

ITEM			SPECIFICATION OF WORKS	£	Contractor Notes / Comments
			Address: The works will be undertaken at: Pages Park Pavilion, Pages Park, Billington Road, Leighton Buzzard LU7 4TG		
0.1			Site Contact and Access Arrangements: Via John Connew Email: john.connew2@leighton-linslade-tc.gov.uk		
0.2			Description of Property: A purpose built Community Hall owner and operated by Leighton Linslade Town Council.		
0.3			General description of works: Works are to be undertaken as follows: - The works are limited to flooring in the Main Hall Area, the floor covering is defective and is lifting and uneven. - A detailed level survey has been provided and identifies that the floor screed is very irregular with a maximum variance of 35mm. - The removal and replacement of the existing flooring. - The investigation via trial holes of the floor screed composition, thickness and depth. The removal of the screed. - The replacement of the floor screed and the replacement of a new floor covering ,		
0.4			Estimated Start Date: Date to be confirmed.		
0.5			Working Hours and access restrictions: Working hours are to be restricted to between 8.00am and 5.30pm . Contractor parking shall be restricted to the public highway only. No off road parking shall be allowed.		
0.6			Procurement and Contract Particulars: The works will be instructed through a <u>JCT Minor Works Building Contract 2016 signed as a Deed</u> with no schedules of amendments. The Rectification Period shall be 12 months. A retention of 5% shall be held during the Contract Period, reducing to 2.5% at Practical Completion (this shall be held until the end of the Rectification period). Liquidated Damages shall be charged at £200.00 per week (or part thereof). The Contract Period shall be restricted to 8 (eight) weeks. Payments shall be certified every 28 days from Commencement. Payment shall be made in accordance with the Contract.		

ITEM			SPECIFICATION OF WORKS	£	Contractor Notes / Comments
0.7			Client Details: Leighton Linlade Town Council, The White House, Hockliffe, Leighton Buzzard, Bedfordshire LU7 1HD		
0.8			Contract Administrator / Project Manager Details: Brasier Freeth LLP, Wentworth Lodge, Great North Road, Welwyn Garden City AL8 7SR Paul Raitt BSc MRICS Mobile: 07831 490665 Email: paul.raitt@brasierfreeth.com		
0.9			The Scope of Works should be read in conjunction with all other tender documents, pre-construction health & safety plan, etc.		
0.10			Site welfare: The Contractor shall be allowed to use the premises for welfare for the duration of the works.		
0.11			Guarantees: The Contractor should include for a manufacturer's warranty on the flooring materials and be aware of the 12 month defect rectification period post completion of the works.		
0.12			The works shall not be subject to Building Control Approval. The works shall not be notifiable under CDM Regulations 2015.		
ITEM			SCOPE OF WORKS	£	Contractor Notes / Comments
1.0	<u>Preliminaries:</u>				
1.1	Scaffold		Provide all equipment in order to safely access the works in accordance with all relevant Health & Safety regulations.		
1.2	Scaffold Inspections		Not Applicable		
1.3	Welfare		Provide site welfare cabin/s for the duration of the works. Cabins shall be large enough and shall be provided with the correct facilities in order to comply with CDM Regulations 2015. The contractor shall provide their own power and water supplies.		

ITEM			SPECIFICATION OF WORKS	£	Contractor Notes / Comments
1.4	Waste		Provide all skips and waste disposal as required in order to complete the works. Skips can be located to the rear yard and must be protected through the use of plywood or similar. The contractor must tend to the yard at completion of the works to ensure they are left clean, tidy, watered and seeded if required. It is recommended a closed/lockable skip is used.		
1.5	Cleaning		Ensure to keep all external and internal areas of the property clean and tidy throughout the duration of the works.		
1.6	Temporary Weather Proofing		Not Applicable		
1.7			Allow to remove all doors and to store them to protect them against damage.		
1.8	Other		Insert here any other preliminary costs associated with the works.		
1.9			PRELIMINARIES SUB-TOTAL	£0.00	
2.0	Preparation Works				
	Health & Safety				
2.1			Full site signage that details H&S procedures must be supplied for the duration of the contract.		
2.2			All reasonable precautions must be taken to prevent members of the public from entering the vicinity of the working area. Provide, where required, suitable protective barriers and warning signs for general public.		
2.3			Provide protection to surrounding areas from dust, debris and noise vibration, or as considered necessary by the Main Contractor / Client's Representative.		
2.4			Wherever roofing works interfere with existing escape routes, alternative routes must be developed by the contractor and approved by the Main Contractor / Client's Representative.		
2.5			Ensure adequate ventilation during the works if solvents and chemicals create fumes.		
2.6			Provide Visitors record book, Accident book and full PPE equipment.		
2.7			Ensure an appropriate dust suppression routine is adopted .		
			PREPARATION SUB-TOTAL	£0.00	
3.0	Schedule of works				
	Flooring Preparation of Base				
3.1			Refer to the Level Survey for datums as supplied by the Client from Ross Laird Ref Dwg 3707- 01.		
3.2			Lift up and safety dispose of existing flooring materials and any adhesive residues applied to floor screed.		

ITEM		SPECIFICATION OF WORKS	£	Contractor Notes / Comments
3.3		Allow to take core samples through floor and subbase to determine the floor specification. 6No locations: 2No at high points, 2No at mid points and 2No at low points in positions agreed with C.A.		
3.4		Review construction and agree with C.A. the appropriate methodology and materials to achieve a level floor slab.		
3.5		Allow to remove floor screed and retain floor substrate below taking into account there may be insulation or mesh below the screed.		
3.5		Allow to replace insulation to entire Hall Area using Kingspan Thermfloor to agreed slab thickness once the levels have been established. Ensure that the insulation boards are tightly butted and turned up at the perimeters and the separating membrane is compatible with the insulation being lapped AND taped at the joints.		
3.6		Allow for a separation layer to be laid over insulation and the separating membrane is compatible with the insulation layer being lapped AND taped at the joints.		
3.7		Provide and lay new concrete screed in accordance with BS 8204 Parts 1-7 ensuring as a priority that the finished floor is completely level and even with the threshold at the entrance lobby and rear corridor.		
3.8		Before screeding ensure that the background surfaces are clean and free from dust.		
3.9		Ensure that the bays do not exceed 8m or 40m ² .		
3.10		Allow screed to dry out and be tested for moisture retention before applying new floor finish. Allow at least 2 weeks drying time.		
3.11		Provide Level Survey to confirm the new screed is within acceptable tolerances.		
	New Flooring Finishes			
3.12	Option A	Provide and lay Ployflor Expona Control in accordance with manufacturer's instructions.		
3.13	Option B	Provide and lay Polysafe Vinyl Floor in accordance with the manufacturer's instructions.		
3.14	Option C	Provide and install Karndean Van Gogh Flooring in accordance with the manufacturer's instructions.		
	Site Completion			
3.2		Allow for cleaning down all wall and joinery surfaces and removing all dust and debris.		
3.2		Rehang doors and allow to make good any damaged joinery and redecorating any marked joinery surfaces.		
3.2		Provide O&M documents on cleaning and maintenance regimes.		
		WORKS SUB-TOTAL	£0.00	
4.0		CONTINGENCY		
4.1		GRAND TOTAL	£0.00	

ITEM			SPECIFICATION OF WORKS	£	Contractor Notes / Comments
4.2			On Behalf of:		
4.3			Date:		