

Project Specification of Works

**London & Partners
1st Floor
169 Union Street
London
SE1 0LL**

Issued on:

For Tender

Project Milestones:

**Project Start Date: 18/1/21
Fit out completion: 20/3/21
Project Completion: 29/3/21**

Programme of works: 1919 build out programme 1

Drawings Register:

**Lyn Atelier,
Drawings schedule ref: 319_20_22_29 drawing issue sheet**

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Introduction

This specification of works is to be read in conjunction with:

- 1 Project: 1919 Terms & Conditions document
- 2 Drawing register: Lyn Atelier
- 3 Suggested outline programme: 1919 programme 2
- 4 Project 1919 will be undertaken in accordance with the Construction (Design and Management) Regulations 2007, hereafter known as CDM Regulations.
- 5 London Fire Brigade: Tenant Fit Out Guidelines & House rules (TBC)

Our client is the official promotion agency for London. The office @ More London is being relocated to 169 Union Street and updated to create a new HQ for the organisation.

The project involves the complete CAT B fit out of the whole office floor (excluding cores and toilets). The existing ceiling is to remain largely unaltered.

The environment created has been designed to reflect the status of our client and the highest standards of workmanship and competence are demanded.

Works are to be managed entirely by Progress and contractors should not contact London & Partners directly. Progress is to procure the fit out on behalf of London & Partners, contracts with and payments will pass directly from London & Partners to ensure transparency and warranty liability without the complication of collateral warranties.

The construction phase H&S plan will include sensible measures to minimise risk and these are to be adopted on site without exception. Contractors will be required to demonstrate that they are fully conversant with the CDM regulations 2007.

169 Union Street is occupied by multiple tenants, access is only via the loading bay. The Landlord has a detailed guide for works and all contractors will be required to comply fully with the requirements of the guide.

A method statement prepared for unloading goods, which will be incorporated within the construction phase H&S plan for unloading and goods distribution. Again, this will be adopted without exception. Contractors are to make use of the small goods lift for all material movement to and from the floor from the loading bay as well as the staircase for larger materials.

Deliveries are to be scheduled, restrictions around road access and the limited building route capacity will need careful planning and mitigation by contractors.

Waste is to be removed in bags (no skips can be stored in the loading bay or outside at street level). Contractors are requested to make allowance for tidying/cleaning the common areas/loading bay following each delivery/waste collection, as necessary.

A "noisy" work prohibition is in place for standard working hours of Monday to Friday 08.00 hrs to 18.00 hrs. This is a lease condition and will need to be adhered to. As a result we have suggested working hours of 07.00 hrs to 15.00 hrs, noisy works can therefore only be carried out early every day and after 18.00 hrs or Saturdays (in order to reduce the out of hours cost impact to the project). We have scheduled Saturdays into the programme to facilitate noisy works and contractors should make allowance for these within their cost returns.

A permit to work process will be put into place for all works near or towards risers, fire detection systems or anywhere on site which might cause fire alarm activation to avoid false alarms.

A permit to work process will be in place for all works within coms room and on electrical distribution boards. No works are anticipated to be completed on the roof.

Permits can be obtained from 169 Union Street FM team.

48 hrs notice is required for any permits required from the landlord which include (but not restricted to) hot works or any landlord controlled services, such as: risers, fire detection, sprinklers, smoke detector isolation.

Contractors will be provided with access passes for the duration of the project. All contractors are permitted to access the building via the front entrance, but PPE is not to be worn when passing through the reception & front lift area.

PPE is to be worn in the goods lift and loading bay. Minimum PPE at all times: Protective footwear, glasses, high viz vest.

A toilet block on the 1st floor will be made available for contractor use.

The specification of works has been prepared to include cost collation with optional items that the client may or may not include in the final scheme. Contractors are therefore asked to complete the cost return sheet as listed and then provide a cost saving for all works being completed as a package if relevant to do so.

Contact Schedule

Client

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Main Contractor:.....Package A

Electrical Contractor: Package B

Mechanical Contractor: Package C

Security Contractor:Package D

Fire Detection Contractor: Package E

Partitioning Contractor (Demountable):.....Package A

Cabling Contractor:Package F

~~Sprinkler Contractor:Package G~~

1 Preparation Package A

1.1 Set up the site for the works:

- Display set of site conditions (prepared by Progress) inc Emergency telephone numbers & location of nearest A&E to be displayed with list of project contacts just inside the site entrance door to both areas.
- Maintain the protection and general upkeep of the site throughout the fit out.
- Maintain log of all operatives on site & carry out site inductions to subcontractors/operatives.
- Protect WC's with Corex and maintain throughout.
- On completion of works make good and decorate any damage to common parts.
- Provide barriers for protection of bystanders when moving materials to and from the goods lift for use by all contractors during material unloading.
- Provide protection through the staircase from the loading bay to the site and maintain.

1.2 Provide 2 no 110v transformers for contractors use on site throughout works.

1.3 Provide and maintain a "fire fighting" station to consist of two fire extinguishers and a first aid kit in the main office area.

1.4 Manage site to control access with all contractors and ensure the offices are secured. Site times to be established by the main contractor:

- A 08.00 hrs. to 18.00 hrs Monday to Friday
08.00 hrs. to 16.00 hrs Saturdays
~~B 08.00 hrs. to 16.00 hrs Monday to Friday~~

All site activity is to be within this time unless otherwise coordinated.
Contractors are requested to confirm their cost bids apply to the site time.

Only package A bids will be accepted for section 1.4.

Contractors are to assign the same operatives to the project throughout so that access cards can be provided and the project benefits from labour continuity.

1.5 The client will provide 1 Storage unit, 1 table & 6 chairs for site meetings throughout the fit-out stage. Package A contractor should always maintain a full set of drawings/specification, etc. on site. Site services are to exclude fax/telephone provision on the understanding that all operatives have a mobile phone at all times.

2 Demolition & Waste Package A

- 2.1 Dispose of all waste materials relating to the main contract works including other contractors waste.

Waste is to be bagged and removed from site for disposal (without the use of skips).

- 2.2 Carefully dismantle single glazed partitions and doors sets which are not remaining in their current position. Set aside for reuse.
- 2.3 Demolish and dispose of the existing full height stud partition and lower height stud partitions which are not staying in the new layout.
- 2.4 Dismantle and dispose of the two tea point areas, including the units, flooring, corian counters, etc. setting aside appliances and sinks/taps for reuse.
- 2.5 Lift and dispose of all existing carpet tiles. Allow to detachify the existing metal raised access floor.
- 2.6 Lift and dispose of existing sheet vinyl flooring including subfloor.
- 2.7 Remove existing surface mounted services/power modules on the walls.
- 2.8 Carefully expose structural steel frame understood to be within plasterboard boxing at high level above the new folding partition.
- 2.9 Dismantle and remove existing single glass door set and side stud wall to the tea point.
- 2.10 Create openings in the stud partition to create access to the print area and new tea point from the office.
- 2.11 Carefully remove the high-level ceiling islands which would be above the new large meeting room and breakout area. Setting aside materials for reuse in the newly created higher area outside the print room and tea point areas.
- 2.12 Carefully strip out the ceilings in the areas directly outside the print room & tea point up to the riser wall as shown. Lift the ceiling height to the same as the main office area such that the space reads as one.
- 2.13 Carefully strip out ceilings as necessary to suit the new, small meeting room Layouts. Set aside access ceiling elements for reuse.

3 Ceilings Package A

- 3.1 Make good to the ceilings following demountable partition removal.
- 3.2 Make good to the upper ceiling following removal of the islands above the large meeting room (R02) and breakout area (R01). *Note the ceiling will be entirely visible following the installation of rafts in 3.7.* Finish ready for decoration in section 10 and allow for Unistrut and ply patrices for raft suspension support.
- 3.3 Make good to the plasterboard ceiling in the tea point (R05)/print area (R06) following partition relocation.
- 3.4 Supply and install plasterboard ceiling above the storeroom (R03) to the side of the large meeting room (R02). The stud walls will go from the raised floor to the upper cross beam level (but not full height to avoid disturbing the ceiling system islands).
- 3.5 Repeat 3.4 for the cloak cupboard area near the main entrance.
- 3.6 Install free issue prefabricated Raft elements for assembly and installation on Site. Rafts will be lightweight joinery items with sound control panels or prefabricated sound control panels complete with decorative edges/frames. Rafts will have integrated LED downlights.
- 3.7 Using set previously set aside materials, make good to the ceilings at high level above the new enlarged space outside of the print/tea point areas. Allow for plasterboard surrounds, finish ready for decoration by others in section 10.
- 3.8 Make good to suspended ceilings, using set aside material in 2.13 to re-form the ceilings of the small meeting rooms as shown.

4 Sprinklers

N/A

5 Joinery Package A

- 5.1 Supply and install skirting to match existing (ready for decoration) to suit new stud partitions and the new layout generally.
- 5.2 Install free issue MFC hat and coat facility to the coat cupboard near the main entrance. Allow for the installation of pre-made free issue double door sets.
- 5.3 Install free issue LCD screen mount configurations to nine locations, as follows:
- Wall battens to create service route void
 - Tall decorative panel with integrated camera shelf rail
 - LCD screen Bracket
 - LCD screen
- 5.4 Install free issue kitchen units and appliances to the tea point as shown worksurfaces by others. Services connection terminations by package B & C contractors, final connection of appliance in 5.4. Works to include the cutting and installation of splash back. Corian installation is excluded and covered by a specialist contractor.
- 5.5 Install free issue prefabricated joinery booths. Booths will be supplied in KD format (for ease of material movement) with plug and play services including task/decorative lighting and local power for laptop users. Booths will have open fronts and enclosed lids.
- 6 Qty 1 person booths
 - 5 Qty 2 person booths
 - 6 Qty 4 person booths.
- 5.6 Install free issue perimeter seat bench units as shown.
- 5.7 Install free issue feature island screen planter display joinery to the breakout area as shown.
- 5.8 Reinstall 9 qty decorated solid door sets.
- 5.9 Install 4 qty new free issue door sets.

6 Plumbing Package A

- 6.1 The building benefits from central hot, cold and gravity drainage connection points in the tea point area.

Provide attendance at strip out stage to safely terminate supplies and strip out elements which cannot be reused sensibly.

6.2 Using the existing base build connection points, supply and install wet services and drainage to the new tea point as follows:

- 1 mixer tap
- 1 sink
- 2 Billi instant boiling/chilled water taps
- 1 commercial dishwasher
- 1 domestic dishwasher

6.3 Chlorinate system following install & certificate (copy to landlord management Co).

7 Mechanical Package A or B

The building has a BMS system which is maintained by the landlord.

The system interfaces with the fire detection system such that on alarm event all mechanical ventilation and FCU units shut down. Any alterations to the mechanical installation must not negate this function.

A central fresh air system is used which pumps air through the raised floor as a plenum and from ventilation grills above the lowered ceiling in the central area.

Booster heaters are located within the floor void to raise temperature and provide some local control.

7.1 Relocate 33 qty existing floor booster heaters to suit the new layout shown.

7.2 Install 3 qty free issue additional floor booster heaters.

7.3 Relocate one tea point extractor to suit the new layout shown.

8 Electrical Package B

All works to be checked/certified to NICEIC standards and certificated.

The building benefits from a bus bar installation and there are a number of tap offs to grommet positions and floor boxes which are to be re-used.

Section 8 is to include containment for all other services contractors (to simplify routes and processes on site). NB, no plastic containment is to be used at any time

- 8.1 Install free issue 9 qty pendant lights as per the attached drawings shown. Light fittings to be connected using new wiring via the raised floor, stud partitions and by exposed metal conduit for containment.
- 8.2 Modify the existing suspended lighting system in the main office area, this work is centered on making good following full height partition removal and removal from the breakout and large meeting room areas. Suspended lights are to be removed from above the large, new meeting/breakout area and then used to facilitate the uniform lighting to the enlarged open plan office area.
- 8.3 Re-lamp all existing fittings using colour 4000 LED fittings.
- 8.4 Make safe the electrical connections to the existing tea point for removal by package A contractor.
- 8.5 Supply and install power supplies to the new tea point in the form of appliance switched fused spurs via labeled grid switch: for 2 dishwashers (1 being 16 amp), 2 fridges, 2 instant boiling taps and 3 qty worksurface power modules.
- 8.6 Supply and install concealed plastic conduit (copex) and back boxes for 9 LED screen installations. The raised floor is to be used for data cable distribution. Note requirement for 3 qty 32mm copex routes to/from the LED screen position to the floor, to a floor box under the table and to the room credenza.
- 8.7 Relocate light switching and PIR control sensors to facilitate the new layout.
- 8.8 Relocate 7 qty floor boxes to suit the new office layout. Holes to be cut by package A Contractor in section 15.

Supply and install 1 additional floor box to match existing.

- 8.9 Relocate 34 qty 6 way tap offs with copex tails to suit the new layout, reconnecting to the existing bus bar system. Holes to be cut by package A contractor in section 15.
- 8.10 Supply and install 9 qty cleaners' sockets and 20 qty double power sockets within stud walls/joinery, booths to be confirmed on site.
- 8.11 Carry out emergency lighting test and certificate to BS 5266: Part 1 2005 (as amended).
- 8.12 Test all installations as required and provide NICEIC certificate for the building file. The current installation has a NICEIC certificate, and this will be provided prior to works starting on site.
- 8.13 Supply and install switched fused spur for maglocks in ceiling void above Double glass doors at the secondary entrance.
- 8.14 Supply and install local power supplies (13-amp, TBC) for booster floor heaters in 7.3. Make allowance to rewire 15 qty relocated floor booster heaters and to shorten the cables on 18 qty floor booster heaters.

9 Flooring Package A

- 9.1 Install free issue carpet tiles to the office area as shown. Ensure appropriate tackifier is used and cured (according to manufacturer's recommendation).
- 9.2 Install free issue vinyl sheet flooring the new breakout and corridor area as shown, material is thick and provides access to the raised floor. Ensure appropriate tackifier is used and cured (according to manufacturer's recommendation).
- 9.3 Supply and install aluminium flush jointing strip to the connection point between the vinyl flooring and carpet tiles as per the attached technical drawing.

10 Decoration Package A

Exterior windows behind secondary glazing is excluded from decoration.

- 10.1 Make good to the water damaged stud wall and riser door frame/skirting near the main entrance.
- 10.2 Apply 1 mist and 2 topcoats of vinyl mat paint to all new stud partitioning.
- 10.3 Apply 2 coats of vinyl mat paint to feature walls as shown. Note stripe pattern.
- 10.4 Apply 2 coats of white vinyl mat paint to all the existing walls and plasterboard ceilings which remain. Note decoration around ceiling high level acoustic islands.
- 10.5 Apply 2 topcoats to all new skirting.
- 10.6 Apply 2 topcoats to existing painted joinery to remain.
- 10.7 Silicone new splash backs to new tea point.
- 10.8 Install free issue wall coverings. These are confined to one wall in each of the small meeting rooms. Wall covering to be free issued, adhesive and primer to be allowed for.
- 10.9 Apply 1 mist and 2 coats of vinyl mat paint to all new plasterboard ceilings.
- 10.10 Carefully decorate 9 qty existing door sets. Remove doors from frames and all door furniture, setting aside for reuse. Rub down and prepare doors and frames ready for painting. Supply and apply 1 acrylic primer/undercoat layer and two topcoats of eggshell to door frames and doors.

Reinstallation in section 5.

- 10.11 Repeat item 10.10 for 4 qty new free issue solid door sets.

11 Fire detection Package E

Modifications to the current fire detection system are to be carried out by the Landlord's system contractor:

Smoke detectors within the work zone are to be "capped" with the correct product covers and are to be isolated on rotation whilst works are taking place. This temporary isolation is to be coordinated daily with the estate management Co. Detectors are to be isolated at the start of the day and then re-commissioned at the end of each day. The main contractor package A will liaise with the estate management Co.

The main contractor will also provide a manual bell within the work zone for early warning use whilst smoke detection is isolated. The use of the bell and the escalation procedure for an alarm event will all be included within the H&S construction phase plan. All operatives will need to be inducted on the procedure and coordinated with the operations staff @ L&P.

Smoke detection in non work zones is to remain in place throughout the project and after working hours within the work zone.

Break glass devices are to remain operational at all times (unless being worked on).

11.1 Make allowance to relocate 6 qty no smoke detectors.

Make allowance to supply and install 1 qty heat detector.

Make allowance to supply and install 4 qty additional smoke detectors.

11.2 Interface with electronic door entrance system so that in the event of alarm, activation of the new glass doors which are proximity controlled (section 14.1) default to open.

11.3 Test installations and certificate system to current status.

12 Signage

12.1 Make PC sum allowance of £1000 for internal signage.

13 Window dressing Package G

13.1 Remove all existing manifestation from glazed partitions and doors sets.

13.2 Supply and install new glazed partition manifestation.

14 Security Package D

14.1 The existing access control system is to be modified to suit the new layout as follows:

- Relocate secondary double door set.
- Isolate and remove single glass door set (currently leading to the tea point).
- Isolate and remove single solid door set (currently to the meeting room).

15 General works Package A

15.1 Provide thorough building clean during and after all works, excluding external windows.

15.2 Prepare openings in the raised floor for floor boxes and grommets as set out in section 8. Floor boxes and grommets will need to be installed according to the setting out drawings to be provided by the Architect.

15.3 Make allowance for the supply and installation of 60 new raised access floor tiles.

15.4 Vacuum the raised floor void on completion of all dirty works.

15.5 Supply and install vertical sound control barriers to the floor void beneath the large meeting room with the folding partition on both elevations. Rockwool batts to be used, cut, and taped into position according to manufacturer's instructions with joints staggered. A minimum of 45dB rating to be achieved.

15.6 The client's contents and furniture from the current office is likely to be stored on site in the main office open area (on pallets or within cages). Make allowance to relocate this material during the project as necessary to allow works to progress.

16 Partitioning Package A

16.1 Supply and install stud partitions to form the layout shown on the attached drawings. Stud partitions to be fabricated from 70mm studs with 2 layers of plasterboard on both sides, sound insulation to void. Studs at 400mm centres and boards staggered. Taped and jointed and filled ready for decoration. All shadow gap, skirting, top trim details to match existing.

Note precise opening for coat cupboard joinery support near the main entrance.

Note precise opening & reinforcement jamb posts to coordinate with the folding wall installation to the large meeting room and adjacent store.

Note glazed partitions (& doors) generally have plasterboard sections above, these are to be built with precise openings (to allow recycling of the existing glazed partitions).

Note changes to the meeting rooms as shown.

16.2 Provide cost option to 16.1 to form stud walls with inner board layer as 12mm plywood.

16.3 Relocate existing full height door sets to suit the new layout shown.

This includes the secondary double-glazed door set (with access control) and removal of the door set to the large meeting room (R06), currently accessed via the atrium surround. As well as the door to the smaller meeting room (R16) off the secondary entrance.

16.4 Reconfigure the existing single glazed partitions to suit the new layout. Note changes to the meeting rooms in 16.3 and the formation of the solid stud partition walls for meeting rooms includes plasterboard sections above the glazed partitions in 16.1.

17 Data Package F

17.1 Test the existing structured cabling which is currently understood to be to CAT 5 standard and wired from two racks on opposite sides of the floor plate.

Provide speed test results.

17.2 Existing data gop boxes will be relocated with power module tap offs in section 8 when outlets move towards the corresponding rack.

17.3 Supply and install a pair of RJ45 outlets newly wired to CAT 6 standard into an existing gop box (where the new location is away from the existing rack).

This cost is to be expressed as a unit on the assumption that a minimum of 12 pairs of new outlets will be required.

Test completed new outlets and certificate.

18 AV

Installation of LCD screen in section 5. Hardware, cabling, etc. outside of this contract with client's IT department.

19 Windows

No works

20 Attendance Package A

- 20.1 Make PC sum allowance of £1000 for attendance on electrical contractor.
- 20.2 Make PC sum allowance of £500 for attendance on client IT & AV dept.
- 20.3 Make allowance to carry out fire stopping in the coms room following IT installations, mechanical and electrical risers.
- 20.4 Make PC sum allowance of £250 for attendance on security contractor.
- 20.5 Make PC sum allowance of £250 for attendance on lighting contractor.
- 20.6 Make PC sum allowance of £500 for attendance on fire detection contractor.
- 20.7 Make PC sum allowance of £250 for attendance on folding wall contractor.

No other attendance works are anticipated due to transparent direct procurement and contingency allowance.