



SPECIFICATION AND SCHEDULE OF WORK

FOR

Repair and Redecoration of External Areas

AT

2-8 Park Road, Wellingborough

FOR AND ON BEHALF OF

Borough Council of Wellingborough

DATED

June 2016

PREPARED BY

UNDERWOODS LLP
SHIRE HOUSE
PYRAMID CLOSE
NORTHAMPTON
NN3 8PH

Tel: 01604 404060
Fax: 01604 404099

CONTENTS

SECTION 1

PRELIMINARIES

SECTION 2

PREAMBLES

SECTION 3

SCHEDULE OF WORKS

COLLECTION PAGE

FORM OF TENDER

REPAIR AND REDECORATION OF EXTERNAL AREAS
2-8 PARK ROAD, WELLINGBOROUGH

SECTION 1

PRELIMINARIES

17/06/2016

CONTRACT PRELIMINARIES

A10 PROJECT PARTICULARS

110 THE PROJECT:

Name: External Repairs and Redecoration Works of Unit 2-8 Park Road
Nature: External Repairs and Redecoration Works
Location: 2-8 Park Road, Wellingborough
Timescale for completion of the construction work: TBC

120 EMPLOYER (CLIENT):

Wellingborough Borough Council

127 THE PRINCIPAL CONTRACTOR: The Contractor.

141 CONTRACT ADMINISTRATOR (hereinafter referred to as 'CA'):

Underwoods LLP
Shire House
Pyramid Close
Northampton
NN3 8PH

147 CDM COORDINATOR:

Shaun Collins BSc (Hons) MRICS of
Underwoods LLP
Shire House
Pyramid Close
Northampton
NN3 8PH

17/06/2016

CONTRACT PRELIMINARIES

A11 TENDER AND CONTRACT DOCUMENTS

110 **THE TENDER DRAWINGS** are:
N/A

120 **THE CONTRACT DRAWINGS** will be the same as the tender drawings.

160A **THE PRE-CONSTRUCTION INFORMATION PACK** – Located at Appendix C of this document.

CONTRACT PRELIMINARIES

A12 THE SITE/EXISTING BUILDINGS

110 THE SITE:

2-8 Park Road, Wellingborough

185 A HEALTH AND SAFETY FILE for the building is not available.

200 ACCESS TO THE SITE:

To be arranged via Shaun Collins of Underwoods 01604 40 40 60.

230 SURROUNDING LAND/BUILDING USES:

Industrial workshop/warehousing.

240 RISKS TO HEALTH AND SAFETY:

- The nature and condition of the site/building cannot be fully and certainly ascertained before it is opened up. However the following risks are or may be present: asbestos containing materials, friable materials/dust within the existing structure.
- The Employer or the CA does not guarantee the accuracy and sufficiency of this information and the Contractor must ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

280 SITE VISIT: Before tendering, ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

290 SITE VISIT may be made by arrangement with Shaun Collins on tel: 01604 404060 with keys if applicable being collectable from Underwoods Northampton office.

17/06/2016

CONTRACT PRELIMINARIES

A13 DESCRIPTION OF THE WORK

120 **THE WORK:** External Repairs and Redecoration Works of Unit 2-8 Park Road

140A **WORK BY OTHERS CONCURRENT WITH THE CONTRACT** is described in section A35 of the tender documents.

CONTRACT PRELIMINARIES

A20MW MINOR WORKS AGREEMENT (910)

910A **AGREEMENT FOR MINOR WORKS:** The form of contract will be the JCT Agreement for Minor Building Works 1998 Edition incorporating Amendments 1 to 4.

THE RECITALS

1st Recital

The work comprises: Replacement of Rooflights to industrial buildings.

Architect/Contract Administrator: See section A10.

The reference to the Architect will be deleted.

2nd Recital

The reference to the Schedule of Rates will be deleted.

4th Recital

Quantity Surveyor shall be the Architect/Contract Administrator.

5th Recital

Alternative A will apply

Alternative B will be deleted.

THE ARTICLES

Article 3: Architect/Contract Administrator define in Section A10.

Article 4: Alternative A will be deleted.

Planning Supervisor: See section A10.

Article 6

Dispute or difference - adjudication

Nominator of Adjudicator:

The President or a Vice-President or the Chairman or a Vice-Chairman of the Royal Institution of Chartered Surveyors

Article 7A

Dispute or difference - arbitration: Article 7B will be deleted

Appointer of Arbitrator:

The President or a Vice President of the Royal Institution of Chartered Surveyors

THE CONDITIONS

1. Intentions of the parties

Note: Two additional clauses will be inserted between clauses 1.1 and 1.2. These clauses will be numbered 1.1.1 and 1.1.2 and worded as follows:

"Compliance with British Standards"

1.1.1 Where an appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution is current at the date of tender, all goods and materials used or supplied and all workmanship shall be at least in accordance with that Standard".

1.1.2 Where reference is made in the contract documentation to British Standard Specifications it shall be taken that products meeting national standards of another Member State of the European Community, or an international standard recognised in another Member State, and offering equivalent guarantees of safety, reliability and fitness for purpose will also be acceptable.

1.3 Reference to Planning Supervisor to be amended to read CDM Coordinator.

CONTRACT PRELIMINARIES

1.4 Notification to HSE to be by CDM Coordinator not Principal Contractor.

1.7 Applicable law

2 Commencement and completion

2.1 The dates for commencement and completion will be agreed on the basis of the period stated on the form of tender.

2.3 **Liquidated damages: £ 00.00 per week or pro rata thereto**

2.5 **Defects liability period:** 6 months general building works.
12 months mechanical and electrical works.

3 Control of the works

3.6 Variations

The references to Schedule of Rates will be deleted

Note: The existing clause 3.7 of the printed form will be deleted and a new clause 3.7 worded as follows will be substituted.

"Provisional Sums".

3.7 The Architect/Contract Administrator shall issue instructions as to the expenditure of any provisional sums and such instructions shall be valued on a fair and reasonable basis. Provided that no instruction under this sub-clause shall require the Contractor to enter into a sub-contract for work and materials which does not allow the Contractor a cash discount of 2½ if payment is made within fourteen days after the date fixed for payment under the sub-contract or into a contract of sale which does not allow the Contractor a cash discount of 5% if payment is made within thirty days at the end of the month during which delivery is made".

4 Payment

4.1 Correction of inconsistencies

4.2.1 Retention percentage: 5 %

4.3 Penultimate certificate percentage: 97.5 %

4.5.1.1 Final Certificate

Period for supply of documentation: one months

4.6 Contribution, levy and tax changes

This clause will be deleted

Percentage addition: nil %

5.2 Value Added Tax

Clause B1.1 of the Supplemental Conditions applies

Note: The existing clauses 5.4 and 5.5 of the printed form will be deleted and new clause 5.4 worded as follows will be substituted.

Corruption: Cancelling contracts.

CONTRACT PRELIMINARIES

5.4 The Employer shall be entitled to cancel this contract, and recover any resulting loss from the Contractor, if the Contractor, or any of his employees or agents with or without his knowledge, has:

5.4.1 offered, given or agreed to give any person any gift or consideration of any kind:

5.4.1.1 as an inducement or reward for doing or not doing anything in relation to the obtaining or carrying out of their contract or any other contract with the Employer, or

5.4.1.2 for showing or not showing favour or disfavour to any person in relation to this contract or any other contract with the Employer:

5.4.2 committed an offence under the Prevention of Corruption Acts 1889 to 1916, or given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972.

5.9 Health and Safety File.

References to Planning Supervisor to be replaced by CDM Coordinator. References to Regulations 14(d), 14(e) and 14(f) to be replaced with Regulations 13, 22, 23 & 24.

6 Injury, damage and insurance

Note: With reference to clauses 6.1 and 6.2 the minimum insurance cover for any one occurrence or series of occurrences arising out of one incident or event is £2,500,000 (Two and a Half Million Pounds), the number of incidents or events being unlimited.

6.3B Insurance of the Works and any existing structures by Employer - Fire etc.
Clause 6.3A will be deleted

7 Determination

8 Settlement of disputes

CONTRACT PRELIMINARIES

A30 TENDERING/SUB-LETTING/SUPPLY

- 110 SCOPE: These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.
- 120 TENDERING PROCEDURE will be in accordance with the principles of the 'Code of Procedure for Single Stage Selective Tendering'.
- 161 EXCLUSIONS: If the Contractor cannot tender for any part(s) of the work as defined in the tender documents the CA must be informed as soon as possible, defining the relevant part(s) and stating the reasons for the inability to tender.
- 170 ACCEPTANCE OF TENDER: The Employer and the Employer's representatives:
- Offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted.
 - Will not be responsible for any cost incurred in the preparation of any tender.
- 191 PERIOD OF VALIDITY: Tenders must remain open for consideration (unless previously withdrawn) for not less than 13 weeks from the date fixed for the submission or lodgement of tenders. Information on the date for possession/commencement is given in section A20.
- 315 PROJECTS WITHOUT QUANTITIES: 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.
- 320 PRICING OF SPECIFICATION: Alterations and qualifications to the specification must not be made without the written consent of the CA. Tenders containing unauthorised alterations or qualifications may be rejected. Costs relating to items in the specification, which are not priced, will be deemed to have been included elsewhere in the tender.
- 331A THE PRICED SPECIFICATION must be submitted within two days of request.
- 341 ERRORS IN THE PRICED DOCUMENTS will be dealt with in accordance with the 'Code of Procedure for Single Stage Selective Tendering', Alternative 1 (the word 'documents' being substituted for 'bills of quantities').
- 551 HEALTH AND SAFETY INFORMATION: A statement must be submitted with the tender describing the organisation and resources which the contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of subcontractors and of any person who may be affected by the works, including:
- A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and illness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

CONTRACT PRELIMINARIES

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

130 IN WRITING: When required to notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.

140 APPROVAL (and words derived therefrom) means the approval in writing of the CA unless specified otherwise.

145 SUBMIT (and words derived therefrom) means to the CA unless otherwise instructed.

180 CROSS-REFERENCES TO THE SPECIFICATION:

- Where a numerical cross-reference to a specification section or clause is given on drawings or in any other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause.
- Where a numerical cross-reference is not given, the relevant section(s) and clause(s) of the specification will apply, cross-reference thereto being by means of related terminology.
- Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply.
- The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity, which he may discover.

200 SUBSTITUTION OF PRODUCTS:

- Where the substitution of a product different to that specified is permitted before ordering the product inform the CA of the reasons for the substitution. When requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Submit certified English translations of any foreign language documents.
- Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole.
- If such substitution is approved, and before ordering products, provide revised drawings, specification and manufacturer's guarantees.

270 SIZES: Unless otherwise stated:

- Products are specified by their co-ordinating sizes.
- Cross section dimensions of timber shown on drawings are nominal sizes before any required planing.

280 FIX ONLY means all labours in unloading, handling, storing and fixing in position, including use of all plant.

290 SUPPLY AND FIX: Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.

290A GENERAL ATTENDANCE: Where given includes:

1. Use of temporary roads, pavings and paths.
2. Use of standing scaffolding.
3. Use of standing power-operated hoisting plant.
4. Temporary lighting.

CONTRACT PRELIMINARIES

5. Temporary power maximum 10 Kva at 110 volts.

TERMS USED IN REFURBISHMENT/ALTERATION

- 311 REMOVE means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.
- 321 KEEP FOR REUSE means:
- During removal prevent damage to the stated components or materials, and 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.
- 331 REPLACE means:
- Remove the stated existing components, features and finishes.
 - Provide and fit in lieu new components, features or finishes, which, unless specified otherwise, must match those, which have been removed.
 - Make good as necessary.
- 341 REPAIR means carry out local remedial work to components, features and finishes as found in the existing building, resecure or refix as necessary and leave in a sound and neat condition. It does not include:
- Replacement of components or parts of components.
 - Redecoration.
- 351 MAKE GOOD means carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include:
- Replacement of components or parts of components.
 - Redecoration.
- The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.
- 361 EASE means make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.
- 371 TO MATCH EXISTING means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

- 410 ADDITIONAL COPIES OF DRAWINGS: Two copies of drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge. Additional copies will be issued on request but will be charged to the Contractor.
- 440 DIMENSIONS: The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the CA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.
- 460 THE SPECIFICATION: All sections of the specification must be read in conjunction with Main Contract Preliminaries/General conditions.

CONTRACT PRELIMINARIES

DOCUMENTS PROVIDED BY CONTRACTOR

- 711 TECHNICAL LITERATURE: The Contractor is required to keep copies of the following on site, readily accessible for reference by all supervisory personnel:
- Manufacturers' current technical literature relating to all products to be used in the Works.
- 720 MAINTENANCE INSTRUCTIONS AND GUARANTEES:
- Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to CA on or before Practical Completion.
 - Notify CA of telephone numbers for emergency services by Subcontractors after Completion.

CONTRACT PRELIMINARIES

A32 MANAGEMENT OF THE WORKS

- 110A SUPERVISION: Accept responsibility for co-ordination, supervision and administration of the Works, including all subcontracts. Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work.
- 120 INSURANCES: Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.
- 130 INSURANCE CLAIMS: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss, which may be caused by failure to give such notice.
- 150 OWNERSHIP: Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.
- 212 PROGRAMME:
- As soon as possible and before starting work on site prepare in an approved form a programme for the Works, which must make allowance for all:
 - Planning and mobilisation by the Contractor
 - Subcontractor's work
 - Running in, adjustment and testing of engineering services
 - Work resulting from instructions issued in regard to the expenditure of provisional sums
 - Work by others concurrent with the Contract
 - Submit 2 copies to CA.
- 290 NOTICE OF COMPLETION: Give CA at least 1 weeks notice of the anticipated dates of practical completion of the whole or parts of the Works.
- 420 EXISTING WORK: The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the CA before the work is started. Remove existing work in ways, which will reasonably minimise the amount of removal and renewal.
- 430 ESTIMATED COST OF VARIATIONS: If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days.
- 461 INTERIM VALUATIONS: At least 7 days before the established dates for interim valuations submit to the CA details of amounts due under the Contract together with all necessary supporting information.

CONTRACT PRELIMINARIES

A33 QUALITY STANDARDS/CONTROL

MATERIALS AND WORK GENERALLY

- 110A 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 functions stated in or reasonably to be inferred from the project documents, and
 - In accordance with relevant good building practice.
 - In accordance with the relevant British Standard Code of Practice.
- 121A GENERAL QUALITY OF PRODUCTS:
- All products and materials used are to have a relevant British Standard Registration.
 - Products to be new unless otherwise specified.
 - For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested.
 - Where a choice of manufacturer or source is allowed for any particular product, the whole quantity required must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested.
 - Ensure that the whole quantity of each product required is of consistent kind, size, quality and overall appearance.
 - Where consistency of appearance is desirable ensure consistency of supply from the same source. Do not use different colour batches where they can be seen together.
 - If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.
- 131 PROPRIETARY PRODUCTS:
- Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations. Inform CA if these conflict with any other specified requirement. Submit copies when requested.
 - Ancillary products and accessories to be of a type recommended by the main product manufacturer, unless otherwise specified.
 - The tender will be deemed to be based on the products specified and recommendations on their use given in the manufacturers' literature current at the date of tender.
 - Where British Board of Agrément certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.
- 141 CHECKING COMPLIANCE OF PRODUCTS: Check all documentation and the products themselves to ensure compliance with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that:
- The sources, types, qualities, finishes and colours are correct, and match any approved samples.
 - All accessories and fixings, which should be supplied with the products, have been supplied.
 - Sizes are correct. Where tolerances are critical, measure a sufficient quantity to ensure compliance.
 - The delivered quantities are correct, to ensure that shortages do not cause delays in the work.
 - The products are clean, undamaged and in good condition.
 - Products, which have a limited shelf life, are not out of date.

CONTRACT PRELIMINARIES

151 PROTECTION OF PRODUCTS:

- Prevent over-stressing, distortion and other damage.
- Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work.
- Keep dry to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement between stored products.
- Prevent excessively high or low temperatures and rapid changes of temperature in the products.
- Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use.
- Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured.
- Keep different types and grades of products separately and adequately identified.
- Keep products in their original wrappings, packings or containers, until immediately before they are used. Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion.
- Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.

161 SUITABILITY OF RELATED WORK AND CONDITIONS: Provide all trades with necessary details of related types of work. Before starting each type of work, ensure that:

- Previous work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work.
- All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing.
- The environmental conditions are suitable, particularly that the building is suitably weathertight.

171 GENERAL QUALITY OF WORKMANSHIP:

- Operatives must be appropriately skilled and experienced for the type and quality of work.
- Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.
- Inspect components and products carefully before fixing or using and reject any, which are defective.
- Fix or lay securely, accurately and in alignment.
- Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with section Z20.
- Provide suitable, packings at screwed and bolted fixings to take up tolerances and prevent distortion. Do not overtighten.
- Adjust location and fixing of components and products so that joints, which are left open to view, are even and regular.
- Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval.

SAMPLES/APPROVALS

211 SAMPLES: Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works. Submit a sample or other evidence of suitability. Do not confirm orders or use the product until approval of the sample has been obtained. Retain approved sample in good, clean condition on site. Ensure that the product used in the Works matches the approved sample.

CONTRACT PRELIMINARIES

ACCURACY/SETTING OUT GENERALLY

321 SETTING OUT: Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify CA in writing of any discrepancies and obtain instructions before proceeding.

341 APPEARANCE AND FIT:

- Arrange the setting out, erection, juxtaposition of components and application of finishes to ensure satisfactory fit at junctions, no practically or visually unacceptable changes in plane, line or level and a true, regular finished appearance.
- Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible.

SERVICES GENERALLY

410 SERVICES REGULATIONS: 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.

SUPERVISION/INSPECTION/DEFECTIVE WORK

550 DEFECTS IN EXISTING CONSTRUCTION to be reported to CA without delay. Obtain instructions before proceeding with work, which may:

- Cover up or otherwise hinder access to the defective construction, or
- Be rendered abortive by the carrying out of remedial work.

551A ROT/INSECTS: In the event of dry or wet rot or insect attack being found during the progress of the works, the Contractor shall notify the CA immediately and await further instructions.

570 PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS:

- As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to CA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Such proposals may be unacceptable to the CA, and contrary instructions may be issued.

WORK AT OR AFTER COMPLETION

611 GENERALLY:

- Make good all damage consequent upon the work.
- Remove all temporary markings and protective coverings.
- Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials.
- Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Touch up minor faults in newly painted/repainted work, carefully matching colour. Repaint badly marked areas back to suitable breaks or junctions.
- Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

17/06/2016

CONTRACT PRELIMINARIES

- 650 MAKING GOOD DEFECTS: Make arrangements with the CA and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform CA when remedial works to the various parts of the Works are completed.

CONTRACT PRELIMINARIES

A34 SECURITY/SAFETY/PROTECTION

GENERALLY

110A Commonplace hazards which good management should control and good site practices are listed below:

Erection of scaffolding
Interface with building occupants.
Demolition.

112 DELETED.

121 DELETED.

125 HSE APPROVED CODES OF PRACTICE: Comply with the following:

- Management of health and safety at work.
- Managing construction for health and safety.

130 SECURITY: Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.

140 STABILITY: Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary. Prevent overloading: details of design loads may be obtained from CA.

150A OCCUPIED PREMISES:

- Existing buildings will be occupied and/or used during the Contract
- Carry out the Works without undue inconvenience and nuisance and without danger to occupants, users and adjoining owners.
- If it transpires that compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorised by the CA in advance.

165 OCCUPIER' S RULES AND REGULATIONS: Comply with the Occupier's Rules and Regulations affecting the site.

170 EMPLOYER'S REPRESENTATIVES SITE VISITS: Inform the CA in advance of all safety provisions and procedures (including those relating to materials which may be deleterious), which will require the compliance of the Employer or the Employer's representatives when visiting the site. Provide protective clothing and/or equipment for the Employer and the Employer's representatives as appropriate.

PROTECT AGAINST THE FOLLOWING:

231 POLLUTION: Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways.

236 USE OF PESTICIDES: will not be permitted.

240 NUISANCE: Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.

CONTRACT PRELIMINARIES

- 250 ASBESTOS BASED MATERIALS: Report immediately to the CA any suspected asbestos based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.
- 260 FIRE PREVENTION: Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation, the Loss Prevention Council and the National Contractors' Group.
- 263 FIRE PREVENTION: Smoking will not be permitted on the site except in designated areas which must be carefully controlled equipped with fire fighting equipment and receptacles for the safe disposal of smokers materials and inspected to guard against risk of fire.
- 265 BURNING ON SITE: of materials arising from the work will not be permitted.
- 280 MOISTURE: Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent:
- Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.
- 285 INFECTED TIMBER: Where instructed to remove timber affected by fungal/insect attack from the building, do so in a way which will minimise the risk of infecting other parts of the building.
- 290 WASTE:
- Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy.
 - Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.
 - Ensure that non-hazardous material is disposed of at a tip authorised by a Waste Regulation Authority.
 - Remove all surplus materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations.
 - Retain waste transfer documentation on site.

PROTECT THE FOLLOWING:

- 410 WORK IN ALL SECTIONS: Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.
- 420 EXISTING SERVICES:
- Notify all service authorities and adjacent owners of the proposed works not less than one week before commencing site operations.
 - Before starting work check and mark positions of existing mains/services. Where positions are not shown on drawings obtain relevant details from service authorities or other owners.
 - Observe service authorities' recommendations for work adjacent to existing services.
 - Adequately protect and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.
 - Identify below ground services with signboards, giving type and depth, and

CONTRACT PRELIMINARIES

- overhead services with headroom markers.
 - If any damage to services results from the execution of the Works, immediately notify CA and appropriate service authority without delay. Make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate. Any measures taken by the CA to deal with an emergency will not affect the extent of the Contractors liability.
 - Replace marker tapes or protective covers disturbed by site operations to the service authority's recommendations.
- 430 ROADS AND FOOTPATHS: Adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. Bear any costs arising.
- 440 RETAINED TREES/HEDGES/SHRUBS/GRASSED AREAS:
- Adequately protect and preserve, except those, which are to be removed. Replace to approval or treat as instructed any species or areas damaged or removed without approval.
 - Mature trees and shrubs which, due to the Contractor's negligence, are uprooted, destroyed, or in the opinion of the CA, damaged beyond reasonable chance of survival in their original shape, must be replaced with those of a similar type and age at the Contractor's expense.
- 450 EXISTING FEATURES: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features which are to remain in position during the execution of the Works.
- 460 EXISTING WORK: Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused. Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.
- 465 BUILDING INTERIORS: Protect building interiors exposed to the weather during the course of alteration work with temporary enclosures of sufficient size to permit execution of the work and which will remain watertight in severe weather.
- 470A EXISTING FURNITURE, FITTINGS AND EQUIPMENT: Prevent damage to any furniture, fittings or equipment left in the existing property. Move as necessary to enable the Works to be executed, cover and protect as necessary and replace in original positions.
- 481 ADJOINING PROPERTY: Prevent trespass of workpeople. Take all reasonable precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners if requiring erecting scaffolding on or otherwise use adjoining property, and pay all charges. Clear away and make good on completion or when directed. Bear the cost of repairing any damage arising from execution of the Works.

CONTRACT PRELIMINARIES

A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING

- 130 METHOD/SEQUENCE OF WORK:
Please refer to Section 3, Phasing of Works.
- 140 ACCESS TO THE SITE: See section A12.
- 150 USE OF THE SITE: See section A12.
- 155 SCAFFOLDING: Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit the programmes of all subcontractors.
- 170 USE OR DISPOSAL OF MATERIALS:
as previously stated
- 190 WORKING HOURS:
Between 08:00 -17:30 hrs Monday to Friday. Weekend working to be agreed one week in advance with the Contract Administrator.
- 200 WORKS BY OTHERS:
Main Contractor to be fully responsible for all works on site including Utility Company works to various services as specified, Structural Engineers where required and Sound/Acoustic Consultants.

CONTRACT PRELIMINARIES

A36 FACILITIES/TEMPORARY WORK/SERVICES

- 120 MAINTAIN, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.
- 281 EXISTING ACCOMMODATION: The existing facilities may within areas of work be used as temporary accommodation.
- 320 TEMPORARY FENCE(S):
- 330 TEMPORARY HOARDING(S):
as necessary for the safe execution of the work
- 340 TEMPORARY SCREEN(S):
as necessary for the safe execution of the work
- 420B LIGHTING AND POWER: Electricity supply from the Employer's mains may be used for the Works as follows:
- The Employer will not be held responsible for the effects of any failure or restriction in supply.
 - Point of supply: to be agreed with the Client/C.A.
- 431 WATER for the Works will be supplied free of cost to the Contractor. Nature of supply: main supply
- 445 TELEPHONES: Provide as soon as practicable a means of direct telephone communication with the Contractor's person-in-charge.

REPAIR AND REDECORATION OF EXTERNAL AREAS
2-8 PARK ROAD, WELLINGBOROUGH

SECTION 2

PREAMBLES

EXTERNAL REPAIR AND REDECORATION WORKS

2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES

F10 BRICK/BLOCK WALLING

- 70 HOLES, RECESSES AND CHASES IN MASONRY: Comply with the relevant clause in section P31.
- 90 CRACKED BRICKS in existing facework to be cut out and replaced with matching bricks bedded in 1:½:4 mix of cement: lime: sand mortar, before repointing adjacent cracked joints as specified.
- 91 CRACKED JOINTS in existing facework which is not to be repointed: joints with cracks wider than 1 mm to be cut out to form a square recess of 15-20 mm depth. Remove dust, lightly wet and neatly point in 1:½:4 mix of cement: lime:sand mortar to match existing work.
- 95 REPOINTING: Where specified carefully rake out existing joints by hand to form a square recess of 15-20 mm depth. Remove dust, lightly wet and neatly point in 1:½:4 cement:lime:sand mortar to a bucket handle profile in a continuous operation.

£

p

EXTERNAL REPAIR AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES

	£	p
G20 CARPENTRY/TIMBER FRAMING/FIRST FIXING		
05 GRADED SOFTWOOD FOR STUDWORK		
- Strength graded to BS 4978 or BS EN 519 or other national equivalent and so marked. Strength class to BS EN 338: C 16		
- Timber of a basic thickness less than 100 mm and not specified for wet exposure conditions to be stress graded at an average moisture content not exceeding 20% with no reading being in excess of 24% and clearly marked as 'DRY' or 'KD' (kiln dried).		
30 SELECTION AND USE OF TIMBER:		
- Do not use timber members which are damaged, crushed or split beyond the limits permitted by their grading.		
- Ensure that notches and holes are not so positioned in relation to knots or other defects that the strength of members will be reduced.		
- Do not use scarf joints, finger joints or splice plates.		
40 MOISTURE CONTENT of timber at time of erection to be not more than:		
Covered in generally unheated spaces: 24%		
Covered in generally heated spaces: 20%		
Internal in continuously heated spaces: 20%		
45 FRAMING ANCHORS:		
- Manufacturer and reference(s): Fischer or similar and approved. Material/finish: Steel / sherardized.		
- Fix anchors securely using not less than the number of nails recommended by the anchor manufacturer.		
- Nails to be not less than 30 x 3.75 mm galvanized or sherardized square twist unless recommended otherwise.		
50 ADDITIONAL SUPPORTS:		
- Where not shown on drawings, position and fix additional studs, noggings or battens for appliances, fixtures, edges of sheets, etc., in accordance with manufacturers' recommendations.		
- All additional studs, noggings or battens to be of adequate size and have the same treatment, if any, as adjacent timber supports.		
70 TRIMMING OPENINGS: When not specified otherwise, trimmers and trimming joists to be not less than 25 mm wider than general joists.		
85 VERTICAL RESTRAINT STRAPS:		
- Manufacturer and reference: Catnic or BAT or similar and approved. Material/finish: Steel / galvanised. Size: Not less than 30 x 2.5 mm cross section, 100 mm cranked end and 600mm long.		
- Position at not more than 1.8 m centres and fix securely to timber plate with not less than two 30 x 3.75 mm galvanized or sherardized nails and to masonry with 50 mm x 12 gauge sherardized screws evenly spaced. Locate at least one screw within 150 mm of the bottom end of each strap.		
90 LATERAL RESTRAINT STRAPS:		
- Manufacturer and reference: As above. Material/finish: As above.		

EXTERNAL REPAIR AND REDECORATION WORKS

2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES

- Size: Not less than 30 x 5 mm cross section, 150 mm cranked end and 600 mm long.
- Position at not more than 1.8 m centres and as shown on drawings.
 - Ensure that cranked end is in tight contact with cavity face of wall inner leaf and is not pointing upwards.
 - Fix noggings and packs beneath straps which span joists/rafters/ties running parallel to wall. Noggings and packs to fit tightly and be not less than three quarters of joist/rafter/tie depth. Notch joists so that straps fit flush with surface. Do not notch rafters/ties.
 - Fix straps to joists/rafters/ties with not less than four 50 mm x 8 gauge sherardized countersunk screws, evenly spread.

£

p

EXTERNAL REPAIR AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES	£	p
H71 LEAD SHEET FLASHINGS		
02 DORMER ROOFING:		
- Underlay: Klober PERMO Forte		
- Lead: Code 4		
05 DORMERS:		
- Underlay: Klober PERMO Forte		
- Lead: Code 4		
15 PITCHED VALLEY LININGS:		
- Underlay: Waterproof building paper to BS 1521, class A.		
- Lining: Code 4 lead in lengths not exceeding 1500 mm and with laps of not less than 100 mm.		
- Fixing: Dress over, and beyond, tilting fillets and welt edges. Nail top edge of each sheet. Dress bottom edge neatly into gutter.		
30 APRON FLASHINGS BETWEEN DORMERS		
- Lead: Code 4 in lengths not exceeding 1500 mm.		
- End to end joints: Laps of not less than 100 mm.		
- Upstand not less than 75 mm.		
- Cover to abutment: Not less than 100 mm.		
- Fixing: Lead wedges into bed joint and clips to bottom edge at laps and 500 mm centres		
35 COVER FLASHINGS:		
- Lead: Code 4 in lengths not exceeding 1500 mm.		
- End to end joints: Laps of not less than 100 mm.		
- Cover: Overlap to upstand of not less than 75 mm.		
- Fixing: Lead wedges into bed joint and clips to bottom edge at laps and 500 mm centres.		
54 VERTICAL TILING/SLATING BOTTOM EDGE FLASHINGS:		
- Lead: Code 4 in lengths not exceeding 1500 mm, cut and dressed to shape for fixing by tiler/slater.		
- End to end joints: Laps of not less than 100 mm.		
- Width to be adequate for underlap to underlay, dressing over tilting fillet, and welted drip or straight cut bottom edge.		
55 VERTICAL TILING/SLATING TOP EDGE FLASHINGS:		
- Lead: Code 4 in lengths not exceeding 1500 mm, cut and dressed to shape for fixing by tiler/slater.		
- End to end joints: Laps of not less than 100 mm.		
- Width to be adequate for underlap to abutment and dressing down over tiles/slates not less than 150 mm.		
56 VERTICAL TILING/SLATING SIDE ABUTMENT STEP FLASHINGS:		
- Lead: Code 4 in lengths not exceeding 1500 mm, cut and dressed to shape for fixing by tiler/slater.		
- End to end joints: Laps of not less than 100 mm.		
- Width to be adequate for not less than 75 mm underlap with welted edge to tiles/slates and not less than 50 mm cover to abutment.		
57 VERTICAL SLATING ANGLE SOAKERS:		
- Lead: Code 3.		
- Length: Tile/slate gauge + lap + 25 mm		

EXTERNAL REPAIR AND REDECORATION WORKS

2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES	£	p
- Underlaps: not less than 150 mm at any point.		
59 RIDGE/HIP ROLLS TO LEAD ROOFS:		
- Core: Rounded timber, 70 x 45 mm tapering to a flat base 30 mm wide. Fix with brass or stainless steel screws at 600 mm centres.		
- Capping: Lead of the same code as the roof, in lengths not exceeding roof sheet lengths. Intersections with roof rolls to be leadwelded.		
Laps: Not less than 150 mm for ridges, 100 mm for hips.		
Cover: Dress roofing sheets up roll. Extend wings of capping not less than 75 mm on to roof.		
- Fixing: Nail underlapping ends and secure wings with copper or stainless steel clips as clause 80 at roofing bay centres and laps.		
60 MATERIALS AND WORKMANSHIP GENERALLY:		
- Lead sheet: To, or complying with BS 1178, colour marked for thickness and weight.		
- Cut, joint and dress lead neatly and accurately, to provide fully waterproof coverings/flashings, free from ripples, kinks, buckling and cracks.		
- Comply with BS 6915 and good practice as described in the latest editions of 'The Lead Sheet Manual' published by the Lead Sheet Association, unless agreed otherwise.		
- Do not use scribers or other sharp instruments to mark out lead and use solder only where specified.		
- Ensure that finished leadwork is fully supported, adequately fixed to resist wind uplift but also able to accommodate thermal movement without distortion or stress.		
- Finishing: Apply to all visible lead a smear coating of patination oil, evenly in one direction and in dry conditions.		
65 EXISTING LEAD TO BE REMOVED will become the property of the Contractor. The scrap value of such lead must be estimated by the Contractor, itemised separately in the tender, and set against the tender sum.		
70 REPLACEMENT OF EXISTING LEAD must be carried out in small sections at a time to reduce the risk of weather damage. Provide temporary waterproof coverings to prevent damage to the existing base and building.		
75 TIMBER FOR USE WITH LEADWORK:		
- Planed, free from wane, pitch pockets, decay and insect attack except pinhole borers.		
- Moisture content: Not more than 22% at time of covering.		
- Preservative treatment: CCA as section Z12 and BWPDA Commodity Specification C8.		
78 FIXING LEAD SHEET:		
- Where not specified otherwise, secure top edge of lead with two rows of fixings, 25 and 50 mm from edge.		
- Fix into timber substrates with copper clout nails to BS 1202:Part 2, not less than 20 mm long, or stainless steel (austenitic) clout nails, not less than 19 mm long.		
- Fix into concrete or masonry substrates with brass or stainless steel screws to BS 1210, not less than 19 mm long, with washers and plastics plugs.		
80 CLIPS:		
- Generally 50 mm wide where not specified to be continuous, length to suit detail.		
- Lead: Cut from sheets of the same code as the sheet being secured, or		
- Copper: Cut from 0.7 mm thick sheet to BS 2870, temper grade 1/4H, dipped in solder if exposed to view, or		

EXTERNAL REPAIR AND REDECORATION WORKS

2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES

	£	p
<ul style="list-style-type: none">- Stainless steel: Cut from 0.38 mm sheet to BS 1449:Part 2, grade 304, terne coated if exposed to view.- Fix with two fastenings not more than 50 mm from edge of lead sheet. Clips welted around edges of sheets to be turned over 25 mm.		
<p>82 WOOD CORED ROLL JOINTS WITH SPLASH LAP:</p> <ul style="list-style-type: none">- Core: Rounded timber, 45 x 45 mm tapering to a flat base 25 mm wide. Fix with brass or stainless steel screws at 300 mm centres.- Dress undercloak three quarters around core and fix with nails at 150 mm centres one third the length of the panel starting from the head of the sheet.- Dress overcloak around core and extend on to main surface to form a 40 mm splash lap.		
<p>84 WELTED JOINTS:</p> <ul style="list-style-type: none">- Form with a 50 mm overlap, 25 mm underlap and copper or stainless steel clips as clause 80 at 450 mm centres.- Welt overlap and clips around underlap, loosely turn over and lightly dress down.		
<p>87 DRIPS WITH SPLASH LAPS:</p> <ul style="list-style-type: none">- Dress underlap up full height of drip upstand. Fix to lower level base with two rows of nails. Seal over nails with a soldered or leadwelded dot.- Dress overlap over drip and form a 75 mm splash lap. Secure with lead clips as clause 80, leadwelded to underlap at bay centres.		
<p>90 WEDGE FIXING INTO JOINTS/CHASES:</p> <ul style="list-style-type: none">- Carefully rake out joint/chase to a depth of not less than 25 mm.- Dress lead into joint/chase and fix with lead wedges at not more than 450 mm centres, at every change of direction and with at least two for each piece of lead.- Prepare joint/chase and apply sealant as section Z22. Sealant: Calders Leadsealant.		
<p>95 WEDGE FIXING INTO DAMP PROOF COURSE JOINTS:</p> <ul style="list-style-type: none">- Carefully rake/cut out joint under damp proof course to a depth of not less than 25 mm.- Dress lead into joint and fix with lead wedges at not more than 450 mm centres, at every change of direction and with at least two for each piece of lead.- Prepare joint and apply sealant as section Z22. Sealant: Calders Leadsealant.		

EXTERNAL REPAIR AND REDECORATION WORKS

2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES

£

p

L40 GENERAL GLAZING

10 WORKMANSHIP GENERALLY:

- Glazing generally: to BS 6262.
- The glazing must be wind/watertight under all conditions. Make full allowance for deflections and other movements.
- Glass generally to BS 952 and BS EN 572, free from scratches, bubbles and other defects.
- Panes/sheets to be accurately sized.
- Ensure that glass/plastics, surround materials, sealers primers and paints/clear finishes are compatible. Comply with glazing/sealant manufacturers' recommendations.

30 PREPARATION: Clean surrounds, rebates, grooves and beads, and prepare as specified before installing glazing.

EXTERNAL REPAIR AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES		£	p
M20	PLASTERED AND RENDER COATINGS		
05	<p>MASONRY CEMENT:SAND RENDER:</p> <ul style="list-style-type: none"> - Background: Brick - Undercoat(s): 1: 8mm Cement: Masonry cement. Sand: To BS 1199, type A. - Final coat: 1: 6mm Cement and sand as for undercoat. - Finish: Smooth trowelled. 		
30	<p>LIGHTWEIGHT GYPSUM PLASTER:</p> <ul style="list-style-type: none"> - Background: Brickwork and blockwork - Undercoat: Premixed lightweight British Gypsum "Thistle Hardwall" plaster to BS 1191:Part 2. Thickness (excluding dubbing out): 11 mm - Final coat: Premixed lightweight British Gypsum "Thistle Plaster Finish" plaster to BS 1191:Part 2. Thickness: 2 mm Finish: Smooth. 		
50	<p>BOARD FINISH PLASTER</p> <ul style="list-style-type: none"> - Background: Plasterboard - Skim coat(s): Board finish plaster to BS 1191:Part 1, Class B. Proprietary reference: "Thistle Plaster Finish" Thickness: 2 mm applied in 1 No coat. Finish: Smooth. 		
60	<p>BASIC WORKMANSHIP:</p> <ul style="list-style-type: none"> - Comply with the clauses of BS 8000:Part 10 which are relevant to this section. - Provide appropriate corrosion resistant beads/stops at all external angles and stop ends unless specified otherwise. Use stainless steel beads/stops with external render. - All cements must comply with the appropriate British Standard and be licensed under the BSI Kitemark scheme for cement. Where Portland cement, Portland blastfurnace cement, Portland pulverised-fuel ash cement or Sulfate-resisting Portland Cement is specified use Class 42.5 or 52.5 material. 		
66	<p>REPAIRING EXISTING PLASTER:</p> <ul style="list-style-type: none"> - Remove plaster which is loose, soft, friable, badly cracked or affected by efflorescence. Gently tap all remaining intact surfaces and remove hollow sounding areas of plaster. Remove stained plaster to 300 mm beyond last point of visible staining. - Cut back to straight horizontal and vertical edges. - Advise CA if any built-in timbers, structural deficiencies or sources of damp are revealed. - Thoroughly dry brush the background and edges to remove dust, loose material and efflorescence before applying plaster. 		
70	<p>REPAIRING EXISTING RENDER/STUCCO:</p> <ul style="list-style-type: none"> - Cut out all loose, hollow, soft, friable, badly cracked or otherwise damaged areas to form rectangular patches with straight horizontal and vertical edges, square cut or slightly undercut. - Cut back to imitation joint lines where they occur. 		

EXTERNAL REPAIR AND REDECORATION WORKS

2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES

	£	p
- Cut out cracks other than hairline cracks to a width of not less than 75 mm, undercutting all edges but the bottom.		
- Wash and brush exposed backgrounds and edges to remove dust and loose material.		
80 PLASTERBOARD BACKINGS:		
- Ensure that noggings, bearers, etc. to support fixtures, fittings and services are accurately and securely fixed.		
- In addition to the requirements of BS 8000:Part 10, ensure that all edges of vapour check and fire resisting backings are fully supported.		
86 JOINTS BETWEEN BOARDS AND SOLID BACKGROUNDS which are both to be plastered: Fill and scrim unless specified otherwise.		
90 PROTECTION: Adequately protect newly applied external coatings against frost and rain for the first 48 hours using polythene sheet hung clear of the face, or other approved method.		

EXTERNAL REPAIR AND REDECORATION WORKS

2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES

M60 PAINTING/CLEAR FINISHING

- | | £ | p |
|----|---|---|
| 20 | | |
| 30 | | |
| 32 | | |
| 35 | | |
| 37 | | |
| 39 | | |
| 41 | | |
- COATING MATERIALS to be obtained from the **Dulux Trade** range unless specified otherwise. Inform CA of selected manufacturer before commencement of any coating work.
- PREPARATION GENERALLY:
- To BS 6150, Section 4.
 - Materials used in preparation to be types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
 - Substrates must be sufficiently dry in depth.
 - Remove efflorescence, dirt, grease and oil.
 - Remove organic growths and infected coatings/decorations. Apply biocidal solution to assist removal and, where necessary, apply residual effect biocidal solution to inhibit regrowth.
 - Fill joints, cracks, holes and other depressions with stoppers/fillers and abrade flush with surface. Apply oil based stoppers/fillers after priming. Apply water based stoppers/fillers before priming unless recommended otherwise by manufacturers.
 - Remove dust and residues after preparation.
 - Ensure that doors, opening windows, etc, are eased before coating. Prime any resulting bare areas.
- PREVIOUSLY COATED SURFACES GENERALLY:
- Prepare in accordance with BS 6150, Section 6.
 - When removing or partially removing coatings, use methods which will not damage the substrate or adjacent surfaces or adversely affect subsequent coatings.
 - Carefully remove all loose, flaking or otherwise defective areas to a firm edge.
 - Completely remove all alkali affected coatings.
 - Obtain instructions where:
 - Coatings are suspected of containing lead.
 - Substrates containing asbestos are revealed.
 - Significant rot, corrosion or other degradation of substrates is revealed.
 - Thoroughly clean retained coatings. Abrade gloss coated surfaces when wet to provide a key.
 - Apply additional preparatory coats to areas of partial removal.
 - Prepare areas of complete removal as specified for uncoated surfaces.
- FIXTURES: Before commencing work, remove the following fixtures and fittings, set aside and replace on completion:
Door and window ironmongery.
- TIMBER PREPARATION:
- Abrade to a smooth finish with lightly rounded arrises.
 - Ensure that any degraded timber substrate has been repaired.
 - Ensure that fasteners are countersunk sufficiently to hold stoppers/fillers.
 - Apply two coats of knotting to resinous areas and knots.
 - Abrade defective preprimed timber and recoat.
- STEEL PREPARATION:
- Abrade defective primer, corrosion and loose scale back to bare metal.
 - Treat any residual rust with a proprietary removal solution. Prime as soon as possible.
- MASONRY/RENDERING PREPARATION: Remove loose and flaking material with a stiff brush.

EXTERNAL REPAIR AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES	£	p
43 PLASTER PREPARATION: Scrape off nibs, trowel marks and plaster splashes. Abrade any overtrowelled areas.		
45 PREVIOUSLY PAINTED WINDOW FRAMES: - Remove existing paint to the extent specified or instructed. - Remove old paint encroaching beyond the glass sight line. - Remove loose and defective putty. - Thoroughly clean putty cavities and junctions between previously painted surfaces and glass. - Patch prime, reputty and paint as soon as sufficiently hard.		
50 POINTING TO EXISTING FRAMES: - Remove defective sealant pointing. - Thoroughly clean the joint recess, remove all dust and seal joint surfaces as recommended by sealant manufacturer. - Check that depth of joint is approximately half its width, and adjust using recommended backing strip if necessary. - Repoint neatly using mastic gun. - Sealant manufacturer and reference: Dow Corning.		
55 EXISTING GUTTERS: Clean inside of gutters before preparing and coating. Clean out defective joints and seal with approved jointing material.		
56 EXISTING GUTTERS: Clean inside of gutters (even though not to be coated). Clean out defective joints and seal with approved jointing material.		
61 COATING GENERALLY: - To BS 6150, Section 5. - Do not use materials which show any defects when applied. Do not thin or intermix unless recommended otherwise. - Apply priming coats on the same day preparation is completed. - Apply coatings to clean, dry surfaces in accordance with the manufacturer's recommended intervals between coats. Apply evenly, with uniform colour, free from brush marks, sags, runs and other defects. - Protect drying and completed work from damage.		
68 STAINING TIMBER: - Apply primer if recommended by stain manufacturer. - Apply stain in flowing coats. Brush out before set to produce uniform depth of colour.		
70 EXTERNAL DOORS: Prime and coat bottom edges before hanging.		
77 BEAD GLAZING: Joinery which is to be painted must have the primer and one undercoat applied to rebates and beads before glazing.		
80 PUTTY GLAZING: Allow putty to set for 7 days then, within a further 14 days, seal with an oil based primer. Ensure that putty is fully protected by coating system as soon as it is sufficiently hard. Extend finishing coats on to glass up to sight line.		
90 COMPLETION: Ensure that opening lights and other moving parts move freely. Remove all masking tape and temporary coverings.		

EXTERNAL REPAIR AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES

	£	p
P31 HOLES/CHASES/COVERS/SUPPORTS FOR SERVICES		
<p>10 HOLES, RECESSES AND CHASES IN MASONRY:</p> <ul style="list-style-type: none"> - Holes, recesses and chases to be in locations which will least affect the strength, stability and sound resistance of the construction, and to be of the smallest practicable size. - Holes must not exceed 300 mm square. - Do not cut chases in walls of hollow or cellular blocks without approval. - In walls of other materials: <ul style="list-style-type: none"> - Vertical chases must be not deeper than one third of the single leaf thickness. - Horizontal or raking chases must be not longer than 1 m and not deeper than one sixth of the single leaf thickness. - Do not set chases or recesses back to back; offset by a clear distance not less than the wall thickness. Where sockets, etc. are shown on drawings as nominally back to back, obtain instructions. - Do not cut until mortar is fully set. Cut carefully and neatly, avoiding spalling, cracking or other damage to surrounding structure. Do not cut chases with mechanical or hand impact tools. 		
<p>20 NOTCHES AND HOLES IN STRUCTURAL TIMBER:</p> <ul style="list-style-type: none"> - To be avoided wherever possible and to be the minimum sizes needed to accommodate services. - Do not position near knots or other defects in the same cross section which would significantly affect strength of timber. - Notches and holes in the same joist to be at least 100 mm apart horizontally. - Notches in joists to be at the top, located between 0.07 and 0.25 of span from support, not deeper than 0.125 x depth of joist and to be formed by sawing down to a drilled hole. - Holes in joists to be on the neutral axis, with diameter not more than 0.25 x depth of joist, spaced at centres not less than 3 x diameter of largest hole and located between 0.25 and 0.4 of span from support. - Notches in roof rafters, struts and columns will not be permitted. - Holes in struts and columns to be on the neutral axis, with diameters not exceeding 0.25 x minimum width of member, located between 0.25 and 0.4 of length from end and spaced at centres not less than 3 x diameter of largest hole. 		

EXTERNAL REPAIR AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES		£	p
R11	FOUL DRAINAGE ABOVE GROUND		
10	<p>PLASTICS SOIL VENT PIPEWORK AND WC BRANCHES:</p> <ul style="list-style-type: none"> - Pipes, fittings and accessories: PVC-U to BS 4514, Kitemark certified. Manufacturer and reference: Osma or similar and approved. Colour: White Accessories: - Method of jointing: Solvent Welded - Method of fixing: Clipped 		
45	<p>AIR ADMITTANCE VALVES: Agrément certified. Install in a vertical position. Fit the manufacturers insulating cover in unheated locations.</p>		
50	<p>INSTALLATION GENERALLY:</p> <ul style="list-style-type: none"> - Install pipes, fittings and accessories in accordance with BS 5572, so that appliances drain quickly, quietly and completely at all times and discharge is conveyed without crossflow, backfall, leakage or blockage. - Obtain all components for each type of pipework from the same manufacturer unless specified otherwise. - Provide access fittings and rodding eyes as necessary in convenient locations to permit adequate cleaning and testing of pipework. - Provide for thermal and building movement when fixing and jointing, and ensure that clearances are not reduced as fixing proceeds. - Where not specified otherwise use plated, sherardized, galvanized or nonferrous fastenings, suitable for the purpose and background, and compatible with the material being fixed or fixed to. - Comply with restrictions on the cutting of holes, chases, notches, etc., installation of pipe sleeves and fire stopping specified in section P31. 		
60	<p>PIPEWORK</p> <ul style="list-style-type: none"> - Fix securely at specified centres plumb and/or true to line with additional supports as necessary at junctions and changes in direction. Fix every length of discharge stack pipe at or close below the socket collar. - Make changes in direction of pipe runs only where shown on drawings unless otherwise approved. - Cut ends of pipes to be clean and square with burrs and swarf removed. 		
70	<p>PIPEWORK TEST:</p> <ul style="list-style-type: none"> - Temporarily seal open ends of pipework with plugs. - Connect a U tube water gauge and pump air into pipework until gauge registers 38 mm. - Allow a period for temperature stabilisation, after which the pressure of 38 mm is to be maintained without loss for not less than 3 minutes. 		

EXTERNAL REPAIR AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES		£	p
Z20	FIXINGS/ADHESIVES		
10	<p>FIXING GENERALLY: Use fixing and jointing methods and types, sizes, quantities and spacings of fasteners which are suitable having regard to:</p> <ul style="list-style-type: none"> - Nature of and compatibility with product/material being fixed and fixed to, - Recommendations of manufacturers of fasteners and manufacturers of components, products or materials being fixed and fixed to, - Materials and loads to be supported, - Conditions expected in use, - Appearance, this being subject to approval. 		
25	<p>FASTENERS for materials and components:</p> <ul style="list-style-type: none"> - Forming part of external construction but not directly exposed to the weather to be of corrosion resistant material or have a corrosion resistant finish. - Directly exposed to the weather to be of corrosion resistant material. 		
30	<p>FIXING THROUGH FINISHES: Ensure that fasteners and plugs (if used) have ample penetration into the backing.</p>		
35	<p>PACKINGS</p> <ul style="list-style-type: none"> - Provide noncompressible, rot proof packings at fixing points to take up tolerances and prevent distortion. - Ensure that packings do not intrude into zones that are to be filled with sealant. 		
40	<p>CRAMP FIXING:</p> <ul style="list-style-type: none"> - When not specified otherwise, position cramps not more than 150 mm from each end of frame sections and at 600 mm maximum centres. - Secure cramps to frames with matching screws as masonry work proceeds, and fully bed in mortar. 		
50	<p>PELLETING: Countersink screw heads 6 mm below timber surface and glue in grain-matched pellets cut from matching timber. Finish off flush with face.</p>		
60	<p>ADHESIVES:</p> <ul style="list-style-type: none"> - Types: As specified in the relevant section. - Surfaces to receive adhesive to be sound, unfrozen and free from contamination likely to affect bond. Where necessary, clean as recommended by manufacturer. - Adjust surface regularity and texture as necessary to suit bonding and gap filling characteristics of adhesive. - Observe manufacturer's and statutory requirements for storage and safe usage of adhesives. - Do not use in unsuitable environments or beyond the storage period recommended by the manufacturer. - Apply using recommended spreaders/applicators to ensure correct coverage. Bring surfaces together within recommended time period and apply pressure to ensure full bonding. - Remove surplus using methods recommended by manufacturer, without damaging surfaces. 		

EXTERNAL REPAIR AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES

	£	p
Z21 MORTARS		
10 MORTAR MIX PROPORTIONS and other particular requirements are specified elsewhere.		
20 SAND FOR MORTAR:		
- To BS 1200 unless specified otherwise.		
- Sand for facework mortar to be from one source, different loads to be mixed if necessary to ensure consistency of colour and texture.		
- When a range is specified (e.g. 1:1:5-6) use lower proportion of sand for Grade G sands and higher proportion for Grade S.		
30 READY-MIXED LIME:SAND: Unless specified otherwise, use ready-mixed lime:sand to BS 4721. Coloured mortar, where required, to be made using a proprietary coloured ready-mixed lime:sand, colour to approval where not specified.		
32 SITE PREPARED LIME:SAND MIX: Thoroughly mix ready prepared lime putty to BS 890 with sand, store in airtight bins and prevent from drying out. Before gauging with other constituents thoroughly ram, beat and chop the mix.		
40 CEMENT FOR MORTAR: When not specified otherwise, to be Portland cement or Portland blastfurnace cement, to class 42.5 or 52.5, manufactured and supplied under the BSI Kitemark scheme for cement. All cements must comply with the appropriate British Standard.		
50 ADMIXTURES: To BS 4887. Do not use in mortar unless specified or approved. Do not use calcium chloride or any admixtures containing calcium chloride.		
60 MAKING MORTAR:		
- Measure materials accurately by volume using clean gauge boxes. Proportions of mixes are for dry sand; allow for bulking if sand is damp.		
- Mix ingredients thoroughly to a consistence suitable for the work and free from lumps. Do not overmix mortars containing air entraining admixtures.		
- Do not mix mortar when the air temperature is at or below 3 degC.		
- Use mortar within about two hours of mixing at normal temperatures. Do not use after the initial set has taken place and do not retemper.		
- Keep plant and banker boards clean at all times.		

EXTERNAL REPAIR AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

PREAMBLES	£	p
Z22 SEALANTS		
10 SEALANT TYPES: As specified in the relevant section.		
20 SUITABILITY OF JOINTS: Before commencing, check that: Joint dimensions are within limits specified for the sealant Surfaces are smooth and undamaged Preparatory work which must be done before assembly of the joint has been carried out. Inform CA if joints are not suitable to receive sealant and submit proposals for rectification.		
30 PREPARING JOINTS: - Remove all temporary coatings, tapes, loosely adhering material, dust, oil, grease and other contaminants which may affect bond. - Backing strip, bond breaker, primer: Types recommended for the purpose by sealant manufacturer. - Insert backing strips and/or bond breaker tape into joint leaving no gaps. - Cover adjacent surfaces with masking tape to prevent staining and protect surfaces which would be difficult to clean if smeared with primer or sealant.		
40 APPLYING SEALANTS: - Do not apply to damp surfaces (unless recommended otherwise), to surfaces affected by ice or snow or during inclement weather. Do not heat joints to dry them or raise the temperature. - Fill joints completely, leaving no gaps, excluding all air and ensuring firm adhesion of sealant to required joint surfaces. Tool the sealant to a neat, slightly concave profile unless specified otherwise.		

REPAIR AND REDECORATION OF EXTERNAL AREAS
2-8 PARK ROAD, WELLINGBOROUGH

SECTION 3
SCHEDULE OF WORKS

SHOP FRONT IMPROVEMENT GRANT SCHEME
 2-8 PARK ROAD, WELLINGBOROUGH
 SCHEDULE OF WORKS

	£	p		
<p><u>INTRODUCTION AND SCOPE OF CONTRACT</u></p> <p>i. This schedule of works describes the work to be carried out. Quantities have not been provided and the extent of each item must be determined by visiting the site. In any event, the works should not necessarily be limited to those items listed, but shall in every instance, be deemed to include everything necessary to satisfactorily complete the works.</p> <p>ii. All references to front, rear, left and right are taken when standing on Park Road, Wellingborough, facing the property</p> <p>iii. Provisional sums/quantities and contingency sums shall be limited or expended only upon the written instructions from the CA.</p> <p>iv. In the event of uncertainty, during the tendering process regarding the extent, quantity and quality of work required, the Contractor must contact the CA for clarification.</p>				

SHOP FRONT IMPROVEMENT GRANT SCHEME
 2-8 PARK ROAD, WELLINGBOROUGH
 SCHEDULE OF WORKS

		£	p
1.0	<u>ACCESS AND SCAFFOLDING</u>		
1.1	Provide and strike upon completion tubular steel and aluminium scaffolding so as to allow the safe execution of all work items to the front and rear elevations of the building.		
1.2	The scaffolding is to be tied throughout its length and at its highest possible level to the building. The scaffolding must be completed with all lifts fully boarded, and toe boards and handrails in accordance with all applicable regulations. All ladders should be properly secured. All low level ladders should be removed at the end of each working day and locked down or stored in a secure place.		
1.3	Provide protective scaffold pole caps to all scaffold poles that are adjacent to the building fabric		
1.4	No standards are to block the entrances or exits to the building. All standards at ground floor level should be marked with coloured tape. Lighting is not required to the scaffold.		
1.5	Scaffolding shall be in position at all times whilst works are in progress and shall only be removed from site following an inspection and approval of the works by the CA.		
1.6	Allow for the scaffolding to be fully alarmed for security purposes. The alarm must be sited so as not to be triggered if occupants open windows etc. If accidentally triggered the alarm must be able to reset itself after a few minutes.		
1.7	Tenant Banners to be installed to the scaffolding in order to advertise the businesses to members of the public. 1 no. banner to be provided to the scaffold at first floor level per shop unit. Banners to be as per the signwriting/canopies of the tenant's shop display.		
1.8	Scaffolding to be located on the public footpath and must not block the same or access to the shops and must be erected in full accordance with the local highways requirements, including receipt of an approved licence for scaffolding on the highways.		

SHOP FRONT IMPROVEMENT GRANT SCHEME

2-8 PARK ROAD, WELLINGBOROUGH

SCHEDULE OF WORKS

	£	p
2.0 BRICKWORK & STONE REPAIRS		
<u>2 Park Road (Travail Employment Group)</u>		
2.1 Overhaul lead capping to head of the shop front signage, cornice, carefully remove and set side, re-dress to brickwork and over cornice detailing.		
2.2 Rub down and remove from site all loose and friable material, to front elevation, columns, stall risers and high level above fascia box and cornice, all flaking paint and cracked and damaged render, back to the exposed sub surface masonry and leave for repair.		
2.3 Undertake localised patch repairs to render, to stall risers and high level to the front elevation with lime based render, smooth finish, base and finish coat, level and true to existing surrounding surfaces all to match the existing, leave ready to receive redecoration.		
2.4 Rake out to a minimum depth of 50mm the existing mortar joints re-pack and re-point stall risers with lime mortar, mix one part lime to three parts sand to be confirmed on site, flush pointing as work proceeds, leave ready to receive redecoration.		
2.5 Rake out to a minimum depth of 50mm the existing mortar joints re-pack any soft joints to the painted brickwork columns and re-point, with lime mortar, mix one part lime to three parts sand to be confirmed on site, flush pointing as work proceeds, leave ready to receive redecoration.		
2.6 Undertake localise repointing to the corbel detailing of the elevation, including filling of any gaps and joints with an appropriate stone repair system. Re-dress existing leadwork to the corbel and undertake any necessary patch repairs to the leadwork.		
2.7 Remove all vegetation and weed growth to the elevation.		
<u>4 Park Road (Bon Marche)</u>		
2.8 Overhaul lead capping to head of the shop front signage, cornice, carefully remove and set side, re-dress to brickwork and over cornice detailing.		
2.9 Rub down and remove from site all loose and friable material, to front elevation, columns, stall risers and high level above first floor window, including all flaking paint and cracked and damaged render, back to the exposed sub surface masonry and leave for repair.		
2.10 Hack off all existing render to the stall riser, apply a base and finish coat of lime based render, with a smooth finish and leave ready to receive redecoration.		
2.11 Carefully remove loose brickwork to the stall riser adjacent to the air vent and set aside for reuse, re-bed set aside bricks and make good any shortfall with matching brickwork, bed and point with lime mortar all to match the existing, leave ready to receive new render. Refix existing air vent as required.		

SHOP FRONT IMPROVEMENT GRANT SCHEME

2-8 PARK ROAD, WELLINGBOROUGH

SCHEDULE OF WORKS

	£	p
2.12 Allow for carrying out a light touch repair to the damaged edges of the covered cornice and dentil course, currently hidden by sign board, making good to disturbed and damaged surfaces. Leave all surfaces ready to accept new coat of exterior paint.		
<u>6 Park Road (Carols Alterations)</u>		
2.13 Overhaul lead capping to head of the shop front signage, cornice, carefully remove and set side, re-dress to brickwork and over cornice detailing.		
2.14 Rub down and remove from site all loose and friable material, to front elevation, columns, stall risers and high level above fascia box and cornice, including all flaking paint and cracked and damaged render, back to the exposed sub surface masonry and leave for repair.		
2.15 Undertake localised patch repairs, to render to stall risers to the front elevation with lime based render, smooth finish, base and finish coat, level and true to existing surrounding surfaces all to match the existing, leave ready to receive redecoration.		
2.16 Carefully cut out and repair damaged and missing section of stone to decorated cornice moulding to the first floor level above fascia box, with matching local stone, cut and pinned into position all to match the existing making good to disturbed and damaged surfaces. Leave all surfaces ready to accept new coat of exterior paint.		
<u>8 Park Road (Jan Knits)</u>		
2.17 Overhaul lead capping to head of the shop front signage, cornice, carefully remove and set side, re-dress to brickwork and over cornice detailing.		
2.18 Rub down and remove from site all loose and friable material, to front elevation, columns, stall risers and painted brickwork around the recessed entrance area and leave ready to receive redecoration.		
2.19 Carefully cut out and repair damaged section of stone to window head moulding to the ground floor between numbers 6 and 8, with matching local stone, cut and pinned into position all to match the existing making good to disturbed and damaged surfaces. Leave all surfaces ready to accept new coat of exterior paint.		

SHOP FRONT IMPROVEMENT GRANT SCHEME

2-8 PARK ROAD, WELLINGBOROUGH

SCHEDULE OF WORKS

	£	p
3.0		
<u>ROOF REPAIRS</u>		
<u>Complete roof to whole building 2 to 8 Park Road</u>		
3.1		
Overhaul roof to replace all broken, cracked and slipped clay plain roof tiles.		
3.2		
Allow for flashing detail of chimneys, parapet walls and all other abutting masonry to main structure to be re-worked where flashing detail has come away from the main brickwork. Flashing to be redressed utilising existing Lead, and all work undertaken in accordance with the guidelines issued by the Lead development association.		
<u>Complete roof to whole building 2 to 8 Park Road</u>		
3.3		
Carefully lift, re-bed and re-set all ridge tiles.		
3.4		
Carefully rake out and repoint with lime mortar, one part lime and three parts sand to roof verges.		

SHOP FRONT IMPROVEMENT GRANT SCHEME
 2-8 PARK ROAD, WELLINGBOROUGH
 SCHEDULE OF WORKS

		£	p
4.0	<u>RAINWATER GOODS</u>		
4.1	Clear out all guttering and outlets and flush through downpipes, replace defective unions, brackets and connections, reseal all joints and repaint with gloss paint.		
4.2	Overhaul all guttering, outlets and downpipes as necessary to replace defective unions, brackets and connections, reseal all joints and repaint with gloss paint. Remove from site and replace all existing UPVC rainwater downpipes with new cast iron.		
4.3	Allow for the removal from site of the two number existing UPVC rainwater hopper heads and replace with new cast iron hopper heads, plugged and screwed to masonry, painted with gloss paint to match the existing. One number at high level to left hand side of front elevation to number 8 and second to fascia box level to right hand side of number 8.		
4.4	Allow for lining of secret gutter to number 8 to be re-worked where gutter lining has come away from the main brickwork or roof tiles. Gutter lining to be redressed utilising existing Lead, wherever possible, and all work undertaken in accordance with the guidelines issued by the Lead development association.		

SHOP FRONT IMPROVEMENT GRANT SCHEME
 2-8 PARK ROAD, WELLINGBOROUGH
 SCHEDULE OF WORKS

	£	p
5.0 WINDOW AND DOOR REPAIRS		
<u>2 Park Road (Travail Employment Group)</u>		
5.1 Remove all missing and defective window putties and replace with new.		
<u>Second Floor</u>		
Remove all rotten timber from the left and right hand windows to the sill/base rails and frames. Particular attention to be paid to the bottom rails of the lower sash, and carry out splice repairs, with an appropriate softwood timber. Thoroughly prepare and prime leave ready to receive redecoration.		
5.2 Undertake easing and adjusting of the sash windows as to ensure that they are fully operational.		
<u>First Floor</u>		
5.3 Remove all rotten timber from the central window to the sill/base rail and frames and carry out splice repairs, with an appropriate softwood timber. Thoroughly prepare and prime ready for decorations to follow.		
5.4 Undertake easing and adjusting of the sash windows as to ensure that they are fully operational.		
<u>Ground Floor</u>		
5.5 Remove the existing modern 2XG glazed door and remove from site. Provide and fix a new 2xG style door with unequal panels with bottom solid panel, smaller than top panel, bottom panel solid with raised and fielded panel and edge moulding, to match the existing door to number 6, all as shown on drawing, top panel glazed with clear laminated safety glass, fixed to reveals with sprig nails to timber beading. Re-use existing ironmongery, hung into existing frame with a pair and half of 100mm butt hinges, ensure smooth operation in opening, closing, locking and latching. Thoroughly prepare and prime, leave ready to receive redecoration.		
5.6 Remove all rotten timber from the shop front, particular attention to bottom rails and cill and carry out splice repairs, with an appropriate softwood timber. Thoroughly prepare and prime leave ready to receive redecoration.		
<u>4 Park Road (Bon Marche/Tradewinds)</u>		
5.7 Remove all missing and defective window putties and replace with new.		
5.8 <u>Second Floor (Roof space)</u>		
5.9 Remove all rotten timber from the window to the sill/base rails and frames and carry out splice repairs, with an appropriate softwood timber. Thoroughly prepare and prime leave ready to receive redecoration.		
5.10 Undertake easing and adjusting of the opening casement windows as to ensure that they are fully operational.		

SHOP FRONT IMPROVEMENT GRANT SCHEME

2-8 PARK ROAD, WELLINGBOROUGH

SCHEDULE OF WORKS

	£	p
<u>First Floor</u>		
5.11		
5.12		
<u>Ground Floor</u>		
5.13		
5.14		
5.15		
5.16		
5.17		
<u>6 Park Road (Carol's Alterations)</u>		
5.18		
5.19		
5.20		
5.21		
<u>First Floor</u>		
5.22		

SHOP FRONT IMPROVEMENT GRANT SCHEME

2-8 PARK ROAD, WELLINGBOROUGH

SCHEDULE OF WORKS

	£	p
5.23 Undertake easing and adjusting of the casement windows as to ensure that they are fully operational. <u>Ground Floor</u>		
5.24 Remove all rotten timber from the shop front, particular attention to bottom rails and cill and carry out splice repairs, with an appropriate softwood timber. Thoroughly prepare and prime, leave ready to receive decoration. <u>8 Park Road (Jan Knits)</u>		
5.25 Remove all missing and defective window putties and replace with new. <u>First Floor</u>		
5.26 Remove all rotten timber from the right and left hand window and the central feature window to the sill/base rails and frames and carry out splice repairs, with an appropriate softwood timber. Thoroughly prepare and prime, leave ready to receive redecoration.		
5.27 Carefully wash and rub down, remove all flaking paint and sand down and all rusting steel from the central feature window to the sill/base rails and frames and carry out rust treatment. Thoroughly prepare and prime, leave ready to receive redecoration.		
5.28 Undertake easing and adjusting of the casement windows as to ensure that they are fully operational. <u>Ground Floor</u>		
5.29 Remove the existing modern 2xG glazed door and remove from site. Provide and fix a new 2xG style door with unequal panels with bottom solid panel, smaller than top panel, bottom panel solid with raised and fielded panel and edge moulding, to match the existing door to number 6, all as shown on drawing, top panel glazed with clear laminated safety glass, fixed to reveals with sprig nails to timber beading. Re-use existing ironmongery, hung into existing frame with a pair and half of 100mm butt hinges, ensure smooth operation in opening, closing, locking and latching. Thoroughly prepare and prime, leave ready to receive redecoration.		
5.30 Remove all rotten timber from the shop front, particular attention to bottom rails and cill and carry out splice repairs, with an appropriate softwood timber. Thoroughly prepare and prime, leave ready to receive redecoration.		
5.31 Remove from site the existing large "Jan Knits" sign obscuring the top section of the shop front, make good to all disturbed surfaces and leave ready to receive redecoration.		
5.32 Remove all rotten timber from the fixed light glazing panel between shop numbers 6 and 8, particular attention to bottom rails and cill and carry out splice repairs, with an appropriate softwood timber. Thoroughly prepare and prime, leave ready to receive redecoration.		

SHOP FRONT IMPROVEMENT GRANT SCHEME

2-8 PARK ROAD, WELLINGBOROUGH

SCHEDULE OF WORKS

	£	p
<u>Dexters Chambers First Floor access</u>		
5.33		
Remove the existing modern 2xG glazed door and remove from site. Provide and fix a new 2xG style door with unequal panels with bottom solid panel, smaller than top panel, bottom panel solid with raised and fielded panel and edge moulding, to match the existing door to number 6, all as shown on drawing, top panel glazed with clear laminated safety glass, fixed to reveals with sprig nails to timber beading. Re-use existing ironmongery, hung into existing frame with a pair and half of 100mm butt hinges, ensure smooth operation in opening, closing, locking and latching. Thoroughly prepare and prime, leave ready to receive redecoration.		
6.0		
<u>EXTERNAL DECORATIONS & CLEANING</u>		
6.1		
The contractor is to allow for painting all usually or previously painted external surfaces and shall include the following in the specified preparation and materials as the Dulux ICI data sheets appended to the rear of the specification:		
6.2		
To all previously painted windows and joinery, including fascia box and shop front thoroughly prepare and spot prime with preservative primer and redecorate all previously painted and new external timber joinery surfaces, with two undercoats and two gloss finish coats of Dulux Trade "Weathershield" system paint, or similar approved. Colours to be agreed.		
6.3		
To all previously painted metal surfaces, including feature window to number 8 downpipes, gutters and rainwater goods and associated pipework, together with all above ground drainage installations and associated pipe connections and fixings, thoroughly prepare and apply one coat of Metalshield Zinc Phosphate Primer and two coats of Metalshield Gloss as Dulux Data Sheets 511 & 512, or similar approved, colours to be agreed.		
6.4		
To all previously painted brickwork, stucco, stonework and concrete surfaces, including highlighting decorative floral carving to pilaster capitals in two colours, thoroughly prepare, apply Weathershield Multi-Surface Fungicidal Wash, prime areas of loose and friable existing paint with Weathershield stabilizing solution and two coats of Weathershield Smooth Masonry Paint as Dulux Data Sheets 803, 304 & 418, or similar approved, colours to be agreed.		
NOTE: painted brickwork to include left hand elevation adjacent to car wash premises.		
6.5		
To all previously painted brickwork, recessed entrance lobby to number 8, thoroughly prepare, apply Weathershield Multi-Surface Fungicidal Wash, prime areas of loose and friable existing paint with Weathershield stabilizing solution and two coats of Weathershield Smooth Masonry Paint as Dulux Data Sheets 803, 304 & 418, or similar approved, colours to be agreed.		
<u>Redundant Services</u>		
6.6		
Remove all redundant telephone, alarm boxes and TV aerial cables from front elevation, from site and make good to all disturbed surfaces.		

SHOP FRONT IMPROVEMENT GRANT SCHEME

2-8 PARK ROAD, WELLINGBOROUGH

SCHEDULE OF WORKS

	£	p
6.7 Remove all external lighting from signage to number 4, from site and make good to all disturbed surfaces.		
<u>Cleaning</u>		
6.8 Clean all external windows, frames and cills inside and out prior to handover		
<u>Signage</u>		
6.9 Remove existing advertisement fascia signage from site, make good all disturbed surfaces and thoroughly prepare surfaces to receive new redecoration and new signage.		
6.10 Provide new advertisement signage, for each of the four shop units, each sign to be traditionally painted or consisting of individual letters all to be agreed with the shop tenants. All in accordance with BCW Shop Front Advertising and Design Guide Summary.		
6.11 Number 2, "Travail Employment Group"		
6.12 Number 4, "Bon Marche"		
6.13 Number 6 "Carols Alterations"		
6.14 Number 8 "Jan Knits"		
6.15 First Floor offices "Dexters Chambers"		
6.16 Provide and fix "menu board" type advertisement signage for upper floor offices, all as agreed with tenants.		
7.0 <u>CONTINGENCIES AND PROVISIONAL SUMS</u>		
7.1 Allow the contingency sum of £10,000.00 for unforeseen works which is only to be expended upon the instruction of the CA.	10,000	00
7.2 Allow for specialist inspection and report of leaded light portion of timber shop fronts, for overall condition.		
7.3 Allow the Provisional Sum of £2,500.00 for repairs to the leaded light section of the timber shopfront, which is only to be expended upon the instruction of the CA.	2,500	00

SHOP FRONT IMPROVEMENT GRANT SCHEME
 2-8 PARK ROAD, WELLINGBOROUGH
 SCHEDULE OF WORKS

	£	p
<u>COLLECTION PAGE</u>		
PRELIMINARIES		
1. ACCESS AND SCAFFOLDING		
2. BRICKWORK & STONE REPAIRS		
3. ROOF REPAIRS		
4. RAINWATER GOODS.....		
5. WINDOW AND DOOR REPAIRS		
6. EXTERNAL DECORATIONS & CLEANING.....		
7. CONTINGENCIES AND PROVISIONAL SUMS.....	12,500	00
OVERHEADS AND PROFIT		
TOTAL TO FORM OF TENDER.....		

EXTERNAL REPAIRS AND REDECORATION WORKS
2-8 PARK ROAD, WELLINGBOROUGH

COLLECTION

		£	p
	<u>COLLECTION</u>		
A	SECTION 1 - CONTRACT PRELIMINARIES		
B	SECTION 2 - PREAMBLES		
C	SECTION 3 - SCHEDULE OF WORKS		
D			
E	TOTAL OF SUMMARY CARRIED TO FORM OF TENDER	£	

FORM OF TENDER

for the

External Repair and redecoration works

at

2 - 8 Park Road, Wellingborough

To: Shaun Collins

I/We the undersigned hereby offer our Fixed Price Tender in accordance with the Tender Documents prepared by Underwoods LLP, with a provisional date for possession of the site to be agreed:-

.....

.....
(£ . p)

Duration of Works:

Lead In period required:

I/We enclose completed Contract Sum Analysis (priced pages of Works Section 2 of Specification), Preliminary Programme and Method Statements upon which our Tender is based.

I/We agree that this tender shall remain open to acceptance for a period of three months from "the date of tender".

Signed

For and on behalf of

in the capacity of

Date 2016

- Notes:
- (1) The Employer does not bind himself to accept the lowest or any tender and will not be responsible for any costs incurred by the Contractor in preparing same.
 - (2) The Tender should be strictly in accordance with the invitation document; any tender which is qualified will be rejected.
 - (3) The Form of Tender together with Summary is to be signed and sealed in the envelope provided and delivered to The Borough Council of Wellingborough, Swanspool House, Doddington Road, Wellingborough, NN8 1BP. FAO: Finance Director (please use envelope provided) by not later than **15:00pm on 15th July 2016**.

NOTICE TO TENDERERS

1. The Tender Documents must be completed in **Black Ink**.
2. It is important that the Summary to the Tender Document should be signed and bear the Contractor's name, address and date of tender.
3. The Tender must be submitted on a VAT exclusive basis and in accordance with the Conditions of Contract.

INSTRUCTIONS TO TENDERERS

- | | | |
|---|-----------------------|--|
| A | Tender | The Contractor's Tender is to be based on the Enquiry Document provided, the conceptual drawings issued with the invitation and any further drawings issued for the specific purpose of preparing the Tender. |
| B | Form of Tender | <p>The Employer does not guarantee to accept the lowest or any Tender and Contractor's tendering do so at their own expense.</p> <p>The Contractor will be required to submit with the Form of Tender a programme upon which his tender is based.</p> |
| C | Tender | The Contractor is to submit with his Tender a fully priced copy of the Tender Document. This analysis, which will become a Contract Document, is to show how the Tender price is built up and is to include for all required profit, overheads, fees, charges, preliminaries and the like. |