



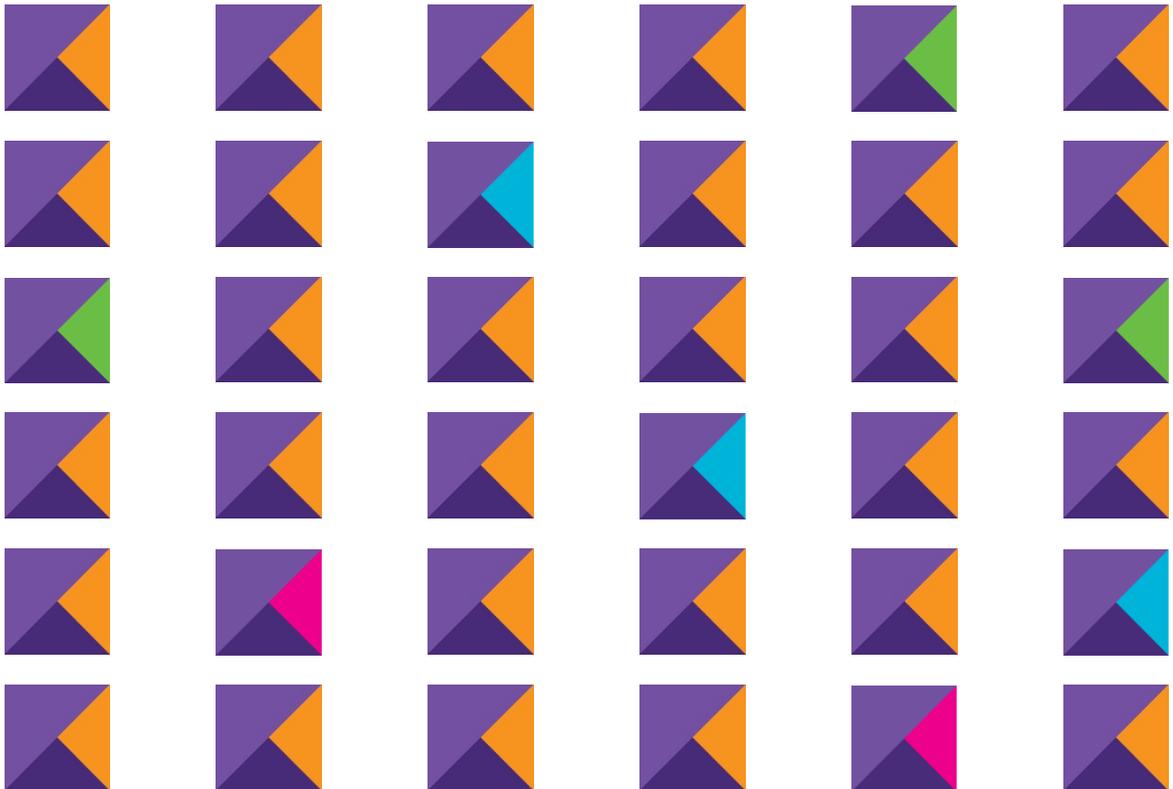
CUBE

BUILDING CONSULTANCY

TENDER PACKAGE

For Works At

Portfields Community Centre, Wordsworth Ave,
Newport Pagnell, MK16 8SB





PROJECT INFORMATION

Portfields Community Centre, Wordsworth Ave, Newport Pagnell, MK16 8SB

Project Information Sheet.

| | |
|----------------------------------|--|
| Address | Portfields Community Centre, Wordsworth Ave, Newport Pagnell, MK16 8SB |
| | |
| Site Agent | N/A |
| Contact | |
| Email | |
| | |
| Client | Newport Pagnell Town Council |
| Contact | Patrick Donovan |
| Telephone | 01908 618756 |
| Email | deputyclerk@newport-pagnell.org.uk |
| | |
| Principal Designer and CA | Cube Building Consultancy |
| Contact | Jim Mallams |
| | 01525722210 |
| | |
| | |
| Description | General external and internal refurbishment works to cover the issues raised in the Schedule of Condition, produced by Cube Building Consultancy |
| | |
| Tendering | Tenders required for return on 18May 2020 |



Preliminaries

Portfields Community Centre, Newport Pagnell Council - Prelims

22 April 2020

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A10

PROJECT PARTICULARS



A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Portfields Community Centre, Newport Pagnell, MK16 8SB.
- Nature: Internal and external refurbishment works.
- Location: Newport Pagnell.
- Length of contract: TBC.

120 EMPLOYER (CLIENT)

- Name: Newport Pagnell Town Council .
- Address: 80 High Street, Newport Pagnell, MK16 8AQ.
- Contact: Patrick Donavan .
- Telephone: 01908 618756.
- E-mail: deputyclerk@newport-pagnell.org.uk.

130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBC_____.
- Address: -.
- Contact: -.
- Telephone: -.
- E-mail: -.

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Cube Building Consultancy..
- Address: Suite 1 Franklin House, 2 Steppingley Road, Flitwick, MK451AJ..
- Contact: Antony Major.
- Telephone: 01525722210.
- E-mail: antonymajor@cubebuildingconsultancy.com.

150 PRINCIPAL DESIGNER

- Name: Cube Building Consultancy.
- Address: Suite 1 Franklin House, 2 Steppingley Road, Flitwick, MK451AJ.
- Contact: Antony Major.
- Telephone: 01525722210.
- E-mail: antonymajor@cubebuildingconsultancy.com.

A11

TENDER AND CONTRACT DOCUMENTS



A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are: GA001.

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

A12

THE SITE/ EXISTING BUILDINGS



A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: Community Centre.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: Community Centre of cavity construction with artificial slate roof covering (which contain asbestos) timber fascia's , PVC rainwater goods timber casement windows , timber, uPVC doors. .

180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: Newport Pagnell Town Council, 80 High Street, Newport Pagnell, MK16 8AQ.
- Other documents: Asbestos Report and Parsons M&E Report Rev A, .
- Arrangements for inspection: via Patrick Donavon - 01908 618756 - deputyclerk@newport-pagnell.org.uk.

200 ACCESS TO THE SITE

- Description: Access to the site is from Wordsworth Avenue .
- Limitations: The road leading up to the site also serves a series of shops and a public house and therefore can get congested. .

210 PARKING

Restrictions on parking of the Contractor's and employees' vehicles: Parking for the contractors will be available within the community centre car park.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: Do not use the site for any purpose other than carrying out the Works.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
- Shops and a public house with school located in close proximity .

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
- Asbestos - Refer to the asbestos report.
- Information: The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- 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.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: This site visit is to be accompanied by the CA and access arranged via Patrick the CA..

A13

DESCRIPTION OF THE WORK



A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: None.

120 THE WORKS

- Description: Replacement of the external door, window and rainwater good including sundry repairs. Internally the property will be refurbished and updated. .

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: None.

140 COMPLETION WORK BY OTHERS

- Description: None.

A20

**JCT MINOR WORKS BUILDING CONTRACT WITH
CONTRACTOR'S DESIGN (MWD)**



A20 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (MWD)

JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN

- The Contract: JCT Minor Works Building Contract with Contractor's Design 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: Replacement of the external door, window and rainwater good including sundry repairs. Internally the property will be refurbished and updated. .
- Architect/ Contract Administrator: See clause A10/140.

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - Mechanical and Electrical Alterations and Installations.

Third - CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
Contract documents: The following have been prepared which show and describe the work to be done A specification including Employers requirements for the Contractors Design Portions.

Fourth - PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor: Contract specification.

ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/140.

4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

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

CONTRACT PARTICULARS

Fifth Recital and Schedule 2 - BASE DATE

- Base date: 1 April 2020.

Fifth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at base date is a 'contractor' for the purposes of the CIS.

Sixth Recital - CDM REGULATIONS

- The project is not notifiable.



Eighth Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 does not apply.
- Notification and negotiation of disputes: Supplemental Provision 6 does not apply.
Where Supplemental Provision 6 applies, the respective nominees of the parties are:
 - Employer's nominee: N/A
 - Contractor's nominee: N/A
 Or such replacement as each party may notify to the other from time to time.

Article 7 - ARBITRATION

- Article 7 and Schedule 1 apply.

Clause 2.3 - COMMENCEMENT AND COMPLETION

- Works commencement date: 1 August 2020.
- Date for Completion: 1 September 2020.

Clause 2.9 - LIQUIDATED DAMAGES

- At the rate of 1200 per calendar week or pro-rata thereto.

Clause 2.11 - RECTIFICATION PERIOD

- Period: Six months from the date of practical completion.

Clause 4.3 - INTERIM PAYMENTS

- Interim Valuation Dates:
 - The first Interim Valuation Date is: four weeks after commencement.
 - Thereafter at intervals of: Four Weeks.
- Payments due prior to practical completion:
 - Percentage of total value of the work etc.: 95 per cent.
- Payments becoming due on or after practical completion:
 - Percentage of the total amount to be paid: 97½ per cent.

Clause 4.3 and 4.8 - FLUCTUATIONS PROVISION

- The following fluctuations provision applies: No fluctuations provision applies.
- Where Schedule 2 applies, the percentage addition (paragraph 13) is N/A.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: Three months from the date of practical completion.

Clause 5.3 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY

- The required level of cover for any one occurrence or series of occurrences arising out of one event:
 - Not less than: 5,000,000.



Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS, ETC. - ALTERNATIVE PROVISIONS

- Clause 5.4A applies.
- Where clause 5.4A or 5.4B applies, percentage to cover professional fees: 15 per cent.
- Where clause 5.4C applies, insurance arrangements - details of the required policy or policies: N/A.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: To be nominated by the Nominating Body..
- Nominating body: Royal Institution of Chartered Surveyors.

Schedule 1 paragraph 2.1 - ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice president of the: The Royal Institution of Chartered Surveyors.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

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 under hand.

A30

TENDERING/ SUBLETTING/ SUPPLY



A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

- 110 SCOPE
- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.
- 145 TENDERING PROCEDURE
- General: In accordance with NBS Guide to Tendering for Construction Projects.
 - Errors: Alternative 2 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
- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
 - Costs: No liability is accepted for any cost incurred in the preparation of any tender.
- 190 PERIOD OF VALIDITY
- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 6 Weeks.
 - Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

- 210 PRELIMINARIES IN THE SPECIFICATION
- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.
- 250 PRICED DOCUMENTS
- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
 - Measurements: Where not stated, ascertain from the drawings.
 - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
 - Submit: With tender.
- 310 TENDER
- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.
- 440 SCHEDULE OF RATES
- Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items. All items must be fully priced.
 - Fully priced copy: Submit with the tender.



500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:
- -.
- Statements: Submit with the tender.

520 DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
 - Design drawings: Yes.
 - Technical information: Yes.
- Submit: With tender.

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
 - A copy of the health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: With the Tender.



- 570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Content: Submit the following information within one week of request:
 - Method statements on how risks from hazards identified in the pre-construction information 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.
 - Arrangements for consulting with and taking the views of people on site.
 - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
 - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
 - Review procedures to obtain feedback.
- 590 SITE WASTE MANAGEMENT PLAN
- Person responsible for developing the Plan: The Contractor.
 - Content: Include details of:
 - Principal Contractor for the purposes of the plan
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.
 - Additional requirements: None.
 - Submit with tender.
- 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 to anyone other than the project participants without express written permission.
 - Confidentiality: Maintain at all times.



SUBLETTING/ SUPPLY

645 'LISTED' DOMESTIC SUBCONTRACTORS

- 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 subcontractor as provided for in the Contract Condition for Subletting.
- Additions to lists:
 - The Employer or Employer's representative may, but 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 subcontract 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 subcontract 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 subcontract 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 subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

PROVISION, CONTENT AND USE OF DOCUMENTS



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 therein or in the appropriate British Standard or British Standard glossary.
- 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 A10/140 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: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and 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.
 - Excludes: Products and equipment or anything intended to form or forming part of the permanent works.
- 140 DRAWINGS
- Definitions: To BSRIA BG 6, 'A design framework for building services: Design activities and drawing definitions'.
 - CAD data: In accordance with ISO 19650.
- 145 CONTRACTOR'S CHOICE
- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.
- 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.
- 155 SUBMIT PROPOSALS
- Meaning: Submit information in response to specified requirements.



160 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. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. 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/ Purchaser 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.
- 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.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- 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.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
 - Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.



200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
 - manufacturer and product reference;
 - cost;
 - availability;
 - relevant standards;
 - performance;
 - function;
 - compatibility of accessories;
 - proposed revisions to drawings and specification;
 - compatibility with adjacent work;
 - appearance;
 - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS AND INFORMATION

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.



260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

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 information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information required: Lighting layouts and lighting level calculations.
 - Format: TBC.
 - Number of copies: 3.
- Submit: Within one week of request.

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' 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: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: office hours only.



650 ENERGY RATING CALCULATION

- Calculation documentation:
 - Number of copies: 3.
 - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

A32

MANAGEMENT OF THE WORKS



A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

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

120 INSURANCE

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

125 PROFESSIONAL INDEMNITY INSURANCE

- Provide and maintain insurance in respect of Contractor Designed Works:
 - Level of cover: Relates to claims or series of claims arising out of one event.
 - Period of insurance for these purposes: one year.
- Amount of indemnity required: £ 5,000,000.
- Limit of cover for pollution/ contamination claims (If none is stated, the required level of cover shall be the full amount of the indemnity cover stated): £ 5,000,000.
- Expiry of required period of CDP Professional Indemnity insurance: six years (If no period is selected, the expiry date shall be 6 years from the date of practical completion of the Works).
- Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required.
 - Format: TBC.

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 / Client, the person administering the contract on their behalf 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 temperatures (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
 - Subcontractor's work.
 - Running in, adjustment, commissioning and testing of all engineering services and installations.
 - 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 two weeks.

250 MONITORING

- Progress: Record on a 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 minimize any delay and to recover any lost time.
- Key Performance Indicators:
 - Details: TBC _____.
 - Performance: Record progress against each KPI.
 - Corrective action: If performance falls below target, submit proposals as soon as possible.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: Site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator.

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): Two weeks.

**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.

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 an estimate of cost, submit without delay and in any case within seven days.

440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

A33

QUALITY STANDARDS/ CONTROL



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.
- 130 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 in appropriate sequence.
- 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 EVIDENCE OF COMPLIANCE
- Proprietary products: Retain on site evidence that the proprietary product specified has been supplied.
 - Performance specification: 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 or 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.
- Exceptions: Submit details of changes to recommendations or instructions.
- Execution: Use ancillary products and accessories supplied or recommended by main product manufacturer.
- Products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
 - Evidence of suitability is provided.
 - Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

210 SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
 - To an express approval.
 - To match a sample expressly approved as a standard for the purpose.

220 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.



230 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 compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - Submit proposals; or
 - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

350 LEVELS OF STRUCTURAL FLOORS

- Maximum tolerances for designed levels to be:
 - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat (s): +/- 15 mm.
 - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
 - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to (or which affects) new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.



- 430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE
- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - The name and signature of the individual responsible for checking compliance.
 - The date on which the installation was checked.
- 435 ELECTRICAL INSTALLATION CERTIFICATE
- Submit: When relevant electrical work is completed.
 - Original certificate: To be lodged in the Building Manual.
- 440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE
- Before the completion date stated in the Contract: Submit a certificate stating:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - The Contractor's name and address.
 - A statement that the installation complies with the appropriate safety, installation and use regulations.
 - The name, qualification and signature of the competent person responsible for checking compliance.
 - The date on which the installation was checked.
 - Certificate location: Health and Safety File.
- 445 SERVICE RUNS
- General: Provide adequate space and support for services, including unobstructed routes and fixings.
 - Ducts, chases and holes: Form during construction rather than cut.
 - Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.
- 450 MECHANICAL AND ELECTRICAL SERVICES
- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
 - Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

- 525 ACCESS
- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
 - Designate: Contract Administrator.

**530 OVERTIME WORKING**

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: Three 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.

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.

580 CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
 - The address of the premises.
 - The Contractor's name and address.
 - The name, qualification and signature of the competent person responsible for checking compliance.
 - The date on which the installation was checked.
- Submit: Before completion of the Works.
- Copy: To be lodged in the Building Manual.

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 in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of 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 together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 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.

A34

SECURITY/ SAFETY/ PROTECTION



A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

- 120 EXECUTION HAZARDS
- Common hazards: Not listed. Control by good management and site practice.
 - Significant hazards: The design of the project includes the following:
 - Hazard: Nothing more than common hazards identified. Refer to PCI document.
 - Precautions assumed: N/A.
 - Specification reference: N/A.
 - Drawing reference: N/A.
- 130 PRODUCT HAZARDS
- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
 - Common hazards: Not listed. Control by good management and site practice.
 - Significant hazards: Specified construction materials include the following:
 - Hazard: Nothing more than common hazards identified. Refer to PCI document.
 - Material: N/A.
 - Specification reference: N/A.
- 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Submission: Present to the Employer/ Client no later than two weeks before commencement on site.
 - Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
 - Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.
- 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: None.
- 160 STABILITY
- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
 - Design loads: Obtain details, support as necessary and prevent overloading.
- 200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT
- Restrictions on use:
 - To be used off site .



210 SAFETY PROVISIONS FOR SITE VISITS

- Safety: Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for visitors to the site.

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
 - Work area: Roof.
 - Precautions: Slates containing Asbestos.
- Permit to work: Operatives must comply with procedures in the following areas:
 - Work area: Roof.
 - Procedures: TBC.

PROTECT AGAINST THE FOLLOWING

340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

- Use: Not permitted.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or remediation.

380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING ON SITE

- Smoking on site: Not permitted.



- 400 BURNING ON SITE
- Burning on site: Not permitted.
- 410 MOISTURE
- Wetness or dampness: Prevent, where this may cause damage to the Works.
 - Drying out: Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.
- 420 INFECTED TIMBER/ CONTAMINATED MATERIALS
- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
 - Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.
- 430 WASTE
- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
 - General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
 - Handling: Collect and store in suitable containers. 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.
 - Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
 - Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
 - Waste transfer documentation: Retain on site.



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.
- Identification: Before starting work, check and mark positions of utilities/ 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.
- 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 disturbed 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, Local Authority or other owner.

530 EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas 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 work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.



- 580 BUILDING INTERIORS
- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.
- 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT
- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
 - Extent: Before work in each room starts, the following will be removed:
 - TBC.
- 620 ADJOINING PROPERTY
- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.
- 625 ADJOINING PROPERTY RESTRICTIONS
- Precautions:
 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - Pay all charges.
 - Remove and make good on completion or when directed.
 - Damage: Bear cost of repairing damage arising from execution of the Works.
- 630 EXISTING STRUCTURES
- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
 - Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
 - Adjacent structures: Monitor and immediately report excessive movement.
 - Standard: Comply with BS 5975 and BS EN 12812.
- 640 MATERIALS FOR RECYCLING/ REUSE
- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
 - Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A36

FACILITIES/ TEMPORARY WORK/ SERVICES



A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: Give notice and details of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

210 ROOM FOR MEETINGS

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for 6 people.

230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
 - It is used solely for the purposes of carrying out the Works.
 - The use to which it is put does not involve undue risk of damage.
 - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
 - It is vacated on completion of the Works or determination of the Contract.
 - When vacated, its condition is at least equivalent to its condition at the start of the Contract.
- Description: Welfare Facilities.
- Available services and facilities: Toilets.

TEMPORARY WORKS

340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
 - Title of project: TBC.
 - Name of Employer: TBC.
 - Names of Consultants: TBC.
 - Names of Contractor and Subcontractors: TBC.
 - Special requirements: TBC.

SERVICES AND FACILITIES

410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

**420 LIGHTING AND POWER**

- Supply: Electricity from the existing mains may be used for the Works as follows:
 - Metering: Free of charge.
 - Point of supply: As existing.
 - Available capacity: As on site.
 - Frequency: 50 Hz.
 - Phase: 240V.
 - Current: Alternating.
- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

425 GAS

- Supply: The existing mains may be used for the Works as follows:
 - Metering: Free of charge.
 - Source: Mains Gas.
 - Location of supply point: TBC.
 - Conditions/ Restrictions: None.
- Continuity: No liability will be accepted for the consequences of failure or restriction in supply.

430 WATER

- Supply: The existing mains may be used for the Works as follows:
 - Metering: Metered by the Contractor and charged to the Contractor.
 - Source: Taps.
 - Location of supply point: Kitchen.
 - Conditions/ Restrictions: None.
- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
 - Take responsibility for operation, maintenance and remedial work.
 - Arrange supervision by and indemnification of the appropriate Subcontractors.
 - Pay costs arising.

530 BENEFICIAL USE OF INSTALLED SYSTEMS

- The following permanent systems may be used for the Works:
 - Heating;
 - Supply;
 - Mechanical;
 - Electrical; and
 - Access.
- Details: TBC.

540 METER READINGS

- Charges for service supplies: Where to be apportioned ensure that:
 - Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - Copies of readings are supplied to interested parties.



550 THERMOMETERS

- General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of other members of the project team, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 4.
 - High visibility waistcoats to BS EN ISO 20471 Class 4. Number required: 4.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 2.
 - 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
WORKS**



A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

- 110 THE BUILDING MANUAL
- Responsibility: The Contractor
 - Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
 - Specific requirements: TBC.
 - Format: TBC.
 - Number of copies: 3.
 - Delivery to: TBC. by (date) TBC.
- 115 THE HEALTH AND SAFETY FILE
- Responsibility: the contractor.
 - Content: Obtain and provide the following information: TBC.
 - Format: TBC
 - Delivery to: TBC By (date): TBC.
- 155 CONTENT OF THE BUILDING MANUAL
- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
 - Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
 - Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
 - Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.
- 160 PRESENTATION OF BUILDING MANUAL
- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
 - Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
 - As-built drawings: The main sets may form annexes to the Manual.

A42

**CONTRACTOR'S GENERAL COST ITEMS: SERVICES
AND FACILITIES**



A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

110 SERVICES AND FACILITIES

- Details: Services or facilities required or made/ not made available by the Employer: See section A36.
- Cost significant items: TBC.

A54

PROVISIONAL WORK/ ITEMS

A54



A54 PROVISIONAL WORK/ ITEMS



Materials and Workmanship

Portfields Community Centre, Newport Pagnell, MK16 8SB

17 April 2020

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F10

Brick/ block walling



F10 Brick/ block walling

- 90 CRACKED BRICKS IN EXISTING FACEWORK
- Replacement: Prior to repointing adjacent cracked joints, cut out and replace with matching sound bricks to approval.
 - Jointing mortar: As section Z21.
 - Standard: Not applicable.
 - Mix: 1:1:6 cement:lime:sand.
- 91 CRACKED JOINTS IN EXISTING FACEWORK WHICH IS NOT TO BE REPOINTED
- Crack width determining need for joint remedial work: 1.0 mm.
 - Preparation: Cut out joints to form a rectangular recess of 15-20 mm depth. Clean and dampen joints sufficiently to control suction.
 - Joint profile: To match existing.
 - Repointing mortar: As section Z21.
 - Standard: Not applicable.
 - Mix: 1:1:6 cement:lime:sand.
- 95 REPOINTING
- Preparation: Cut out joints to form a rectangular recess of 15-20 mm depth. Clean and dampen joints sufficiently to control suction.
 - Joint profile: Flush .
 - Mortar: As section Z21.
 - Standard: Not applicable.
 - Mix: 1:1:6 cement:lime:sand.

F30

Accessories/ sundry items for brick/ block/ stone
walling



F30 Accessories/ sundry items for brick/ block/ stone walling

76 MOVEMENT JOINTS WITH SEALANT

- Joint preparation and sealant application: As section Z22.
- Filler: Open cell polyurethane foam .
 - Placement: Build in as work proceeds ensuring no projections into cavities and to correct depth to receive sealant system.
- Sealant: ISO 11600-F-20LM .
 - Colour: To match adjoining blockwork .

G20

Carpentry/ timber framing/ first fixing



G20 Carpentry/ timber framing/ first fixing

2 TIMBER PROCUREMENT

- Timber (including timber for wood based products): Obtained from well managed forests/ plantations in accordance with:
 - The laws governing forest management in the producer country or countries.
 - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- Documentation: Provide either:
 - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied, or
 - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.

10 UNGRADED SOFTWOOD FOR INTERNAL NONSTRUCTURAL USE

- Quality of timber: Free from decay, insect attack (except pinhole borers) and with no knots wider than half the width of the section.
- Surface finish: Regularized.
- Treatment: CCA impregnation to NBS section Z12 and Wood Protection Association Commodity Specification C5, Service life: 40 years.

35 PROCESSING TREATED TIMBER

- Cutting and machining: Carry out as much as possible before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thickened, planed, ploughed, etc.
- Surfaces exposed by minor cutting/ drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.

40 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%.

50 ADDITIONAL SUPPORTS

- Provision: Position and fix additional studs, noggings and/ or battens to support edges of sheet materials, and wall/ floor/ ceiling mounted appliances, fixtures, etc. shown on drawings.
- Material properties: Timber to be of adequate size and have the same treatment as adjacent timber supports.

97 EAVES SOFFIT VENTILATORS

- Manufacturer: Submit proposals.
 - Product reference: Submit proposals.
- Type: Continuous strip.
- Colour: Black.
- Airway: The equivalent of a continuous opening of not less than 25 mm for full length of eaves.



98 EAVES SOFFIT VENTILATION

- Soffit boards: Fixed to leave a continuous ventilation opening not less than 25 mm wide for full length of eaves.
- Insect mesh: 3-4 mm mesh screen fixed across the opening to prevent large insect entry.

99 FASCIAS/ BARGES/ SOFFITS - PVC-U

- Manufacturer: Swish.
 - Product reference: Cappit.
- Material: Cellular PVC-U core with impact modified PVC-U skin and containing no lead or cadmium.
- Finish: Smooth satin.
- Colour: Black.
- Nominal depth: Fascias 16mm.
- Edge profile: Square.
- Accessories/ Other requirements: Transitional corners from eaves to verge.
- Support: 50 x 38 mm preservative treated softwood at maximum 600mm centres.
 - Provide additional support at joints.
- Fixings: 65 mm Polytop stainless steel nails.
- Installer: A contractor approved by the system manufacturer.

K10

Gypsum board dry linings/ partitions/ ceilings



K10 Gypsum board dry linings/ partitions/ ceilings

25 LINING ON TIMBER FRAMED CEILINGS

- Substrate: Joists between 450mm - 600 mm centres.
- Linings: 12.5 mm plasterboard.
 - Recycled content: Not applicable.
- Fixing: Screws at 230 mm centres.
- Finishing: Skim coat plaster.
 - Primer/ Sealer: As recommended by board manufacturer for a paint finish.
 - Accessories: Metal beads/ stops recommended by the board manufacturer.

L10

Windows/ Rooflights/ Screens/ Louvres



L10 Windows/ Rooflights/ Screens/ Louvres

30A FLUSH CASEMENT WINDOWS

- Manufacturer: Profile 22 Systems.
 - Web: www.profile22.co.uk/commercial/.
 - Email: specifier@profile22.co.uk.
 - Product reference: 70 mm Commercial Flush Casement Windows
- Colour/ Finish:
 - External: White.
 - Internal: White.
- Glazing:
 - Type: 24 mm insulating unit, glazed internally.
 - Options: Not required.
- Ironmongery: Multi-point espagnolette locking.
- Accessories: Not required.

75 SEALANT JOINTS

- Sealant:
 - Manufacturer: Contractor's choice.
Product reference: Contractor's choice.
 - Colour: White.
 - Application: As section Z22 to prepared joints. Finish triangular fillets to a flat or slightly convex profile.

80 IRONMONGERY

- Fixing: In accordance with any third party certification conditions applicable. Assemble and fix carefully and accurately using fasteners with matching finish supplied by ironmongery manufacturer. Do not damage ironmongery and adjacent surfaces.
- Checking/ adjusting/ lubricating: Carry out at completion and ensure correct functioning.

90 REPLACEMENT WINDOW INSTALLATION

- Standard: To BS 8213-4.

L20

Doors/ shutters/ hatches



L20 Doors/ shutters/ hatches

- 45 DOORS PVC-U
- Manufacturer: Profile 22 Systems.
 - Product reference: Optima.
 - Finish as delivered: White?.
 - Glazing/ Infill details: Clear double glazing.
 - Manifestation: Not required.
 - Beading: Internal.
 - Ironmongery: As ironmongery schedule.
 - Thermal performance (U-value maximum): 1.2 W/m²K.
 - Other requirements: None.
- 55B GLAZED SCREEN SYSTEM
- Manufacturer: AluK (GB) Ltd.
 - Web: uk.aluk.com.
 - Email: info.uk@aluk.com.
 - Product reference: GT55 TB Thermally Enhanced Ground Floor Treatment System
 - Type: Advanced.
 - Size: D1, D3, D4, D5 shown on the existing floor plans and specified in the schedule of works.
 - Finish:
 - Exterior: White.
 - Interior: As exterior.
 - Glazing:
 - Type: 24 mm Planitherm or equal.
 - Glazing beads: GT244 / GT245.
 - Outer frames: GT251.
 - Threshold/ Sill: DDA compliant.
 - Direct fix frame: 110 mm.
 - Ironmongery: Manufacturer's standard.
- 70 FIRE AND SMOKE RESISTANCE
- Requirement: Specified performance to be the minimum period attained when tested for integrity in accordance with BS 476-22, BS EN 1634-1 or BS EN 1634-3.
 - Components and assemblies will be marked to the relevant product standard and/ or third party certification rating.
- 75 FIRE RESISTING/ SMOKE CONTROL DOORS/ DOORSETS
- Gaps between frames and supporting construction: Filled as necessary in accordance with door/ doorset manufacturer's instructions.
- 80 SEALANT JOINTS
- Sealant:
 - Manufacturer: Contractor's choice .
 - Product reference: Contractor's choice .
 - Colour: White .
 - Application: As section Z22 to prepared joints. Triangular fillets finished to a flat or slightly convex profile.



85 FIXING IRONMONGERY GENERALLY

- Fasteners: Supplied by ironmongery manufacturer.
 - Finish/ Corrosion resistance: To match ironmongery.
- Holes for components: No larger than required for satisfactory fit/ operation.
- Adjacent surfaces: Undamaged.
- Moving parts: Adjusted, lubricated and functioning correctly at completion.

L40

General glazing



L40 General glazing

10 WORKMANSHIP AND POSITIONING GENERALLY

- Glazing:
 - Generally: In accordance with BS 6262 series.
 - Integrity: Wind and watertight under all conditions. Make full allowance for deflections and other movements.
- Glass:
 - Standards: Generally to BS 952 and to the relevant parts of:
 - BS EN 572 for basic soda lime silicate glass.
 - BS EN 1096 for coated glass.
 - BS EN 12150 for thermally toughened soda lime silicate glass.
 - BS EN ISO 12543 for laminated glass.
 - Quality: Free from scratches, bubbles and other defects.
 - Dimensional tolerances: Panes/ sheets to be accurately sized.
- Material compatibility: Glass/ plastics, surround materials, sealers primers and paints/ clear finishes to be compatible. Comply with glazing/ sealant manufacturers' recommendations.

20 REMOVAL OF GLASS/ PLASTICS FOR REUSE

- Existing glass/ plastics, glazing compound, beads, etc.: Remove carefully, avoiding damage to frame, to leave clean, smooth rebates free from obstructions and debris. Clean glazing, beads and other components that are to be reused.
- Deterioration of frame/ surround: Submit report on defects revealed by removal of glazing.
 - Affected areas: Do not reglaze until instructed.

30 PREPARATION

- Surrounds, rebates, grooves and beads: Clean and prepare before installing glazing; ensure compliance with any certified installation requirements.

M20

Plastered/ Rendered/ Roughcast coatings



M20 Plastered/ Rendered/ Roughcast coatings

30A THISTLE MULTI FINISH

- Manufacturer: British Gypsum.
 - Web: www.british-gypsum.com.
 - Email: bgtechnical.enquiries@bpb.com.
 - Product reference: Thistle Multi Finish

60 CEMENTS FOR MORTARS

- Cement: To BS EN 197-1.
 - Types: Portland cement, CEM I.
Portland slag cement, CEM II.
Portland fly ash cement, CEM II.
 - Strength class: 32.5, 42.5 or 52.5.
- Sulfate resisting cement: To BS EN 197-1.
 - Strength class: 42.5.
- Masonry cement: To BS EN 998-1 and Kitemarked
 - Class: MC 12.5 (with air entraining agent).

62 ADMIXTURES FOR CEMENT GAUGED MORTARS

- Air entraining (plasticizing) admixtures: To BS EN 934-2 and compatible with other mortar constituents.
- Other admixtures: Submit proposals.
- Prohibited admixtures: Calcium chloride and admixtures containing calcium chloride.

67 COLD WEATHER

- Internal work: Take precautions to prevent damage to internal coatings when air temperature is below 3°C.
- External work: Avoid when air temperature is at or below 5°C and falling or below 3°C and rising.

71 SUITABILITY OF SUBSTRATES

- General: Suitable to receive coatings. Sound, free from contamination and loose areas.

80 PLASTERBOARD BACKINGS

- Additional framing supports:
 - Fixtures, fittings and service outlets: Accurately position to suit fasteners.
 - Board edges and perimeters: To suit type and performance of board.
- Joints:
 - Joint widths (maximum): 3 mm.
 - End joints: Stagger between rows.
 - Two layer boarding: Stagger joints between layers.
- Joint reinforcement tape: Apply to joints and angles except where coincident with metal beads.

M40

Stone/ Concrete/ Quarry/ Ceramic tiling/ Mosaic



M40 Stone/ Concrete/ Quarry/ Ceramic tiling/ Mosaic

5 TILING TO

- Tiles: Kitchen.
 - Manufacturer/ Supplier: Contractor's choice.
 - Product reference: Contractor's choice.
 - Colour: White.
 - Size: 150 x 150 mm.
 - Recycled content: Not applicable.
 - Other requirements: None.
- Background/ Base: Plaster.
 - Preparation: Prepare the wall surfaces.
- Intermediate substrate: Not required.
- Bedding: Adhesive bed notched trowel method, as clause 50.
 - Adhesive: Bal CTF4.
- Joint width: 33 mm.
- Grout: Mapei Keracolor FF Grout or equal.
 - Type/ classification: CG1.
- Movement joints: N/A.
 - Location: Kitchen.
- Accessories: None.

5B GROUT

- Manufacturer: Mapei (UK) Ltd.
 - Web: www.mapei.co.uk.
 - Email: sales@mapei.co.uk.
 - Product reference: Keracolor FF Grout
- Colour: White.
- Other requirements: None.

30 FIXING GENERALLY

- Colour/ shade: Avoid unintended variations within tiles for use in each area/ room.
 - Variegated tiles: Mix thoroughly.
- Adhesive: Compatible with background/ base.
- Cut tiles: Neat and accurate.
- Fixing: Provide adhesion over entire background/ base and tile backs.
- Final appearance: Before bedding material sets, make adjustments necessary to give true, regular appearance to tiles and joints.
- Deviation of surface: Measure from underside of a 2 m straightedge with 3 mm thick feet placed anywhere on surface. The straightedge should not be obstructed by the tiles/ mosaics and no gap should be greater than 6 mm, i.e. a tolerance of ± 3 mm.
- Surplus bedding material: Clean from joints and face of tiles/ mosaics.

35 SETTING OUT

- Joints: True to line, continuous and without steps.
 - Joints on walls: Horizontal, vertical and aligned round corners.
 - Joints in floors: Parallel to main axis of space or specified features.
- Cut tiles: Minimise number, maximise size and locate unobtrusively.
- Joints in adjoining floors and walls: Align.
- Joints in adjoining floors and skirtings: Align.



- 50 ADHESIVE BED - NOTCHED TROWEL METHOD TO WALLS
- Application: By 3 mm floated coat of adhesive to dry background. Comb surface.
 - Tiling: Press tiles firmly onto float coat.
- 55 ADHESIVE BED - NOTCHED TROWEL AND BUTTERING METHOD TO WALLS
- Application: By floated coat of adhesive to dry background. Comb surface.
 - Tiling: Apply thin even coat of adhesive to backs of dry tiles. Fill any profiles. Press tiles firmly onto float coat.
 - Finished adhesive thickness: 3 mm or within the range allowed by the adhesive manufacturer.
- 57 ADHESIVE BED - BUTTERING METHOD
- Tiling: Apply even coat of adhesive to backs of dry tiles. Fill any ribbed, deep keyed or button profiles.
 - Finished adhesive thickness:
 - Walls: 3 mm or within the range allowed by the adhesive manufacturer.
 - Floors: Within the range allowed by the adhesive manufacturer.
- 70 GROUTING
- Sequence: Grout when bed/adhesive has set sufficient to prevent disturbance of tiles.
 - Joints: 6 mm deep (or depth of tile if less). Free from dust and debris.
 - Grouting: Fill joints completely, tool to profile, clean off surface. Leave free from blemishes.
 - Polishing: When grout is hard, polish tiling with dry cloth.

M50

Rubber/ plastics/ cork/ lino/ carpet tiling/ sheeting



M50 Rubber/ plastics/ cork/ lino/ carpet tiling/ sheeting

20 SHEETING - PLASTICS

- Base: Power floated concrete.
 - Preparation: Remove existing Vinyl sheeting.
- Fabricated underlay: As per manufacturers installation guides.
- Flooring roll: Expanded (cushioned) PVC to BS EN 653.
 - Manufacturer: Polyflor.
 - Product reference: Standard.
 - Recycled content: Contractor's choice.
 - Width: TBC.
 - Thickness: 2mm.
 - Colour/ pattern: Autumn Biege 4140 .
- Adhesive (and primer if recommended by manufacturer): As recommended by the manufacturers .
- Seam welding: Hot welding with complimentary coloured rod.

20A SAFETY SHEET

- Manufacturer: Polyflor Ltd.
 - Web: www.polyflor.com.
 - Email: info@polyflor.com.
 - Product reference: Polysafe Standard PUR Safety Floor
- Colour: 4140 - Autumn Beige.
- Acoustic underlay: Acoustifoam.

45 EXISTING FLOOR COVERING REMOVED

- Substrate: Clear of covering and as much adhesive as possible. Skim with smoothing compound to give smooth, even surface.

65 LAYING COVERINGS

- Base/ substrate condition: Rigid, dry, smooth, free from grease, dirt and other contaminants.
- Use a primer where recommended by adhesive manufacturer. Allow to dry thoroughly.
- Adhesive: As specified, as recommended by covering manufacturer or, as approved.
- Conditioning of materials prior to laying: As recommended by manufacturer.
- Environment: Before, during and after laying, provide adequate ventilation and maintain temperature and humidity approximately at levels which will prevail after building is occupied.
- Finished coverings: Accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks, stains, trowel ridges and high spots.

70 EDGINGS AND COVER STRIPS

- Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
- Material/ finish: TBC .
- Fixing: Secure (using matching fasteners where exposed to view) with edge of covering gripped.

M60

Painting/ clear finishing



M60 Painting/ clear finishing

10A EMULSION PAINT

- Manufacturer: Dulux Trade, brand of AkzoNobel.
 - Web: www.duluxtrade.co.uk.
 - Email: project.support@akzonobel.com.
 - Product reference: Diamond Matt
- System code: D7 - Painted walls to be Class 0 fire rating upgraded.
- Colour: To be specified by the Client.

12A GLOSS PAINT

- Manufacturer: Dulux Trade, brand of AkzoNobel.
 - Web: www.duluxtrade.co.uk.
 - Email: project.support@akzonobel.com.
 - Product reference: High Gloss
- System code: D1049 - Non-resinous softwood, hardwood etc..
- Colour: White.

16 DECORATIVE WOODSTAIN/ VARNISH/ PRESERVATIVE Fascias

- Manufacturer: Submit proposals.
 - Product reference: Submit proposals.
- Surfaces: Softwood.
 - Preparation: Degrease and provide key.
- Initial coats: 1.
 - Number of coats: As recommended by manufacturer.
- Finishing coats: 2.
 - Number of coats: As recommended by manufacturer.

30 PREPARATION GENERALLY

- Standard: In accordance with BS 6150.
- Refer to any pre-existing CDM Health and Safety File and CDM Construction Phase Plan where applicable.
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
- Substrates: Sufficiently dry in depth to suit coating.
- Efflorescence salts, dirt, grease and oil: Remove.
- Surface irregularities: Provide smooth finish.
- Organic growths and infected coatings:
 - Remove with assistance of biocidal solution.
 - Apply residual effect biocidal solution to inhibit regrowth.
- Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.
- Dust, particles and residues from preparation: Remove and dispose of safely.
- Doors, opening windows and other moving parts:
 - Ease, if necessary, before coating.
 - Prime resulting bare areas.



- 32 PREVIOUSLY COATED SURFACES GENERALLY
- Preparation: In accordance with BS 6150, clause 11.5.
 - Contaminated or hazardous surfaces: Give notice of:
 - Coatings suspected of containing lead.
 - Substrates suspected of containing asbestos or other hazardous materials.
 - Significant rot, corrosion or other degradation of substrates.
 - Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
 - Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
 - Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
 - Alkali affected coatings: Completely remove.
 - Retained coatings:
 - Thoroughly clean.
 - Gloss coated surfaces: Provide key.
 - Partly removed coatings: Apply additional preparatory coats.
 - Completely stripped surfaces: Prepare as for uncoated surfaces.
- 35 FIXTURES AND FITTINGS
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
 - Removal: Before commencing work: Ironmongery, coverplates, grilles, wall clocks, and other surface mounted fixtures.
 - Replacement: Refurbish as necessary, refit when coating is dry.
- 37 WOOD PREPARATION
- General: Provide smooth, even finish with lightly rounded arrises.
 - Degraded or weathered surface wood: Take back surface to provide suitable substrate.
 - Degraded substrate wood: Repair with sound material of same species.
 - Heads of fasteners: Countersink sufficient to hold stoppers/ fillers.
 - Resinous areas and knots: Apply two coats of knotting.
 - Defective primer: Take back to bare wood and reprime.
- 50 EXTERNAL POINTING TO EXISTING FRAMES
- Defective sealant pointing: Remove.
 - Joint depth: Approximately half joint width; adjust with backing strip if necessary.
 - Sealant:
 - Manufacturer: Contractor's choice.
 - Product reference: Contractor's choice.
 - Preparation and application: As section Z22.
- 55 EXISTING GUTTERS
- Dirt and debris: Remove from inside of gutters.
 - Defective joints: Clean and seal with suitable jointing material.
 - Suspected hazardous materials: submit method statement.



61 COATING GENERALLY

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

68 STAINING WOOD

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

70 EXTERNAL DOORS

- Bottom edges: Prime and coat before hanging.

P10

Sundry insulation/ proofing work



P10 Sundry insulation/ proofing work

- 5 EAVES ROOF VENTILATORS FOR EXISTING ROOFS
- Manufacturer: Swish.
 - Product reference: Submit proposals.
 - Eaves free air space (minimum): As recommended in BRE Report 262.
- 10 LOFT INSULATION
- Manufacturer: Submit proposals.
 - Product reference: Submit proposals.
 - Material: Glass wool to BS EN 13162.
 - Recycled content: Not applicable.
 - Depth/ Thickness: 300.
 - Installation: To manufacturer's instructions.
- 20 INSULATION TO LOFT ACCESS HATCHES
- Material: Same as loft insulation.
 - Recycled content: Not applicable.
 - Thickness: Same as the loft insulation.
 - Installation requirements:
 - Fit: No gaps and securely fixed.
 - Edges of hatch: Sealed with a compressible draught excluder.

P21

Door/ window ironmongery



P21 Door/ window ironmongery

- 2 **QUANTITIES AND LOCATIONS**
- Quantities and locations of ironmongery are in the specification of work .
 - Fixing: As sections L10 and L20.
- 12 **OVERHEAD DOOR CLOSERS Contractors Choice**
- Standard: To BS EN 1154.
 - Devices to fire/ smoke control doors: CE marked.
 - Manufacturer: Contractor's choice .
 - Product reference: Contractor's choice .
 - Power size: Adjustable 2-6 .
 - Other functions: As schedule .
 - Casing finish: Anodized, colour Silver / gray .
 - Operational adjustment:
 - Variable power: Matched to size, weight and location of doors. Fully closing latched doors and holding unlatched doors closed.
 - Closing against smoke seals of fire doors: Positive. No gaps.
- 30 **EMERGENCY EXIT DEVICES As Schedule**
- Standard: To BS EN 179.
 - Devices for locked doors on escape routes: CE marked.
 - Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
 - Type: As schedule .
 - Material/ finish: Powder coated steel, colour to match door furniture .
 - Additional requirements: External locking attachment to be suited with other locks .
- 32 **PANIC EXIT DEVICES Door D4**
- Standard: To BS EN 1125.
 - Devices for locked doors on escape routes: CE marked.
 - Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
 - Type: Push bar .
 - Material/ finish: Powder coated steel, colour to match door furniture .
 - Additional requirements: External locking attachment to be suited with other locks .
- 36 **PRIVACY INDICATOR BOLTS Bathroom**
- Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
 - Type: Knob slide bolt .
 - Material/ finish: Satin anodized aluminium .
 - Emergency release facility: Required.



- 38 LEVER HANDLES Community Centre
- Standard: To BS EN 1906.
 - Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
 - Style: To match that of the existing .
 - Size: To match that of the existing .
 - Material/ finish: Satin stainless steel, grade 1.4301 (304) .
 - Mounting: As existing .
- 42 PULL HANDLES To match the existing
- Standard: To BS 8424.
 - Manufacturer: Submit proposals.
 - Product reference: Submit proposals.
 - Shape: To match that of the existing where not specified.
 - Diameter: To match that of the existing where not specified.
 - Distance between centres: TBC.
 - Material/ finish: Satin stainless steel, grade 1.4301 (304).
 - Mounting: To match that of the existing where not specified.
- 44 PUSH PLATES To match that of the existing where not specified
- Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
 - Size: To match that of the existing where not specified .
 - Material/ finish: Satin stainless steel, grade 1.4301 (304) .
 - Mounting: To match that of the existing where not specified .
- 46 KICK PLATES To match that of the existing where not specified
- Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
 - Size: To match that of the existing where not specified .
 - Material/ finish: Satin stainless steel, grade 1.4301 (304) .
 - Mounting: To match that of the existing where not specified .
- 48 ESCUTCHEONS To match that of the existing where not specified
- Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
 - Material/ finish: Satin stainless steel, grade 1.4301 (304) .
 - Keyhole type: To suit specified lock .
- 84 CASEMENT WINDOW HANDLES Windows
- Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
 - Type: Locking .
 - Material/ finish: Carbon steel, hot-dipped galvanized and powder coated .
 - Features: None .

Holes, chases, covers and supports for services



P31 Holes, chases, covers and supports for services

10 HOLES, RECESSES AND CHASES IN MASONRY

- Locations: To maintain integrity of strength, stability and sound resistance of construction.
- Sizes: Minimum needed to accommodate services.
 - Holes (maximum): 300 mm².
- Walls of hollow or cellular blocks: Do not chase.
- Walls of other materials:
 - Vertical chases: No deeper than one third of single leaf thickness, excluding finishes.
 - Horizontal or raking chases: No longer than 1 m. No deeper than one sixth of the single leaf thickness, excluding finishes.
- Chases and recesses: Do not set back to back. Offset by a clear distance at least equal to the wall thickness.
- Cutting: Do not cut until mortar is fully set. Cut carefully and neatly. Avoid spalling, cracking and other damage to surrounding structure.

30 PIPE SLEEVES

- Material: Match pipeline.
- Sleeves: Extend through full thickness of wall or floor. Position accurately.
 - Clearance around service (maximum): 20 mm or diameter of service, whichever is the lesser.
 - Installation: Bed solid.

40 SEALING AROUND SERVICES

- Service: Gas pipes.
- Location: Walls and floors.
- Sealing material: Intumescent sealant.
- Method: Completely fill gaps with sealant and finish neatly.
- Requirements: Moisture vapour and airtight.

Q20

Granular sub-bases to roads/ pavings



Q20 Granular sub-bases to roads/ pavings

- 10 THICKNESSES OF SUB-BASES
- Thicknesses: As specified in the relevant paving section.
- 30 EXCAVATION AND COMPACTION OF SUBGRADES
- Final excavation to formation level: Carry out immediately before compaction of subgrade.
 - Soft spots and voids: Give notice.
 - Old drainage and service trenches: TBC.
 - Wet conditions: Do not excavate or compact when the subgrade may be damaged or destabilized.
 - Compaction: Thoroughly, by roller or other suitable means, adequate to resist subsidence or deformation of the subgrade during construction and of the completed roads/ pavings when in use. Take particular care to compact fully at intrusions, perimeters and where local excavation and backfilling has taken place.
- 40 SUB-BASES
- Granular material: Of a known suitability for use in sub-bases, free from ice, harmful matter and excessive dust or clay, well graded, all pieces less than 75 mm in any direction, and selected from one of the following:
 - Crushed rock (other than argillaceous rock) or quarry waste.
 - Crushed concrete, crushed brick or tile, free from plaster, timber and metal.
 - Gravel or hoggin with not more clay content than is required to bind the material together, and with no large lumps of clay.
 - Natural sand or gravel.
- 45 LAYING AND COMPACTING SUB-BASES
- Subgrade: Not frozen and free from loose soil, rubbish and standing water.
 - Structures, membranes and buried services: Ensure stability and avoid damage.
 - General: Spread and level in layers.
 - Compaction:
 - Timing: As soon as possible after laying.
 - Method: By roller or other suitable means, adequate to resist subsidence or deformation of the sub-base during construction and of the completed paving when in use. Take particular care to compact fully at intrusions, perimeters and where local excavation and backfilling has taken place.
- 50 ACCURACY
- Permissible deviation from required levels, falls and cambers (maximum):
 - Subgrade: ± 20 mm.
 - Sub-base: ± 12 mm.
- 60 SURFACES TO RECEIVE SAND BEDDING FOR PAVING
- Blind surface: As necessary before compaction to ensure that surface is tight and dense enough to prevent laying course sand being lost into it during construction or use.
 - Material: Sand or PFA.
- 70 PROTECTION
- Sub-bases: As soon as practicable, cover with subsequent layers, specified elsewhere.
 - Subgrades and sub-bases: Prevent degradation by construction traffic, construction operations and inclement weather.

Q22

Asphalt roads/ pavings



Q22 Asphalt roads/ pavings

- 10 ASPHALT CONCRETE PAVING TO CAR PARK
- Standard: To BS EN 13108-1.
 - Geomembrane: Polyethylene sheet.
 - Manufacturer: Tarmac.
 - Product reference: Submit proposals.
 - Granular sub-base: Submit proposals.
 - Compacted thickness: 75 mm.
 - Water collection: Not required .
 - Base: Submit proposals.
 - Paving grade: 40/60.
 - Compacted thickness: 70-150 mm nominal, 55 mm minimum at any point.
 - Binder course: Submit proposals.
 - Paving grade: 40/60.
 - Compacted thickness: Submit proposals.
 - Surface course: Submit proposals.
 - Paving grade: 40/60.
 - Compacted thickness: Submit proposals.
 - Surface treatment: Coated chippings.
 - Reclaimed content:
 - Standard: To BS EN 13108-8.
 - Value (maximum): Submit proposals.
- 10A HIGH PERFORMANCE COLOURED ASPHALT
- Manufacturer: Tarmac.
 - Web: www.tarmac.com.
 - Email: enquiries@tarmac.com.
 - Product reference: Ulticolour
 - Type: Ulticolour SMA 10 mm.
 - Colour/ Finish: Black.
- 30 LAYING GENERALLY
- Preparation: Remove all loose material, rubbish and standing water.
 - Adjacent work: Form neat junctions. Do not damage.
 - Channels, kerbs, inspection covers etc: Keep clean.
 - Permissible deviation from the required levels, falls and cambers (maximum): In accordance with BS 594987, Table 7.
 - New paving:
 - Keep traffic free until it has cooled to prevailing atmospheric temperature.
 - Do not allow rollers to stand at any time.
 - Prevent damage.
 - Lines and levels: With regular falls to prevent ponding.
 - Overall texture: Smooth, even and free from dragging, tearing or segregation.
 - Condition on completion: Clean.

Q24

Interlocking brick/ block roads/ pavings



Q24 Interlocking brick/ block roads/ pavings

- 10 CONVENTIONAL CONCRETE BLOCK PAVING Parking Bays
- Granular sub-base: Submit proposals.
 - Compacted thickness: Submit proposals.
 - Laying course:
 - Material: In accordance with BS 7533-3.
Category: IA.
 - Nominal thickness after final compaction: 50 mm.
 - Blocks: To BS EN 1338.
 - Manufacturer: Marshalls.
Product reference: Standard.
 - Requirements: Not applicable.
 - Size: 200 x 100 x 80 mm.
 - Special blocks: None.
 - Colour/ Finish: Silver grey.
 - Recycled content: Submit proposals.
 - Jointing:
 - Material: In accordance with BS 7533-3.
 - Joint width: 2-5 mm.
 - Setting out:
 - Bond: 45° herringbone.
 - Features:
 - White marker blocks defining parking bays;
 - Two course stretcher bond margins in contrasting colours; and
 - Edge restraint.
 - Accessories: Submit proposals.
- 25 SAMPLES
- General: Before placing orders submit samples of concrete blocks/ pavers, that are representative of colour and appearance.
- 30 MORTAR BEDDED EDGE RESTRAINT
- Foundation:
 - Size: 200 x 150 mm.
 - Concrete: As section E10 Refer to schedule.
 - Bedding:
 - Mortar: As section Z21, 1:3 cement:sand epoxy mortar.
 - Thickness: 10 mm minimum to 40 mm maximum.
 - Laying: Bed units on foundation, and secure with continuous mortar haunching.
 - Keep exposed faces clean and free from mortar.
 - Jointing: Tooled mortar.



35 LAYING GENERALLY

- Standard: In accordance with BS 7533-3.
- Laying blocks/ pavers/ setts: Commence from an edge restraint. Vibrate to produce a thoroughly interlocked paving of even overall appearance with regular sand filled joints and accurate to line, level and profile.
- Cutting blocks/ pavers: Neatly and accurately without spalling to give neat junctions at edge restraints and changes in bond.
- Colour banding: Select blocks/ pavers vertically from at least 3 separate packs in rotation to avoid colour banding.

40 REGULARITY OF PAVED SURFACES

- Maximum variation in gap under a 3 m straight edge placed anywhere on the surface (where appropriate in relation to the geometry of the surface):
 - Precast concrete paving blocks and clay pavers for flexible pavements: 10 mm.
- Difference in level between adjacent paving units (maximum): 2 mm.
- Sudden irregularities: Not permitted.

42 REGULARITY OF PAVED SURFACES

- Maximum undulations in the surface of pavings (except tactile paving surfaces) under a 1 m straight edge placed anywhere on the surface (where appropriate in relation to the geometry of the surface): 3 mm.
- Joints between paving units or utility access covers:
 - Joints flush with the surface: difference in level between adjacent units to be no more than twice the joint width (with a 5 mm max difference in level).
 - Recessed, filled joints: difference in level between adjacent units to be no greater than 2 mm; the recess to be no deeper than 5 mm.
 - Unfilled joints: difference in level between adjacent units to be no greater than 2 mm.
- Sudden irregularities: Not permitted.

Q25

Slab/ brick/ sett/ cobble pavings



Q25 Slab/ brick/ sett/ cobble pavings

11 LAYING PAVINGS

- Cutting: Cleanly and accurately, without spalling, to give neat junctions with edgings and adjoining finishes.
- Lines and levels of finished surface: Smooth and even with falls to prevent ponding.
- Bedding of units: Firm so that rocking or subsidence does not occur or develop.
- Appearance: Even and regular with even joint widths and free of mortar and sand stains.

16 LEVELS OF PAVING

- Permissible deviation from specified levels (generally):
± 6 mm.
- Regularity of paved surfaces
 - Maximum undulations in the surface of pavings (except tactile paving surfaces) under a 1 m straight edge placed anywhere on the surface (where appropriate in relation to the geometry of the surface): 3 mm.
 - Joints between paving units or utility access covers:
 - Joints flush with the surface: difference in level between adjacent units to be no more than twice the joint width (with a 5 mm max difference in level).
 - Recessed, filled joints: difference in level between adjacent units to be no greater than 2 mm; the recess to be no deeper than 5 mm.
 - Unfilled joints: difference in level between adjacent units to be no greater than 2 mm.
- Sudden irregularities: Not permitted.

21 PROTECTION FROM TRAFFIC

- Mortar bedded pavings: Keep free from pedestrian traffic for 4 days and vehicular traffic for 10 days after laying.
- Access: Restrict access to paved areas to prevent damage from site traffic and plant.

31 CONCRETE FLAG PAVING TO FOOTPATHS AND PATIO

- Granular sub-base: Granular material, as section Q20.
 - Thickness: 80 mm.
- Laying and jointing: Bound construction - on mortar, site category IV, to BS 7533-4.
- Laying course: Full mortar bed, nominal thickness after compaction: 15-25 mm.
 - Mortar: As section Z21, mix 1:3 cement:sand.
- Slabs: To BS EN 1339.
 - Manufacturer: N/A
 - Product reference: Contractor's choice.
 - Recycled content: Submit proposals.
 - Colour/ Finish: Natural/ standard.
 - Sizes: N/A.
- Jointing: Mortar filled.
 - Width: 5-10 mm.
 - Mortar: As section Z21, mix: 1:4 cement:sand.

R10

Rainwater drainage systems



R10 Rainwater drainage systems

- 16 PVC-U GUTTERS
- Standard: To BS EN 607 and BS EN 1462, Kitemark certified.
 - Manufacturer: Osma.
 - Product reference: Deepline.
 - Recycled content: None permitted.
 - Profile: Half round.
 - Colour: Black.
 - Accessories: As Scheduled.
 - Fixing: PVC-U clips at 600 mm centres.
- 16A GUTTER
- Manufacturer: OSMA.
 - Web: www.wavin.co.uk.
 - Email: info@wavin.co.uk.
 - Product reference: Osma Gutters
 - Type: 9T974B.
 - Accessories: As Scheduled.
- 35 PVC-U PIPEWORK
- Standard: To BS EN 1329-1 or BS 4514 and Kitemark certified.
 - Manufacturer: Osma.
 - Product reference: 0T082B.
 - Recycled content: Contractor's choice.
 - Sections: Round.
 - Nominal sizes: DN 82.
 - Colour: Black.
 - Accessories:
 - Access pipes;
 - Rainwater heads; and
 - Rainwater shoes.
 - Fixing: PVC-U clips at 1200 mm centres.
- 35A DOWNPIPES
- Manufacturer: OSMA.
 - Web: www.wavin.co.uk.
 - Email: info@wavin.co.uk.
 - Product reference: 0T082B.
 - Accessories: As Schedules.
- 50 INSTALLATION GENERALLY
- Discharge of rainwater: Complete, and without leakage or noise nuisance.
 - Components: Obtain from same manufacturer for each type of pipework and guttering.
 - Allowance for thermal and building movement: Provide and maintain clearance as fixing and jointing proceeds.
 - Fixings and fasteners: As section Z20.



- 60 GUTTERS LAID TO FALL
- Setting out: To true line and even gradient to prevent ponding or backfall. Position high points of gutters as close as practical to the roof and low points not more than 50 mm below the roof.
 - Joints: Watertight.
 - Roofing underlay: Dressed into gutter.
- 65 GUTTERS LAID LEVEL
- Setting out: Level and as close as practical to roof.
 - Joints: Watertight.
 - Roofing underlay: Dressed into gutter.
- 70 PIPEWORK
- Fixing: Securely, plumb and/ or true to line with additional supports as necessary to support pipe collars, particularly at changes in direction.
 - Cut ends of pipes and gutters: Clean and square with burrs and swarf removed.
- 80 INTERNAL PIPEWORK TEST - ENGLAND, WALES, IRELAND AND NORTHERN IRELAND
- Preparation: Temporarily seal open ends of pipework with plugs.
 - Testing: Connect a 'U' tube water gauge and pump air into pipework until gauge registers 38 mm.
 - Required performance:
 - Allow a period for temperature stabilization, after which the pressure of 38 mm is to be maintained without loss for not less than 3 minutes.

T90

Heating systems - domestic



T90 Heating systems - domestic

GENERAL

21 BASIC DESIGN TEMPERATURES

- Room temperatures: Design the system to provide the following temperatures for the specified air change rates and an external air temperature of -4°C:
 - Living rooms: 21°C, for 1.5 air changes per hour.
 - Dining rooms: 21°C, for 1.5 air changes per hour.
 - Bedsitting rooms: 21°C, for 1.5 air changes per hour.
 - Bedrooms: 18°C, for 1 air changes per hour.
 - Halls and landings: 18°C, for 1.5 air changes per hour.
 - Kitchens: 18°C, for 2 air changes per hour.
 - Bathrooms: 22°C, for 2 air changes per hour.
 - Toilets: 18°C, for 2 air changes per hour.
- Submittals: Submit heat loss calculations for each room using BS EN 12831-1.

PRODUCTS

48 COPPER PIPELINES FOR GENERAL USE Community Centre

- Standard: To BS EN 1057.
- Third party certification: Kitemark.
- Temper: Half hard R250.
- Wall thickness (nominal):
 - OD 6, 8, 10 and 12 mm: 0.6 mm.
 - OD 15 mm: 0.7 mm.
 - OD 22 and 28 mm: 0.9 mm.
 - OD 35 and 42 mm: 1.2 mm.
- Microbore temper: Soft coil R220.
- Microbore wall thickness (nominal):
 - OD 6 and 8 mm: 0.6 mm.
 - OD 10 mm: 0.7 mm.
- Jointing: Integral lead-free solder ring capillary fittings.
 - Standard: To BS EN 1254-1.
- Connections to appliances and equipment: Compression fittings to BS EN 1254-2.
- Supports: Compatible with pipe material.

50 THERMOPLASTICS PIPELINES Community Centre

- Standards: Cross linked polyethylene (PE-X) to BS 7291-3.
- Jointing: Mechanically jointed.
- Supports: Screwed pipe clips.

53 VALVES GENERALLY

- Types: Approved for the purpose by local water supply undertaker and of appropriate pressure and temperature ratings.
- Control of valves: Fit with handwheels for isolation and lockshields for isolation and regulation of circuits or equipment.



- 56 THERMOSTATIC RADIATOR VALVES Community Centre
- Standard: To BS EN 215 and capable of providing isolation.
 - Manufacturer: Drayton .
 - Product reference: TRV4 or Equal.
 - Features: Submit proposals.
 - Finish: Submit proposals.
 - Lockshield valves: To BS 2767 with matching finish fitted to return side of radiator.
- 61 RADIATORS Disabled Toilet
- Standard: To BS EN 442-1 and -2.
 - Type: Low surface temperature.
 - Manufacturer: Stelrad .
 - Product reference: Submit proposals.
 - Output: To provide design temperatures.
 - Sizes: To provide design temperatures.
 - Connections: 15 mm TBOE.
 - Material: Submit proposals.
 - Finish: Manufacturer's standard.
- 61A RADIATORS Male and Female Toilets
- Standard: To BS EN 442-1 and -2.
 - Type: Single convector panel.
 - Manufacturer: Kudox or Stelrad .
 - Product reference: Submit proposals.
 - Output: To provide design temperatures.
 - Sizes: To provide design temperatures.
 - Connections: 15 mm TBOE.
 - Material: Submit proposals.
 - Finish: Manufacturer's standard.

EXECUTION

- 72 STRIPPING OUT
- Extent of stripping out: In limited areas.
- 73 INSTALLATION GENERALLY
- Standard: To BS EN 14336.
 - Performance: Free from leaks and the audible effects of expansion, vibration and water hammer.
 - Fixing of equipment, components and accessories: Fix securely, parallel or perpendicular to the structure of the building.
 - Preparation: Immediately before installing tanks and cisterns on a floor or platform, clear the surface completely of debris and projections.
 - Corrosion resistance: In locations where moisture is present or may occur, use corrosion resistant fittings/ fixings and avoid contact between dissimilar metals by use of suitable washers, gaskets, etc.



75 PIPELINE INSTALLATION

- Appearance: Install pipes straight, and parallel or perpendicular to walls, floors, ceilings, and other building elements.
- Pipelines finish: Smooth, consistent bore, clean, free from defects, e.g. external scratching, toolmarks, distortion, wrinkling, and cracks.
- Concealment: Generally conceal pipelines within floor, ceiling and/ or roof voids.
- Access: Locate runs to facilitate installation of equipment, accessories and insulation and allow access for maintenance.
- Arrangement of hot and cold pipelines: Run hot pipelines above cold where routed together horizontally. Do not run cold water pipelines near to heating pipelines or through heated spaces.
- Electrical equipment: Install pipelines clear of electrical equipment. Do not run pipelines through electrical enclosures or above switch gear distribution boards or the like.
- Insulation allowance: Provide space around pipelines to fit insulation without compression.

76 PIPELINE FIXING

- Fixing: Secure and neat.
- Joints, bends and offsets: Minimize.
- Pipeline support: Prevent strain, e.g. from the operation of taps or valves.
- Drains and vents: Fix pipelines to falls. Fit draining taps at low points and vents at high points.
- Thermal expansion and contraction: Allow for thermal movement of pipelines. Isolate from structure. Prevent noise or abrasion of pipelines caused by movement. Sleeve pipelines passing through walls, floors or other building elements.
- Dirt, insects or rodents: Prevent ingress.

77 JOINTS IN COPPER PIPELINES

- Preparation: Cut pipes square. Remove burrs.
- Joints: Neat, clean and fully sealed. Install pipe ends into joint fittings to full depth.
- Bends: Do not use formed bends on exposed pipework, except for small offsets. Form changes of direction with radius fittings.
- Adaptors for connecting dissimilar materials: Purpose designed.
- Substrate and plastics pipes and fittings: Do not damage, e.g. by heat when forming soldered joints.
- Flux residue: Clean off.

78 JOINTS IN THERMOPLASTICS PIPELINES

- Fittings and accessories for joints: Purpose designed.
- Preparation: Cut pipes square. Remove burrs.
- Joints: Neat, clean and fully sealed. Install pipe ends into joint fittings to full depth.
- Compression fittings: Do not overtighten.



COMPLETION

90 TESTING

- Standard: To BS EN 14336.
- Notice (minimum): 3 days.
- Preparation: Secure and clean pipework and equipment. Fit cistern/ tank covers.
- Leak testing: Start boiler and run the system until parts are at normal operating temperatures and then allow to cool to cold condition for a period of 3 h.
- Gas pipelines: Test and purge to BS 6891.
- Pressure testing: At both hot and cold conditions joints, fittings and components must be free from leaks and signs of physical distress when tested for at least 1 h as follows:
 - Systems fed directly from the mains and systems downstream of a booster pump: Apply a test pressure equal to 1.5 times the maximum pressure to which the installation or relevant part is designed to be subjected in operation.
 - Systems fed from storage: Apply a test pressure equal to the pressure produced when the storage cistern is filled to its normal maximum operating level.
 - Inaccessible or buried pipelines: Carry out hydraulic pressure test to twice the working pressure.

91 SETTING TO WORK AND COMMISSIONING

- Equipment: Check and adjust operation of equipment, controls and safety devices.
- Outlets: Check operation of outlets for satisfactory rate of flow and temperature.

92 DOCUMENTATION

- Manufacturers' operating and maintenance instructions: Submit for equipment and controls.
- System operating and maintenance instructions: Submit for the system as a whole giving optimum settings for controls.
- Record drawings: Submit drawings showing the location of circuits and operating controls.

93 LABELS

- Valve labels: Provide labels on isolating and regulating valves on primary circuits, stating their function.

U90

General ventilation - domestic



U90 General ventilation - domestic

GENERAL

SYSTEM PERFORMANCE

20 DESIGN LOCAL EXTRACT FAN VENTILATION

- Design: Complete the design of the ventilation system.
- Ventilation rate: To comply with the current Building Regulations.
- Proposals: Submit drawings (showing equipment positions and ductwork routes), technical information, calculations and manufacturers' literature.

PRODUCTS

35 WINDOW TRICKLE VENTILATORS New Window

- Manufacturer: Submit proposals.
 - Product reference: Submit proposals.
- Type: Frame mounted.
- Size: Submit proposals.
- Free area: 4000 mm².
- Colour: Submit proposals.
- Finish: Submit proposals.
- Accessories: Not required.

42 VENTILATION FAN UNITS Male, Female and Disabled Toilets

- Standard: To BS EN 60335-2-80, and BEAB approved.
- Manufacturer: Vent-Axia.
 - Product reference: VA100XHT 21W.
- Performance: Submit proposals.
- Mounting: Ceiling .
- Controls: Integral humidity sensor.
- Accessories: Submit proposals.

42A VENTILATION FAN UNITS Kitchen

- Standard: To BS EN 60335-2-80, and BEAB approved.
- Manufacturer: Manrose.
 - Product reference: MG150BT 25W.
- Performance: Submit proposals.
- Mounting: Ceiling .
- Controls: Linked to light switch.
- Accessories: Submit proposals.

45 FLEXIBLE DUCTWORK AND FITTINGS Extractor Fans

- Type: Submit proposals.
- Manufacturer: Submit proposals.
 - Product reference: Submit proposals.
- Diameter: 100 mm.
- Jointing: Submit proposals.
- Accessories: Submit proposals.



46 RIGID DUCTWORK AND FITTINGS K1 Radiators Single Panel Single Convactor low surface temperature radiator

- Type: PVC-U.
- Manufacturer: Contractor's choice.
 - Product reference: Contractor's choice.
- Sizes: 100 mm diameter.
- Fixing: Submit proposals.
- Jointing: Submit proposals.
- Sleeves: Sheet metal.
 - Gap sealing material: Submit proposals.
- Accessories: Submit proposals.

EXECUTION

81 INSTALLING VENTILATORS FOR HEAT APPLIANCES

- Free area: Do not fit with insect mesh, or any means of adjusting or restricting the opening.

84 INSTALLING VENTILATION FANS

- Mounting: Submit proposals.

85 FLEXIBLE DUCTWORK

- Installation: Fully extend without overstretching.
- Support: Form smooth flowing curves without kinking, sagging or slumping.

86 RIGID DUCTWORK GENERALLY

- Joints: Seal. Provide a robust airtight installation.
- Support: Do not distort ductwork or reduce cross-sectional area. Do not strain joints.
- Falls: Fall away from fans, dampers and other in-line accessories.
- Sleeves: Locate where ducts pass through building fabric. Bed solidly to the surrounding construction. Leave a gap of 10-20 mm between sleeve and duct and fill completely.

COMPLETION

91 OPERATION AND MAINTENANCE

- Operating and maintenance instructions: Submit copies of manufacturers' operating and maintenance instructions for equipment and controls.
- Tools: Supply tools for operation, maintenance and cleaning purposes, including keys for valves and vents.

V90

Electrical systems - domestic



V90 Electrical systems - domestic

GENERAL

- 5 **LOW VOLTAGE SUPPLY**
- Nature of current: Alternating.
 - Phase: Single phase.
 - Voltage: 230 V.
 - Source: Local electricity distribution company.
 - Metering: Yes.
 - Accessories: No.
- 20 **DESIGN OF LOW VOLTAGE ELECTRICAL INSTALLATION GENERALLY**
- Design and detailing: Complete for the electrical installation.
 - Standards: In accordance with BS 7671 and the requirements of the Electricity Distributor.
 - Design information: Submit calculations, manufacturer's literature and drawings showing equipment positions and routes.
- 21 **DESIGN OF LOW VOLTAGE INCOMING SUPPLY**
- Design and detailing: Complete for the low voltage incoming supply.
 - Capacity: Determine the anticipated maximum demand of the installation.
 - Establishing the supply: Manage and liaise with the Electricity Distributor to establish an incoming electricity supply.
 - Electricity Supplier: Not Known .
 - Liaise with the Electricity Supplier, complete an application for supply of electricity and manage installation of metering equipment.
 - Incoming earthing arrangement: Establish with the Electricity Distributor.
 - Location: Coordinate the location of the incoming supply and establish the spatial requirements for the Electricity Distributor's equipment and metering.
- 23 **LV DISTRIBUTION SYSTEM DESIGN**
- Design: To cater for the complete working building.
 - Spare capacity of distribution equipment: 20% of total DB ways free.
 - Equipment: Provide electrical supplies to equipment requiring power.
- 24 **DESIGN OF GENERAL LIGHTING SYSTEM**
- Purpose: Community Centre.
 - Design and detailing: Complete for the general lighting system.
 - Standard: To SLL 'Code for lighting'.
 - Room: All .
 - Maintained average illuminance: 300 lux.
 - Controls: As existing.
 - Maintenance: Submit proposals for the maintenance/ relamping regime.



25 DESIGN OF EXTERNAL LIGHTING SYSTEM

- Purpose: Lighting of the paths and patio areas.
- Design and detailing: Complete for the external lighting system.
- Standards: To SLL 'Code for lighting' and CIBSE 'Lighting guide 6'.
- Area: Paths and Patio.
 - Maintained average illuminance: 30 lux.
 - Minimum illuminance at any point: 10 lux.
 - Uniformity: 0.25.

26 DESIGN AND LIGHTING CALCULATIONS

- Design: Complete for the following lighting systems: General.
- Proposals: Submit drawings, technical information, calculations and manufacturers' literature.
- Lighting calculations:
 - Type: Computer generated point calculations.
- Submit the following:
 - Luminaire layout drawings.
 - Luminaire photometric data including flux fraction ratios and polar intensity curves.
 - Lamp technical information.
 - Maintenance factor calculations, including proposals for luminaire maintenance and lamp replacement.
 - Reflectance values used for all wall, ceiling and floor surfaces.
 - Isolux contour plots for the working plane.
 - Schedule of design and calculated maintained average illuminance values.
 - Schedule of design and calculated uniformity values.

PRODUCTS

30 PRODUCTS GENERALLY

- Standard: To BS 7671.
- CE marking: Required.

32 DISTRIBUTION BOARDS

- Standards: To BS EN 61439-1 and BS EN 61439-3.
- Manufacturer: Hagger / MK.
 - Product reference: MK Sentry 12-Module 6-Way Populated Split Load Main Switch Consumer Unit (929HF).
- Third party certification: ASTA certified.
- Rating: Submit proposals.
- Incoming devices: Submit proposals.
- Number of outgoing ways: Submit proposals.
- Outgoing devices: Submit proposals.
- Enclosure:
 - Ingress protection to BS EN 60529: Submit proposals.
 - Material: Submit proposals.
- Accessories: None.

33 CABLE TRAYS Loft Void

- Standard: To BS EN 61537.
- Manufacturer: Contractor's choice .
 - Product reference: Contractor's choice .
- Accessories and fittings: Factory made of the same material type, pattern, finish and thickness as cable tray.



- 37 STEEL CONDUIT AND FITTINGS External if required
- Standards: To BS EN 61386-1 and BS EN 61386-21.
 - Manufacturer: Contractor's choice.
 - Product reference: Contractor's choice.
- 38 PVC CONDUIT AND FITTINGS External if required
- Standards: To BS 4607-5 or BS EN 61386-1 and BS EN 61386-21.
 - Manufacturer: Contractor's choice.
 - Product reference: Contractor's choice.
- 39 CABLES
- Approval: British Approvals Service for Cables (BASEC) certified.
 - Cable sizes not stated: Submit proposals and calculations.
- 40 PROTECTIVE CONDUCTORS
- Type: Cable conductors with yellow/ green sheath.
- 41 ELECTRICAL ACCESSORIES All Rooms
- Standards:
 - Generally: To BS 5733.
 - Switches: To BS EN 60669-1.
 - Manufacturer: Hagger .
 - Product reference: Contractor's choice .
 - Finish: White plastic .
 - Mounting: Surface .
- 47 LAMPS GENERALLY
- Standards:
 - Compact fluorescent lamps: To BS EN 60901 and BS EN 61199.
 - High pressure mercury lamps: To BS EN 60188 and BS EN 62035.
 - High pressure sodium lamps: To BS EN 62035.
 - Light emitting diodes (LEDs): To BS EN 62031.
 - Metal halide lamps: To BS EN 62035.
 - Tubular fluorescent lamps:
 - Single-capped lamps: To BS EN 60901 and BS EN 61199.
 - Double-capped lamps: To BS EN 60081 and BS EN 61195.
 - Tungsten halogen lamps: To BS EN 60432-2 and BS EN 60357.
 - Manufacturer: As recommended by luminaire manufacturer.
 - Lamps of the same type and rating: Same manufacturer.
- 50 EXTERNAL LUMINAIRES Paths and Patio
- Standard: To BS EN 60598-1.
 - Approval: Kitemark certified.
 - Manufacturer: Submit proposals.
 - Product reference: Submit proposals.
 - Mounting: Wall.
 - Ingress protection to BS EN 60529: Submit proposals.
 - Lamp: Light emitting diodes (LEDs).
 - Wattage: Submit proposals.
 - Colour temperature: Submit proposals.
 - Spill lighting control: TBC.
 - Material: Submit proposals.
 - Colour: Black.



EXECUTION

60 GENERAL EXECUTION

- Standard: In accordance with BS 7671.

63 INSTALLING CONDUIT AND FITTINGS

- Fixing: Fix securely. Fix boxes independently of conduit.
- Drainage outlets: Locate at lowest points in conduit installed externally, and where condensation may occur.
- Location: Position vertically and horizontally in line with equipment served, and parallel with building lines. Locate where accessible.
- Jointing:
 - Number of joints: Minimize.
 - Lengths of conduit: Maximize.
 - Cut ends: Remove burrs, and plug during building works.
 - Movement joints in structure: Manufactured expansion coupling.
 - Threaded steel conduits: Tightly screw to ensure electrical continuity, with no thread showing.
 - Conduit connections to boxes and items of equipment, other than those with threaded entries: Earthing coupling/ male brass bush and protective conductor.
- Changes of direction: Site machine-formed bends, junction boxes and proprietary components. Do not use elbows or tees. Alternatively, use conduit boxes.
 - Connections to boxes, trunking, equipment and accessories: Screwed couplings, adaptors, connectors and glands, with rubber bushes at open ends.

64 INSTALLING TRUNKING AND DUCTING

- Positioning: Accurate with respect to equipment served, and parallel with other services and, where relevant, floor level and other building lines.
- Access: Provide space encompassing cable trunking to permit access for installing and maintaining cables.
- Jointing:
 - Number of joints: Minimize.
 - Lengths of trunking: Maximize.
 - Steel systems: Mechanical couplings. Do not weld. Fit a copper link at each joint to ensure that satisfactory electrical continuity is maintained between the separate sections of trunking, equipment and accessories.
- Movement: Fix securely. Restrain floor mounted systems during screeding.
- Junctions and changes of direction: Proprietary jointing units.
- Cable entries: Fit grommets, bushes or liners.
- Internal fire barriers: Provide to maintain integrity of fire compartment.
- Protection: Fit temporary blanking plates. Prevent ingress of screed and other extraneous materials.
- Service outlet units: Fit when cables are installed.

66 CABLE ROUTES

- Cables generally: Conceal wherever possible.
 - Concealed cable runs to wall switches and outlets: Align vertically or horizontally with the accessory.
- Exposed cable runs: Submit proposals.
 - Orientation: Straight, vertical and/ or horizontal and parallel to walls.
- Distance from other services running parallel: 150 mm minimum.
 - Heating pipes: Position cables below.



68 INSTALLING ELECTRICAL ACCESSORIES AND EQUIPMENT

- Location: As Scheduled.
- Arrangement: Coordinate with other wall or ceiling mounted equipment.
- Positioning: Accurately and square to vertical and horizontal axes.
- Alignment: Align adjacent accessories on the same vertical or horizontal axis.
- Mounting: Recessed.
- Mounting heights (finished floor level to underside of equipment or accessory): As existing.
- Accessory face plates: Free from any traces of plaster, grout and paint or similar.

70 INSTALLING FINAL CONNECTIONS

- Size: Determine.
- Cable: Heat resisting white flex.
- Length: Allow for equipment removal and maintenance.

72 INSTALLING LUMINAIRES

- Location: Submit proposals.
- Supports: Adequate for weight of luminaire.
- Locations: Submit proposals.

74 EQUIPMENT LABELLING

- Electrical equipment: Install labels indicating purpose.
- Voltage warning notices:
 - Location: Apply to equipment in a position where it can be seen prior to gaining access to live parts when the voltage exceeds 230 V.
 - Format: To BS EN ISO 7010, functional reference number W012, include warnings of the voltage present.
- Distribution boards: Card circuit chart within a reusable clear plastic cover. Fit to the inside of each unit. Include typed information identifying the outgoing circuit references, their device rating, cable type, size, circuit location and details. Label each outgoing way corresponding to the circuit chart.
- Sub-main cables: Label at both ends, with circuit reference using proprietary cable marker sleeves.

78 FINAL FIX

- Accessory faceplates, luminaires and other equipment: Fit after completion of building painting.

79 CLEANING

- Electrical equipment: Clean immediately before handover.
- Equipment not supplied but installed under the electrical works: Clean immediately before handover.

COMPLETION

85 INSPECTION AND TESTING GENERALLY

- Standard: In accordance with BS 7671.
- Notice before commencing tests (minimum): 24 hours.
- Labels and signs: Fix securely before system is tested.
- Certificates: Submit.
 - Number of copies: 3.

V90



89 MAINTENANCE

- Servicing and maintenance: Undertake.
 - Duration: Until 12 months after Practical Completion.

W90

Communications and security systems - domestic



W90 Communications and security systems - domestic

GENERAL

- 8 ELECTRONIC ACCESS CONTROL SYSTEM
- System manufacturer: A member of British Security Industry Association.
 - Equipment interconnectivity: Submit design and cost proposals.
 - Method of access control: Submit design and cost proposals.
 - Credential type: Submit design and cost proposals.
 - Door release: Submit design and cost proposals.
- 15 CLOSED CIRCUIT TELEVISION SYSTEM
- System manufacturer: Submit proposals.
 - Equipment interconnectivity: Submit design and cost proposals.
 - Balanced twisted-pair cables Submit design and cost proposals
 - System components: Submit design and cost proposals.

SYSTEM PERFORMANCE

- 20 DESIGN REQUIREMENTS
- Design: Complete the design of the communications and security systems.
 - Proposals: Submit drawings showing equipment positions and routes, technical information, calculations and manufacturers literature.
- 23 DESIGN OF ELECTRONIC ACCESS CONTROL SYSTEM
- Standards: To BS EN 60839-11-1 and -11-2.
 - Access control points: Generally.
 - Grade classification: Submit proposals.
 - Environmental classification: Submit proposals.
 - Audio communication: Two way.
 - Video communication: One way.
 - Integration with other alarm systems:
 - Objectives: Remote access .
 - Systems to be integrated: Yes.



EXECUTION

- 70 INSTALLING CABLES GENERALLY
- Standard: In accordance with BS 7671.
 - General: Install cables neatly and securely. Conceal wherever possible. Protect against accidental damage, adverse environmental conditions, mechanical stress and deleterious substances.
 - Concealed cable runs to outlets: Align vertically with the accessory.
 - Exposed cable runs: Submit proposals.
 - Orientation: Straight, vertical and/ or horizontal and parallel to walls.
 - Distance from other services running parallel: 150 mm minimum.
 - Heating pipes: Position cables below.
 - Timing: Do not start internal cabling until building enclosure provides permanently dry conditions.
 - Jointing: At equipment and terminal fittings only.
 - Cables passing through walls: Sleeve with conduit bushed at both ends.
 - Cables running across ceiling joists: Fix to timber battens which are nailed to joists.
 - Length of final connection: Sufficient for equipment removal and maintenance.
- 71 INSTALLING OUTLETS AND EQUIPMENT GENERALLY
- Location: Coordinate with other wall or ceiling mounted equipment.
 - Positioning: Accurate and square to vertical and horizontal axes.
 - Alignment: Align adjacent accessories on the same vertical or horizontal axis.
 - Mounting heights (finished floor level to underside of equipment/ accessory): TBC .
- 72 INSTALLING TELEVISION ANTENNAE
- Standard: In accordance with CIA Code of Practice for the installation of aerials/ antennae and receiving equipment in the single dwelling unit
 - Signal field strength: Survey at the intended location for reception. Submit results.
 - Location: Submit proposals.
 - Fixing: Submit proposals.
- 77 INSTALLING ELECTRONIC ACCESS CONTROL SYSTEMS
- Standard: To BS EN 60839-11-2.

COMPLETION

- 98 DOCUMENTATION
- Standard: CCTV systems in accordance with BS EN 62676-1-1.
 - Timing: Submit at completion.
 - Contents:
 - Full technical description of each system installed.
 - Manufacturers' operating and maintenance instructions for fittings and apparatus.
 - System log book.
 - Manufacturers' guarantees and warranties.
 - As-installed drawings showing circuits and their ratings and locations of fittings and apparatus.
 - List of normal consumable items.
- 99 MAINTENANCE
- Servicing and maintenance: Undertake.
 - Duration: Until 12 months after Practical Completion.

Z20

Fixings and adhesives



Z20 Fixings and adhesives

10 FIXINGS AND FASTENERS GENERALLY

- Integrity of supported components: Select types, sizes, quantities and spacings of fixings, fasteners and packings to retain supported components without distortion or loss of support.
- Components, substrates, fixings and fasteners of dissimilar metals: Isolate with washers or sleeves to avoid bimetallic corrosion.
- General usage: To recommendations of fastener manufacturers and/ or manufacturers of components, products or materials fixed and fixed to.
- Fixings: To be in straight lines, at regular centres.

25 FASTENER DURABILITY

- Materials: To have:
 - Bimetallic corrosion resistance appropriate to items being fixed.
 - Atmospheric corrosion resistance appropriate to fixing location.
- Appearance: Submit samples on request.

30 FIXINGS THROUGH FINISHES

- Penetration of fasteners and plugs into substrate: To achieve a secure fixing.

60 APPLYING ADHESIVES

- Surfaces: Clean. Regularity and texture to suit bonding and gap filling characteristics of adhesive.
- Support and clamping during setting: Provide as necessary. Do not mark surfaces of or distort components being fixed.
- Finished adhesive joints: Fully bonded. Free of surplus adhesive.

Z21
Mortars



Z21 Mortars

- 10 MORTAR MIXES
- Specification: Proportions and additional requirements for mortar materials are specified elsewhere.
- 20 SAND FOR SITE MADE CEMENT GAUGED MASONRY MORTARS
- Standard: To BS EN 13139.
 - Grading: 0/2 (FP or MP).
 - Fines content where the proportion of sand is specified as a range (e.g. 1:1: 5-6):
Lower proportion of sand: Use category 3 fines.
Higher proportion of sand: Use category 2 fines.
 - Sand for facework mortar: Maintain consistent colour and texture. Obtain from one source.
- 25 SAND FOR LIME:SAND MASONRY MORTARS
- Type: Sharp, well graded.
 - Quality, sampling and testing: To BS EN 13139.
 - Grading/ Source: As specified elsewhere.
- 30 READY-MIXED LIME:SAND FOR CEMENT GAUGED MASONRY MORTARS
- Standard: To BS EN 998-2.
 - Lime: Nonhydraulic to BS EN 459-1.
 - Type: CL 90S.
 - Pigments for coloured mortars: To BS EN 12878.
- 40 CEMENTS FOR MORTARS
- Cement: To BS EN 197-1 and CE marked.
 - Types: Portland cement, CEM I.
Portland limestone cement, CEM II/A-LL.
Portland slag cement, CEM II/B-S.
Portland fly ash cement, CEM II/B-V.
 - Strength class: 32.5, 42.5 or 52.5.
 - White cement: To BS EN 197-1 and CE marked.
 - Type: Portland cement, CEM I.
 - Strength class: 52.5.
 - Sulfate resisting Portland cement:
 - Types: To BS EN 197-1 Sulfate resisting Portland cement, CEM I/SR and CE marked.
To BS EN 197-1 fly ash cement, CEM II/B-V and CE marked.
 - Strength class: 32.5, 42.5 or 52.5.
 - Masonry cement: To BS EN 413-1 and CE marked.
 - Class: MC 12.5.
- 50 ADMIXTURES FOR SITE MADE MORTARS
- Air entraining (plasticizing) admixtures: To BS EN 934-3 and compatible with other mortar constituents.
 - Other admixtures: Submit proposals.
 - Prohibited admixtures: Calcium chloride, ethylene glycol and any admixture containing calcium chloride.



60 MAKING MORTARS GENERALLY

- Batching: By volume. Use clean and accurate gauge boxes or buckets.
- Mix proportions: Based on dry sand. Allow for bulking of damp sand.
- Mixing: Mix materials thoroughly to uniform consistency, free from lumps.
 - Mortars containing air entraining admixtures: Mix mechanically. Do not overmix.
- Contamination: Prevent intermixing with other materials.

70 MAKING HYDRAULIC LIME:SAND MORTARS

- Mixing hydrated hydraulic lime:sand: Follow the lime manufacturer's recommendations for each stage of the mix.
 - Water quantity: Only sufficient to produce a workable mix.

Z22
Sealants



Z22 Sealants

- 31 JOINTS Contractors choice
- Primer, backing strip, bond breaker: Types recommended by sealant manufacturer.

EXECUTION

- 61 SUITABILITY OF JOINTS
- Presealing 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.
- 62 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.
- 63 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.



Schedule of Works

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|------|---|------|----------|-------|
| | Preliminaries: | | | |
| i | The schedule of works is to be read in conjunction with the preliminaries and materials and workmanship clauses and not in isolation. | | | |
| ii | All items to be costed individually. All costings to include for associated items of work to be completed, if not specifically identified. | | | |
| iii | Electrical works: All electrical wiring is to be undertaken by a competent electrician in compliance with the 18th Edition BS 7671:2018. A test certificate must be produced on completion with all information provided for the owners. | | | |
| iv | CDM: The general contractor will be the Principal Contractor. Allow for all associated costs with the exception of the preparation of the health and safety file. An asbestos report will be issued during the tender period. | Item | | |
| v | Asbestos: We have been provided with an up to date asbestos report which has been appended to the pre health and safety plan. You are to ensure that you are familiar with its contents and that all ACM's are undisturbed during the entirety of the works. Any further items not listed in the Asbestos register that are thought to contain asbestos, you are to notify the CA. | | | |
| vi | Occupation: The work will be undertaken whilst the building is closed to public hirers and therefore will be not in use; the client will be moving the furniture prior to commencement of the works. | | | |
| vii | Clear site: Remove all plant, debris etc., and leave the site clean and tidy on completion of the work. | Item | | |
| vii | Deep Clean: Carry out thorough deep clean throughout the building on completion. | Item | | |
| viii | Other Preliminaries: Show here the amount for contractor's preliminaries to include overheads and profits, insurances, site management and health and safety etc. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|------|--|------|----------|-------|
| 1.00 | Site Set Up and Protection | | | |
| 1.01 | Site Compound: Provide a secure site compound as necessary for the duration of the project, incorporating materials storage, skip location; location of compound to be confirmed and agreed at the pre contract site meeting; compound to be secured with heras fencing and kept locked outside of the working day. | Item | | |
| 1.02 | Temporary Fencing: Provide heras fencing to secure the site area to an appropriate level (for the wellbeing of the public, as well for contractor's purposes), including access gates where needed; gates to be kept locked outside of the working day and secured appropriately during working hours. Allow for covering the fencing so as not to allow visual access. | Item | | |
| 1.03 | <p>Access - Option 1: Supply and erect full access scaffold as needed to complete the works, including appropriate edge protection to adjacent roof areas where access will be necessary; allow for fan protection over any door openings; scaffolding not to interfere with the operation of fire exit doors and safe routes to be identified during the course of the works.</p> <p>Scaffolding Protection: Suitable protection to be provided to the scaffold to reduce the risk of vandalism and unauthorised entry; measures to include removing ladders at the end of each day and provision of debris netting to the perimeter of the working area.</p> <p>Scaffolding: All scaffolding to be erected, altered and dismantled in accordance NASC Guidance Document SG4; scaffolding to be designed by a competent scaffold engineer and details submitted to the CA prior to commencement of work on site.</p> | Item | | |
| 1.04 | Access - Option 2: Supply and erect tower scaffolding in order to facilitate the works to the fascia and rainwater goods, ensuring that they are erected in accordance the manufactures installation guides. Outriggers are to be installed where required and towers should be taken down at the end of each working day. | Item | | |
| 1.05 | Waste: Allow for sufficient number of skips to accommodate the waste removal from the works. | Item | | |
| 1.06 | Water, power, sanitary provision: assume that all three will be made available to the contractor during the contract period. A porta – loo is to be provided for the duration of the works and is to be set up in the site compound. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|--------------------------------|--|------|----------|-------|
| 1.07 | Cleaning: Allow for regular cleaning of the site area and grounds adjacent to the site area to ensure no overspill of materials, etc. | Item | | |
| 1.08 | Protection: The contractor is responsible for the protection of the existing structure and adjoining properties for the duration of the works to ensure that no damages occur. | Item | | |
| 1.09 | Services: Allow for providing temporary electrical and water services to the welfare unit from the Landlord supplies. All temporary connections to be removed and made good on completion of the works. | Item | | |
| Preliminaries Sub-Total | | | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|----------|--|------|----------|-------|
| 2.00 | External Elevations | | | |
| 2.01 | Rainwater Goods | | | |
| 2.01.1 | Gutters: To fascia boards, supply and install 113mm Half Round Black Plastic Osma Deepline Gutters, secured using 113mm Osma Deepline Fascia Brackets mechanically fixed to fascia in accordance with manufacturers instructions. Allow for the supply and installation of all stop ends, outlets and alike in order to match the current guttering configurations. | Item | | |
| 2.01.2 | Downpipes: Supply and fix to the walls and outlets Round Black Plastic Osma Deepline Downpipes, secured using Osma Deepline Downpipe Wall Brackets mechanically fixed to walls using stainless steel screws in accordance with manufacturers instructions. | Item | | |
| 2.01.3 | Rainwater Goods: Allow for the supply and installation of all shoes, swan neck reducers and alike in order to match the current guttering configurations. | Item | | |
| 2.02 | Fascia and Soffits | | | |
| 2.02.1 | Fascia & Soffits - Option 1: Prepare the existing fascia's for redecoration allowing to carry out minor repairs on the front elevation of the porch where the beading below the fascia has moved. | Item | | |
| 2.02.1.1 | Fascia & Soffits - Decorations : Apply 1no coat of Dulux Trade Weathershield Quick Dry Exterior Undercoat; apply 2no coats Dulux Trade Weathershield Quick Dry Exterior Satin; all work to be carried out in accordance with manufacturer's instructions. (Colour to be selected by the Client). | Item | | |
| 2.02.1.2 | Soffit Vents: All to supply new soffit vents to match that of the existing where they have dropped down and missing approximately 3.5 metres | Item | | |
| 2.02.2 | Fascia & Soffits - Option 2: Supply and install black Swish square edge 9mm Cappit fascia boards over the top of the existing timber fascias allowing to supply and install new vented soffit strips to match the depth of the existing. | Item | | |
| 2.02.3 | Fascia & Soffits - Option 3: Carefully remove the existing fascia and soffits and dispose of off site. Supply and fit new black Swish square edge 16mm fascia and vented soffits strips to match the depth of the existing. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|-----------------|--|------|----------|-------|
| 2.03 | Windows | | | |
| 2.03.1 | Windows: Replace all the existing timber windows with UPVC windows; Profile 22 - Optima Chamfered or other equal and approved; reinforced where appropriate with aluminium alloy; including standard ironmongery; sills and factory glazed with low-e 24mm double glazing; fixed in position; including lugs plugged and screwed to brickwork or blockwork. To open outwards and have window guards preventing windows opening dangerously, where necessary. Window configurations to match that of the existing where possible. All configuration to be approved by the CA prior to order. The contractor is responsible for measuring up all the apertures and ensuring the windows fit the openings, FENSA certificates to be provided. Refer to drawing GA001 for the window locations. | | | |
| 2.03.1.1 | W1 - Store / Filing Room - (Escape Window) | Item | | |
| 2.03.1.2 | W2 - Store / Filing Room | Item | | |
| 2.03.1.3 | W3 - Store / Filing Room - (Escape Window) | Item | | |
| 2.03.1.4 | W4 - Male Toilet - Fitted with window restrictor | Item | | |
| 2.03.1.5 | W5 - Disabled Toilet - Fitted with window restrictor | Item | | |
| 2.03.1.6 | W6 - Kitchen - Fitted with window restrictor | Item | | |
| 2.03.1.7 | Provide and extra-over item for mahogany finish to outside face of all new windows: £..... | | | |
| 2.04 | External Doors | | | |
| 2.04.1 | D1 - External Front Door - Option 1: - Remove the existing door and dispose of offsite allowing to prepare the opening ready to receive the new door. Remove the existing door and dispose of offsite allowing to prepare the opening ready to receive the new door. Supply and install new white UPVC door with DDA compliant threshold; Profile 22 - Style 2XG with fixed bottom panel or other equal; reinforced where appropriate with aluminium alloy; including a Yale Conexis L1 Smart Locks wireless door handle access unit; thresholds and factory glazed with low-e 24mm double glazing; fixed in position; including lugs plugged and screwed to brickwork or blockwork exterior. Provide manufacturers guarantees on completion and FENSA certificates if applicable. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|----------|---|------|----------|-------|
| 2.04.1.1 | D1 - External Front Door - Option 2: Supply and install Aluk GT 55 TB powder coated commercial grade aluminium glazed doors in 2XG style glazed top and bottom. The exterior of the frame and door is to be in white on both inside and out and are to have thermal barriers. The doors to be fitted with multi point locking and to be fitted with a DDA compliant overhead closer and low-profile threshold to facilitate wheel chair access. The hinges to the door will need to enable outward opening only. The glazing to comprise 24 mm Planitherm (4:16:4 Tough Clear with black spacer, Argon Filled) in order to comply with the current Building Regulations and achieve a U - Value of 1.2 W/m2. A Yale Conexis L1 Smart Locks wireless door handle is to be supplied and fitted (Colour Clients Choice). Door restrainers to be supplied and installed to hold doors in open position inside and out. | Item | | |
| 2.04.2 | D2 - External Side Door: Remove the existing door and dispose of offsite allowing to prepare the opening ready to receive the new door. Supply and install new UPVC door; Profile 22 - Style 2XG with fixed bottom panel or other equal; reinforced where appropriate with aluminium alloy; including standard ironmongery; thresholds and factory glazed with low-e 24mm double glazing; fixed in position; including lugs plugged and screwed to brickwork or blockwork exterior. Provide manufactures guarantees on completion and FENSA certificates if applicable. | Item | | |
| 2.04.3 | D3 - D5 - Preparation Works: Remove the existing door rear doors and dispose of offsite allowing to prepare the opening ready to receive the new door. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|--------|---|------|----------|-------|
| 2.04.4 | D3 - D5 - New External Doors: 3 no. New Double Door Set - Supply and install Aluk GT 55 TB powder coated commercial grade aluminium double glazed doors in 2XG style glazed top and bottom. The exterior of the frame and door is to be in white on both inside and out and are to have thermal barriers. The doors to be fitted with multi point locking and to be fitted with a DDA compliant low-profile threshold to facilitate wheel chair access. D4 is to be fitted with a pair of emergency escape panic bars. The hinges to the door will need to enable outward opening only. The glazing to comprise 24 mm Planitherm (4:16:4 Tough Clear with black spacer, Argon Filled) in order to comply with the current Building Regulations and achieve a U - Value of 1.2 W/m2. Handles to vertical tubular steel stainless steel be selected by the Clients. Door restrainers to be supplied and installed to hold doors in open position inside and out. . Door restrainers to be supplied and installed to hold doors in open position inside and out. Door D3 and D4 to be fitted with DDA compliant over head door closers. | Item | | |
| 2.04.6 | D6 - Rear External Door To Archive Room: Remove the existing door and dispose of offsite allowing to prepare the opening ready to receive the new door. Supply and install new UPVC door; Profile 22 - 2XG Style with fixed bottom panel or other equal; reinforced where appropriate with aluminium alloy; including standard ironmongery; thresholds and factory glazed with low-e 24mm double glazing; fixed in position; including lugs plugged and screwed to brickwork or blockwork exterior. Provide manufactures guarantees on completion and FENSA certificates if applicable. | Item | | |
| 2.04.7 | Provide and extra-over item for mahogany finish to external face of all new doors: £..... | | | |
| 2.05 | External Repairs | | | |
| 2.05.1 | Roof Coverings: Brush off all moss deposits from roof coverings and remove prior to new RW goods being installed using brushes on long reach pole in order to reduce the likely risk of damaging the slates. | Item | | |
| 2.05.2 | Roof Coverings: Check hip and ridge mortar joints and repoint as required allowing for all associated access and replacement of broken slates causing by the said works. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|--------|---|------|----------|-------|
| 2.05.3 | Thermal Expansion Joints: Allow to prepare the existing thermal expansion joints in the faced brickwork ready for re-sealing where the existing seal has de-bonded from the face brickwork using appropriate flexible sealant to match the colour of the existing. | Item | | |
| 2.05.4 | Porch Under soffit: Prepare for redecoration and apply 1no coat of Dulux Trade Weathershield Quick Dry Exterior Undercoat; apply 2no coats Dulux Trade Weathershield Quick Dry Exterior Satin; all work to be carried out in accordance with manufacturer's instructions. (Colour to be selected by the Client). | Item | | |
| 2.05.5 | Metal Post to the Front Porch: Prepare the metal posts and apply two coats of Hammerite Smooth Metal Paint Black 2.5Ltr (48654). | Item | | |
| | External Repairs Sub Total | | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|--------|--|------|----------|-------|
| 3.00 | Internal Joinery, Insulation, Protection and sundry works | | | |
| 3.01 | Internal Doors | | | |
| 3.01.1 | Storage Room 1 - Door Handles: Supply and fit new Smith & Locke D Pull Handle 171mm (5731J) on door to storage room 1 on both sides. | Item | | |
| 3.01.2 | Internal Door Furniture: Allow to replace all the door handles and kicking and push plates to match those of the existing. | Item | | |
| 3.02 | Loft Void Insulation: Allow to re- distribute the existing insulation evenly across the bottom cord of the trusses and allow to top up in order to achieve an even thickness of 300mm in order to meet a U-Value of 0.18W/m ² .K ensuring the eaves ventilation is not impeded | Item | | |
| 3.03 | Protection: Supply and install a stainless steel mesh cage around the existing thermostat to prevent unauthorised tampering by users. | Item | | |
| 3.04 | Archive Room Racking: Bolt the existing racking to the floor and walls where possible using Fischer sleeve anchors or equal allowing to fix them to the wall and ceilings allowing for all associated works. | Item | | |
| | Internal Joinery, Insulation and Protection Sub Total | | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|---------------|---|----------|----------|-----------|
| 4.00 | <p>Services - Contractors Design Portion</p> <p>Note: Services primarily to be undertaken as part of Contractors Design portion of JCT Minor Works Contractor to decide on best service runs and comply with the following Client Requirements.</p> <p>Note: Contractor to establish new lighting layout based on specifications, confirming and agreeing same with CA; mark out positions on new ceilings and cut out openings as necessary. Lighting requirements are to comply with BS EN 12464-1:2011, BS 5266-1 :2016 and Part L of the Building Regulations. Lighting is to be ceiling mounted LED's, with even distribution throughout each room. Lighting is to be switched as existing and to cover the existing light fitting position where possible. The specification is an indication of the client requirements however no lighting level calculations have been carried out.</p> | | | |
| 4.01 | Electrics | | | |
| 4.01.1 | Electrical Installations: A qualified electrician (such as a member of the NICEIC) should undertake a full test of the existing electrical installation and provide the certificate and full report to the CA. If urgent works are identified these works should be undertaken as a high priority. | Item | | |
| 4.01.2 | Electrical Installations: A provisional sum of £1,500.00 should be included to cover any unforeseen upgrading works that may need to be undertaken in order to facilitate the refurbishment works. | Prov Sum | | £1,500.00 |
| 4.01.3 | Electrical Faceplates - Option 1: Allow to replace the switch plates, socket outlets, fused spur covers, cooker points and the like with Hager Sollysta white moulded units to match those already installed. | Item | | |
| 4.01.4 | Electrical Faceplates - Option 2: Thoroughly clean down the existing switch plates, socket outlets fused spur covers, cooker points and the like | Item | | |
| 4.01.5 | Consumer Unit: Provide an additional price for installing and connecting a second consumer unit within the main entrance hall. New consumer unit to be an MK Sentry 12-Module 6-Way Populated Split Load Main Switch Consumer Unit (929HF) or Hager equivalent, to meet all the requirements of current British Standards. The intent is to split the load off the existing panel and to allow for new fire alarm connections. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|---------|--|------|----------|-------|
| 4.01.6 | Main Hall: Supply and install 4no. Hagger WMS81 13A 1 Gang Unswitched Sockets - (Sollysta white moulded units) one in each corner of the main hall (on the front and rear walls) located 500mm down from the ceilings. These sockets are to be operated off a Hagger WMDP84N - 20A Double Pole Switch with LED Indicator which are to be located 1.2 metres off the ground directly below. These are installed to run wall mounted fans. The fused spur amp rating will need to be checked prior to installation. All wiring runs are to be through the loft void and chased into the walls, all chases to be made good up to decoration stage. | Item | | |
| 4.01.7 | Toilets: Lighting to the male, female and disabled toilets: Remove the existing bulk head light fittings and replace with Lumineux 16W LED Bulkhead with Microwave Sensor White 2700K – Part Code 400925-MW, allowing to blank off the existing light switches, if necessary. | Item | | |
| 4.01.8 | Main Entrance Hall: Lighting to the main entrance hall: Remove the recessed spot lights and bulk head light fittings and supply and install 3 no. Lumineux 16W LED Emergency Bulkhead with Microwave Sensor 6000K – Part code 400772-M3-MW. | Item | | |
| 4.01.9 | Lighting to the Kitchen: replace the light fitting with a new Dextra - graduated Led linear surface mounted surface GRD L45 OPTPA 6FT C84, which is to be fitted with Emergency control gear ST3 - Self Test Emergency AT3 - Autotest Emergency S - Switch dim (retractive switch dimming). | Item | | |
| 4.01.10 | Main Hall: Lighting to the main hall - Option 1: Remove the existing recessed spot lights and replace with LED recessed spot light to match the lighting output of the existing fittings. Allow to install 1no.Lumineux 16W LED Emergency Bulkhead White 2700K – Part Code 400925-M3 within this areas location to be decided on site. | Item | | |
| 4.01.11 | Main Hall: Lighting to the main hall - Option 2: Remove the existing recessed spot lights and replace with 12 no (three banks of four units). Dextra - graduated Led linear surface mounted surface GRD L45 OPTPA 6FT C84, four of which are to have E3 - Emergency control gear ST3 - Self Test Emergency AT3 - Autotest Emergency S - Switch dim (retractive switch dimming). The emergency light fitting are to be installed over the rear fire door and hallway doors with the other two units installed in the centre of the room on the left and right. Allow to fill all the holes in the ceiling and prepare ready for redecoration. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|---------|--|------|----------|-------|
| 4.01.12 | Lighting to the Storage / Archive Room: Remove the recessed spot lights and bulk head light fittings and supply and install 2 no. Lumineux 16W LED Bulkhead White 2700K – Part code 400925 and 1no.Lumineux 16W LED Emergency Bulkhead White 2700K – Part Code 400925-M3 to be installed nearest the door. | Item | | |
| 4.01.13 | Lighting to the Main Storage Cupboard: Remove the existing recessed light fittings and supply and install Lumineux 16W LED Bulkhead with Microwave Sensor White 2700K – Part Code 400925-MW, allowing to blank of the existing light switches, if necessary . | Item | | |
| 4.01.14 | Exterior Lighting: Supply and fit a suitable number of LED PIR /external emergency bulkhead lights to the rear elevation elevation and left hand flank elevation to satisfy the British Standard and allow for external escape around the building's perimeter. (Example product Luik - 18.7w Led Emergency Eyelid Bulkhead Black IP65 1350 lm Maintained EM3 for consideration). | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|---------------|---|------|----------|-------|
| 4.02 | Heating, Hot Water and Ventilation | | | |
| 4.02.1 | Toilets: Remove and replace the radiators and TRV's within the men's and ladies toilets with new Kudox /Stelrad or equal radiators which are to be sized to suit the cubicles. The TRV's are to be Drayton TRV4 Classic. Allow to alter the pipework accordingly to suit the new radiators. | Item | | |
| 4.02.2 | Disabled Toilets: Remove and replace the radiators within the disabled toilet with a Stelrad LST Standard K1 Radiators Single Panel Single Convector low surface temperature radiator, which is to be sized to suit floor areas. Supply and install a suitable Drayton or equal TRV. Allow to alter the pipework accordingly to suit the new radiators. | Item | | |
| 4.02.3 | Male and Female Toilets - Hot water - Option 1: Supply and install one number Ariston Aurea Slim instantaneous hot water heater which is to provide hot water to the wash hand basins in both male and female toilets. (to be mounted on the back wall of either of the toilet cubicles. Allow to remove the pipe boxing behind the toilets where necessary in order to access / conceal pipe work and wiring ensuring its reinstated-on completion. Adapt the existing pipework to accommodate the instantaneous hot water heater and allow to provide the necessary electrical connections including a fused spur. All wiring is to be chased into the wall and made good in readiness for redecoration. | Item | | |
| 4.02.4 | Male and Female Toilets - Hot water - Option 2: Supply and install two number Redring instantaneous auto Sensor electric handwash units over both the male and female wash hand basins allowing to install all the electrical and plumbing installations. All wiring is to be chased into the wall and made good in readiness for redecoration. | Item | | |
| 4.02.5 | Toilets - Taps: Allow to remove the existing taps to the wash hand basins in the men's, ladies and disabled toilets and supply and install two sets of H & C Self-Closing Non-Concussive Bathroom Basin Taps Pair ½" Chrome (73178) | Item | | |
| 4.02.6 | Extractor Fans in the Toilets: Supply and install three new Vent-Axia VA100XHT 21W Bathroom Extractor Fan with Humidistat & Timer White 240V (185GY) to the men's, ladies and disabled toilets and necessary rigid ductwork to be connected to the existing roof vents within the loft void allowing for all associated wiring and installation of Hager WMPS3PIF - 3 Pole Isolator Switch with Fan Symbol.. The extractor fans are to be compliant with Approved Document F. | Item | | |

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| Item | Description | Rate | Quantity | Price |
|--------|---|------|----------|-------|
| 4.02.7 | Kitchen Extractor Fan: Supply and install new Man rose MG150BT 25W Kitchen Extractor Fan with Timer White 240V (99850) within the kitchen. Allow to core a hole to external air on the right-hand elevation. Allow for all the associated wiring connections including a Hager fused spur and Hager WMPS3PIF - 3 Pole Isolator Switch with Fan Symbol. The cabling to be run in the loft void and chased in to the walls. The chases are to be made good in preparation for the redecoration works. | Item | | |
| 4.02.8 | Gas Installations: Supply and install an automatic gas shut off to the main gas supply which is to be carried out by Gas Safe approved engineer and connected to the fire alarm installation. | Item | | |
| 4.03 | Fire Extinguishers and Emergency Signage | | | |
| 4.03.1 | Fire Extinguisher: Allow to remove the existing fire extinguishers, blankets and signage and reinstate on completion of the works ensuring the fire extinguishers and fire blankets have been serviced and inspected and certified | Item | | |
| 4.03.2 | Emergency Signage: Supply and install emergency exit signage on every main doorway, escape window and on routes which provide an exit and means of escape from a fire or other emergency situation. The signs will need to conform to the BS 5499 Pt 4:2000 which will meet the Building Regulations. They will also meet the requirements of the Health and Safety 1996 – Safety Signs & Signals Regulations. Overall minimum of 2 lux to be available in all areas of escape routes, at floor level. | Item | | |
| | Services Sub Total | | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|---------------|--|------|----------|-------|
| 5.00 | Internal Finishing | | | |
| 5.01 | Artex Ceilings – Option 1: Allow to apply two coats of uni-bond to all the texture coated ceilings and skim coat with Gyroc - Thistle Multi Finish plaster allowing to prepare ready for redecoration. | Item | | |
| 5.02 | Artex Ceilings – Option 2: Allow to over board the ceiling with 9.5mm Gyroc wall board allowing to fix using 35mm dry wall screws. Tape all joints and skim coat with Gyroc - thistle multi finish plaster allowing to prepare ready for redecoration. | Item | | |
| 5.03 | Kitchen | | | |
| 5.03.1 | Preparation Works: Carefully remove the kitchen units and work tops, sink and taps in their entirety disposing of them responsibly. (allow to record the sizes and locations of units) Allow for capping off all pipework and electrical installations where necessary. | Item | | |
| 5.03.2 | Kitchen: Supply a Howdens Glendevon Gloss - Grey kitchen to match the old layout (inserting a new base unit and wall unit where the cooker point is currently located extending the work top over this area) which comprises of 15 cupboards, over and under the work surface and 8 draws. Supply new work tops - Colmar Oak Wilsonart Worktop 3m x 600 x 40mm from Kitchens Instock - https://www.kitchensinstock.co.uk/product/40mm-colmar-oak-wilsonart-worktop-l3000mm-d600mm-3mm-profile/ Allow to provide worktop jointing bolts and mitred junctions, laminate work top edgings and colour fill etc. | Item | | |
| 5.03.3 | Kitchen Sink: Supply a new Franke Ascona single bowl sink - L860mm x W610mm - Ref: SNK8040 and Franke Maris Pull-Out Spray Chrome tap. (The client may change this to a lower specification item prior to commencement of the works). | Item | | |
| 5.03.4 | Kitchen Installation: Provide a quotation for installing the above mentioned kitchen including the installation of the stainless-steel sink and tap. | Item | | |
| 5.03.5 | Kitchen Installation: Reinstate all plumbing and electrical connections. Work to be completed by suitably qualified tradesmen allowing to remove any existing dead leg piping or cabling. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|--------|---|------|----------|-------|
| 5.04 | Tiling | | | |
| 5.04.1 | Preparation Works: Carefully remove the existing tiles from the walls and allow for disposing them off site. | Item | | |
| 5.04.2 | Tiling Works: Supply and hang 3 courses of 150x150mm glazed white tiles above worktops to the Kitchen allowing for all adhesive and ground and white metal edging beads. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|---------------|---|------|----------|-------|
| 5.05 | Internal Decoration | | | |
| 5.05.1 | Ceiling Preparation Works: Clean and make good all surfaces, filling any holes, cracks and uneven areas with proprietary filler as necessary to leave a flat, even surface ready to receive new finishes. | Item | | |
| 5.05.2 | Ceiling Finishes: Decorate ceilings with two full coats of Dulux Trade Diamond Vinyl Matt emulsion (apply a mist coat to newly skimmed ceilings), including all necessary preparation; colour to be white. Option to remove mist coats, if the Artex is painted over: saving £..... | Item | | |
| 5.05.3 | Wall Preparation Works: Clean and make good all surfaces, filling any holes, cracks and uneven areas with proprietary filler as necessary to leave a flat, even surface ready to receive new finishes. | Item | | |
| 5.05.4 | Wall Preparation Works: Decorate walls with two full coats of Dulux Trade Diamond Matt emulsion, including all necessary preparation; colour to be agreed. | Item | | |
| 5.05.5 | Internal Joinery Works: Rub down and prepare all existing skirtings, architrave, internal doors and linings , window boards , radiator covers, loft hatches and the like; decorate with 2no full coats Dulux Trade High Gloss; colour to be white. | Item | | |
| 5.05.3 | Internal Joinery Works: To all new woodwork / trim, apply 1 no coat Dulux Trade Wood Primer, 2 no coats Dulux Trade Undercoat and 1 no. coats Dulux Trade High Gloss. In accordance with Manufacturer's instructions. | Item | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|-----------------|--|------|----------|-------|
| 5.06 | Flooring | | | |
| 5.06.1 | Preparation Works: Remove the vinyl floor coverings throughout the building (including the tiles in the kitchen which may have an asbestos content) and prepare the floors ready to receive a new vinyl floor coverings. | Item | | |
| 5.06.2 | Floor Coverings: Supply and install Polysafe Standard Vinyl sheeting throughout the building - Autumn Beige 4140 (to be confirmed by Client) in accordance with the manufacturer installation guides using their recommended adhesives and primer. All the seams to be welded using colour matched weld rods. | Item | | |
| | Internal Finishing Sub Total | | | |
| 6.00 | Carpark, Patio and Boundaries | | | |
| 6.01 | Carpark | | | |
| 6.01.1 | Car Park - Option 1: Remove all loose gravel from car park, add bonding agent and resurface with macadam of 50mm depth. | Item | | |
| 6.01.1.1 | Car Park Lining: Paint white lines to a 2.4m width, removing any lines that do not meet this width requirement, allowing for one suitably lined disabled parking bay, complete with symbol and chevrons in yellow. | Item | | |
| 6.01.2 | Car Park - Option 2: Remove all loose gravel from car park and lift the block paved areas. Allow to re-level and compact the areas where the block pavers have been, installing new type 1 Mot raising the areas by 50mm to align with 6.01.1. | Item | | |
| 6.01.2.1 | Block Paving: Supply and install new Marshall's standard grey block pavers in accordance with their installation guides ensuring they are adequately compacted before brushing in the kiln dried sand | Item | | |
| 6.01.2.2 | White Lines: Paint white lines to a 2.4m width, removing any lines that do not meet this width requirement, allowing for one disabled parking bay, complete with symbol and chevrons in yellow. | Item | | |
| 6.01.3 | Youth Club -Pot Hole Repairs: Repair 20no deep set potholes at the Youth Club by cutting out and removing surfacing to at least ½ meter beyond hole. Repair base with MOT Type 1 fully compacted, and patch with tarmac. Reline patched areas as necessary. | 20no | | |

Portfields Community Centre, Newport Pagnell, MK16 8SB

| Item | Description | Rate | Quantity | Price |
|--|---|------|----------|-------|
| 6.02 | Rear Patio | | | |
| 6.02.1 | Rear Patio and Side Path: Provisionally allow to lift and relay the existing concrete paving slabs to the patio and side path, bedding them in 1:6 cement and sharp sand mix, ensuring surface is completely flat and free of trip hazards. Allow to regrout using Geofix all weather jointing compound. | Item | | |
| 6.03 | Boundaries | | | |
| 6.03.1 | Fencing: Refix loose palisade fence panels (location to be identified). | 2no. | | |
| 6.03.2 | Front Right Hand Wall, Metal Fencing and Access Gate: Remove vegetation- ivy from boundary walls/gate, allowing for approximately 2m2 of repointing works. | Item | | |
| Carpark, Patio and Boundaries Sub Total | | | | |

Portfields Community Centre Tender Summary Sheet



| Item | Section | Price |
|-------------------|--|-----------|
| i - vii | Preliminaries / Site Set Up | |
| 2.00 | External Elevations | |
| 3.00 | Internal Joinery, insulation, Protection and sundry works | |
| 4.00 | Services | |
| 5.00 | Internal Finishing | |
| 6.00 | Carpark, Patio and Boundaries | |
| 7.00 | Contingency figure | £4,500.00 |
| Tender Sum | | |



Tender Form

FORM OF TENDER

Property: Portfields Community Centre, Wordsworth Ave, Newport Pagnell,
MK16 8SB
External and Internal Refurbishment Contract

for

Employer: Newport Pagnell Town Council

I/We hereby offer, to undertake and agree to execute the various works described in the Specification documents prepared by CUBE Building Consultancy subject to the Conditions of Contract contained therein for the sum of:-

.....

£.....p. which amount includes all P.C. and Provisional Sums but **EXCLUDES** Value Added Tax.

I/We offer to commence the Works on site within..... weeks of this tender being accepted and further undertake to complete the Works within weeks from commencement on site and signing of the Contract Documents.

Signature:

Company

Address:.....

Date:

This Tender is open for acceptance for a period of 12 weeks from the date shown above.