

SECTION 3 –
SCHEDULE OF WORK REV A

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Project: **Refurbishment & Modernisation – The Byways, 11 Court Close, Kirby Muxloe, Leicester, LE9 2DD**
 Client: **Kirby Muxloe Parish Council**
 Job Number: **190106**

Item	Schedule of Work	Item or Quantity	£	P
	<u>FINAL SUMMARY</u>			
67	<u>SECTION 1 – PRELIMINARIES & CONTRACT PARTICULARS</u>	£		
68	<u>SECTION 2 – NBS SPECIFICATION</u>	£		
69	<u>SECTION 3 – SCHEDULE OF WORK</u>	£		
70	<u>THAMES LABORATORIES SPECIFICATION (ASBESTOS WORKS) – APPENDIX B</u>	£		
71	<u>TOTAL CARRIED TO FORM OF TENDER</u>	£		

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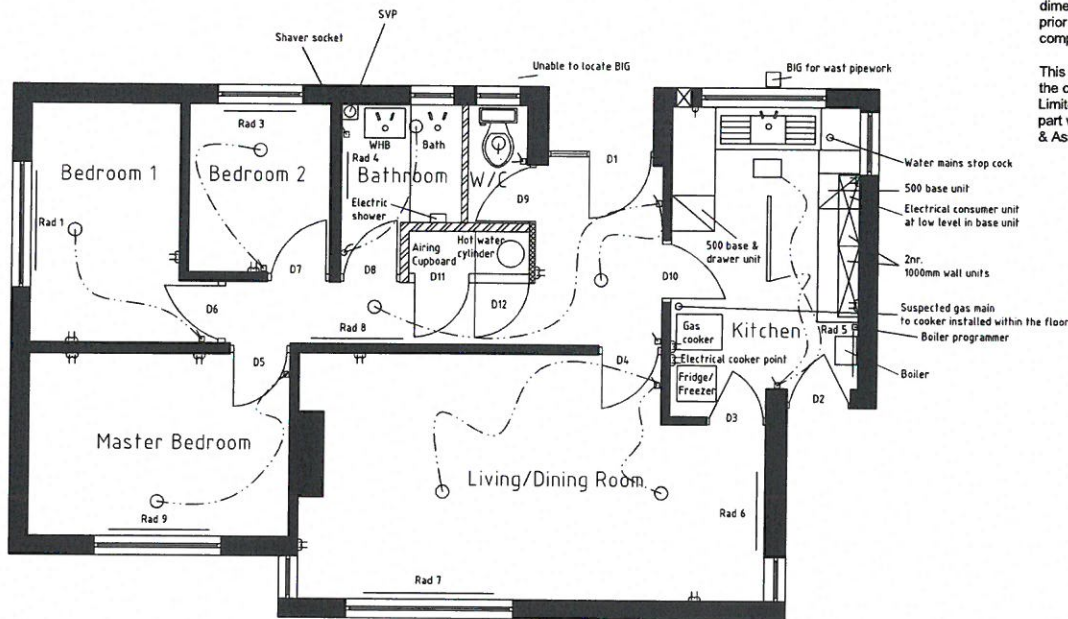
APPENDIX A
EXISTING & PROPOSED LAYOUT PLANS & ELEVATION
DRAWINGS

NO DIMENSIONS TO BE SCALED FROM THIS DRAWING

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EXISTING LAYOUT PLAN

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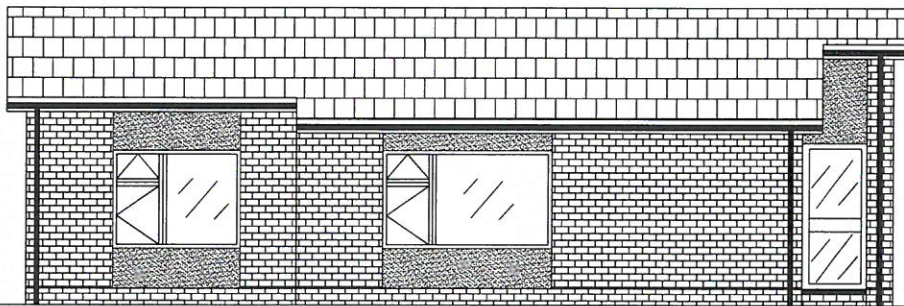
EXISTING LAYOUT PLAN	TENDER ISSUE
Scale: 1:50 @A3	Date: 19/02/04
Drawn by: 190204	Checked by: A

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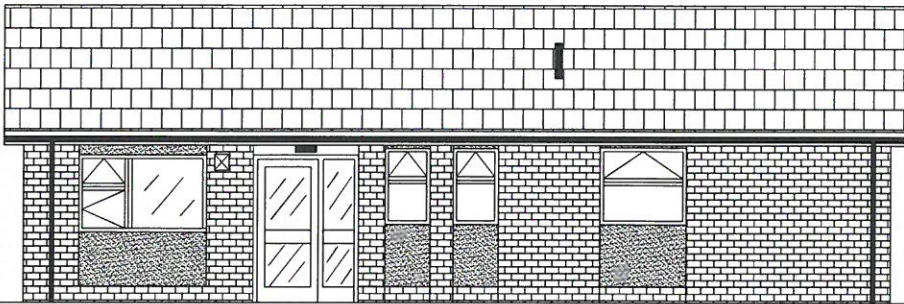
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REAR ELEVATION



FRONT ELEVATION

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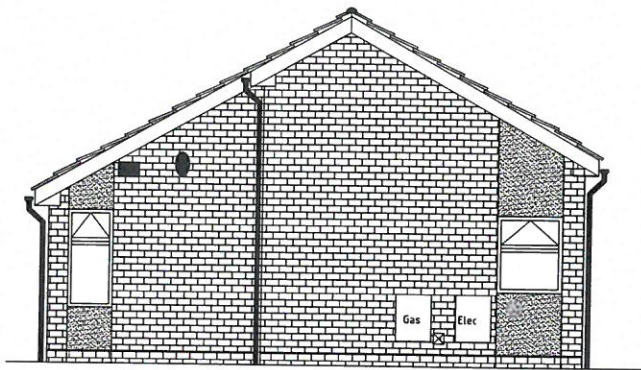
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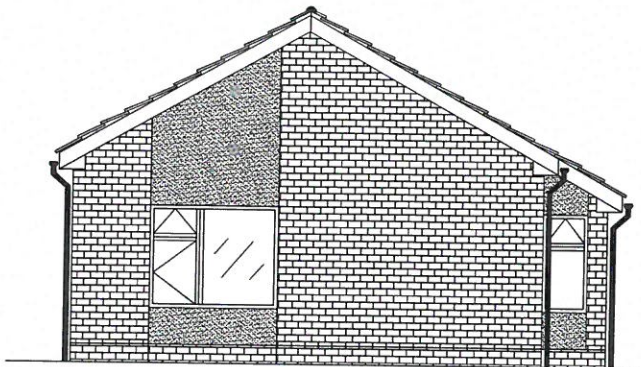
Client: KIRBY MUXLOE PARISH COUNCIL

Address:
THE BYWAYS, 11 COURT CLOSE,
KIRBY MUXLOE, LEICS, LE9 2DD

EXISTING FRONT & REAR ELEVATIONS	TENDER ISSUE
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19/02/14	A



LEFT-HAND ELEVATION



RIGHT-HAND ELEVATION

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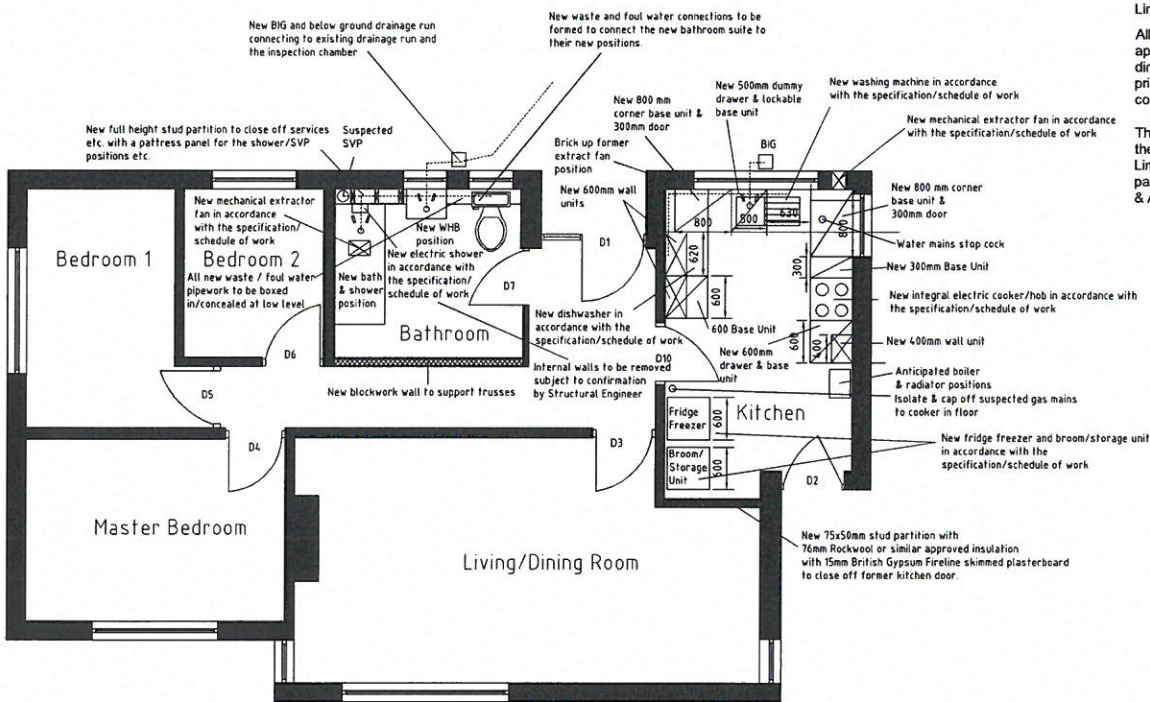
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PROPOSED LAYOUT PLAN

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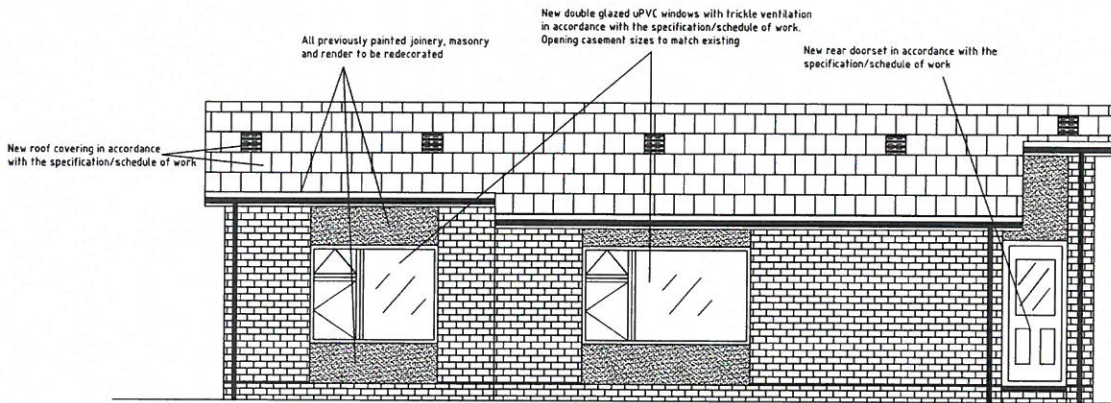
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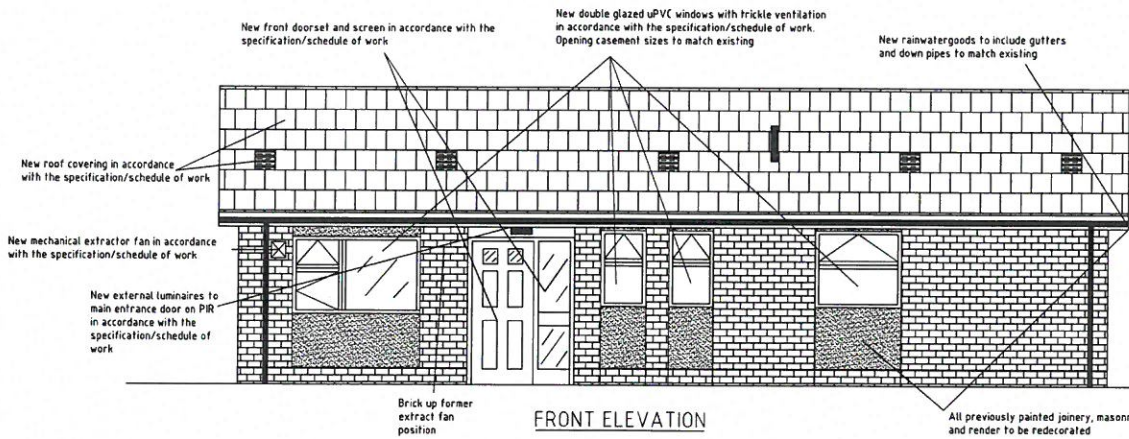
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REAR ELEVATION



FRONT ELEVATION

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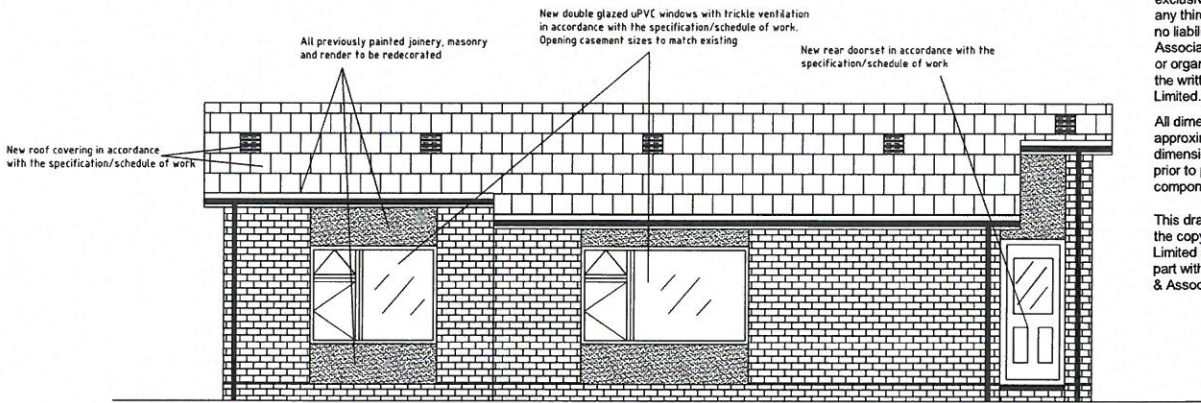
PROPOSED FRONT & REAR ELEVATIONS	TENDER ISSUE	
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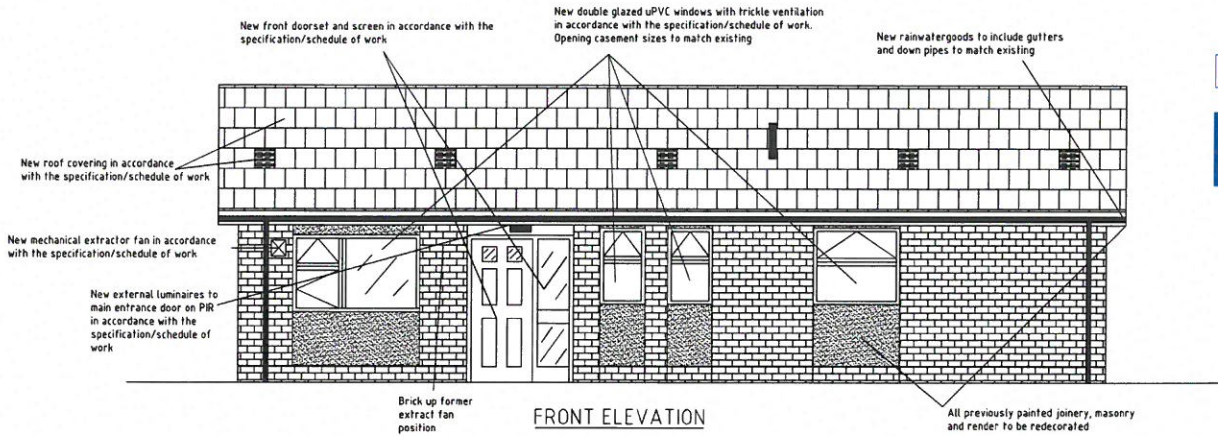
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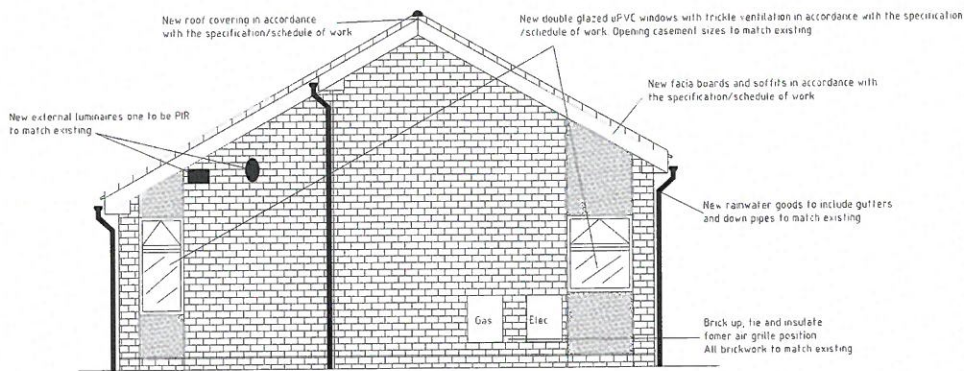
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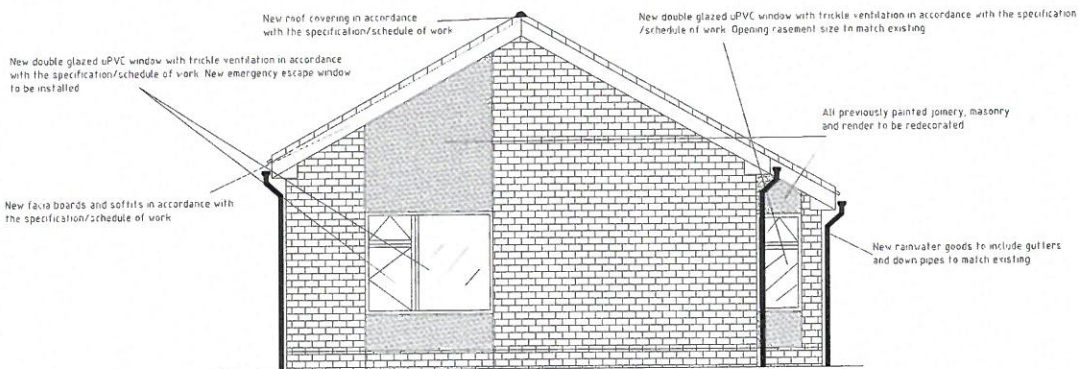
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LEFT-HAND ELEVATION



RIGHT-HAND ELEVATION

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PROPOSED SIDE ELEVATIONS	TENDER ISSUE
Scale: 1:50 @A3	Date: 19/03/19
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Job Number: **190106**

APPENDIX B
THAMES LABORATORIES ASBESTOS SPECIFICATION

27/03/2019

Re: Asbestos Specification/Clarifications

From: Tim Hearn <tim.hearn@thameslabs.com>
To: Kirby Muxloe Parish Council <admin@kirbymuxloeparishcouncil.org.uk>
CC: Shaun Church & Associates Limited <SChurchSCA@aol.co.uk>; Safererah Gangat <safererah.gangat@thameslabs.com>
Subject: Re: Asbestos Specification/Clarifications
Date: Fri, 22 Mar 2019 14:17
Attachments: The Byeways 11 Court Close LE9 2DD.pdf (45K)

Sue/Shawn

Please see attached

Regards

Tim Hearn

Regional Manager - Midlands

M: 07826846365

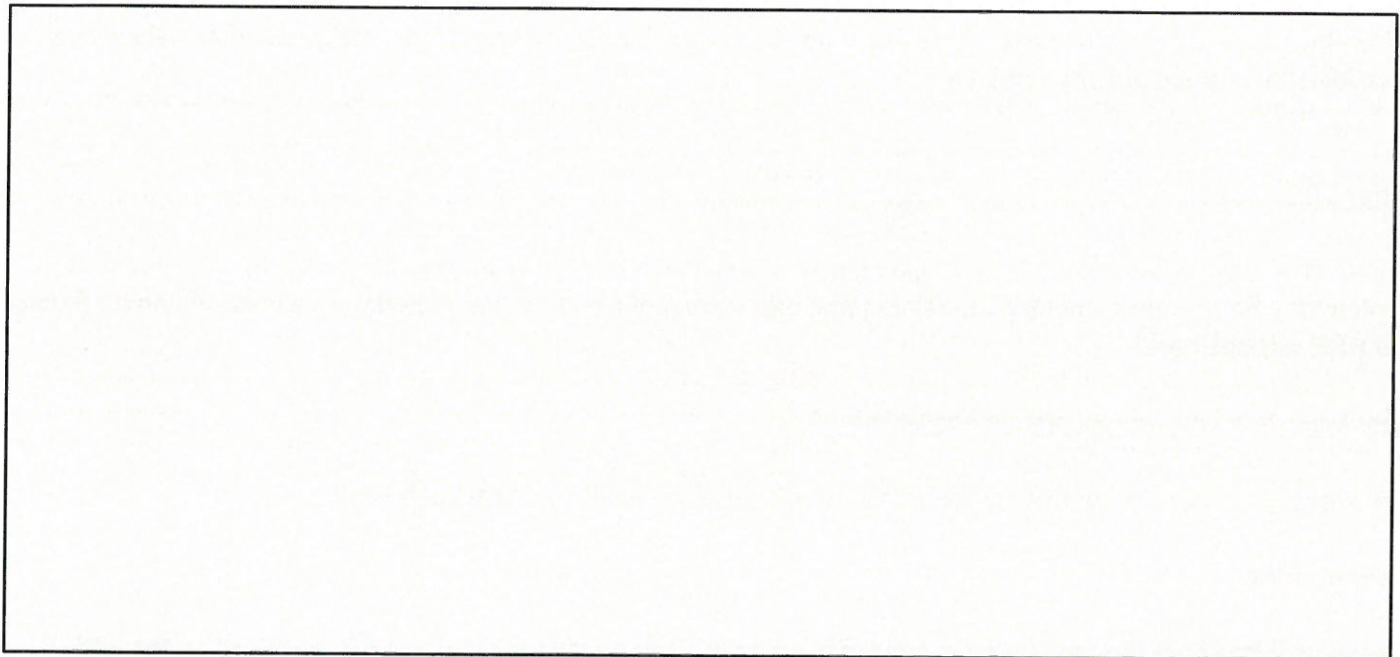
T: 01480 891800

W: www.thameslabs.co.uk



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Asbestos Cement Undercloaking

The product is asbestos cement, It's removal is classed as notifiable non licensed work. Removal can be by any non licensed contractor who has the competence, training and experience of removing the material, Generally the majority of competent roofing contractors have experience of removing such materials. The generic method to be followed can be found on the HSE website here:

<http://www.hse.gov.uk/pubns/guidance/a14.pdf>

Sink Pad

Whilst the works are being carried out during point 1 the sink should be bagged and disposed of as asbestos waste no additional precautions are required.

Floor Tiles

Removal of thermoplastic floor tiles is also notifiable non licensed work. Removal can be by any non licensed contractor who has the competence, training and experience of removing the material, The method can be found on the HSE website here:

<http://www.hse.gov.uk/pubns/guidance/a23.pdf>

It is acceptable that any remaining bitumen can be overlaid with latex levelling screed.

Cement Flue

Removal of flue from the roof space is non licensed work , The method for removal can be found on the HSE website here:

<http://www.hse.gov.uk/pubns/guidance/a35.pdf>

Consumer Unit

Removal of asbestos from a consumer unit is non licensed work

The method can be found on the HSE website here:

<http://www.hse.gov.uk/pubns/guidance/a33.pdf>

a14

asbestos essentials

Non-licensed tasks

Essential information

Important: You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

em0 Risk assessments and plans of work

em1 What to do if you discover or accidentally disturb asbestos during your work

em2 Information, instruction and training

em5 Wetting asbestos materials

em6 Personal protective equipment (including RPE)

em7 Using damp rags to clean surfaces of minor asbestos contamination

em8 Personal decontamination

em9 Disposal of asbestos waste

Removing asbestos cement (AC) sheets, gutters etc and dismantling a small AC structure

What this sheet covers

This sheet describes good practice when you need to remove AC sheets, gutters, drains, ridge caps etc on a small scale, or dismantle a small structure (eg shed or garage) as long as AC stays intact during removal. If the AC starts to break up creating significant dust then the work will be notifiable non-licensed work (NNLW) – see sheet a0 *Introduction to asbestos essentials*.

This sheet does not apply to large scale work or mechanical demolition – a full risk assessment and plan of work will need to be prepared.

This sheet is not appropriate if other asbestos-containing materials are present, eg lagging, limpet or insulating board. Use an HSE-licensed contractor for such work.

Preparing the work area

- Ensure safe access – you may need a mobile access platform.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

Equipment

- 500- and 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Bolt cutter
- Webbing straps and rope
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Lockable skip for larger quantities of waste
- Asbestos warning stickers

Caution

AC roofs are always fragile and cannot bear weight.

Caution

It is dangerous to seal over exhaust vents from gas-fired equipment. Can the equipment be turned off?

Caution

There may be AC debris on the ground. Be careful not to crush this.



AC sheets used as roofing

Personal protective equipment (PPE) – see sheet em6



- Provide:
 - disposable overalls fitted with a hood;
 - boots without laces (laced boots are hard to decontaminate);
 - respiratory protective equipment (RPE).

Procedure

- Check with the premises owner that only AC is present.
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

Overlaying AC sheets

- Can you overlay sheets with non-asbestos material instead of removing the AC?
- If so, attach the material to existing purlins. Avoid drilling through the AC. If you cannot avoid drilling, see sheet a9.

Removal

- Avoid or minimise breaking the AC.
- If fasteners hold the sheets in place, dampen and remove them and place them in the asbestos waste bag.
- If the sheets are bolted in place, dampen and cut the bolts while avoiding contact with the AC.
- Remove the bolts or fixings carefully and place them in the asbestos waste bag.
- Unbolt, or use cutters to release gutters, drain pipes, ridge caps etc. Avoid contact with the AC.
- Lower large pieces to the ground. Don't drop them or use rubble chutes. Stack sheets carefully.
- Where there are several AC sheets and other large items, place them in a lockable skip.

Other hazards

Work at height – see www.hse.gov.uk/work-at-height. Take precautions to avoid falls.

Work on fragile roofs – see www.hse.gov.uk/construction. Fragile roofs cannot bear weight.

Electrical hazards – see www.hse.gov.uk/electricity. Get a competent electrician to isolate and reconnect electricity supply.

Manual handling – see www.hse.gov.uk/msd. Plan how to remove and handle heavy material and articles safely.

Confined spaces – see www.hse.gov.uk/confinedspace.

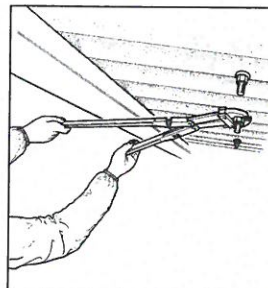
Slips and trips – see www.hse.gov.uk/slips. Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

Further reading

Health and safety in roof work HSG33 (Fourth edition) HSE Books 2012 www.hse.gov.uk/pubns/books/hsg33.htm

- Double-wrap large pieces in 1000-gauge polythene sheeting. Seal with duct tape.
- Attach asbestos warning stickers.
- Place small pieces in the asbestos waste bag.



Cut the bolts while avoiding contact with the asbestos cement. Double-wrap large pieces in 1000-gauge polythene sheeting and seal with duct tape

Cleaning and disposal

- Clean the equipment and the area with damp rags.
- Check for debris in fasteners or bolt holes. Clean with damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Dispose of contaminated webbing and rope as 'asbestos waste'.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

Personal decontamination

See sheet em8.

Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

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a23

asbestos essentials

Non-licensed tasks

Essential information

Important: You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

em0 Risk assessments and plans of work

em1 What to do if you discover or accidentally disturb asbestos during your work

em2 Information, instruction and training

em4 Using a Class H vacuum cleaner for asbestos

em5 Wetting asbestos materials

em6 Personal protective equipment (including RPE)

em7 Using damp rags to clean surfaces of minor asbestos contamination

em8 Personal decontamination

em9 Disposal of asbestos waste

Removing asbestos-containing floor tiles and mastic

What this sheet covers

This sheet describes good practice when you need to remove floor tiles that contain asbestos.

These may also have asbestos-paper backing, or be fixed with asbestos-containing mastic.

Removal of floor tiles with an asbestos-paper backing will be notifiable non-licensed work (NNLW) – see sheet a0 *Introduction to asbestos essentials*.

Preparing the work area

- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

Equipment

- Warning tape and notices
- Class H vacuum cleaner (BS 8520) (if available – see sheet em4)
- Sharp knife
- Hammer
- Scraper
- Shovel
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag



Floor tiles that contain asbestos can also have asbestos-paper backing, or be fixed with asbestos-containing mastic

Caution

Never sand the floor.

Other hazards

There may be other hazards – you need to consider them all.

Personal protective equipment (PPE) – see sheet em6

- Provide:
 - disposable overalls fitted with a hood;
 - boots without laces (laced boots are hard to decontaminate);
 - respiratory protective equipment (RPE).

Procedure**Overlaying**

- Can you avoid removal, eg by overlaying with non-asbestos material?
- Warn the building owner about the presence of asbestos material you have covered by overlaying, so it can be managed properly.

Removal

- Place the scraper in the joint between the tiles. Lift the tile gently – try to avoid breakage.
- For firmly-fixed tiles, tap the scraper with the hammer.
- For a large tiled area, lift tiles using a shovel. This speeds up the job and avoids kneeling close to the tiles.
- Spray water under the tiles as they are lifted, to suppress dust and wet any asbestos paper that may be present. See also sheet a17.
- Wet any asbestos paper tile backing as the tiles are lifted.
- Gently scrape up adhering mastic. You can soften mastic with solvent, by warming with an infra-red lamp, or embrittle it with dry ice.
- Place debris in the asbestos waste bag.



Asbestos-containing mastic



Spray water under the tiles to suppress dust as you lift them gently, avoiding breakage

Cleaning and disposal

- Where you have removed only a few tiles, use damp rags to clean the floor. Clean larger areas with the Class H vacuum cleaner (if available) and/or damp rags.
- Clean the equipment with damp rags.
- Put debris, used rags and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

Personal decontamination

See sheet em8.

Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

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a35

asbestos essentials

Non-licensed tasks

Essential information

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Also read the following sheets:

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em1 What to do if you discover or accidentally disturb asbestos during your work

em2 Information, instruction and training

em4 Using a Class H vacuum cleaner for asbestos

em5 Wetting asbestos materials

em6 Personal protective equipment (including RPE)

em7 Using damp rags to clean surfaces of minor asbestos contamination

em8 Personal decontamination

em9 Disposal of asbestos waste

Replacing an asbestos cement (AC) flue or duct

What this sheet covers

This sheet describes good practice when you need to mend urgently, then replace, an asbestos cement flue or air duct.

Sometimes, the joints are sealed with asbestos string.

Preparing the work area

- Ensure safe access.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

Equipment

- Mini-enclosure for nailed-on asbestos insulating board – see sheet em3
- 500- and 1000-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) (if available – see sheet em4)
- Screwdriver
- Hammer
- Non-asbestos replacement flue/duct and sealant
- Garden-type sprayer containing wetting agent
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag
- Asbestos warning stickers

Personal protective equipment (PPE) – see sheet em6

- Provide:
 - disposable overalls fitted with a hood;
 - boots without laces (laced boots are hard to decontaminate);
 - respiratory protective equipment (RPE).



Other hazards

Work at height – see www.hse.gov.uk/work-at-height. Take precautions to avoid falls.

Manual handling – see www.hse.gov.uk/msd. Plan how to remove and handle heavy material and articles safely.

Slips and trips – see www.hse.gov.uk/slips. Floors protected with polythene become very slippery when wet.

There may be other hazards – you need to consider them all.

Caution

Also remove asbestos fragments that fall down the flue/duct.

Procedure

- Dampen any AC debris with spray.
- Pick up larger pieces of debris. Put them in the asbestos waste bag.
- Clean contaminated surfaces with damp rags, then put these in the asbestos waste bag.
- Protect surfaces from further contamination – cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.

Emergency repair (eg one to two days only)

- Wrap the duct or flue with duct tape – replace the part as soon as possible.

Replacement

- Turn off equipment vented by the flue or fed by the duct.
- If hot, wait for the flue to cool.
- Dampen the AC flue/duct and joint seals.
- If the section can be removed intact, strengthen the damaged sections with duct tape.
- If it cannot be removed intact, wrap the section in 1000-gauge polythene and break it into large pieces with a hammer.
- Dampen any asbestos string seal. Ease it away with the screwdriver into the waste bag.
- Gently scrape off residues using 'shadow vacuuming' (if Class H vacuum available – see sheet em4).
- Double-wrap the damaged flue/duct with 1000-gauge polythene sheeting and seal with duct tape. Attach asbestos warning stickers.
- Install the replacement non-asbestos flue/duct.



This section of AC ducting has already been labelled



Sometimes the joints are sealed with asbestos string

Cleaning and disposal

- Clean the area and equipment with the Class H vacuum cleaner (if available) and damp rags.
- Put debris, used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.

Personal decontamination

See sheet em8.

Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

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a33

asbestos essentials

Non-licensed tasks

Essential information

Important: You must read sheet a0 *Introduction to asbestos essentials*

Also read the following sheets:

em0 Risk assessments and plans of work

em1 What to do if you discover or accidentally disturb asbestos during your work

em2 Information, instruction and training

em4 Using a Class H vacuum cleaner for asbestos

em6 Personal protective equipment (including RPE)

em7 Using damp rags to clean surfaces of minor asbestos contamination

em8 Personal decontamination

em9 Disposal of asbestos waste

Replacing an asbestos-containing fuse box or a single fuse assembly

What this sheet covers

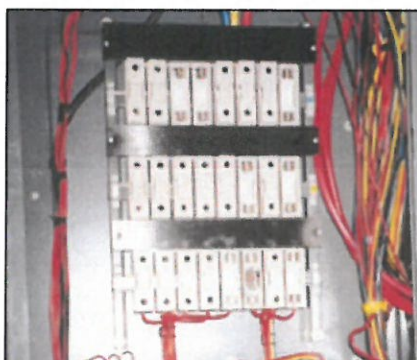
This sheet describes good practice when you need to remove a single asbestos-containing fuse assembly or an asbestos-containing fuse box.

Preparing the work area

- Have a competent electrician isolate and lock off the electricity supply, and test to show that the system is not live.
- Restrict access – minimise the number of people present.
- Close doors. Use tape and notices to warn others.
- Ensure adequate lighting.

Equipment

- 500-gauge polythene sheeting and duct tape
- Warning tape and notices
- Class H vacuum cleaner (BS 8520) – see sheet em4
- Screwdriver
- Non-asbestos replacement fuse box
- Bucket of water and rags
- Asbestos waste bag
- Clear polythene bag



Old-style fuse boxes contain asbestos inside the fuse assemblies and must be handled correctly

Other hazards

Work at height – see www.hse.gov.uk/work-at-height. Take precautions to avoid falls.

Electrical hazards – see www.hse.gov.uk/electricity. Get a competent electrician to isolate and reconnect electricity supply.

There may be other hazards – you need to consider them all.

Personal protective equipment (PPE) – see sheet em6

- Provide:
 - disposable overalls fitted with a hood;
 - boots without laces (laced boots are hard to decontaminate);
 - respiratory protective equipment (RPE).

Procedure

- Instead of a single fuse assembly, can you replace the whole fuse box?
- Protect nearby surfaces from contamination. Cover with 500-gauge polythene sheeting and fix with duct tape to non-asbestos surfaces.
- Check if the fuse box is attached to asbestos insulating board (AIB).
- Vacuum clean around and inside the fuse box.

Removal: Fuse box

- Remove connections and carefully unscrew using 'shadow vacuuming' – see sheet em4.
- Place the screws in the waste bag.
- Loosen and remove the fuse box. Put it in the asbestos waste bag.
- Vacuum clean and/or wipe all surfaces.
- Install the new fuse box – attach it to a non-asbestos surface.
- If the fuse box had been attached to AIB, see sheet a6 to repair minor damage.

Removal: Fuse assembly

- Unplug the fuse carrier and put it in the asbestos waste bag.
- Vacuum the fuse holder with the Class H vacuum cleaner.
- Unscrew the connections.
- Unscrew the fuse holder with 'shadow vacuuming' – see sheet em4.
- Put screws and the fuse holder in the waste bag.
- Vacuum and wipe clean the connectors.
- Install the non-asbestos replacement assembly.

Cleaning and disposal

- Clean the area and equipment with the Class H vacuum cleaner and damp rags.
- Put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed.
- Put the asbestos waste bag in a clear polythene bag and tape it closed.
- Disposal – see sheet em9.



After cleaning, put used rags, polythene sheeting and other waste in the asbestos waste bag and tape it closed

Personal decontamination

See sheet em8.

Clearance and checking off

- Visually inspect the area to make sure that it has been cleaned properly.
- Clearance air sampling is not normally required.
- Get the premises owner, dutyholder or client to check off the job.

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Project: Refurbishment & Modernisation – The Byways, 11 Court Close, Kirby Muxloe, Leicester, LE9 2DD

Client: Kirby Muxloe Parish Council

Job Number: 190106

APPENDIX C
PROJECT PROGRAMME

PROJECT PROGRAMME – REV A

Job Ref:	190106	Task/Activity:	Strip Out & Refurbishment Works		
Job Title:	Refurbishment & Modernisation – The Byways, 11 Court Close, Kirby Muxloe, Leicester, LE9 2DD	Completed by:	Shaun Church	Date:	27.03.2019
Client:	Kirby Muxloe Parish Council				

Activity	March 2019				April 2019					May 2019				June 2019				
	W/C 4/3/19	W/C 11/3/19	W/C 18/3/19	W/C 25/3/19	W/C 1/4/19	W/C 8/4/19	W/C 15/4/19	W/C 22/4/19	W/C 29/4/19	W/C 6/5/19	W/C 13/5/19	W/C 20/5/19	W/C 27/5/19	W/C 3/6/19	W/C 10/6/19	W/C 17/6/19	W/C 24/6/19	
Preliminaries, Specification, Schedule of Work & Drawings Complete*																		
Tender Documents Published/Tender Period																		
Tender Evaluation Period																		
Award Contracts																		
Contractor's Lead – In Period																		
Construction Phase																		

Activity	July 2019					August 2019				September 2019					October 2019				
	W/C 1/7/19	W/C 8/7/19	W/C 15/7/19	W/C 22/7/19	W/C 29/7/19	W/C 5/8/19	W/C 12/8/19	W/C 19/8/19	W/C 26/8/19	W/C 2/9/19	W/C 9/9/19	W/C 16/9/19	W/C 23/9/19	W/C 30/9/19	W/C 7/10/19	W/C 14/10/19	W/C 21/10/19	W/C 28/10/19	
Construction Phase Continued																			
External Ground Works (Separate Contract & By Others)																			

*Subject to all tender documents being agreed and supplied by others