

SCHEDULE OF WORKS

October 2022
5256/2.01

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OFFICE ALTERATIONS:CHEPPING WYCOMBE PARISH COUNCIL

Subject: Office alterations

Distribution: <name> <company>

1.00 PRELIMINARIES

1.01 THE PROJECT:
Internal alterations.

1.02 EMPLOYER:
Chepping Wycombe Parish Council
Cock Lane
Tylers Green
High Wycombe
Bucks. HP10 8DS

Contact: Mrs Wendy Thompson
Tel: 01494 814600
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RETURN BY:

FRIDAY 23 DECEMBER 2022

12 NOON

1.03 ARCHITECT:

1.04 STRUCTURAL ENGINEER:

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- 1.05 TENDER DRAWINGS AND CONTRACT DRAWINGS:
Architect's drawing nos:
5256-01 A and 5256-02 E.
- Structural Engineer's details:**
C/22/51/100, 101 & 102 (A3 drawings combined);
C/22/52 (calculations A4 document).
- 1.06 SITE VISIT: may be made by prior arrangement through the Employer. Before tendering ascertain the nature of the site, location of existing services, access thereto and all local conditions and restrictions likely to affect the execution of the works.
- 1.07 FORM OF CONTRACT: To be agreed with the Employer.
The tenderer shall state the anticipated time required to complete the works.
However it is estimated that it should take between 30 and 45 working days.
- 1.08 SCHEDULE OF WORKS AND DRAWINGS: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the works. Work shown only on the drawings or described only in the schedule of works shall be included as if in both.
- 1.09 PROPRIETARY NAMES: The phrase 'or equivalent' is to be deemed included wherever products are specified by proprietary name. Equivalent products are to be approved by the Employer.
- 1.10 ADDITIONAL COPIES OF DOCUMENTATION: 2 copies of both the drawings and specification will be issued free of charge to the contractor. Further copies will be charged to the contractor.
- 1.11 DIMENSIONS: The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the Contract Administrator (CA) any dimensions required, but not given in figures on the drawings, nor calculable from figures on the drawings. All dimensions to be checked on site.
- 1.12 SUPERVISION: Accept responsibility for co-ordination, supervision and administration of the works including all sub-contracts. Arrange and monitor a programme with each sub-contractor and supplier and supply information as necessary for co-ordination of the work.

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- 1.13 INSURANCES: Take out and maintain for the duration of the contract all necessary insurances to indemnify the Employer against claims for injury or death of persons and injury or damage to property.
- 1.14 UNOCCUPIED PREMISES: The premises will be unoccupied during the course of the building works. The premises will be opened and closed up by CWPC personnel on a daily basis, the Principal Contractor will be responsible for security during the working day.
- 1.15 PROGRAMME: At the time of tender provide a programme for the works showing the sequencing of the works. Submission of the programme will not relieve the contractor of his responsibility to apply in writing for instructions, drawings etc.
- 1.16 DOCUMENTATION: keep on site at all times a copy of the schedule of works and current drawings. The relevant sections of BS 8000 must also be available for reference by the Employer.
- 1.17 GOOD PRACTICE: Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be: of a standard appropriate to the works and suitable for the purposes stated in or reasonably to be inferred from the project documentation and in accordance with good building practice.
- 1.18 SPECIFICATION: where materials, fixtures and fittings are not specified the contractor must provide details to the Employer for approval prior to ordering.
- 1.19 SERVICES: Any work carried out to or which affects new or existing services must be in accordance with the bye laws or regulations of the relevant Statutory Authority and entirely to their inspectors' satisfaction.
- 1.20 COMPLETION: make good all damage consequent upon the work. Remove all temporary markings, coverings and protective wrappings unless otherwise instructed. Clean the works thoroughly inside and out, remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work.
- 1.21 MAKING GOOD DEFECTS: At the expiry of the defects liability period, liaise with the CA to make good defects including all plaster shrinkage cracks. Inform CA when remedial works have been completed.

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- 1.22 OWNERS MANUAL: Electrical test certificate will be required on completion.
- 1.23 SECURITY: Adequately safeguard the site, the works, products, materials and plant from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the works and adjoining property.
- 1.24 STABILITY: accept responsibility for the stability and structural integrity of the works during the contract and support as necessary. Provide and maintain all incidental shoring, strutting, needling and other supports as necessary. Prevent overloading of structure and overstressing of completed work when removing supports.
- 1.25 TEMPORARY SERVICES: The contractor is to provide all temporary services necessary for the execution of the works.
- 1.26 ASBESTOS: In the event that material that is suspected to be asbestos is encountered during the works notify the Employer and follow procedures for the protection of operatives and others and arrange for analysis and removal (as necessary) all in accordance with Control of Asbestos Regulations 2012
- 1.27 PRICING: all items within the schedule of works are to be priced separately. If any items are left unpriced it will be assumed that their cost has been included elsewhere. The prices provided for individual items shall not be modified if the employer chooses to omit certain items from the contract. The contract sum shall be reduced by the aggregate value of the omitted items. Any variations to the contract shall be with prior agreement of the Employer and must be priced (addition or omission) prior to being carried out. Preliminary costs profit and overheads shall either be included with each item in the schedule of works or clearly itemised at time of tender.
- 1.28 NON-COMPLETION: if the contractor fails to complete the contract by the agreed completion date and there is no justification for extending the contract period then the employer shall be entitled to deduct damages from the money owed to the contractor at the rate of £250 per week. The contractor shall give notice immediately to the employer if the progress of the works is being or likely to be delayed.
- 1.29 PAYMENT: During the course of the contract the contractor shall submit monthly valuations of work executed (based on the priced schedule of works) and materials on site. Within fourteen days the employer shall pay the contractor 95% of

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the gross valuation and any VAT that is due. Within fourteen days of completion the contractor shall be paid 97.5% of the contract sum, adjusted to account for all variations during the course of the contract, less any damages levied. The remaining 2.5% shall be paid to the contractor at the expiry of a three month defects liability period and subsequent rectification of any defects.

- 1.30 CDM REGULATIONS 2015: apply in full to this project. The pre-construction information forms part of the tender documentation and the contractor must allow for the obligations and associated costs in preparing their tender. The contractor will be the Principal Contractor. The contractor will not be permitted to start work on site until a Construction Phase Health and Safety Plan has been submitted to Employer. Information must be available for the Principal Designer at Practical Completion of the Project. for preparation of the Health and Safety File.

1.31 TERMS USED IN SPECIFICATION:

Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.

Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment.

Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.

Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.

Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.

Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.

Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.

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Refix: Fix removed products.

Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.

Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.

System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

- 1.32 TESTING: where required under Building Regulations the contractor shall carry out the required sound-testing to demonstrate that the required standards are met. Any remedial work shall be carried out at the contractor's cost.
- 1.33 WATER USAGE: in the final specification of sanitary ware, taps and other domestic appliances the Contractor and Employer jointly should ensure that the overall water usage complies with Building Regulations. Water usage can be calculated here:
<http://sites.wrcplc.co.uk/partcalculator/Calculator.aspx>

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2.00 PREPARATIONS AND DEMOLITIONS:

- 2.01 Ensure that all furniture and equipment is removed from the areas where work will be carried out and fully seal off from other areas.
- 2.02 Confirm with the Employer the items and surfaces that are to be retained and provide adequate protections.
- 2.03 Identify and isolate all services within the areas where works are to be carried out, and strip back to appropriate locations for later reconnections.
- 2.04 Lift all floor finishes, including carpet, vinyl and floor tiling and cart away.
- 2.05 Provide temporary supports as necessary (refer to structural engineer's details).
- 2.06 Carry out demolitions as shown on drawing no. 5256-01, including hacking off wall tiling to retained walls, stripping out sanitary fittings, wall fixtures, radiators, etc, where indicated on drawing to be removed. Make good surfaces, seal off holes and prepare to receive new finishes.

3.00 NEW WORKS:

- 3.01 Open existing ceilings to extent necessary to ascertain direction of floor joists above and provide and install beams and padstones all as shown and described in structural engineer's details. Allow for cutting new beams into floor depth above as shown in SE drawing no. 22/51/102.
- 3.02 Install stud partitions all as shown and described in drawing no. 5256-02, including studwork with sole plates built off DPC, insulation, plasterboard & skim, 15mm plywood sheathing and noggings where supporting fixtures such as radiators, etc.
- 3.03 Make good disturbed surfaces where beams and padstones installed. 2 layers 15mm Fireline plasterboard to encase beams, as described on drawing. Alternatively provide Nullifire intumescent paint and certificate for Building Control.
- 3.04 Prepare existing surfaces where damaged and tiling hacked off and provide plaster skim.
- 3.05 Provide and install new solid plywood faced doors, linings and architraves, all to match existing. Confirm all details with the Employer prior to order. Note the requirement for barn type door to the Administration room.

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- 3.06 Allow for the following ironmongery (four new doors):
1½ pairs stainless steel butt hinges,
Pair of brushed stainless steel lever handles
Mortice bathroom locks and keeps to toilet doors, with internal snib,
Mortice latch to Lobby door,
Mortice lock to barn door, with internal bolt and keep.
Confirm all details with the Employer prior to order.
- 3.06 Provide new skirtings throughout of material, size and profiles to match existing, with seamless joints to existing.
- 3.07 Provide and install sanitary fittings – all to be agreed with the Employer, including close coupled toilet and hand basin, and Doc M pack as supplied by Twyford, with contrasting colour external fixtures.
Provisional Sum for supply only, is included under Section 8.00.
Include for neat silicone sealant to all junctions of fittings with walls and floor.
- 3.08 Provide and install kitchen fittings. Provisional Sum for supply only included under Section 8.00.
- 3.09 New 12.5mm plasterboard boxing to surround exposed pipework. SVPs to be surrounded with mineral wool. Removable access panels to AA valves and rodding points.
- 4.00 DRAINAGE:**
- 4.01 Install new drainage pipework all as shown and described on drawing, to kitchen and sanitary fittings, including connections with existing drainage as indicated on drawing. Check where existing external drains run and design connections accordingly.
- 5.00 FINISHES:**
All finishes to be agreed with the Employers.
- 5.01 FLOORS:
Make up levels as necessary with latex screed.
Floor finishes as indicated on drawing with underlay where necessary:
- Carpet tiles to Landing, staircase, Foyer and Offices, with contrasting colour PVC stair and step nosings as Gradus or similar approved,
 - Coir matt to main entrance area,
 - Vinyl sheet to Lobby, Kitchen and Toilets.
- 5.02 WALLS & CEILINGS:
Prepare surfaces and decorate in (one mist coat to new plaster) one undercoat and two top coats of Dulux Trade emulsion paint.

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5.03 JOINERY:

Knot, stop and prime all new joinery and provide one undercoat and two top coats of Dulux Trade gloss paint.

- 5.04 White tiled splashback over hand basins and 450mm high tiling above kitchen worktop and down to floor behind dishwasher.

6.00 MECHANICAL AND ELECTRICAL SERVICES

Refer to drawing no. 5256-02

Mechanical:

- 6.01 The contractor/sub-contractor shall carry out a full assessment of the requirements and water supply point, including available water pressure, and shall complete the design of the new mechanical installation for approval of the Employer.

The design and installation shall be carried out in full accordance with all current legislation and shall supply appropriate certification upon completion.

The installation shall include the following:

- 3 no. panel water radiators of suitable capacity to provide a minimum of 21°C internally with -1°C externally, to Foyer and Lobby where shown on drawing, complete with TRVs.
- Hot & cold water supplies to all new sanitary and kitchen outlets.
- Connections to Heatrae Sadia Multipoint 15litre.
- Commissioning

- 6.02 Allow for all builder's work in connection with the mechanical installation.

Electrical:

- 6.03 The contractor/sub-contractor shall carry out a full assessment of the requirements and shall complete the design of the electrical installation for approval of the Employer.

The design and installation shall be carried out in full accordance with all current legislation and shall supply appropriate certification upon completion.

Refer to Electrical Notes and Legend on Drawing no. 5256-02.

The installation shall include the following:

- Check the existing installation for compliance with current standards and report to the Employer.
- Electric towel radiator in both toilets.
- Heatrae Sadia Multipoint 15litre unvented water heater in location to be agreed.
- New lighting and switching to re-modelled areas,
- Extended small power installation
- Extended smoke and heat detector mains linked alarms
- Extract fans to kitchen and toilets
- Connections to appliance locations in kitchen
- Recessed LED downlighting in toilets and kitchen and to be controlled by PIR which also controls the toilet fans.
- Disabled toilet Doc M alarm to be supplied and fitted
- Commissioning

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- 6.04 Allow for all builder's work in connection with the electrical installation.
- 6.05 Include here for installation of the fans, appliances, ductwork, etc.
Electrical connections included in 6.03.
- 7.00 COMPLETION:**
- 7.01 Carry out thorough cleaning, removal of temporary protections, etc, and leave the site clean and tidy for final inspection and handover to the Employer.
- 7.02 Demonstrate the function of all new equipment, appliances etc, and hand over all manufacturers documentation, warranties, etc.
- 8.00 PROVISIONAL SUMS**
To be expended only on the instruction of the Employer
- 8.01 Allow the provisional sum of **£1,000** only, for the supply only of sanitary fittings and brassware.
- 8.04 Allow the provisional sum of **£1,000** only for the supply only kitchen fittings.
- 8.08 Allow the provisional sum of **£5,000** only as a contingency sum.