

SCHEDULE OF WORKS

Project:

Various refurbishment works including re-roofing, providing insulation to existing walls, new heating & hot water system, and Solar PV installation and electric vehicle charging point.

Address:

St Newlyn East Village Hall, Neeham Road, St Newlyn East, TR8 5LE.

Client:

St Newlyn East Village Hall Committee.

Date:

February 2024

Revision:

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PROJECT DIRECTORY:

Client :	St Newlyn East Village Hall Committee.
Client point of Contact:	Ms Roz Symonds. Tel: 07793 069883 Email: thepheas@aol.com
Principal Designer:	Ark Sustainable Architecture. Darbari Unit 12, Prow Park Business Village, Treloggan Industrial Estate, NEWQUAY, Cornwall, TR7 2SX. Contact: Lee Crease Tel: 01637 850144 Email: lee@ark-designs.com
Principal Contractor:	TBC
Local Authority Building Control:	TBC
Health & Safety Executive local office:	1st Floor, Cobourg House, 32 Mayflower Street, Plymouth, PL1 1QX.
Description of Works:	Various refurbishment works including re-roofing, providing insulation to existing walls, new heating & hot water system, and Solar PV installation and electric vehicle charging point.
Programme:	TBC
Existing Structure/s:	Steel frame and cavity blockwork Village Hall.
Access & Parking:	Existing vehicular and pedestrian access, with on-site parking.
Electricity:	Existing supply on site for works.
Water:	Existing supply on site for works.
Welfare facilities / WC:	Existing on site provision can be utilised.
Storage of materials:	A secure compound can be formed on site.

LIST OF DRAWINGS, DOCUMENTS DETAILING THE WORKS:

These construction notes are to be read with following drawings:

ARK Architectural Proposals Drawings and Information:

Drawings No: BR 11, BR 12, BR 13, BR 14.

ARK & Prime Survey Existing Survey Drawings and Information:

Drawings No: SU 01, SU 02, SU 03, SU 21, SU 22.

ARK Pre-Construction Information CDM2015 :

CDM 2015 – Pre-Construction Information document dated 05/01/2024.

Asbestos Survey & Report:

(By – TBC)

To Follow

PROJECT KEY GOALS:

The project is to carry out various improvements and refurbishments to the fabric and heating system of the existing village hall, with additional internal alterations and improvements, including replacement of fire escape doors.

External walls to be clad with a proprietary external wall insulation and render system.

The main roofs to be replaced with an insulated panel roof.

Heating system to be upgraded to an air source heat pump supplying a wet heating system with new radiators and hot water cylinder.

Solar PV panels to be installed on the new roof with a battery storage system.

An electric vehicle charging point to be installed.

Internally there is to be redecorating of the Meeting Room / Public Collaborative Working Space with new electrical fitout and new kitchenette units.

The internal corridor and lobby/reception to have an additional access door to the hall and 3 sun tunnels to provide natural light.

An existing small storage room to be removed to create additional lobby/reception space.

In the main hall new lighting to be installed.

The fire hatch to the kitchen to be replaced.

New cupboards for storage to be built within the main hall and the back stage area.

SECTION 1

PRELIMINARIES:

CONTRACTOR TO VISIT THE SITE AND BUILDING:

The contractor is responsible for determining the conditions and constraints of the building and site and is deemed to have visited and inspected the existing building and surroundings, before submitting his tender or estimate, in order to ascertain all matters affecting the execution of the works.

WORKMANSHIP AND MATERIALS:

The whole of the works shall be carried out in accordance with the approved drawings and will accord good building practice, using materials of the best quality and having regard to their use, all to the reasonable satisfaction of the architect and employer. All goods and materials shall be in accordance with latest and revised British Standards.

SITE DIMENSIONS AND LEVELS:

The contractor will be responsible for checking on-site dimensions, setting out points and levels etc., prior to proceeding with the work. Any discrepancies found should be reported to the employer and architect in the first instance.

CARE OF THE WORK:

The care of the whole of the works and all appertaining thereto, including all work executed by sub-contractors under the contract, together with all risks or damage arising from the weather, carelessness of workmen or any other cause, shall rest with the main contractor from the date of commencement to the completion and handing over of the work to the employer.

RUBBISH:

The contractor shall clear away all rubbish and waste materials that may accumulate from time to time, during the progress of the works, and on completion ensure that the site is cleared of all building rubbish and is left clean and tidy.

PROTECTION, SECURITY AND CONTROL OF THE SITE:

The contractor is to provide all necessary barricades, fences, hoardings and the like as is necessary for the protection of working personnel, occupants, visitors, the public and any adjoining properties, and to illuminate, maintain and alter them from time to time as may be necessary throughout the progress of the works.

The contractor must reasonably secure the site against unauthorised entry and not unwittingly facilitate access to the site or via adjoining property.

PROTECTION OF PERSONS AND PROPERTY:

The contractor shall provide for the efficient protection of the public, the employer's officers and representatives, servants and property and all other persons occupying or using the premises, during the progress of the works, as required to be done under this contract.

The contractor shall take all precautions to eliminate as far as possible the danger to the public and other persons arising from the entry and exit of site vehicles and other machinery, to and from the site.

The contractor shall provide industrial safety helmets complying with BS EN 397:2012+A1:2012, and all other PPE to all those working on the site. All legal and obligatory safety precautions, notices, and requirements in accordance with the HSE will be observed.

HEALTH AND SAFETY:

All contractors and sub-contractors and others engaged in the execution of the work will comply with and carry out all duties imposed upon them, as applicable by current Health and Safety Legislation. This includes: -

- Health and Safety at Work Act 1974
- Management of Health Safety and Welfare Regulations 1992
- Construction [Health, Safety and Welfare] Regulations 1996
- The Construction (Design and Management) Regulations 2015

This is not a definitive list of H&S Legislation and all contractors should satisfy themselves as to the full extent of their duty and compliance.

The contractor should make an appropriate assessment of the welfare provisions that may be required for the works with due regard to the nature of the works and allow accordingly.

All contractors and sub-contractors employed on the works are deemed to be aware of their responsibilities and duties under the CDM Regulations and shall co-operate with the principal contractor to enable him to fulfil his own duties. The tender price shall include for everything necessary to fully discharge the contractors' duties under the Regulations, including provision of information required for the Health and Safety File.

PROTECT THE WORK:

The contractor shall protect the whole of the work from damage from the weather. The contractor shall not permit anything to be done that is calculated to injure the stability of the works or buildings and no cutting through walls or floors shall be done, other than as indicated on the drawings or as described herein, without the sanction of the architect or structural engineer (if appointed). The contractor will be held responsible for all damage arising through carelessness or inadvertence in this respect. Any work damaged or soiled by weather, traffic or other causes due to inadequate temporary protection shall be taken down and re executed or otherwise made good by and at the cost of the contractor.

EMPLOYEES & SUPERVISION OF THE WORKS:

The contractor is to keep a fit and competent person in charge of the works and instructions given to him shall be deemed to have been issued to the contractor. This person shall be responsible for the day-to-day running of the site, supervision of the works, ensuring quality and competency of workmanship and Health and Safety matters.

SMOKING ON SITE:

Smoking inside of the property is NOT permitted by any persons during the Works.

CONTRACT DOCUMENTS:

The contract documents will comprise the Drawings and Details, Construction Notes, Specifications, etc., as listed in this document on page 4 and the Supplier's ITT response.

The Contractor shall make good at his own expense, defects due to faulty workmanship or materials occurring and becoming evident within 12 months of Practical Completion.

Payment:

1. The Contractor to provide estimated cash flow forecast prior to starting.
2. Invoices will be raised every month with payment to be received within 7 days following invoice.

Payments based upon works completed and materials on site less 5% retention will be made at monthly intervals or as may be agreed otherwise and made within 14 days of the presentation of the certificate / invoice.

Retention from practical completion to making good defects less 2½%

Penultimate Payment:

Payment to the Contractor of 97½% of the total certified amount will be made to the Contractor under the contract.

Final Payment:

The Contractor shall supply within 3 months from the date of practical completion all documentation reasonably required for the computation of the amount to be paid under the final certificate

Insurance:

The Contractor shall be responsible for indemnifying the Employer and himself against claims due to injury or death or any damage to property and will be required unless otherwise agreed, to provide evidence of such insurance.

The Contractor shall insure against injury or damage to property in accordance with the contract, not to be less than 1 million pounds sterling. The Contractor shall hold an 'all risks' policy providing cover to a minimum value of £1,000,000.

Adjudication:

Prior to any involvement of the named 'Adjudicator' a 'Written Notice of Intention' to refer the dispute to adjudication shall be sent by the Referring Party to the Other Party. The Notice shall set all information required.

None of the drawings or contract documents or any other detail or matter provided by the

Architect will be used by any other person or company in part or in full, of any agreement between the Employer, Contractor, Sub-Contractor, or reproduced, copied or traced, unless the permission of the Architect has been granted.

Contractors design portion:

The contractor and their subcontractor(s) will be responsible for the design of the heating and hot water system, and electrical fit-out of the property

TENDER AND ACCEPTANCE:

A Form of Tender is included with the Tender Documents. The Contractor may insert additional documents or letters or other information in support of clarity of his Tender. A completed copy must be submitted with the Tender returned.

The lowest or any tender received will not necessarily be accepted by the Employer. No payment will be made to the Contractor or anyone else in respect of any fees, charges or costs incurred in the preparation of the tender. The acceptance of any tender will be provisional pending the execution of the form of Agreement.

SECTION 2

THE ARRANGEMENTS FOR THE WORK:

A. The work to be done:

1. A full description of the work to be done is noted in this Schedule of Works and the documents listed on page 4.
2. Workmanship of all trades will accord with the following British Standards and contractors will be deemed to be fully acquainted with the standards and recommendations.

B. Statutory Obligations:

1. The Contractor shall comply with and give all required notices to Building Control.
2. The employer will pay the Building Regulation inspection fee directly.

C. Occupation and security of the site / health and safety:

1. The Contractor will be responsible for site welfare and site fencing. The CDM2015 regulations apply and the project is notifiable.
2. The Contractor is to submit the F10 to the HSE prior to starting.
3. The Contractor is to provide a construction phase plan.

THE CONDITIONS:

1. Contractors responsibilities – The Contractor will do the following:

- Carry out the work set out in the works details carefully and competently.
- Use materials which are of satisfactory quality and suitable for their intended process.
- Start and finish the work within the working period or any extensions made to it.
- Be at the site regularly to carry out the work during the agreed working hours.
- Store away his tools and equipment at the end of each working day.
- Dispose of rubbish from the site.
- Leave the working areas in a clean and tidy condition after finishing the work.
- Keep to all his legal duties and responsibilities.

2. Employers responsibilities – The employer will do the following:

- Give the Contractor access to the site during the agreed working hours throughout the working period.

- Allow the contractor to carry out the work in an order which he considers necessary to finish the work on time.

3. Health and Safety:

- The Contractor will take all practical steps to prevent or minimise health and safety risks to all persons living near or visiting the site.
- The contractor is to minimise environmental disturbance, nuisance or pollution from the work.