

January 2018

PROGRAMME OF WORKS TO THE EXTERIOR OF THE GUILDHALL

PREAMBLES

1. It is to be noted that the Guildhall is a working and functioning office and community building, and due regard is to be given during the course of works to minimise any disruption.
2. There are no storage facilities within the Guildhall building or outside, and therefore all materials required, tools etc., will need to be brought in and taken out as required for each working day. In addition, all rubbish and arisings from the works must be cleared from site on a daily basis.
3. Helston Town Council do not bind themselves to accept the lowest or any tender.
4. One interim payment per instruction will be allowed, the balance of the payment to be made upon completion. VAT will be added upon production of an authenticated VAT invoice.
5. Playing of radios within the Guildhall area is not allowed.
6. Certification of payment will be made by the Council's appointed supervising officer.
7. No variations or additional works will be paid without prior authorisation of the supervising officer. The provisional contingency sum will therefore be omitted upon placement of order, and added back by the supervising officer from time to time as work proceeds, as necessary.
8. Consistent and diligent progress shall be made with the works, and a basic programme agreed with the supervising officer prior to commencement.
9. The lead in period for the works will be agreed upon placement of instructions with the supervising officer.
10. All areas of the works must be left broom clean at the end of each day's work, and upon completion.
11. There is no parking available at the Guildhall. A car park is available a short walk away at £2 per day.
12. Allow a provisional contingency sum of £1,000 net of VAT, to be deducted or expended, in whole or in part, at the discretion of the supervising officer.
13. The contractor will have fully comprehensive insurance policies covering their activities, and will produce evidence of such to the supervising officer prior to commencement.
14. Contract will be by a simple exchange of letters.
15. Risk assessments and method statements will be produced by the contractor to the supervising officer prior to commencement.
16. Working hours will be agreed by the contractor with the supervising officer prior to commencement.

SCHEDULE OF WORKS

1.0 Scaffolding

- 1.1 Full perimeter scaffolding to enable access to works. This may involve a traffic management scheme to the left hand flank elevation and consultation will need to take place with Cornwall Council's Highways Department, together with the obtaining of all necessary licenses.
- 1.2 Scaffolding will need to be netted and allow access to all areas of the masonry for all elevations including the parapet.
- 1.3 To the front elevation, scaffolding will additionally need to allow access to the decorative carvings within the apex and surrounding the town clock.

2.0 Pointing

- 2.1 Rake out any loose pointing and repoint all areas across the entire building, including the parapet, using the prescribed mix of sand and lime.

3.0 Sealant

- 3.1 Apply a clear sealant/water repellent (such as Stormdry Masonary Protection) to the entire stonework.

Note

For clarity, quotations must include labour, materials, access equipment, licenses and traffic management.

Pointing material approved by the Conservation Officer

Cornish Lime Co Ltd, Bodmin

Ionic NHL3.5 Old White Lime & CLS204 Sand @ 2:5 ratio