administrator will determine if a commercial dehumidifier is considered necessary to sufficiently dry the screed to the dining room. The contractor is to allow to supply, empty the container when necessary for a 4 week period a dehumidifier of sufficient capacity to operate on a 24 hour basis. This item will be valued on a pro rata basis for the actual time used to include all delivery, collection costs. Electric consumption will be paid by the school.</p>			
<b><u>Incoming Air Vents</u></b>	<p>To the 4 No. 100mm permanent air vents located to the external corner of the kitchen as indicated on plans supply and fit new upvc internal grills with fly mesh screens to each vent upon completion of the Altro Whiterock lining system.</p> <p>Supply and fit 4 No. external stainless steel cowls with new stainless steel equivalents, but with a heavier gauge material to resistant distortion due to mechanical damage.</p>			
<b><u>Intumescent Grill to Food Store Panel to door frame.</u></b>	<p>Extra over the cost of infilling the panel above the door as previously described, allow for the supply and installation of an intumescent half hour standard of fire resistance ventilation grill, size to be as large as possible to fit within the available aperture.</p> <p>This item is to be dependent upon the design requirements of the proposed replacement extraction canopy as the contractors design to be included within part F of this specification.</p>			
<div> <div>Junior Kitchen and Dining Room Refurbishment</div> <div>Page No. 3.14 To Collection</div> <div>£</div> </div>				

	<p><b><u>PART C – ELECTRICAL WORKS</u></b></p> <p><b><u>General</u></b>  The main contractor is to allow to employ an NICEIC approved contractor who can issue the appropriate Minor Works Completion Certificate for all of the electrical work involved with the project as previously described.</p> <p><b><u>Design and Installation</u></b>  The electrical contractor is to ensure that all electrical works are in full compliance with the 17<sup>th</sup> or the current edition of I.E.E. Regulations to include the contractor design of types and cable sizing appropriate to the loading, appliances and fittings installed including all clipping &amp; method of support.</p> <p><b><u>Existing Distribution Boards to Junior Kitchen and Nursery.</u></b>  The contractor is advised to inspect the scope of the work and connections to the two distribution boards on site.  The kitchen distribution board is approximately four years old and was replaced following the five year electrical tests. The replacement has 24 ways, 3 of which are 3 phase of which 11 are used.  The distribution board located within the Nursery has 48 ways with 17 spare ways. 15 of the used ways relate to circuits within the kitchen and dining room area.  The contractor is to allow to consult the five yearly electrical test results from 2013, the details of which are attached at the end of this specification and to investigate, test where necessary to establish any other appliances or areas supplied from each circuit.</p> <p><b><u>Removal of wiring etc.</u></b>  All stripping out of wiring and fittings is to include removal from site to a licenced tip.</p> <p><b><u>Replacement fittings</u></b>  All replacement fittings are to be Crabtree, MK, Click, or similar quality to be approved, brushed stainless steel to reduce likelihood of impact damage to include back boxes where new fittings installed. Any existing fittings are to utilise the existing back boxes wherever possible and the contractor is to allow replacements where this is not achievable.</p> <p><b><u>Bonding</u></b>  All bonding from removed pipework to be replaced if necessary in accordance with current regulations.</p> <p><b><u>Disconnection and Removal of Light Fittings</u></b>  <b><u>Disconnections</u></b> (Refer to plan PCGC 4153/18/302 for locations)  Allow to disconnect, make safe, remove from the ceilings and extraction canopies of the kitchen areas and dining room and hand to the school with all parts for storage and possible future reuse, stripping out all associated wiring from the kitchen and Nursery distribution boards for the following:   11 No. Emergi-Lite Emergency Light Bulkhead fittings.  11 No. 1500 mm twin fluorescent fittings  1 No. LED 600 x 600 mm panel  13 No. 1500 mm Sealed single tube fluorescent fittings  1 No. 2400 mm Single tube fluorescent fitting  2 No 2D Fittings</p> <p><b><u>Kitchen Area</u></b>  Allow to disconnect and make safe the 3 No. existing extract fans from the two canopies to allow removal together with the controllers and set aside for reuse. Two of the existing fans are intended to be reused if of adequate capacity for an increase in the replacement cooking extract canopy size.  The extract fan over the canopy to the existing steriliser is to be replaced and reversed for the fan to be reused if of adequate capacity to supply incoming air directly to the new extract canopy or via ceiling grills and ducting.</p>			
Junior Kitchen and Dining Room Refurbishment	Page No. 3.15 To Collection	£		

	<p>Disconnect the vent axia window fan and controller and strip out all associated wiring for all fans back to the connection to the distribution board located within the Nursery, to allow for a full rewire.</p>		
<b><u>Servery Hot Cupboards</u></b>	<p>The three hot cupboards are to be isolated and removed prior to contract commencement as part of the asbestos removal work.</p> <p>Allow to disconnect and remove the connection unit located within the food store and strip out all the pyro cables, disconnecting same from the distribution board.</p>		
<b><u>Wall Mounted Fan Heaters</u></b>	<p>Disconnect from Nursery distribution board the 2 No. wall mounted fan heaters indicated on complete with all wiring located over the chest freezer and wash up area.</p>		
<b><u>Steriliser</u></b>	<p>Disconnect and remove all wiring back to the distribution board to allow removal of the appliance.</p>		
<b><u>Dishwasher</u></b>	<p>Disconnect the three phase supply and remove all wiring back to the distribution board to allow removal of the appliance.</p>		
<b><u>Eco Lab Detergent Unit</u></b>	<p>Disconnect and remove all wiring if existant back to the distribution board to allow removal of the appliance.</p>		
<b><u>Gas Alarm Interlock</u></b>	<p>Disconnect the gas interlock control panel, remove and set aside for reconnection in an alternative position stripping out all associated wiring back to the distribution board.</p>		
<b><u>Control Switches</u></b>	<p>Disconnect and remove the control switch boxes that serves the Peerless Food Mixer located in the kitchen and walk in freezer located above the freezer within the Food Store including the adjacent switch together with all wiring back to the distribution board for each.</p>		
<b><u>Temperature Gauge</u></b>	<p>Disconnect and remove the temperature gauge and adjacent blank plate from the walk in freezer wall to be demolished, removing any associated wiring, where applicable back to the distribution board(s).</p>		
<b><u>Sockets, fused spurs, Light switches, etc.</u></b>	<p>Allow to disconnect and remove all remaining sockets, switches, pull cords, fused spurs with or without neon indicators and/or switches , blank plates and all other fittings within the kitchen and associated areas and remove all wiring ready for a full rewire with the exception of any data cabling which is to remain but to include renewal of cover plates.</p> <p><b><u>Dining Room</u></b></p>		
<b><u>Convactor Fan Heaters</u></b>	<p>Disconnect the 3 No. replacement fan convactor heaters to the dining room and adjacent heater located in the corridor as indicated on plan and remove the single 5 amp round pin surface socket outlets and make safe wiring from the Allen Martin Energy Management System respective ET stat that controls the three fans.</p> <p>Allow to reconnect three new 5 amp square pin fused outlets within the heater casing for replacement fan convactor heaters as later described.</p>		
<b><u>Light Switch</u></b>	<p>Allow to disconnect, remove and make safe the existing three gang light switch adjacent the dining room entrance door to be repositioned.</p>		
<b><u>Sockets, fused spurs,</u></b>	<p>Allow to disconnect and remove all remaining sockets, co-ax points, switches, fused spurs with or without neon indicators and/or switches, blank plates and all other fittings within the dining room and remove all wiring with the exception of any data or energy management cabling which is to remain but to include renewal of cover plates.</p>		
Junior Kitchen and Dining Room Refurbishment		Page No. 3.16 To Collection	£

## **LED Lighting**

### **Proposed Installation**

(Refer to plans PCGC 4153/18/302 & PCGC 4153/18/303 A for locations)

#### **Dining Room**

Allow to supply, install in positions within the existing suspended ceiling grid layout, and wire back to a spare way on the existing distribution board located within the kitchen 27 No. 30 W British standard and/or EN approved cool white LED Panel light fittings with a 5 year warranty, of which 8 No. to be provided with emergency lighting capability via separate battery packs and separate LED indicators to be located in adjacent ceiling tiles to ensure the normal lighting level emitted from a normal LED panel is maintained. The lighting panels are to be operated from the relocated lighting position and four gang switch to operate three rows lengthwise to the room and the alcove lights independently, with emergency light test facility. The original four gang switch plate is to be covered with a blank plate.

Provide and install additional wire or angle supports to the 8 No. emergency light fittings and battery packs, to support the additional weight to the existing dining room ceiling.

#### **Kitchen**

Allow to supply, install in positions within the proposed new suspended ceiling grid layout, and rewire back to a spare way on the existing distribution board located within the kitchen 20 No. IP44 suitable, 30 W British standard and/or EN approved cool white LED Panel light fittings with a 5 year warranty, of which 6 No. to be provided with emergency lighting capability via separate battery packs and separate LED mains indicators to be located in adjacent ceiling tiles to ensure the normal lighting level as emitted from a normal LED panel is maintained.

The lighting panels are to be operated from the four gang single light switch to operate four rows of light panels independently in line with the server with emergency lighting test facility. The proposed single lighting panel for the freezers 3 and 5 is to be switched from the existing single way switch plate position.

#### **Office**

Install the LED lighting panel previously removed from the dining room into the proposed new suspended ceiling grid layout to the office and rewire back to a spare way on the existing distribution board located within the kitchen, to be switched from the existing pull cord location.

#### **Staffroom**

Allow to supply, install in positions within the proposed new suspended ceiling grid layout, and rewire back to a spare way on the existing distribution board located within the kitchen 2 No. 30 W British standard and/or EN approved cool white LED Panel light fittings with a 5 year warranty, including 1 No. with emergency lighting capability via separate battery pack and separate LED mains indicator to be located in adjacent ceiling tiles to ensure the normal lighting level as emitted from a normal LED panel is maintained. The panels are to be switched via the existing light switch position with emergency light test facility.

#### **Food Store**

Allow to supply, install in positions within the proposed new suspended ceiling grid layout, and rewire back to a spare way on the existing distribution board located within the kitchen 3 No. IP44 suitable, 30 W British standard and/or EN approved cool white LED Panel light fittings with a 5 year warranty, including 1 No. with emergency lighting capability via separate battery pack and separate LED mains indicator to be located in adjacent ceiling tiles to ensure the normal lighting level as emitted from a normal LED panel is maintained. The panels are to be switched via the existing light switch position with emergency light test facility.

<b><u>Fire Hoods</u></b>	Supply and install 53 No. fire hoods to maintain the half hour integrity of the suspended ceilings in accordance with panel manufacturer's recommendations and instructions.		
<b><u>Extraction Canopy Lighting</u></b>	Allow to wire from a spare way within the kitchen distribution board to the new extraction canopy lighting and associated switching, comprising of 2 No. sealed fittings that will be supplied with the canopy installation.		
<b><u>Maintained Emergency Lighting Signs</u></b>	Allow to rewire the 2 No. existing signs to the dining room and kitchen final exit doors in conjunction with the lighting rewire to both areas.		
<b><u>Fire Roller Shutters</u></b>	<p>Allow to provide and wire back to separate way on the kitchen distribution board 3 No. fused spur outlets above the suspended ceiling in approximate positions indicated on plan and wire in each shutter to three key switches, to allow independent operation of each roller shutter, with correct fuse rating all strictly in accordance with the fire shutter manufacturer's instructions.</p> <p>The fire shutters link to the new hard wired fire alarm system via in/out units that will be supplied, installed and connected by the school's fire alarm contractor undertaking the phased installation to the school, for which the contractor is to allow access.</p>		
<b><u>Sockets, switches etc.</u></b>	<p>The following number, location and type of fitting will be confirmed once all appliances and fittings are removed and any changes will be based pro-rata on the individual prices submitted against each individual item.</p> <p><b>Dining Room</b></p> <p>Allow to rewire back to kitchen distribution board with a minimum of two ring mains utilising spare ways, to include new brushed stainless steel cover plates to the following:</p> <ul style="list-style-type: none"> <li>6 No. Existing single switched socket outlets.</li> <li>3 No. Existing double switch socket outlets.</li> <li>1 No. Existing switched fused spur with neon indicator. Test and check condition of wiring only assumed connection to Allan Martin Energy Management ET unit.</li> <li>1 No. Existing switched fused spur. Test and check condition of wiring only assumed connection to Allan Martin Energy Management ET unit.</li> <li>1 No. Existing data point serving till position.</li> <li>3 No. Existing plug in fused sockets within convector heaters to dining room and corridor to be changed to square pin sockets for replacement heaters.</li> <li>4 No. Proposed blank plates for removed co-ax point, original three way Light switch plate by entrance door, four way light switch plate and Existing blank plate by entrance door.</li> <li>1 No. Proposed recessed floor box, double switch outlet and separate data point with water proof hinged flap flush with finished surface of vinyl safety flooring for electronic till position.</li> </ul> <p><b>Kitchen</b></p> <p>Allow to rewire back to kitchen distribution board with a minimum of five ring mains utilising spare ways, ensuring that each of the five refrigerators and freezers are on different ring mains, to include new brushed stainless steel cover plates to the following:</p> <ul style="list-style-type: none"> <li>1 No. Existing double switch socket outlet and back box to table unit 16.</li> <li>3 No. Existing single switched socket outlets.</li> <li>1 No. Proposed single switched socket from existing blanking plate adjacent the final exit door.</li> <li>3 No. Proposed single switched sockets for freezer units 3 and 5 and fly</li> </ul>		
Junior Kitchen and Dining Room Refurbishment		Page No. 3.18 To Collection	£



- Killer unit 25 complete with recessed back boxes and conduit.
- 5 No. Existing double switch socket outlets.
  - 2 No. Proposed double switch socket outlets with recessed back boxes and conduit (previously single switch socket outlets over table 35.)
  - 3 No. Proposed double switch socket outlets, recessed back boxes and conduit.
  - 3 No. Proposed unswitched single outlet wired to switched fused spur with neon indicators for refrigerator's units 13 and 14 and Bains Marie unit 31.
  - 10 No. Existing fused spur outlets with neon indicators.

#### **Food Store**

Allow to rewire back to kitchen distribution board with one ring main utilising a spare way to include new brushed stainless steel cover plates to the following:

- 1 No. Existing double switch socket outlet.
- 1 No. Proposed double switch socket outlet with recessed back box (previously single switch socket outlet over table 57.)
- 2 No. Proposed double switch socket outlets, recessed back boxes and conduit.

#### **Office**

Allow to rewire back to kitchen distribution board with one ring main utilising a spare way to include cable trunking, end caps and standard plastic cover plates to the following:

- 1 No. Existing double switch socket outlet and back recessed box.
- 2 No. Proposed double switch socket outlets, recessed back boxes.
- 1 No. Existing IT/data point with recessed back box.
- 1 No. Existing Telephone point with recessed back box.
- 1 No. Standard pvc pull cord switch.

#### **Staffroom**

Allow to rewire back to kitchen distribution board with one ring main utilising a spare way to include standard pvc cover plates to the following:

- 1 No. Proposed double switch socket outlet with recessed back box (previously single switch socket outlet over table 57.)

Any variations to the above number of points will be valued pro-rata.

#### **Wiring of Appliances**

Allow to wire and connect the following appliances as referred to in the catering equipment key on plan back to separate ways on the kitchen distribution board in accordance with appliance manufacturers instructions:

Replacement Hobart dishwasher as item 20 to include three phase dishwasher supply unit.

Replacement drain dosing system recommended by Hobart unit 22.

Separate power supply via fused spur with neon indicator to Moffat supplied MCB unit located in servery cupboard unit 33 for hot cupboard units 29 and 30 and Bains Marie/ hot cupboard unit 31.

Ditto for servery gantry unit 32 located above Bains Marie.

2 No. Rational model 101 combination ovens as items 40 and 41 to be via the service riser to be included with the replacement extraction canopy.

	<p>Allow to wire the existing fans, switched fused spurs and controllers back to separate spare ways on the kitchen distribution board:</p> <p>1 No. roof fan previously used for extract to the steriliser to be used for provision of incoming air either via or ventilation grills on either side the replacement canopy, including all alterations to the wiring to reverse the fan from extract to intake.</p> <p>2 No. roof fans previously used for the cooking extraction canopy and to be reused for the replacement canopy, subject to the detailed design as later described.</p> <p>1 No. Vent axia wall fan located in the window walling and to be reused.</p>		
<b><u>Wiring of roof and window fans</u></b>			
<b><u>Existing Gas Alarm for Canopy Fan</u></b>	<p>Allow to rewire the existing Netafan ALS1 gas interlock alarm system in the position indicated on plan and connect to a spare way on the distribution board including the rewiring of and repositioning of the emergency gas knock off switches.</p>		
<b><u>Future Gas Proving Unit</u></b>	<p>Allow to wire a 240 supply to a 5 amp fused spur, connected to a spare way on the distribution board for a future gas proving control panel.</p>		
<b><u>Future Gas Solenoid Valve or Appliance</u></b>	<p>Allow to wire a supply within the underfloor conduit to the vicinity of the gas supply to the central prep table unit 16 back to a separate way on the distribution board but terminate in a safe manner to make provision for the possibility of a future gas solenoid valve or an electrical appliance.</p>		
<b><u>Separation of kitchen and dining room circuits from Nursery Distribution Board</u></b>	<p>The Nursery distribution board comprises a 48 way board with 17 spare ways and an unknown circuit. A total of 15 circuits control lights, window fan, sockets, fan heaters to the kitchen and dining room areas.</p> <p>The kitchen distribution board comprises a 24 way board that was installed as a replacement approximately four years ago and of which 11 ways are used with 13 spare ways.</p> <p>The contractor is to allow to trace the 15 and 1 unknown circuits of the Nursery board to establish if any other appliance, sockets, lights etc are also connected, and ensure that these remain operative.</p> <p>Wire back to the kitchen distribution board any circuits that are not redundant or being rewired from the Nursery distribution board to separate the kitchen and dining room from the Nursery board, ensuring that any other appliance, sockets, lighting etc. that is connected remain operative.</p> <p>The relevant distribution board details from the 2013 electrical test are attached to this specification for information.</p>		
<b><u>Priced Provisional Item for Additional Distribution Board to Kitchen</u></b>	<p>The contractor is to allow to provide and install an additional 24 way metal clad, RCD protected distribution and back board to match the existing unit To include three phase ways, if insufficient spare ways available within the existing unit. The installation is to include all extending of tails, wiring and connections to the existing board and labelling of individual circuits.</p>		
<b><u>Labelling of distribution boards</u></b>	<p>The contractor is to allow for updating and re-labelling all the circuits to the two existing boards in the Nursery and kitchen on completion of all the rewiring and electrical works.</p>		
<b><u>Completion Certificate</u></b>	<p>Prior to occupation the contractor is to allow for the issue to the Contract Administrator of a signed NICEIC completion certificate, correctly made out with all details of the new installation and alterations made to the existing.</p>		
Junior Kitchen and Dining Room Refurbishment		Page No. 3.20 To Collection	£

## **PART D – MECHANICAL WORKS**

### **Gas Safe Approved Contractor**

#### **General**

The main contractor is to allow to employ a Gas Safe approved contractor who can issue the appropriate certification for all of the work involved with the project including disconnections and connections of all gas commercial catering equipment upon completion.

### **Design and Installation of Appliances**

The contractor is to ensure that any new gas appliance installation or alteration is in full compliance with the 'Gas Safety (Installation and Use) Regulations Amendment 2018' and the Approved Code of Practice.

### **Stripping out and Removal**

All stripping out of pipe work, lagging, appliances, heaters and fittings is to include removal from site to a licenced tip.

### **Hot Work Permit System**

The contractor is to allow to follow the school Hot works Permit System as previously described in the General Part of this specification.

### **Gas Proving System**

The 3 No. existing gas appliances that are to be reused comprise item 38 Falcon Dominator range and oven, item 43 Bartlett Yeoman Fryer and item 44 Dominator Fryer. All of the existing appliances and the two new Rational combi ovens have flame failure devices provided and do not require the installation of a gas proving system.

A gas solenoid is provided at the point of entry of the gas pipe to the main cooking range.

The position of a gas proving unit control panel is indicated on the plan and the wiring is to be provided as described in the electrical section should this ever become a future requirement.

### **Testing of Incoming Gas Main**

The contractor will be required to carry out a gas soundness test on the incoming gas main to the kitchen after the removal of the quarry tile flooring but prior to laying of the mastic asphalt floor. The last test was completed as part of the schools compliance works on 30<sup>th</sup> May 2018 and was compliant. The internal supply can be isolated from inside science classroom 2 to the DT and science labs. The external mains will have to be isolated from the meter located adjacent the front entrance to school.

### **Appliance Testing**

Test all new and existing gas appliances and issue the appropriate certification upon completion of the commissioning.

### **Pipework Replacement**

#### **Dining room**

Allow to take down sufficient ceiling tiles and set aside for reinstatement to expose the 54mm and 22mm copper pipework as indicated by a dashed blue line on the plans. Remove the fibreglass and wire pipe lagging and remove from site. Carefully inspect both pipes for signs of pin holing and leaks and carry out the following replacements.

Drain down and isolate the supplies and carefully remove and replace the 54mm and 22mm copper pipes to include all fittings etc. from the cold water storage tank room accessed from the single storey flat roof tank room to the corridor outside of the dining room, ensuring that the school hot work permit is followed.

Refill system, remove all air from pipework and thoroughly test out.

Provide and install foil faced mineral wool insulation with foil taped joints to each renewed pipe on completion of the testing.

Reinstate the ceiling tiles within the existing ceiling grid and re-clip.

<b><u>Water Dispenser</u></b>	<p>Allow to isolate and temporary cap off the water supply and waste to the drinks dispenser unit No. 50 as indicated on plan, empty and place in temporary storage. Reconnect water supply and waste upon until completion of the flooring renewal.</p>			
<b><u>Fan Convactor Heater Replacement</u></b>	<p>To the three existing fan convactor heaters located in the dining room and adjacent corridor as indicated on plans, allow to drain down or freeze steel pipework and cap off supplies. Unplug from the socket and remove the three heaters from site.</p> <p>Allow for the replacement safety flooring to be fitted to the dining room. Supply and install the following SPC Eco Belgravia Classic Fan Convactor Heaters complete with standard case style A, plinths and lockable access panels to each, and reconnect to the existing iron pipework with iron pipe, including all adjustments and/or alterations necessary to reconnect each heater in the approximate original position. The contractor is to check that the model specified will be capable of installation prior to order.</p> <p>Any discrepancies to be reported to the Contracts Administrator.</p> <p>Dining Room - 2 No. Ref. BEL 150 - size 1494 x 600x 250 mm.</p> <p>Corridor - 1 No. Ref. BEL 60 - size 894 x 600 x 250 mm</p> <p>Refill system, air out and thoroughly test and plug into renewed 5 amp socket outlet that are to be located within the inside of each unit. Allow to make good carpet with matching carpet to corridor heater.</p>			
	<p><b><u>Kitchen</u></b></p>			
	<p><b><u>Disconnections</u></b></p>			
<b><u>General</u></b>	<p>The contractor is to allow to disconnect all pipework considered necessary to ensure that the Altro Whiterock wall lining system and Altro stronghold flooring will not have to be cut alongside lengths of pipe runs and remove all clips or other means of pipe support and re attach same on completion of the wall lining or floor laying.</p>			
<b><u>Existing underfloor water supplies Dead legs and Reposition Bib tap</u></b>	<p>Isolate, disconnect and remove by cutting out the floor screed after removal of the quarry tiles, the following 15mm copper cold water supplies as indicated by a blue dashed line on the plans:</p> <p>Connecting the central preparation table No. 16 to the cold supply adjacent the wash hand basin No. 6 and the 2 No. copper pipes to the central cooking service spine from within the existing store area 0/124.</p> <p>Replace the pipework to the central prep table with 15mm copper pipework, test and cap off at either end for possible future use. Protect the pipe by covering with pvc tape or similar.</p> <p>Make good floor with sand and cement to all three areas ready for the mastic asphalt screed and safety flooring.</p> <p>Disconnect the 35mm and 28mm OD hot and cold pipework of the drops to the tap position adjacent the open store 0/124 and remove all capped off tees/ isolation valves which are potential dead legs and replace in copper pipes of the same diameter, extending the existing bib tap position to discharge over the proposed open gully location.</p>			
<b><u>Existing Catering Equipment Sinks and wash hand</u></b>	<p>Disconnect and strip out all pipework to the steriliser and associated sinks position without potential dead legs complete with all traps and waste pipes and seal off the two drain connections by the supply and installation of appropriate caps to the 100mm drainage pipes to ensure a waterproof seal, prior to floor renewal.</p>			
Junior Kitchen and Dining Room Refurbishment	Page No. 3.22 To Collection	£		

<b><u>basin</u></b> <b><u>Disconnection</u></b>	<p>As described above but to the stainless steel twin bowl and single bowl sinks and Hobart dishwasher and associated tabling but excluding the drain connections which are to be reused.</p> <p>Ditto for the Falcon steamer located within the cooking area.</p> <p>Ditto to the stainless steel wash hand basin and taps, but set aside for reuse.</p> <p>The removal of steriliser from site has been previously described.</p>		
<b><u>Existing Gas Appliances</u></b>	<p>Disconnect, safely cap off ready for reconnection the following for later reuse, removal to storage previously described.</p> <p>1 No. Falcon Dominator gas range and oven unit 38.</p> <p>2 No. Bartlett/Yeoman ovens (to be permanently stored at the school).</p> <p>1 No. Bartlett Yeoman Fryer unit 43.</p> <p>1 No. Dominator Fryer unit 44.</p> <p><b>Proposed Appliance Installations</b></p>		
<b><u>Wash hand basins</u></b>	<p>Allow to supply and fit the previously set aside stainless steel wash hand basin item 6 in position indicated on plan PCGC 4153/18/303A complete with new lever taps, minimum 32mm waste pipework and trap, connecting into the adjacent sink drain and connection to the existing hot and cold pipework including any necessary alterations or adaptations.</p> <p>Supply and install 2 No. stainless steel wash hand basins to match the previously set aside original and install as units 24 and 36 in positions indicated on plan and to replace the original ceramic basin removed in conjunction with the asbestos removal works adjacent the office as indicated on plan PCGC 4153/18/303A including all connections to drainage and hot and cold pipework as previously described.</p> <p>The supply of the following items are later described in the catering equipment part of this specification.</p>		
<b><u>Sinks</u></b>	<p>Allow to install, plumb and connect the 2 No. sinks as unit No. 8, 21 and 23 in positions indicated on plan PCGC 4153/18/303A including all connections to existing drainage to include traps, 50mm wastes and adapting, renewing and/or altering existing hot and cold pipework to taps.</p>		
<b><u>Dishwasher</u></b>	<p>Allow to install, plumb and connect the new Hobart dishwasher item 20 in position as indicated on plan PCGC 4153/18/303A to include all drainage connections utilising existing 100mm drainage pipework, supply of trap, wastes and extending, adapting or renewing existing hot and cold pipework as in strict accordance with the manufacturer's instructions.</p>		
<b><u>Rational Combi Ovens</u></b>	<p>Allow to extend the mains supply and install 2 No. 19mm (3/4 ") water pipes max. 6 bar above the ceiling and connect to each of the two Rational SelfCookingCentres via the service duct from the extraction canopy to the service spine strictly in accordance with the manufacturer's instructions.</p> <p>Provide and connect with a 19mm (3/4 ") gas connection to each oven via the service spine utilising and adapting the incoming 50mm gas pipe and associated pipework and connect to the 50mm previously installed waste pipes complete with all traps, tun dishes and associated fittings.</p>		
<b><u>Reconnection of Existing Gas Appliances</u></b>	<p>Take from storage and reconnect the following gas appliances that are to be reused, allowing to adapt or renew the gas carcassing pipework to be in compliance with all current commercial catering gas regulations and appliance manufacturer's recommendations.</p> <p>1 No. Falcon Dominator gas range and oven unit 38.</p> <p>1 No. Bartlett Yeoman Fryer unit 43.</p> <p>1 No. Dominator Fryer unit 44.</p>		
Junior Kitchen and Dining Room Refurbishment		Page No. 3.23 To Collection	£

## **PART E – CATERING EQUIPMENT AND APPLIANCES**

### **General**

#### **Scope**

The contractor is to allow for the complete installation of the kitchen and servery, utilising existing, new and bespoke fittings and appliances as detailed in the 'Key to Catering Equipment' and positions indicated on plan PCGC 4153/18/303A. The contractor is to allow for all necessary fixings, trims, capping pieces etc. commissioning and final testing to ensure the full installation and handover to the school.

#### **Instruction to catering staff on use of new appliances**

The contractor is to describe to catering staff and Contract Administrator the use and operation of all new equipment prior to handover. All documentation on the new appliances and all gas and electrical certification is to be handed to the Contract Administrator for inclusion in the Health and Safety File.

### **Installation of Existing Equipment and Appliances**

#### **Installation of Existing Appliances, Fittings and Equipment**

Allow to take from temporary storage and install the following appliances, fittings and equipment in positions indicated on plan PCGC 4153/18/303A after installation of safety flooring and Whiterock wall lining system:

- Unit No. 3 - Carovell Upright Freezer
- Unit No. 4 - Esta Chest Freezer
- Unit No. 6 - Stainless steel wash hand basins and Lever Taps (previously described).
- Unit No. 7 - Zap Plus Fly Killer
- Unit No. 10 - Mobile Storage Racking
- Unit No. 15 - Centre Prep table with shelf under
- Unit No. 16 - Centre Prep table with drawers and shelf under
- Unit No. 17 - Hobart Food Mixer and base
- Unit No. 18 - Mobile Storage Racking
- Unit No. 37 - Centre Prep table with shelf under
- Unit No. 38 - Falcon Dominator Gas range and oven (previously described)
- Unit No. 39 - Centre Prep table with shelf under
- Unit No. 43 - Bartlett Yeoman Fryer (previously described)
- Unit No. 44 - Dominator Fryer (previously described)
- Unit No. 47 - Counter line Mobile Display Chiller (Dining Room)
- Unit No. 48 - Williams Gem Mobile Display Drinks Chiller (Dining Room)
- Unit No. 49 - Electronic Till (Dining Room)
- Unit No. 50 - Chilled water Dispenser (Dining Room)
- Unit No. 51 - Stainless Steel Table 850 x 715 mm ( Food Store)
- Unit No. 52 - Stainless Steel Table 1700 x 750 mm ( Food Store)
- Unit No. 53 - Stainless Steel Table 930 x 900 mm ( Food Store)
- Unit No. 54 - Stainless Steel Table 1600 x 600 mm ( Food Store)
- Unit No. 55 - Stainless Steel Table 1200 x 600 mm ( Food Store)

### **Supply and Installation of New Equipment and Appliances**

#### **Supply and Installation of New Appliances, Fittings and Equipment**

The following are to be priced individually to allow variation if required. All of the items will require to be ordered upon official receipt of order from the school due to the length of time for fabrication and supply, particularly for bespoke items. Allow to measure on site, particularly the bespoke and servery counters, liaise with fabricator and order, supply, unload and install the following appliances, fittings and equipment in positions indicated on plan PCGC 4153/18/303A after installation of safety flooring/Whiterock.

- Unit No. 1 – Moffat Model SMT Mobile Storage Racking.
- Unit No. 2 – Moffat Model SMT Mobile Storage Racking.
- Unit No. 5 – Williams Model LJ1 Jade 1 One Door Freezer
- Unit No. 8 – Moffat Model SSU247DBBD Double Bowl & Drainer Sink Unit complete with ¾" tall column lever taps and wastes.
- Unit No. 9 - Moffat Model SWB/SCT217 Wall Bench with shelf under.
- Unit No.11 - Moffat Model SWB/SCT97 Wall Bench with shelf under.
- Unit No. 12 - Moffat Model SWB/SCT247 Wall Bench with shelf under.
- Unit No. 13 – Williams Model HJ2 Jade 2 Two Door Refrigerator
- Unit No. 14 – Williams Model MJ2 Jade 2 Two Door Refrigerator
- Unit No. 19 – Moffat Bespoke Model DW15 Dishwash Outlet Table
- Unit No. 20 – Hobart Model AM 900-10 A Dishwasher
- Unit No. 21 – Moffat Bespoke Dishwash inlet table fabricated to size to suit the specified Hobart Dishwasher in grade 304 Stainless Steel with pre-rinse mixer spray tap and waste.
- Unit No. 22 – Drain Dosing Unit/System recommended by Dishwasher Manufacturer.
- Unit No. 23 – Moffat Model SSU127BD single bowl with ¾" tall column lever taps and waste.
- Unit No.'s 24 & 36 – 2No.Stainless steel wash hand basins and Lever Taps (previously described).
- Unit No. 25 - Zap Plus Fly Killer to match existing.
- Unit No. 26 - Moffat Bespoke 100mm stainless steel stile to support counter flap and inward opening gate.
- Unit No. 27 - Moffat Bespoke Counter Flap with mid height inward opening gate under counter flap. Allow to supply and install a stainless steel hold back catch (not supplied by Moffat) to allow counter flap to remain in vertical position.
- Unit No. 28 - Moffat Bespoke 1550mm wide and 900mm deep overall servery/counter depth Plain Top Ambient Section with Base and Mid Shelf.
- Unit No. 29 - Moffat Bespoke 1200mm wide and 900mm deep overall servery/counter depth Plain Top Hot Cupboard.
- Unit No. 30 - Moffat Bespoke 1200mm wide and 900mm deep overall servery/counter depth Plain Top Hot Cupboard.
- Unit No. 31 - Moffat Bespoke 1800mm wide and 900mm deep overall servery/counter depth Wet/Dry Well Bains Marie/Hot Cupboard.
- Unit No. 32 – Moffat Premier Model CVH18 Five 300W Lamp Quartz Gantry to Bains Marie.
- Unit No. 33 – Moffat Bespoke Plain Top Ambient Section Counter 600mm wide and 900mm deep overall with MCB access to form complete servery counter incorporating unit numbers 26 to 33 inclusive with continuous stainless steel kick plates to complete rear end and around the two supporting steel columns to the existing servery.
- Unit No. 35 – Moffat Model SWB/SCT186 Wall Bench with shelf under.





**PART F – CONTRACTORS DESIGN AND INSTALLATION FOR :  
REPLACEMENT EXTRACTION CANOPY, MECHANICAL AIR INTAKE  
DUCTING AND ASSOCIATED WORKS.**

The following pages are deliberately left blank for the contractor to list work items, any design information and price breakdown to fully describe the design proposals including method of support for the replacement stainless steel canopy, grade and gauge of stainless steel, final overall size to include overhang, type and number of baffle filters to be installed, size of condensation channel and method of draining, type of ventilation duct including sizes and if the existing fans following a full survey by the contractors ventilation contractor and fabricator can be used or need to be replaced.

If the three existing fans require replacement together with replacement roof cowls and associated roofing work, this must be allowed and indicated as a separate priced item.

The replacement canopy installation to be in compliance with BESA DW/172 2018 Standard for kitchen Ventilation Systems as produced by the Heating and Ventilating Contractors Association and all associated guidance. The contractor is to ensure the full and complete installation is priced accordingly and included within the collection and General Summary pages.

**Existing Installation**

**Permanent Ventilation**

A permanent external air supply is provided by 4 No. low level 100 mm ducts adjacent the external quoin of the kitchen.

A permanent 600 x 600 permanent supply via an existing external grill is available to the Food Store upon removal of the walk in freezer. This can be used for high level ventilation via an intumescent grill set within the panel above the door if required.

**Steriliser Canopy**

The existing aluminium extract canopy above the steriliser is to be removed and not replaced.

The existing single extract fan manufacturer, model, age or capacity are unknown.

The existing roof aperture and roof upstands should ideally be utilised without affecting the felt roof covering which was re-felted in 2016 and the supporting metal trough decking, for an intake air supply.

**Cooking Area Canopy**

The existing aluminium extract canopy is to be removed and replaced with a stainless steel compliant extract canopy with correct sized overhangs to appliances and ovens, new baffle filters, and with a vertical stainless steel service riser linking to the new floor service spine.

Two existing extract fans serve the canopy.

The manufacturer, model or age or capacity of one of the fans is unknown. The second fan was replaced in March 2015 and is a Vectaire RMA 454 Extract Fan with an extract capacity of 4940 cubic metres/hour at 1400 RPM.

The contractor is advised to check all three fans for suitability for their proposed design and indicate in their proposals and reflect same in their price for this part.

**Proposed Installation**

**Cooking Area Canopy**

The contractor is to allow to undertake and detail on the following pages the cost for specialist design, fabrication, supply and installation of a new replacement extract canopy from stainless steel with baffle filters utilising the existing roof apertures and fans if of adequate capacity to extract and supply incoming air, both mechanical and/or permanent, to be in compliance with :

BESA (Building Engineering Services Association) DW/172 2018 Standard for kitchen Ventilation Systems.

All relevant gas and commercial kitchen regulations and guidance.

The existing ductwork is be removed, replaced or adapted to provide an extract and incoming air supply either via ceiling grills or direct through the canopy and be incorporated within the replacement stainless extract canopy, preferably utilising the existing fans and reversing the fan serving the removed steriliser canopy from extract to intake ventilation.



COLLECTION FROM PAGE

3.1

3.2

3.3

3.4

3.5

Part A – General -Sub Total

3.6

3.7

3.8

3.9

3.10

3.11

3.12

3.13

3.14

Part B – Builders Work -Sub Total

3.15

3.16

3.17

3.18

3.19

3.20

Part C – Electrical Work -Sub Total

3.21

3.22

3.23

Part D – Mechanical Work -Sub Total

3.24

3.25

3.26

Part E–Catering Equipment-Sub Total

3.27

3.28

3.29

Part F– Extraction Canopy - Sub Total

<b><u>SECTION 4</u></b>					
<b><u>DAYWORKS, PROVISIONAL SUMS AND CONTINGENCIES</u></b>					
Refer to Preliminaries clauses A32/450A for definitions.					
Provide the all-inclusive prime cost of labour as defined in Section 3 of the Definition of Prime Cost of Daywork Carried Out Under A Building Contract (June 2007- Third Edition) (Option B) – All-inclusive rates. Core Hours – 7.30am to 5.00p.m. Monday to Friday <b>Productive Hours:</b>				<b>Hours</b>	<b>£</b>
<b>General Operatives</b>					
10 Hours (Provisional) – Kitchen Engineer	@ £	per hour	10		
10 Hours (Provisional) – Gas Engineer	@ £	per hour	10		
10 Hours (Provisional) – Ventilation Engineer	@ £	per hour	10		
10 Hours (Provisional) – Plumber	@ £	per hour	10		
10 Hours (Provisional) – Electrician	@ £	per hour	10		
<b>Other Trades</b>					
10 Hours (Provisional) – Carpenter	@ £	per hour	10		
10 Hours (Provisional) – Mason/Plasterer	@ £	per hour	10		
10 Hours (Provisional) – Labourer	@ £	per hour	10		
10 Hours (Provisional) – Floor Layer	@ £	per hour	10		
10 Hours (Provisional) – Ceiling Fixer	@ £	per hour	10		
<b>Non-Productive Hours:</b>					
<b>General Operatives</b>					
5 Hours (Provisional) – Kitchen Engineer	@ £	per hour	5		
5 Hours (Provisional) – Gas Engineer	@ £	per hour	5		
5 Hours (Provisional) – Ventilation Engineer	@ £	per hour	5		
5 Hours (Provisional) – Plumber	@ £	per hour	5		
5 Hours (Provisional) – Electrician	@ £	per hour	5		
<b>Other Trades</b>					
5 Hours (Provisional) – Carpenter	@ £	per hour	5		
5 Hours (Provisional) – Mason/Plasterer	@ £	per hour	5		
5 Hours (Provisional) – Labourer	@ £	per hour	5		
5 Hours (Provisional) – Floor Layer	@ £	per hour	5		
5 Hours (Provisional) – Ceiling Fixer	@ £	per hour	5		
<b><u>Materials and Goods</u></b>					
Provide for the prime cost of materials and goods as defined in Sections 4 and 6 of the Definition of Prime Cost of Daywork Carried Out Under A Building Contract (June 2007- Third Edition)					
Provide the Provisional Sum of <b>Eight Hundred Pounds</b> for materials and goods as defined, incurred on Daywork carried out during the progress of the contract.					<b>800 00</b>
Add the percentage addition for incidental costs, overheads and profit as defined in Section 6 and add to totals.				<b>%</b>	

	<p><b><u>Plant</u></b></p> <p>Provide for the prime cost of plant hired by the contractor as defined in Section 5 of the Definition of Prime Cost of Daywork Carried Out Under A Building Contract (June 2007- Third Edition)</p> <p>Provide the Provisional Sum of <b>Five Hundred Pounds</b> for plant hired by the contractor as defined in Section 5, incurred on Daywork carried out during the progress of the contract.</p> <p>Add the percentage addition for incidental costs, overheads and profit as defined in Section 5 and add to totals.</p> <p>Rates for plant not hired by the Contractor shall be as set out in <i>The Schedule of Basic Plant Charges for Use in Connection with Daywork Under a Building Contract</i> published by the Royal Institution of Chartered Surveyors 1 May 2001 Edition.</p> <p>Provide the Provisional Sum of <b>Two Hundred Pounds</b> for plant not hired by the contractor as defined in Section 5, incurred on Daywork carried out during the progress of the contract.</p> <p>Add the percentage addition for incidental costs, overheads and profit as defined in Section 5 and add to totals.</p> <p>The Contractor is to allow the following sums to be expended, or deducted, in part or in whole, as directed by the Contracts Administrator</p> <p><b><u>Contingencies</u></b>  <b><u>Include the following undefined Provisional Sums:</u></b></p> <p>The sum of <b>Four thousand pounds</b> as Contingencies</p>		£	
			500	00
		%		
			200	00
		%		
			4000	00



**GENERAL SUMMARY**

**JUNIOR KITCHEN AND DINING ROOM REFURBISHMENT**

1.	Section 1- Preliminaries and General Conditions	£
2.	Section 2 - Preambles	£
3.	Section 3 – Specification of Works	
	Part A – General	£
	Part B - Builders Work	£
	Part C - Electrical Work	£
	Part D – Mechanical Work	£
	Part E - Catering Equipment & Appliances	£
	Part F - Contractors Design & Installation of Extract Canopy	£
4.	Section 4 - Dayworks, Provisional Sums and Contingencies	£

TOTAL CARRIED TO FORM OF TENDER

Contractors Name .....

Address .....

.....

.....

Contractor's Signature .....

PLEASE PRINT NAME .....

Date: .....



# WADEBRIDGE SCHOOL

## FORM OF TENDER

### Tender for – **JUNIOR KITCHEN AND DINING ROOM REFURBISHMENT**

To ... Business Manager (Premises)  
Wadebridge School  
Gonvena Hill  
Wadebridge  
Cornwall  
PL27 6BG

Sir,

I/We having read the conditions of contract and specification on the school web site and having examined the drawings and documents referred to therein do hereby offer to execute and complete the whole of the works described for the sum of (excluding VAT)

.....

.....£..... ....p

and within 4 weeks from the date of possession, and I/we undertake in the event of your acceptance to execute with you a form of contract embodying all the conditions and terms contained in this offer.

I/We hereby agree that until such contract is executed the said specification and drawings and this tender, together with your acceptance thereof in writing, shall be the contract.

I/We agree that should obvious errors in arithmetic be discovered before acceptance of this offer in the specification submitted by me/us, these errors be corrected in accordance with Alternative 1 - "JCT Standard Forms of Building Contracts 1998 Editions Practice Note 6 (Series 2) Main Contract Tendering July 2002" or updated version.

Attention is drawn to the rate for Liquidated and Ascertained Damages as stated in the Schedule of Clause Headings in the Conditions of Contract in the Preliminaries to the specification.

This tender remains open for consideration for 2 weeks from the date for return of tenders\*.

Wadebridge School does not bind itself to accept the lowest or any tender, does not accept any responsibility whether in contract negligence, trust or any other way whatsoever to consider any tender, and will not be responsible for any costs incurred by any firm in the preparation of any tender.

Dated this ... day of ... 2018

Signature ...

Name of Firm (block capitals or firm's stamp) ...

Address ...

\*Date for return of tenders **NOON ON MONDAY 9<sup>th</sup> July 2018**

**Warning:** Please note that the following warning applies in connect with contracts awarded to you by Wadebridge School. It is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever, as an inducement or reward to any member of staff. Additionally, such action by you would enable Wadebridge School to cancel all current and future contracts with you.

**COLLUSIVE TENDERING CERTIFICATE**

**To: Wadebridge School**

The essence of Competitive Tendering is that Wadebridge School shall receive bona fide competitive tenders from all persons tendering. In recognition of this principle:-

I/We certify that this is a bona fide Tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the Tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/We have not done and undertake that I/We will not do at any time any of the following acts:-

- a) communicate to a person other than Wadebridge School the amount or approximate amount of my/our proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance or a contract guarantee bond); or
- b) enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
- c) offer or agree to pay or give, or pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other Tender or proposed Tender for the Service any act or omission.

DATED this                      day of                      2018

SIGNED (as Form of Tender) .....

(print names in full) .....

Duly authorised to sign for and on behalf of .....

# Electrical Services (Cornwall) Ltd

## Equipment Report

Section 5 [82]

Occupier **WADEBRIDGE SCHOOL**  
 Installation Address **Wadebridge School, Gonvena Hill**  
 Specific Location **UPRN 4153**

### Supply Cables

Length Unknown  
 SWA 70 mm<sup>2</sup>

### Junior Kitchen DB Junior Kitchen

Bill Distribution Board  
 Unswitched TP&N 24 ways (total)

Asset No. G23605

### Earthing Arrangements

PFC 2.57 kA  
 Earth Loop 0.16 Ohms  
 Cable Sheath

Supplied From G20180 (3)  
 Secondary Supply

## Circuit Schedule and Test Results

CIRCUIT			Cable		Overcurrent Device		Continuity Test			Insulation Test		Earth Loop	R.C.D. Test	
No	Designation	Points Served	Wiring Phase mm <sup>2</sup>	Method CPC mm <sup>2</sup>	BS No Rating A	Type Rating kA	r1 Ω	m Ω	r2 Ω	R1+R2 Ω	L/L L/E MQ	L/N N/E MQ	Z <sub>s</sub> Ω Dis Time s	R.C.D. Rating mA x1 ms
1 L1	Single Sockets Kitchen Dual by Deep Freeze	4	T+E 2x2.5	B 2x1.5	3871 30	L 3	0.45	0.45	0.95	0.29 -	- L	L	0.44 0.4	- -
1 L2	Sink Heater L/H/S Spur	1	T+E 1.5	B 1	3871 20	L 3	-	-	-	0.13 -	- L	L	0.27 0.4	- -
1 L3	Spare	-	-	-	3871 20	L 3	-	-	-	-	-	-	-	-
2 L1	Sockets Hot Lights, Fly Killer, Waste Disposal	6	T+E 2x2.5	B 2x1.5	3871 30	L 3	0.42	0.42	0.53	0.22 -	- L	L	0.37 0.4	- -
2 L2	Sink Heater R/H/S Spur	1	T+E 1.5	B 1	3871 20	L 3	-	-	-	0.12 -	- L	L	0.27 0.4	- -
2 L3	Spare	-	-	-	3871 20	L 3	-	-	-	-	-	-	-	-
3 L123	Dishwasher	1	T+E 2x6	B 2x1.5	3871 20	L 3	-	-	-	0.09 -	L L	L	0.27 0.4	- -
4 L123	Blank	-	-	-	-	-	-	-	-	-	-	-	-	-
5 L1	Hot Cupboard R/H Spur	1	T+E 4	B 2.5	3871 30	L 3	-	-	-	0.13 -	- L	L	0.33 0.4	- -
5 L2	Cold Room	1	T+E 1.5	B 1	3871 15	L 3	-	-	-	L -	- L	L	L 0.4	- -
5 L3	Spare	-	-	-	3871 20	L 3	-	-	-	-	-	-	-	-
6 L1	Hot Cupboard L/H Spur	1	T+E 4	B 1.5	3871 30	L 3	-	-	-	0.12 -	- L	L	0.25 0.4	- -
6 L2	Single Socket Below R/H/S	1	T+E 4	B 1.5	3871 20	L 3	-	-	-	0.24 -	- L	L	0.32 0.4	- -
6 L3	Spare	-	-	-	3871 15	L 3	-	-	-	-	-	-	-	-

# Electrical Services (Cornwall) Ltd

## Equipment Report

Section 5 [82]

Occupier **WADEBRIDGE SCHOOL**  
 Installation Address **Wadebridge School, Gonvena Hill**  
 Specific Location **UPRN 4153**

### Circuit Schedule and Test Results

CIRCUIT			Cable		Overcurrent Device		Continuity Test				Insulation Test		Earth Loop	R.C.D. Test	
No Ø	Designation	Points Served	Wiring Phase mm²	Method CPC mm²	BS No Rating A	Type PSCC kA	r1 Ω	m Ω	r2 Ω	R1+R 2 R2	L/L L/E MΩ	L/N N/E MΩ	Zs Ω Dis Time s	R.C.D. Rating mA	x1 x5 ms
7 L123	Spare	-	-	-	3871 30	L 3	-	-	-	-	-	-	-	-	-
8 L123	Blank	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Tested By	Test Date	Instrument Type	Serial No	Instrument Model
K Pappin	04/11/2013	Multi Tester	101148064	Megger MFT 1753



# Electrical Services (Cornwall) Ltd

## Equipment Report

Section 5 [18]

Occupier **WADEBRIDGE SCHOOL**  
Installation Address **Wadebridge School, Gonvena Hill**  
Specific Location **UPRN 4153**

### Supply Cables

Length Unknown  
SWA 120 mm<sup>2</sup>

LP3 EYD Classroom
MEM Distribution Board SP&N L2 phase 48 ways
Asset No. G20250

### Earthing Arrangements

PFC 0.951 kA  
Earth Loop 0.24 Ohms  
Cable Sheath

Supplied From Radioactive Room MCCB DB  
Secondary Supply None

## Circuit Schedule and Test Results

CIRCUIT			Cable		Overcurrent Device		Continuity Test				Insulation Test		Earth Loop	R.C.D. Test	
No	Designation	Points Served	Wiring Phase mm <sup>2</sup>	Method CPC mm <sup>2</sup>	BS No Rating A	Type Rating kA	r1 Ω	m Ω	r2 Ω	R1+R2 Ω	UL L/E MQ	LN N/E MQ	Z <sub>s</sub> Ω Dis Time s	R.C.D. Rating mA	x1 x5 ms
1-5 L2	Spare	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6 L2	Sockets CS3 Classroom	3	T+E 4	A 1.5	61009 20	B 10	-	-	-	0.27	- 200	200	0.35 0.4	30	38.8 18.7
7 L2	Kit WC Incinerator	1	T+E 2.5	A 1	60898 20	B 10	-	-	-	0.08	- 38	38	0.32 0.4	-	-
8 L2	J/B Window	1	T+E 2.5	A 1.5	61009 16	B 10	-	-	-	0.61	- 200	200	0.65 0.4	30	28.6 18.6
9 L2	Fan Heater Kitchen	1	T+E 2.5	B 1	60898 20	B 10	-	-	-	0.36	- L	L	0.63 0.4	-	-
10 L2	Spare	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11 L2	Fan Heater 2 Kitchen	1	T+E 2.5	B 1.5	60898 20	B 10	-	-	-	0.29	- L	L	0.56 0.4	-	-
12 L2	Lights Fridge Rm/Office	3	PVC/PVC 1.5	B 1	60898 10	B 10	-	-	-	0.45	- L	L	0.73 0.4	-	-
13 L2	Lights Kitchen	7	PVC/PVC 1.5	B 1	60898 10	B 10	-	-	-	0.89	- L	L	1.16 0.4	-	-
14 L2	Lights Canteen (Middle)	2	PVC/PVC 1.5	B 1	60898 10	B 10	-	-	-	0.53	- L	L	0.80 0.4	-	-
15 L2	Lights Kit + E/L Wash-up, Staff	9	PVC/PVC 1.5	B 1	60898 10	B 10	-	-	-	0.89	- L	L	1.10 0.4	-	-
16 L2	Lights Kit Prep / Middle Office	6	PVC/PVC 1.5	B 1	60898 10	B 10	-	-	-	0.48	- L	L	0.75 0.4	-	-
17 L2	Lights Entrance / WCs This Room	10	PVC/PVC 1.5	B 1	60898 10	B 10	-	-	-	0.42	- L	L	0.89 0.4	-	-
18 L2	Lights CS3 + Emergency	7	PVC/PVC 1.5	B 1	60898 10	B 10	-	-	-	0.41	- L	L	0.68 0.4	-	-



# Electrical Services (Cornwall) Ltd

## Equipment Report

Section 5 [18]

Occupier **WADEBRIDGE SCHOOL**  
 Installation Address **Wadebridge School, Gonvena Hill**  
 Specific Location **UPRN 4153**

### Circuit Schedule and Test Results

CIRCUIT			Cable		Overcurrent Device		Continuity Test				Insulation Test		Earth Loop	R.C.D. Test	
No Ø	Designation	Points Served	Wiring Phase mm <sup>2</sup>	Method CPC mm <sup>2</sup>	BS No Rating A	Type PSCC kA	r1 Ω	m Ω	r2 Ω	R1+R 2 R2	L/L L/E MΩ	L/N N/E MΩ	Z <sub>s</sub> Ω Dis Time s	R.C.D. Rating mA	x1 x5 ms
19 L2	Lights Canteen Hall	1	PVC 1.5	B 1.0	60898 10	B 10	-	-	-	0.48 -	- L	L	0.63 0.4	-	-
20 L2	E/Lights Corridor + Class MS	14	PVC 1.5	B 1.0	60898 10	B 10	-	-	-	0.97 -	- L	L	1.27 0.4	-	-
21 L2	Lights Canteen R/H/S by Counter	2	PVC 1.5	B 1.0	60898 10	B 10	-	-	-	0.46 -	- L	L	0.73 0.4	-	-
22 L2	Lights Canteen near No Exit	2	PVC 1.5	B 1.0	60898 10	B 10	-	-	-	0.61 -	- L	L	0.87 0.4	-	-
23 L2	Lights Canteen Near Counter	2	PVC 1.5	B 1.0	60898 10	B 10	-	-	-	0.53 -	- L	L	0.80 0.4	-	-
24 L2	Lights Canteen Near Exit	2	PVC 1.5	B 1.0	60898 10	B 10	-	-	-	0.42 -	- L	L	0.69 0.4	-	-
25-27 L2	Spare	-	-	-	-	-	-	-	-	-	-	-	-	-	-
28 L2	Sockets ICT 7 Door End	10	T+E 2x2.5	B 2x1.0	61009 32	B 10	0.25	0.25	0.53	0.41 -	- L	L	0.78 0.4	30	38.9 18.0
29 L2	Sockets ICT 7 Centre + Wall	11	T+E 2x2.5	B 2x1.5	61009 32	B 10	0.48	0.48	0.73	0.45 -	- L	L	0.38 0.4	30	38.9 18.1
30 L2	Window Fans Kitchen	5	T+E 2x2.5	B 2x1.5	61009 32	B 10	0.38	0.38	0.99	0.29 -	- L	L	0.55 0.4	30	38.8 18.6
31 L2	Sockets ICT 7 Window	12	T+E 2x2.5	B 2x1.5	61009 32	B 10	0.45	0.45	0.42	0.32 -	- L	L	1.39 0.4	30	38.6 18.4
32 L2	Sockets Staff Office/ Store	4	T+E 2x2.5	B 2x1.5	61009 32	B 10	0.18	0.18	0.47	0.21 -	- L	L	0.33 0.4	30	28.1 28
33 L2	Spare	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34 L2	Immersion Heaters 3 & 4	2	T+E 2x2.5	B 2x1.5	61009 32	B 10	0.14	0.15	0.20	0.09 -	- L	L	0.35 0.4	30	38.6 18.6
35 L2	Spare	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36 L2	Sockets Kitchen	3	T+E 2x2.5	B 2x1.5	61009 32	L L	0.31	0.31	0.76	0.14 -	- L	L	0.25 0.4	30	38.8 18.6
37 L2	Spare	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Tested By	Test Date	Instrument Type	Serial No	Instrument Model
K Pappin	04/11/2013	Multi Tester	101148064	Megger MFT 1753