

**Relocation of Staff Room and Alterations to
The Penwith Gallery
Back Road West
St.Ives
TR26 1NL**

OUTLINE SCHEDULE OF WORK

May 2023

This schedule describes the works required to re-locate the staff kitchen from the current position immediately behind the shop to a store room at the rear of the gallery (see blue cross below). The move will free up shop / sales space to boost gallery income. The new kitchen will incorporate a re-located staff toilet with changing space and will open onto a decked courtyard.



Preliminaries:

As the gallery will be operational during normal working hours, the work will have to be carried out concurrently but taking steps where possible to minimise any disruption. The existing kitchen area can be accessed through an internal courtyard with its own street access, creating a route for the removal of materials. Materials should be delivered, where possible, outside gallery hours so before 10am or after 5pm. Work should be prefabricated where possible off site and material delivery should be carefully organised to avoid congestion. The courtyard next to the store room is owned by the gallery so can also be used as an outdoor workspace. A building contract will be a simple direct contract between the contractor and employer based on a JCT Minor Works contract. Payment will be monthly in arrears within 14 days of invoice. There will be no retention money

Drawings:

The following drawings are to be referred to in the preparation of a tender

- 1979B-01A Ground Floor Plan – Store Room
 - 1979B-02 Existing Photos
 - 1979B-03 Location Plan
 - 1979B-04 Ground Floor Plan – Shop Improvements
- Kitchen Designs by Howdens

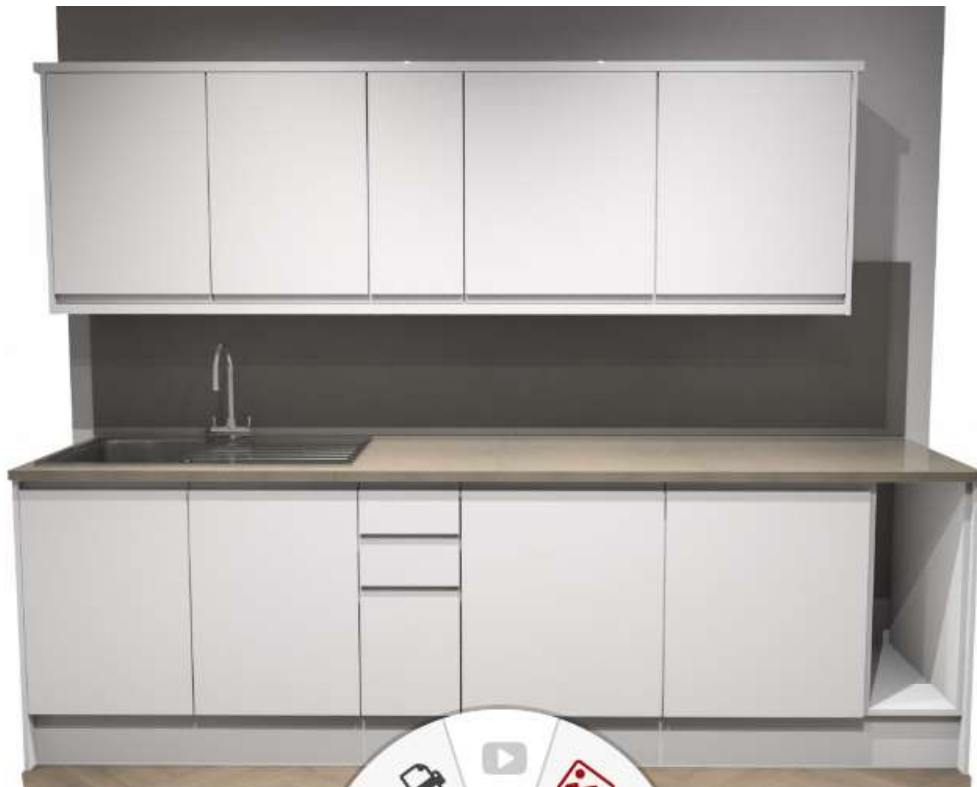
Contingency Sum:

Include a contingency sum of £3,000 for unforeseen works that cannot be predicted at the outset. This sum is only to be expended on the authority of the employer

Schedule of Works:

1. Stripping out existing kitchen: Include a provisional sum of £3,000 for the removal of the existing kitchen units including sink, taps, water services, wastes, cupboards, etc. The granite worktops are to be carefully removed and set aside for re-use in the new kitchen. Note all crockery and kitchen goods will be removed before works commence. All goods are to be disposed of off-site
2. Demolition / stripping out in the Store Room: Remove the existing sanitary fittings in the toilet and dismantle the internal toilet walls. Demolish the concrete block courtyard wall incorporating a back door and toilet window taking care to retain the granite column supporting the first-floor structure above. Remove all floor finishes and any fixtures such as shelving. Remove all services and waste connections in the toilet. Note all items in the store room and toilet furniture will be removed before works commence
3. Drainage: Investigate the existing drainage connection from the toilet / sanitary fittings. For the purpose of tendering assume that a new drain connection will be made from the SVP in the new toilet to the existing manhole in the courtyard – utilising the existing branch connection. Excavate a trench for the drain and lay a new upvc underground drain to fall with a granular bed and surround
4. Ground Floor Slab: Following the laying of the new drain, make good the existing concrete slab flush with the existing finished floor level with min.150mm in-site concrete. Extend the slab adjacent to the courtyard with a thickened edge 250mm deep in-site concrete slab to support the re-located timber framed external wall
5. New External Wall: Construct new timber framed external wall incorporating door and window openings as detailed incorporating external sheathing, felt, battens and composite cladding. Insulate wall and plasterboard internally
6. Door and Window: Supply and install purpose made factory primed double glazed timber door and window to detail. Hang door on 3no. stainless steel 100mm Zoo ball bearing hinges. Fit Karcher Babylon handles with round roses and mortice deadlock / latch. Window sill to project over composite cladding. Door glazing to be safety glass. Window to incorporate trickle vents in head
7. Existing Internal Walls: Treat existing granite walls in Store Room with 3 coat treatment of Antel 'Stonetone Plus' water repellent. Fix metal studs and line stone walls with Aquapanel suitable for tile finish. All other masonry walls are to be cleaned in readiness for paint finish (see below)
8. Internal Partitions: Construct internal partitions from timber studwork to detail, insulate with Rockwool and clad with either gypsum plasterboard or Aquapanel in toilet / changing room
9. Internal Doors: Fit Howdens door linings with integrated intumescent strips on lining to store room. Supply and install Howdens flush paint-ply fire doors to store and toilet using 3no. stainless steel 75mm Zoo hinges per door. Fit Karcher Babylon door handles (to match external door) with toilet thumb-turn / indicator bolt.

10. Ceilings: Fix 25x50mm battens below existing ceilings securely screwed into floor joists and over-clad entire ceiling in new staff room area with new layer of 12mm gypsum plasterboard. Plasterboard sheets to be staggered and screw fixed into battens
11. Electrical Installation: Include a provisional sum of £5,000 for a new electrical installation in the staff room area. This is to cover lighting, power, switching, fridge supply, extract, some alarm, etc.
12. Plumbing Installation: Include a provisional sum of £5,000 for a new plumbing installation to include sanitary fittings, water supply, wastes above ground, in-line basin heater in toilet and under-sink kitchen water heater
13. Plasterer: Prepare plasterboard with scrim tape, plastic beads on all external corners, etc. Plaster all newly plaster-boarded walls and ceilings with Thistle plaster skim incorporating.
14. Floor Finishes: Prepare floors and lay self-levelling screed to entire staff room area by specialist. Once floors are level and prepared lay Altro sheet vinyl to detail and in accordance with manufacturer's instructions. Use recommended manufacturer's adhesive. Include for stainless steel threshold strips on doorways. In toilet / changing room incorporate 120mm coved upstands around perimeter of room in lieu of skirting boards.
15. Kitchen: Supply and install a Howdens kitchen in accordance with Howdens schedule including basin, taps, fridge, splashback panel, etc. Kitchen to be fitted in accordance with fitting instructions. Adapt existing granite worktop and fit to base units. Refer to quote from Howdens Penzance branch



16. Tiling: Include for tiling full height in toilet / changing room. Assume a price of £25/m² for ceramic tiles to be selected by the employer. Use suitable adhesive for wet areas and finish with white grout.

17. Skirting Boards and Architraves: Supply and fix primed Howdens Burford 70mm MDF architraves and 120mm MDF skirting boards in store room and exposed walls in kitchen / staff room.
18. Bench Seat in Toilet: Include a provisional sum of £600 for the fabrication of a timber slatted bench seat in the changing area to architect's detail
19. Decoration: Prepare surfaces and paint all internal walls and ceilings with one coat mist and 2 coats of matt white Dulux Trade emulsion. Internal flush doors and joinery to be white primed and painted with one coat white undercoat and 2 coats of Dulux Trade white Satinwood. Pre-painted external door and window to be painted with 2 coats of Dulux Trade Exterior Weathershield High Gloss
20. Shop display cabinets: These are to be sourced, purchased and fitted direct by the gallery and are to be excluded from this contract
21. Courtyard Decking: Clean and prepare the concreted courtyard and lay tapered Millboard battens @ 300mm c/c's to provide a level base for the decking. Supply and fix Millboard 'Smoked Oak' 200x32mm boards over the yard measuring 25m2 using stainless 'lost head' Durafix screw fixings in accordance with manufacturer's instructions. Use Millboard spacers to maintain a constant gap between boards. Incorporate a removable panel to access the manhole cover in the yard



22. Completion: On completion remove all material and give the staff room area a 'sparkle clean' before handover. Remove all builder's tools and equipment. Remove labels, protective film from kitchen, covers, etc. Leave any instruction manuals in the kitchen drawers and demonstrate any mechanical or electrical equipment. Provide an electrical certificate for the new electrical work

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