

**LEISURE & CULTURE
SERVICES**

Specification Document for

Provision of a Steam/Sauna Room
&
Refurbishment of
Changing Rooms & Toilets

Carlton Forum Leisure Centre
Carlton, Nottingham

Asset Management Section
Civic Centre
Arnot Hill Park
Arnold
Nottingham
NG5 6LU

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1 – PRELIMINARIES

1 GENERAL

- 1.1 The Contractor is to read and note the requirements within this section, to consider the financial implications of each item, and to include within the quotation for compliance.
- 1.2 All costs associated with this Section shall be taken forward to the Tender Summary Sheet within the Tender Return Document.

2 DOCUMENTS AND DRAWINGS

- 2.1 The Contract Documents incorporate this Document and the Tender Return Document and the following Plan Drawings:

G16/CFLC/HSS/01- Existing Layout
G16/CFLC/HSS/02- Existing Drainage
G16/CFLC/HSS/03- Existing Heating & Water Supply
G16/CFLC/HSS/04- Existing Ceiling Layout
G16/CFLC/HSS/05- Proposed Layout
G16/CFLC/HSS/06- Proposed Drainage
G16/CFLC/HSS/07- Proposed Heating & Water Supply
G16/CFLC/HSS/08- Proposed Ceiling Layout
G16/CFLC/HSS/09- Proposed Building Work

SFCFA02-01 REV 3- Steam/Sauna Room & Shower (by DaleSauna Ltd)
Satellite Plan Image of the Centre and School

Google Map extract- External Arrangement Notes

3 OVERVIEW/DESCRIPTION OF THE WORKS

- 3.1 The work comprises Internal refurbishment and alterations to the 'dry side' of the Centre to improve the layout of the toilet and changing room facilities and to incorporate space for a new Sauna and Steam Room facility with 'Monsoon' shower. The Sauna and Steam Room and Monsoon shower to be supplied and fitted by the Client's own nominated specialist Contractor. (Note Plan Drawing provided with this Document from the nominated specialist Contractor- DaleSauna Ltd)
- 3.2 The toilets are located on the ground floor, 'Dry Side' of the Leisure Centre, near to the main entrance and reception desk.

- 3.3 The location of the works is the Carlton Forum Leisure Centre, Coningswath Road, Carlton, Nottingham.
- 3.4 It is a requirement that a single Main Contractor (acting as Principal Contractor under the CDM Regulations) is contracted to carry out the Works. The Main Contractor shall appoint his own Sub-Contractors accordingly.

4 ASSOCIATED WORKS

- 4.1 The following Works are to be carried out by the Clients Specialist Contractors-

Fire Alarm system detectors and call points
Security Alarm system contact points
P.A system speakers and cabling
Steam Room 'Pod' installation
Steam generator equipment
Sauna Room 'Pod' installation
Monsoon Shower Unit installation

- 4.2 The Contractor shall allow for attendance on all Specialist Contractors and shall also allow for incorporating the work of these Specialist Contractors in to the Works Programme.

5 SPECIFICATION, SCHEDULE OF WORKS & PLAN DRAWINGS

- 5.1 The Specification, Schedule of Works and Plan drawings are intended to convey the extent and nature of the works required for tendering. The descriptions and drawings do not itemise every piece of equipment, fixing, or method of fixing associated with the undertaking of the works. It is expected that the Contractor will use his experience and knowledge to incorporate within the Tender Sum for such things as trunking, conduit, cable trays, elbows, bends, adaptors, supports, brackets, clips, valves, stop cocks etc, as it would be reasonable to predict from the description of the works.
- 5.2 The Contractor shall be expected to carry out the works in accordance with Statutory Regulations and 'standard' specifications as may be readily obtained from manufacturers.

6 TIMESCALES & PROGRAMME OF WORKS

- 6.1 It is proposed to start the Works on Saturday 22nd October 2016 (first day of the autumn half term school holidays). This is in order to minimise disruption to and conflict with, the day to day running of the adjacent school.

The Contractor will be required to include within the Programme of Works for the temporary Site set-up (Enabling Works) to be carried out and completed within the half term week.

(See also Section 3- Pre Construction Information).

7 HOURS OF WORKING

- 7.1 The Centre is open from 7.00am to 11.00pm seven days a week and the Contractor may work any hours and shifts within these times, subject to agreement with the Contract Administrator and the Centre Management.
- 7.2 It is recommended that the Contractor allow for Saturday working throughout the Programme of the Works in order to achieve the finish date. This is due to the restrictions imposed on access to the Site for deliveries of materials and delivery and collection of waste skips during school term, Monday to Friday.
- 7.3 Delivery vehicles for materials and waste skips must access the rear Site compound via a section of the Secondary School grounds. For the protection of pupils at the school, there is no vehicle or operative access (other than in an emergency) to this section of the School grounds during the time period 8.00am to 3.30pm, Monday to Friday during term time.
- 7.4 It may be necessary for certain aspects of the Work (for example insulating electrical circuits) to be carried out at specific times of the Day and/or day of the week in order to minimise disruption to the day to day operational routines of the Centre and to work in a safe manner.

(See also Section 3- CDM Pre Construction Information and External Arrangements notes).

8 CONTRACT MEETINGS

- 8.1 At least 2 week before the Start of Works on Site, the Contractor shall attend a Site Meeting with the Contract Administrator and Centre Management to confirm:

Site Arrangements
Confirmation of Programme
Confirmation of Health & Safety measures in place/in hand
First day induction arrangements
Any Specification queries
Construction Phase meeting schedule

- 8.2 During the Construction Phase the Contractor shall attend a minimum of 1 Site meeting every 4 weeks to include discussion of:

Progress against Programme
Variations
Any Specification queries
Health & Safety Reports

9 FURTHER INFORMATION AND QUERIES

- 9.1 At any time prior to the date for receipt of Tenders, the Contractor may contact the Building Services Section to arrange site visits and to answer any queries via-

Phil Goodwin
0115 9013782

or Steve Wiseman
0115 9013779

phil.Goodwin@gedling.gov.uk

steve.wiseman@gedling.gov.uk

10 LABOUR AND PLANT

- 10.1 The Contractor shall not carry out or permit to be carried out on the site, any trade or work not forming part of this Contract.

The Contractor shall provide, install and maintain all necessary plant and equipment for the proper and expeditious undertaking of the Works.

- 10.2 The Contractor shall ensure that operatives employed by him and his sub-contractors are adequately trained and competent for the work being undertaken.
- 10.3 Before Contractors work on the site the Contractor shall provide full details of the company including membership of trade bodies and health and safety policies as necessary. The Electrical sub-contractor shall be N.I.C.E.I.C, E.C.A, N.A.P.I.T registered (or similar approved body) to carry out the electrical work contained in the Contract works.

11 QUALITY STANDARDS

- 11.1 A representative of the Contractor shall be in attendance at all reasonable times to ensure quality standards and to liaise with the Contract Administrator for compliance to standards of workmanship and good construction practice.
- 11.2 The building is a major asset for the Council and as such the Council demands the very highest standards of management and quality of

installation. It is essential that the Contractor has a proven track record in building refurbishment and alterations similar to this Project.

11.3 The Contractor shall comply with:

Current B.S Specifications and Codes of Practice
BSRIA Commissioning guides
EEC Legislation
Current Building Regulations
Water Supply Regulations 2010
Current Gas Safety Regulations
HSE ACOP L8 Legionella Disease
IEE 17th Edition Wiring Regulations
Manufacturer's recommendations

11.4 The Contract Administrator will submit the Building Regulations application to Gedling Borough Council Building Control for approval.

Works shall not start on Site without confirmation and agreement with the Building Control Inspector.

The Contractor shall liaise directly with the Building Control Officer to ensure that the relevant sections of work are inspected in the process of construction and on completion of the element of work, as may be requested by the Building Control Officer. No work shall be covered over until the inspection by and satisfaction of the Building Control Officer can be confirmed.

Practical Completion of the Works will only be certified after confirmation from the Building Control Officer.

12 SITE ORGANISATION, WELFARE & TEMPORARY PROVISION

12.1 The Contractor shall appoint a person in charge of the site works and operatives thereof. This person shall be available as reasonably often as possible for liaising with the Contract Administrator and to receive and act upon instructions issued.

12.2 The Contractor may use the buildings existing electricity and water supplies available in the Working area at no expense.

12.3 No delivery vehicles or waste skips shall be allowed access to school grounds between 8.00am and 3.30pm Monday to Friday during School term times. For all other times the Contractor shall liaise closely with the Contract Administrator and Centre Management as regards delivery vehicles, in order to agree times and suitable locations and arrangements for the purposes of loading and unloading. Any delivery vehicles shall be positioned to avoid blocking access for visitors, both in vehicles and on foot, to the Centre and the adjacent School.

The Contractor shall not park works vehicles in parking spaces directly outside for disabled badge holders and for visitors during the day.

(See also External Arrangements Note 2 and the general Site access arrangements detailed in Section 3 CDM- Pre Construction Information).

- 12.4 Generally access to the working areas for delivery of materials and removal of debris shall be through the rear fire exit doors of the rear store rooms, rather than through the main reception area where the public and visitors will arrive. However site operatives and visitors to the site shall access the working area through the main reception of the Leisure Centre.

Temporary hoarding shall be erected internally and externally to completely isolate the Working areas from unauthorised access.

(See also External Arrangements Notes 4 & 5 and Enabling Works within the Specification and Schedule of Works sections of this Document).

- 12.5 The Contractor is responsible for assessing his own needs as to storage of materials on the site, which shall in all cases be in accordance with manufacturer's recommendations.

Waste skips shall be positioned outside, near the rear access to the changing rooms, but within the temporary hoarding.

(See also External Arrangements Note 4).

- 12.6 The Contractor shall determine requirements for temporary welfare provisions on the site during the construction period, in accordance with the CDM Regulations Schedule 2. However note that Site Operatives will be permitted to use existing toilet facilities on the first floor of the building.

(See also reference within Section 3 CDM- Pre Construction Information, to this Document).

- 12.7 On completion of the Works the Contractor shall remove all temporary provision and make good all surfaces disturbed.

13 SITE SECURITY

- 13.1 The Contractor shall be jointly responsible for the security of the Leisure Centre in respect of maintaining security of the Working areas at all times.

- 13.2 Where sections of existing external security fencing may be removed for access of vehicles and plant during the Construction Phase, the Contractor shall ensure that temporary fencing is employed to maintain perimeter security. The original external security fencing shall be reinstated on completion of the Works, but sooner if possible.

The temporary fencing shall only be unlocked for short periods of time to allow for vehicle access, but in any event shall not be unlocked and used for Site access between 8.00am and 3.30pm Monday to Friday during term time (except in emergency).

(See also External Arrangements Note 3 and Enabling Works in the Specification and Schedule of Works sections of this Document).

14 PREVENTION OF NUISANCE

- 14.1 The works are to be undertaken and planned in such a manner as to cause as little inconvenience as possible to the staff and users of the Leisure Centre, resulting from smoke, dust, rubbish, noise, etc.
- 14.2 The Contractor shall remove debris from the site to prevent unsightliness and to maintain good housekeeping practices.
- 14.3 The Contractor is required to keep roads, car parks and footpaths in the vicinity of the building in a clear, unobstructed, safe and clean condition. Should any materials be deposited on the roads or footpaths in the car park area, it shall be removed immediately by the Contractor

15 INSURANCE

- 15.1 The successful Contractor will be required to submit written confirmation that the relevant Employer and Public Liability Insurances are in place, to cover the period of the Contract Works and to provide adequate cover in relation to the works being undertaken

16 VARIATIONS

- 16.1 The Contractor shall bring to the attention of the Contract Administrator as soon as discovered during the carrying out of the works, any variations to the original Contract as implied by this document and associated plan drawings. No additional expense should be incurred without the written consent of the Contract Administrator which will normally only be given for works incurring an extra cost which could not have reasonably been foreseen at the time of providing a quotation.
- 16.2 The Contractor is strongly advised to visit the site prior to submitting a Tender, as no additional costs can be agreed for the Contractor having failed to correctly interpret the works. The Contractor shall be responsible for checking all on site measurements and dimensions to determine quantities.

- 16.3 A contingency sum of **£6,000** is to be included in the quotation to allow for unforeseen works, or additional works agreed as work progresses.

17 COMPLETION

- 17.1 On completion of the works the Contractor shall clear from the site all remaining rubbish, debris, unused materials, temporary equipment, plant etc.

The Contractor shall clean down all existing surfaces from dust and dirt resulting from the works, remove all protective wrappings and stickers from fittings and clean all new fixtures, fittings and surfaces.

- 17.2 The Electrical Contractor shall provide an NICEIC, or similar industry approved, certificate of completion for the electrical works and emergency lighting.

- 17.3 The Contractor shall provide any relevant operating and maintenance manuals, equipment specifications etc. for the completion of the Health and Safety file. (See also reference within Section 3 CDM- Pre Construction Information, to this Document).

The Contractor shall allow a reasonable amount of time for providing advice on and demonstrating the use of, all new equipment installed as part of the Works.

- 17.4 The Contractor will be expected to make good defects resulting from the works, up to 3 months after the certified date of practical completion of the whole Project Works.

2 – FORM OF CONTRACT & CONDITIONS

1 FORM OF CONTRACT

The Form of Contract shall be the JCT Minor Works Building Contract 2011- MW 2011, incorporating Amendment 1, issued March 2015 (CDM Regulations).

2 EMPLOYER UNDER THE CONTRACT

For the Contract Articles of Agreement the Employer shall be:

Gedling Borough Council
Whose registered office is Civic Centre, Arnold, Nottingham, NG5 6LU.

3 CONTRACT ADMINISTRATOR

Under Article 3 of the Agreement the Contract Administrator is to be the Principal Designer:

Mr S. Wiseman
Building Services Manager
Gedling Borough Council
Arnold, Nottingham

4 CONDITIONS OF CONTRACT

For tendering purposes, prospective tenderers shall note the following proposed insertions and deletions to standard clauses within the JCT Minor Works Building Contract 2011- MW 2011:

Recitals

First: Provision of a Steam/Sauna Room and refurbishment of changing rooms and toilets.

Second: The drawings listed in this Document

Third: shall read 'priced Contract Specification and Work Schedules'

Fifth: see Amendment 1 to the Contract

Articles

Article 3: delete Architect. The Contract Administrator is as named in section 1.3.2 of the Preliminaries document Part 1.

Article 4: see Amendment 1 to the Contract. The Principal Designer is as named in section 1.3.3 of the Preliminaries document Part 1.

Article 5: see Amendment 1 to the Contract.

Article 7: Arbitration does not apply

Add: *Article 9: **Amendment 1: CDM Regulations-incorporation.*** This Agreement and the Conditions shall have effect as modified by the amendments set out in the attached Amendment 1: CDM Regulations.

Contract Particulars

Fourth Recital & Schedule 2: Base Date is 18th August 2016

Fourth Recital & Clause 4.2: delete is not a 'contractor'.

Fifth Recital: delete 'is not'

Sixth Recital: Framework Agreement not applicable

Seventh Recital & Schedule 3: Paragraphs 1 to 4 apply, paragraphs 5 & 6 do not apply

Article 7 & Schedule 1: delete apply

Clause 1.1: delete the entire entry as required by Amendment 1 to the Contract.

Clause 2.2: Date for Commencement of the Works 22nd October 2016

Clause 2.2: Date for Completion 31st December 2016

Clause 2.8: Liquidated damages: at the rate of £750 per/week

Clause 2.10: Rectification Period 3 months from the date of practical completion

Clause 4.3: Percentage of the total value of work is 95 per cent

Clause 4.4: Percentage of the total amount to be paid is 97.5 per cent

Clause 4.8.1: Supply of documentation to be by 3 months from the date of practical completion

Clause 4.11 & Schedule 2: delete applies

Clause 5.3.2: Insurance cover £10,000,000

Clause 5.4A, 5.4B & 5.4C: delete 5.4A & 5.4C

Clause 5.4A.1 & 5.4B.1.2: 15 per cent

Adjudication: The Adjudicator is not named

Arbitration: Does not apply

5 CONTRACT EXECUTION

The Contract shall be executed as a Deed.

6 ASSIGNMENTS

The Principal Contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of this Contract without the written permission of the Council. Sub-letting of any part(s) of the Work, except to the extent permitted in writing by a Corporate Director for the Council, shall be prohibited.

7 PERFORMANCE BOND

If the Contract tender sum exceeds £100,000 in value or amount and is for the execution of works or for the supply of goods or materials by a particular date, or series of dates, the Council will require security for its due performance. The nature and amount of the security to be given is as follows:

5% of the Tender Price (If applicable, performance bond cost to be taken forward to the Tender Summary Sheet within the Tender Return Document).

3 – CDM REGULATIONS

PRE-CONSTRUCTION INFORMATION

1 INTRODUCTION

- 1.1.1 This Health and Safety Information has been prepared in accordance with the Regulations, with the intention to minimise risk to all parties involved in the refurbishment project described in this Document and the associated Plan Drawings.

The contents of the Health and Safety Plan are provided solely for the purpose of giving information provided by others to those who have a duty to ensure the health and safety of any person at work who is carrying out, or will carry out construction work, or cleaning work, in or on the structure, or of any person who may be affected by the work of such a person at work.

2 DESCRIPTION OF THE PROJECT

2.1 Location

Carlton Forum Leisure Centre
Coningswath Road, Carlton
Nottingham

2.2 The Works

Internal refurbishment and alterations to the 'dry side' of the Centre to improve the layout of the toilet and changing room facilities and to incorporate space for a new Sauna and Steam Room facility with 'Monsoon' shower. The Sauna and Steam Room and Monsoon shower to be supplied and fitted by the Client's own nominated specialist Contractor.

2.3 Timescale

A start on Site is proposed to coincide with the start of the adjoining School's autumn half term holiday week (Saturday 22nd October 2016). Site set-up (Enabling Works), as scheduled in this Document, must be completed by the end of that half term break. All works to be completed by 31st December 2016. A Programme of Works is to be agreed.

3 PROJECT DIRECTORY

3.1 Client

Gedling Borough Council
Civic Centre,
Arnold, Nottingham, NG5 6LU

3.2 Principal Designer

Mr S. Wiseman
Building Services Manager
Gedling Borough Council
Arnold, Nottingham

3.3 Designers

Building Services Section, Gedling Borough Council,
Arnold, Nottingham, NG5 6LU

Millward Consultants, 1 Main Hill, Nottingham, NG1 1JQ

DaleSauna Ltd, Grimbald Crag Close,
Knaresborough, North Yorkshire, HG5 8PJ

M&E Contractor- Contractor to the Principal Contractor
(to be confirmed).

3.4 Principal Contractor

To be confirmed

3.5 Area H.S.E Office

900 Pavilion Drive
Northampton Business Park
Northampton, NN4 7RG

3.6 Local Authority

Gedling Borough Council
Civic Centre,
Arnold, Nottingham, NG5 6LU

4 WORKING WITH NOMINATED CONTRACTOR

- 4.1 The proposed alterations to the internal layout of the existing changing rooms and rear store rooms are to create a Sauna and Steam Health Suite. This will include a Relaxation area within the Suite which

incorporates a Monsoon Shower Unit. The Sauna and Steam Rooms and Shower Unit are being procured by the Client from DaleSauna Ltd.

- 4.2 The Sauna and Steam Rooms are supplied and installed on Site by DaleSauna Ltd. The Rooms are described as 'pods' which are designed to fit as a 'room within a room' within a pre-constructed enclosure. The Rooms come in smaller components assembled on Site. The Monsoon Shower is supplied and fitted by DaleSauna in a similar fashion as it is installed as a whole unit within a pre-constructed enclosure.

The Sauna 'Pod' is constructed directly on to the finished tiled floor, however the Steam Room and Monsoon shower unit are constructed on to the screeded floor and The flooring Contractor is required to tile inside the Room and shower unit. The Steam Room and Shower Unit are therefore installed at a different time to the Sauna Room. However they will all be installed within the Works Programme for the refurbishment.

- 4.3 The Pods and Shower require electricity and water supplies as detailed in the Specification and Schedule of Works sections of this Document. DaleSauna will connect the facilities to the supplies as provided by the Principal Contractor's electricians and plumbers.
- 4.4 The Programme of Works to be developed by the Principal Contractor will need to make allowance for the sequences and time scales for delivery and installation of the facilities from DaleSauna Ltd.
- 4.5 The Principal Contractor will need to make an allowance within the Tender Sum for liaison with DaleSauna Ltd and for attendance on DaleSauna Ltd whilst on Site as a nominated contractor.
- 4.6 The Principal Contractor will need to incorporate the work by DaleSauna Ltd in to the Construction Phase Health and Safe Plan.

5 PROJECT PROGRAMME

- 5.1 The Principal Contractor will be invited to prepare a realistic Programme of Works for the Project based upon the timeframes included in paragraph 2 of this Section of the Document.
- 5.2 In preparing the detailed Programme of Works the Principal Contractor must allow for the co-ordination and rationalisation of all Contractors (including the nominated Contractor) and trade activities to avoid the creation of uncontrollable hazards due to clashes of activities. Adequate provision must be made in the Contractor's programme to allow for the adoption of safe working procedures.
- 5.3 The minimum period required from the Principal Contractors appointment (signing of Contract) to a start of Works on Site is proposed as 2 weeks. This is in order to allow for adequate pre-planning and preparation.

6 PROJECT NOTIFICATION

- 6.1 The Project is notifiable. The Principal Designer will submit the F10 Notice.
- 6.2 The Principal Contractor will take account of the Programme of Works to confirm the anticipated number of Workers on Site to be recorded in the F10 Notice.

7 EXISTING ENVIRONMENT

- 7.1 The Carlton Forum Centre is a popular building open to the public from 7.00am to 11.00pm, 7 days a week. It is not intended to shut the building completely during the Construction period, but of course, the specific areas of work shall no longer be in use during that part of the project.

Given the use of the building the Principal Contractor can expect that there will be members of the public from all age ranges, either in the building or around the outside of the building.

The Centre is also attached to Wheldon Secondary School, so young people (aged 11 to 18 years) can be expected around the perimeter of the building at certain times of the day during the week in term time.

The proposed working area within the building is on the ground floor, close to the main reception and entrance. It can be accessed from the main reception via a public corridor section which also provides a route for building users to access the Sports Hall, Fitness Suite and Squash Courts.

The working area can also be accessed via external doors leading directly in to the Rear Store Rooms. However rear access to the Working Area is through a section of the grounds used exclusively by the adjacent School. For the purposes of child protection, this section of the grounds is out of bounds to Centre staff and the general public during the school day- 8.00am to 3.30pm Monday to Friday during term time.

As a public building the Centre has an addressable fire alarm system and fire evacuation procedure. There is a Fire Risk Assessment for the building. As part of that assessment the Centre operate the corporate permit to work system for works that represent an increased risk of fire such as hot works.

Both the main entrance and alternative rear entrance are accessed from roads and footpaths used by the general public using the Centre and students, staff and visitors using the adjoining School.

The rear entrance to the Working area is normally secured against general pedestrian and vehicle access by metal fencing and locked double gates. The Principal Contractor can be provided with a key to open and close the

gates to allow access for workers on foot and vehicles. However the gates may not be wide enough for all delivery vehicles and waste skip carriers to access. The Principal Contractor must allow for assessing potential access requirements and for taking down sections of fencing, posts and gates as necessary during the Contract period. All removals of sections of fencing and gates shall be reinstated as soon as possible after the need for increased width has ended, but in any event by completion of the Works. The Principal Contractor shall allow for temporary Heras fencing or similar agreed, suitably secured to the remaining sections of permanent fencing in order to maintain the general Site security and prevent unauthorised access by vehicles and pedestrians.

7.2 When preparing the Construction phase risk assessments the Principal Contractor shall note that the existing environment implies the following risks:

- Injury to members of the public and school children from collision with works vehicles, delivery vehicles and construction materials around the perimeter of the Site.
- Unauthorised access to the Working Area resulting in injury to that person(s)
- Unauthorised access to a restricted area forming part of the School grounds
- Fire starting within the Working area
- Workers and building users affected by fire if emergency procedures and Site Rules not adhered to
- Workers and building users affected by fire if emergency exits not available

7.3 At the pre-tender/design stage the following measures have been taken or are proposed to eliminate or reduce and control the risks:

- The Works (in particular the Enabling Works) are scheduled to start during the School Autumn holiday period. This avoids school pupils being in the vicinity when work is carried out within the school grounds.
- It is proposed that the Principal Contractor shall arrange for as much delivery of materials during the remainder of the School holiday period as practically possible.
- Delivery of materials, skip delivery and removals should be outside of the hours 8.00am to 3.30pm Monday to Friday during School term times to avoid conflict with any other significant external activity and to coincide with 'quite periods' for the Centre and School.
- Site workers, visitors and delivery companies shall be made aware of and comply with all on-site speed restrictions
- Other than in an emergency and for access to unlock the working area at the beginning and end of the day, the Principal Contractor shall direct all operatives and site visitors for access to the working area via the main reception to the Leisure Centre.

- The Principal Contractor's representative shall sign in and out each working day at the Centre main reception to confirm attendance by workers in the Working area.
- The Principal Contractor shall advise Site visitors and delivery vehicles in advance of the access arrangements to the Site and/or arrange for Site workers to direct delivery vehicles to the rear access and erect temporary external direction and speed limit signs around the building. (See Enabling Works Section of this Document).
- Where security fencing and gates to the rear of the building are removed, the Principal Contractor will replace these with temporary secure fencing to maintain overall general Site security. (See Enabling Works Section of this Document).
- The Working Area shall be cordoned off from access within the building by the erection and maintenance of full storey height timber hoarding, comprising a lockable access door. The key distribution limited and controlled in co-operation with the Centre reception staff. (See Enabling Works Section of this Document).
- The Working Area shall be cordoned off from external access by the erection and maintenance of full storey height timber hoarding, comprising a lockable access door. (Key distribution limited and controlled in co-operation with the Centre reception staff). This shall form a compound approximately 10m x 4m. The exact positioning to be agreed on Site with the Centre Manager to avoid blocking any emergency exits, but the hoarding shall incorporate waste skips, Site welfare arrangements and material storage. (See Enabling Works Section of this Document).
- Site operatives shall restrict works to within the area of the compound. Access to the hatched area (as shown on the External Arrangements map) is not allowed during the school day time operating hours, unless in an emergency, or by prior arrangement and agreement from the School.
- The Principal Contractor shall be wholly responsible for the security of the Working Area from unauthorised access and shall maintain a signing in book for Site Workers and Visitors
- The Principal Contractor shall note the positions of emergency exits from the building(s) around the vicinity of the works and ensure that egress from those exits are not obstructed by works vehicles, delivery vehicles, stored materials, plant and equipment and any temporary fencing/barriers etc.
- The Principal Contractor shall ensure that all routes required for emergency vehicle access to the building are maintained at all times.
- All workers on Site shall be made aware of the Site specific fire evacuation and fire alarm procedure through the Principal Contractor's Site representative. On the first day on Site the Centre Manager shall provide the Principal Contractor's Site representative with a Site induction to include the Emergency evacuation procedures.

- For any Hot Works the Client's corporate Permit to Work arrangement shall be applied and strictly conformed with.
- The Client's specialist Fire System Maintenance Contractor will be responsible for removing, isolating and reinstating the system in association with the alteration works. Arrangements will be made with the Specialist Contractor for a minimum of a single emergency evacuation call point to be maintained and located at each exit point from the Working area.
- The Principal Contractor shall provide and maintain suitable and sufficient fire-fighting equipment within the Working Area.

8 ASBESTOS

- 8.1 The Building was constructed in the 1970's and it is known that the building has some asbestos containing materials (ACMs) used within its original construction, in particular as fire protection to structural steel columns.
- 8.2 A Refurbishment and Demolition Asbestos survey of the working area has been undertaken in preparation for the Works. No ACM's have been identified. A copy of the Survey Report will be provided to the Principal Contractor prior to works starting on Site and also made available on Site for reference via the Centre Manager.
- 8.3 When preparing the Construction phase risk assessments the Principal Contractor shall note that the construction of the building implies the following risks:
- Lung disease from inhaling air borne Asbestos fibres.
- 8.4 At the pre-tender/design stage the following measures are proposed or have been taken to eliminate or reduce and control the risks:
- An R&D Asbestos survey has been carried out by a competent person.
 - Asbestos is known to be in other parts of the building and the Centre Manager holds the Asbestos Management Plan for the building.
 - Should Workers require access for working outside the designated work areas as covered by the R&D survey, then this will only be permitted by prior arrangement with the Centre Manager. If the worker is to access an area identified as containing ACMs, then the Client's corporate Permit to Work arrangement shall be applied and strictly conformed with.
 - All workers on Site must have received Asbestos awareness training prior to working on Site.

9 EXISTING SERVICES

- 9.1 The Plan Drawings provided with this document have been reproduced by the Council's Building Services Section, by reference to plans and records held on Site. These records are limited in information and may not be up to date. They may also not represent 'as built'. The Plan Drawings are to be used for tendering purposes, but the Principal Contractor may request to see all plans, records and test certificates available on Site in respect of existing Services, prior to works starting on Site.
- 9.2 Prior to Demolition and Removal works commencing on Site, the Principal Contractor shall arrange for the Mechanical & Electrical Contractor(s) to carry out an investigation of the existing M&E systems design, particularly with regard to electrical circuits. The purpose of the investigation is to identify the means for safely isolating circuits to enable work to proceed and to identify any circuits shared with areas outside of the working area. In such cases the Electrical Contractor will liaise with the Centre Manager for a suitable time to separate the shared circuit(s), allowing occupied areas to continue to function whilst circuits are isolated to the working area.
- 9.3 There is no natural light or windows for natural ventilation in the working area. Isolation of circuits will remove the existing artificial lighting and mechanical ventilation.
- 9.4 Pending the results of the Site investigation by the Electrical Contractor, it appears that the Working area electrical circuits are fed from a distribution board located in a locked timber cupboard located across the public corridor section outside the existing entrance doors to the toilet and changing areas. This cupboard also contains isolating switches and distribution boards for other parts of the building.
- 9.5 The Centre is a public building containing showers fed from a stored water system. There is a specific risk of Legionella bacteria growth within a system containing stored water and a specific risk of the disease being contracted by someone taking in the bacteria in water droplets produced by showers. The Centre has a Written Scheme in place for the management of the water system and a Specialist Maintenance Contractor to carry out periodic checks and cleaning of the water systems.
- 9.5 When preparing the Construction phase risk assessments the Principal Contractor shall note that the arrangement and information available of the existing building services implies the following risks:
- Electrocution from live electrical circuits
 - Lose of lighting and essential services to other parts of the building, occupied and in use by the public
 - Loss of emergency lights to aid an emergency evacuation
 - Lack of adequate light levels in the working area

- Lack of suitable ventilation as may be prescribed as a control measure for site operations, for example use of hazardous substances.
- Member of public contracting Legionnaires disease from a contaminated water system following completion of the new plumbing works.

9.6 At the pre-tender/design stage the following measures are proposed or have been taken to eliminate or reduce and control the risks:

- An electrical system investigation to be carried out by a competent person(s) prior to any alteration and refurbishment works being carried out.
- All relevant electrical equipment and circuit cabling to be safely isolated prior to removal and demolition of adjacent structures.
- The Principal Contractor shall ensure an appropriate communications system is in place between the site Workers and electrical Contractor to ensure that any live circuits and equipment is identified and prevented from unauthorised access and/or disturbance.
- The Electrical Contractor shall allow to provide temporary low voltage lighting as necessary
- The Electrical Contractor shall allow for maintaining a minimum level of emergency light coverage within the Working area in case of a power failure and need to evacuate the building in an emergency.
- In liaison with the Electrical Contractor the Principal Contractor shall consider options for providing mechanical ventilation as required for safe site operations by other trades.
- The Distribution board is in a locked cupboard. Arrangements for key access shall be strictly controlled between the Electrical Contractor and appointed Centre staff and the cupboard shall be left locked at all times when unattended. The cupboard contains other distribution boards and isolating switches that may require urgent access at short notice. To prevent isolated circuits being inadvertently switched back on, these circuits shall be suitably locked off or safely disconnected. The Client operates a corporate Permit to Work arrangement for electrical work which shall be applied and strictly conformed with.
- The Electrical Contractor shall mark-up existing and new circuits as necessary during the undertaking of the works, to enable ease of identification of circuits for isolation and reference purposes.
- The Plumbing Contractor shall remove any redundant sections of pipework from the mains cold water supply system and the low pressure hot and cold water distribution systems ensuring no dead legs remain.
- The Plumbing Contractor shall ensure that all new water circulation runs are designed to minimise their length and therefore the opportunity for water to gain or lose temperature during circulation.

- All new pipework within ceiling voids shall be insulated to prevent water gaining or losing temperature during circulation. Hot and cold pipework should not be touching, or in too close proximity to allow the transfer of heat.
- The Plumbing Contractor shall arrange for the water system to be disinfected and flushed through by the Client's specialist Contractor prior to use of the new facilities by the general public.

10 SITE SPECIFIC HAZARDS- COSHH

10.1 When preparing the Construction phase risk assessments the Principal Contractor shall note that the use of products and materials, whether specified or not, implies the following significant risks from the potential use of hazardous substances:

- Respiratory problems from inhalation or swallowing
- Eye irritation or damage from contact
- Skin irritation or damage from contact
- Fire from flammable materials

10.2 At the pre-tender/design stage the following measures are proposed or have been taken to eliminate or reduce and control the risks:

- For all substances and materials to be used on Site, the Principal Contractor shall obtain the manufacturer's product data sheets and work within the guidance given.
- Low VOC level gloss paint is specified for internal use
- Mechanical and natural ventilation to be utilised as much as practically possible.
- For unspecified materials and products the Principal Contractor should consider those that eliminate the use of hazardous substances.
- For specified materials and products the Principal Contractor may propose alternatives that eliminate or reduce the use of and exposure to hazardous substances.

11 SITE SPECIFIC HAZARDS- DEMOLITION

11.1 When preparing the Construction phase risk assessments the Principal Contractor shall note that the Demolition Work as specified implies the following significant risks:

- Noise from compressors, percussion tools and pneumatic breakers used to hack up sections of existing concrete
- Dust from demolition of concrete block and plaster partitions, hacking up of concrete floors, hacking off of tiles and tile adhesive, taking down of suspended ceiling tiles, grid and light fittings.

- Injury from 'flying' debris during demolition and removal, in particular from shards of ceramic tiles.
- Electrocution
- Injury from premature collapsing structures

11.2 At the pre-tender/design stage the following measures are proposed or have been taken to eliminate or reduce and control the risks:

- Noise generating tools and equipment to be fitted with effective silencers as recommended by the equipment manufacturer.
- Noise producing activities to be programmed in to convenient time slots and to be limited in duration to minimise disturbance to the day to day operations within the Centre
- Mechanical and natural ventilation to be utilised as much as practically possible to help clear dust.
- Surfaces to be wetted to suppress excessive dust levels
- Workers engaged in demolition and removal work to wear full P.P.E
- Access to the working areas during demolition and removal works to be carefully controlled and limited to workers wearing full P.P.E
- Hacking off of ceramic wall and floor tiles to be done 'carefully' to minimise 'flying' debris. Eye and skin protection must be worn at all times during this activity.
- A suitable level platform to be provided for access to taking down ceilings
- All relevant electrical equipment and circuit cabling to be safely isolated prior to removal and demolition of adjacent structures
- The Principal Contractor shall ensure an appropriate communications system is in place between the site Workers and electrical Contractor to ensure that any live circuits and equipment is identified and prevented from unauthorised access and/or disturbance.
- Existing partition walls and suspended ceiling systems shall be taken down in manageable sections, systematically and logically to prevent uncontrolled collapse.

12 SITE SPECIFIC HAZARDS- HOT WORKS

12.1 When preparing the Construction phase risk assessments the Principal Contractor shall note that the Heating alteration Work as specified implies the following significant risks:

- Fire resulting from hot works

12.2 At the pre-tender/design stage the following measures are proposed or have been taken to eliminate or reduce and control the risks:

- For any Hot Works the Client's corporate Permit to Work arrangement shall be applied and strictly conformed with.

- All workers on Site shall be made aware of the Site specific fire evacuation and fire alarm procedure through the Principal Contractor's Site representative. On the first day on Site the Centre Manager shall provide the Principal Contractor's Site representative with a Site induction to include the Emergency evacuation procedures.
- The Client's specialist Fire System Maintenance Contractor will be responsible for removing, isolating and reinstating the system in association with the alteration works. Arrangements will be made with the Specialist Contractor for a minimum of a single emergency evacuation call point to be maintained and located at each exit point from the Working area.
- The Principal Contractor shall provide and maintain suitable and sufficient fire- fighting equipment within the Working Area.

13 SITE SPECIFIC HAZARDS- WORKING AT HEIGHTS

13.1 When preparing the Construction phase risk assessments the Principal Contractor shall note that the Alteration Work as specified implies the following significant risks from working at height:

- Fall off the first floor flat roof section
- Fall whilst installing the new ceiling level and new services in the ceiling void
- Preventing unauthorised access to heights

13.2 At the pre-tender/design stage the following measures are proposed or have been taken to eliminate or reduce and control the risks:

- A temporary edge protection barrier to be erected on the flat roof when working on the ventilation outlets within 2 metres of the edge.
- Access equipment used outside the building and to the rear shall be contained within the secure Site hoarding to prevent access by school pupils and the public in general.
- Access equipment should not be left unattended in public areas and should not be left in position out of working hours.
- All access equipment used on Site shall be suitably checked for damage before use.
- All work at ceiling height and above, inside the building, shall be carried out using adequately sized working platforms on low level scaffold frameworks or mobile towers.

14 WELFARE

14.1 The Principal Contractor shall provide welfare facilities in the Working Area, as laid down in the CDM Regulations 2015, Schedule 2 from the beginning of the Project. Note that Site operatives are invited to use the

existing toilet facilities on the first floor of the Leisure Centre. The Principal Contractor shall confirm the details and locations of welfare arrangements within the Construction Phase Plan.

15 CONSTRUCTION PHASE

- 15.1 The Principal Contractor shall ensure develop the Pre-Construction Information in producing Risk Assessments and Method Statements for work to produce the Construction Phase Health and Safety Plan as required by the Regulations.
- 15.2 Risk Assessments and Method Statements may be reviewed, developed and modified during the Construction Phase to include and significant changes to the design or scope of the Works as specified and scheduled in this Document.
- 15.3 It is expected that future liaison over the Construction Phase Health & Safety Plan will take place at a pre-contract meeting and at site progress meetings as and when arranged.

16 HEALTH AND SAFETY FILE

- 16.1 The Contractor is to provide all relevant information on the new installations as may be required for the Health and Safety file, including any safe systems of working for future use and maintenance of equipment.
- 16.2 It is expected that the Health and Safety File will contain:
 - A brief description of the Works carried out
 - Any hazards not eliminated through the design and construction process
 - All hazardous substances used during the Construction process
 - Information regarding the removal or dismantling of plant and equipment installed
 - Health and Safety information regarding the on-going maintenance and cleaning of plant and equipment installed
 - As built drawings including location of services and circuit labelling details
 - Electrical certificates and as installed wiring diagrams

4 – SPECIFICATION OF WORKS

1 GENERAL

- 1.1 For the purposes of the Specification, where the term Contractor is used this is intended to be the Principal Contractor and/or the Principal Contractor's sub-contractors, carrying out the particular work item.
- 1.2 Certain items of Work not forming part of this Contract are to be carried out during the Contract programme by the Client's own Contractors working in liaison with the Principal Contractor. These Contractors are referred to as the Client's Specialist Contractors.
- 1.3 Works to be carried out by the Clients Specialist Contractors are-

- Fire Alarm system detectors and call points
- Security Alarm system contact points
- P.A system speakers and cabling
- Steam Room 'Pod' installation
- Steam generator equipment
- Sauna Room 'Pod' installation
- Monsoon Shower Unit installation

2 EXISTING STRUCTURES, FIXTURES & FITTINGS

- 2.1 For the purposes of assessing the work required in demolishing and removing, making good, adding to, or amending existing structures, fixtures and fittings within the boundaries of the Works, the following information is provided:
- 2.2 External wall to the rear is approximately 290mm thick, brick and block with cavity. Internally finished with sand/cement plaster.
- 2.3 Internal partition walls are 100mm thick concrete block with sand/cement plaster both sides. A structural assessment by the Client's Structural Engineering Consultant advises that all internal partitions to be removed are non-load bearing. (Copy of Structural Engineers comments are available on request).
- 2.4 Ceilings are 600mm x 600mm lay in grid suspended type with black shadow batten to perimeter walls. Ceiling height approximately 2.3m. Void above suspended ceiling approximately 350mm deep.
- 2.5 Wall tiling is in 150mm x150mm ceramic tiles. Shower areas and the Accessible toilet are fully tiled from floor to ceiling height. All remaining

walls in Changing areas and Rear Store rooms are tiled to approximately 1450mm height with 9 courses of tiles above the floor skirting. There are tile splashbacks over the Female and Male toilet vanity units.

- 2.6 Floor coverings in the Female Changing and Shower areas and both Rear Stores are the original 150mm x 150mm ceramic tiling with 100mm ceramic tile skirting. The remaining floors have all been prepared with a levelling compound and overlaid with a vinyl sheet safety flooring with welded joints and skirting upstand to cover the original tiled skirting.
- 2.7 Drainage is presumed as per the Plan Drawing for existing layouts. Depths and diameters of underfloor drainage are not confirmed hence a Provisional Sum is incorporated within the Schedule of Works under the Below Ground Drainage Works Section.
- 2.8 External Doors and frames are in timber. Doors flush design, approximately 44mm thick and 2050mm x 960mm. Doors incorporate push bar exit ironmongery and have security alarm contacts on them.
- 2.9 Internal Doors and frames are in timber with laminate finish to both sides of the flush design doors. Doors are 44mm thick and 2050mm x 830mm. Doors incorporate signs, push and pull plates and handles and matching kick plates both sides and door closers.
- 2.10 Sanitary fittings are white ceramic and positions and quantity of fittings are as shown on the Plan Drawing for existing layouts, including hot and cold water supply connections and waste connections running to drainage outlets via soil and vent pipes or directly in to the floor.
- 2.11 Shower heads with individual control buttons and positions and quantity of fittings are as shown on the Plan Drawing for existing layouts, including blended water supply running in exposed chrome piping from the mixer unit locations. Mixer units are to be retained in position to supply the new showers.
- 2.12 Electrical power points & fused spur points are surface mounted, metal finished outlet boxes supplied via white plastic exposed cable conduit. The positions are as shown on the Plan Drawing for existing layouts
- 2.13 Light fittings and emergency light fittings are as shown on the Plan Drawing for existing layouts.
- 2.14 General electrical equipment & fittings are-
 - 4No hand dryers
 - 2No hair dryer units
 - 8No *Ex-or* presence detectors to control lights on and off

The positions are as shown on the Plan Drawings for existing layouts

- 2.15 Ventilation system ceiling outlets are as shown on the Plan Drawings for existing layouts. The exact runs and dimensions of supply and extract ducting and the condition of existing fans are not confirmed hence a Provisional Sum is incorporated within the Schedule of Works under the Heating & Ventilation Works Section.
- 2.16 Space heating is a traditional wet system of radiators and large diameter iron pipework as shown on the Plan Drawings for existing layouts. The changes to the building layout and facilities available in the area will involve alterations to the existing system to remove radiators and circulation pipework and to install new and/or relocated radiator panels and pipework to suit. At Tender stage the proposed new heating system layout has not been determined hence a Provisional Sum is incorporated within the Schedule of Works under the Heating & Ventilation Works Section.

The Contractor will be required to advise on the alterations and proposals for the revised heating system to suit the new facility.

- 2.17 Cubicles and vanity units are timber laminated. Service panelling behind the w.c in each cubicle is currently at low level cistern height, but the proposal is to replace with full height service panelling.
- 2.18 Benching to the perimeter walls of Changing Rooms and Rear Store Rooms comprises 3 timber slats on 30mm square section metal framework with metal coat hooks on timber battens above. The Female changing Room area includes floor fixed 'back to back' changing bench frames incorporating timber slated seating and timber coat hook rail.
- 2.19 Fire safety systems and equipment are to be removed, temporarily isolated, reinstated and amended by the Client's own Specialist Contractor. This work will need to be incorporated within the overall project work plan and programme, with the Specialist Contractor working in association and liaison with the Contractor.
- 2.20 Security system door contacts to the external doors are to be removed and reinstated by the Client's own Specialist Contractor. This work will need to be incorporated within the door replacement/removal works.

3 ENABLING WORKS

- 3.1 Both the main entrance and alternative rear entrance to the Working Area are accessed from roads and footpaths used by the general public using the Centre and students, staff and visitors using the adjoining School. The Contractor shall allow for temporary external signage to clearly direct and instruct (speed limits) delivery and waste skip vehicles regarding vehicle access restrictions and Site arrangements.

- 3.2 The rear entrance to the Working area is normally secured against general pedestrian and vehicle access by metal fencing and locked double gates. The Principal Contractor can be provided with a key to open and close the gates to allow access for workers on foot and vehicles.

However the gates may not be wide enough for all delivery vehicles and waste skip carriers to access. The Principal Contractor must allow for assessing potential access requirements and for taking down sections of fencing, posts and gates as necessary during the Contract period. All removals of sections of fencing and gates shall be reinstated as soon as possible after the need for increased width has ended, but in any event by completion of the Works. The Principal Contractor shall allow for temporary Heras fencing or similar agreed, suitably secured to the remaining sections of permanent fencing in order to maintain the general Site security and prevent unauthorised access by vehicles and pedestrians.

- 3.3 The working area can also be accessed via external doors leading directly in to the Rear Store Rooms. The Contractor shall allow for cordoned off the external access from unauthorised entry by the erection and maintenance of full storey height timber hoarding, comprising a lockable access door. (Key distribution to be limited and controlled in co-operation with the Centre reception staff). The exact positioning to be agreed on Site with the Centre Manager to avoid blocking any emergency exits, but the hoarding may be suitably extended to incorporate waste skips, Site welfare arrangements and material storage.
- 3.4 The working area can be accessed via all internal doors to the toilets, changing rooms and adjacent staff areas. The Contractor shall allow for cordoned off the internal access from unauthorised entry by the erection and maintenance of full storey height timber hoarding, comprising a lockable access door. (The key distribution to be limited and controlled in co-operation with the Centre reception staff).

4 DEMOLITION AND REMOVALS

- 4.1 The Contractor shall take down or remove all internal structures and fittings as detailed in the Schedule of Works and indicated by the relevant plan drawings.
- 4.2 Prior to taking down sections of the existing structure, the Contractor shall confirm the removal and /or isolation of all associated electrical switches, sockets, cable conduit and equipment to ensure they are made safe. This work is to be carried out by the Electrical Contractor. The Electrical Contractor shall also take down redundant light fittings and if necessary remove obsolete cabling and/or temporarily make safe cable connections, pending the installation of new fittings within the suspended ceiling voids.

- 4.3 Prior to taking out sections of pipework and radiators to the existing heating system, the Contractor shall confirm the isolation and draining down of the relevant parts of the system. This work is to be carried out by the Specialist Heating Contractor. The Specialist Heating Contractor shall remove all redundant sections of pipework to prevent dead-legs and shall make good pipework connections to enable the remaining sections of the heating system to operate as normally. Temporary capping off of pipework should not solely rely upon existing valves to be closed off overnight.
- 4.4 Prior to taking out the existing sanitary-ware, the Contractor shall confirm the removal and/or isolation of all associated water and waste connections. The Plumbing Contractor shall ensure that any redundant sections of pipework are completely removed to avoid dead-legs of pipework being left within the system.
- 4.5 Prior to the demolition and/or taking down of structures, wall and floor coverings, fixtures and fittings, the Contractor shall assess the existing condition and method of construction. This assessment will be of sufficient detail to identify structural problems, and identify risks associated with flammable substances, or substances hazardous to health. Note also the refurbishment and demolition Asbestos survey results, which indicates no ACMs. The method of demolition and taking down should then be chosen which should gradually reduce the height or size of the structure or component, or arrange for parts to be completed in a controlled collapse so that work can be completed at ground level.
- 4.6 All redundant materials taken out are to be immediately removed from the site to a waste skip. The Contractor to estimate for and include the cost of all skips required to remove rubbish from the site. (See Preliminaries Section of this Document for location of skip(s)).

5 BELOW GROUND DRAINAGE WORKS

- 5.1 The relevant Plan Drawings and the works as itemised in the Below Ground Drainage section of the Schedule of Works forming part of this Document are intended to be indicative of the proposals to amend, extend and block off redundant sections of below ground drainage in association with the new layout and locations of new sanitary-ware.
- 5.2 The approximate position of existing floor gully outlets and underground drains, the depth and diameter of existing drains and the condition of the drains are either based upon previous plan records or are unknown. The exact construction of the existing solid floor slab and sub base is also unknown.

Therefore it is proposed that all works in this Section are to be covered by a Provisional Sum of **£7,000** and taken forward to the Tender Summary Sheet within the Tender Return Document.

6 BUILDING WORKS

- 6.1 The redundant opening in the external wall following removal of the rear emergency exit door and frame shall be blocked up with concrete blockwork to both inner and outer skins and cavity to suit, leaving a reveal to the outside edges of the opening. The outer skin of blockwork to be boarded over with a marine plywood panel and quadrant beading. This is to be decorated in one undercoat and two full coats of exterior quality gloss paint to match the existing doors and windows to the rear elevation of the building. The internal face of the infill blockwork is hidden by the proposed Steam Room 'Pod' therefore can be left un-plastered as a finish.
- 6.2 All redundant openings in retained sections of internal partition wall following removal of existing doors and frames shall be blocked up in a single skin of 100mm thick concrete block to suit existing, with sand cement plaster finish both sides.
- 6.3 All new sections of internal partition wall shall be constructed in a single skin of 100mm thick concrete block with sand cement plaster finish both sides. Sections of new partition not tied at both ends shall be restrained at the top by metal straps at suitable intervals fixed to each timber roof joist or underside of the first floor structure.

Generally new partition walls are to be built to a height of approximately 2.4m directly off the concrete floor slab to finish above the line of the new suspended ceiling grid and finished both sides in a sand/cement plaster finish system. Partitions are designed to be non-load bearing.

The partitions to be built on to the existing 'upstands' adjacent the Female showers shall be built to a height of approximately 1.8m (to suit block courses) to form the sides of two new Female shower cubicles.

The new partitions built to form the new 'enclosures' for the Steam Room, Sauna Room and Monsoon Shower Unit are to be left un-plastered to the inner facing sides as they will be hidden by the new installations.

The gap between the top of new partition walls and the soffit of the first floor, shall be infilled with a fire barrier comprising 1 layer of 50mm Rockwool Fire Barrier material fixed top and bottom using the manufacturer's recommended fixings.

7 FIXTURES FITTINGS AND FINISHES

- 7.1 New suspended ceilings are to be installed to all areas as indicated on the relevant Plan Drawing. New ceilings are not required to the retained part of the Staff Area and to the areas containing the Monsoon Shower Unit and Sauna and Steam Room 'Pods'.

The new suspended ceilings shall be **Dune Supreme**, unperforated board 600mm x 600mm x 15mm in corrosive resistant lay in grid **Prelude 24mm**, as manufactured by *Armstrong Ceilings*. All suspended ceilings to incorporate a new shadow batten to the perimeters.

The new ceiling tiles to be cut and amended as necessary to incorporate new ventilation grills at existing duct outlets and new light fittings.

- 7.2 New ceramic floor tiling shall be **Lifestone** range 450mm x 450mm tiles as manufactured by *Waxman Ceramic Tiles*.

On removal of the existing ceramic floor tiling the sub base shall be keyed and cleaned and made ready to receive a bonded repair screed by applying a solvent free primer **Ardex P4**. Apply a surface repair and levelling screed of **Ardex A35 Mix** to a minimum 15mm thickness. Then apply **Ardex WPC** to the screed to protect in wet locations and fix floor tiles using **Ardex X7** adhesive. Grout tiles using **Ardex-Flex FS**, with the manufacturer's colour additive (colour to be confirmed).

New floor tiling is also to be incorporated within 3No recessed lid inspection chamber covers and cut to suit around drainage outlets.

The floor tiles are to be laid by the Contractor within the Sauna and Steam Room 'Pods' and within the Monsoon Shower enclosure. The Steam Room and Monsoon Shower are installed on Site by the Specialist Contractor on to the floor screed prior to the floor tiling being laid within the areas. The Sauna Room is installed on Site by the Specialist Contractor directly on to the new floor tiling.

Allow for proprietary threshold strips, or suitable joins with the existing floor coverings at doorways to the main public corridor area.

- 7.3 New sheet vinyl flooring is to be laid within the retained sections of the Staff area after completion of the structural alterations to the layout.

This flooring work must be undertaken in advance of the rest of the flooring work, to minimise the time period over which the Staff area is out of bounds and not in use for Centre staff.

The new vinyl floor covering shall be *Altro* **Walkway 20** safety flooring laid on suitable adhesive over the existing sub floor, complete with the manufacturer's skirting up-stand detail to perimeter walls.

Allow for proprietary threshold strips, or suitable joins with the existing floor coverings at doorways to the main public corridor area.

- 7.4 New ceramic wall tiling shall be in tiles 600mm x 300mm laid in staggered joint courses from floor level to the required height for the area. The choice of tile has still to be made, therefore allow a Provisional Sum of £50/sqm for the cost of the tiles only, to be incorporated in to the total cost of wall tiling and taken forward to the Tender Summary Sheet within the Tender Return Document.

In shower areas all walls as indicated on the relevant Plan Drawing are to be tiled from floor level to just above the level of the finished suspended ceiling (8 full courses).

In other areas, walls as indicated on the relevant Plan Drawing are to be tiled from floor level to approximately 1.5m height (5 full courses).

On removal of the existing tiles, walls for tiling are to be prepared using **Ardex AM100** render repair, applied to thicknesses between 2 to 20mm. Then apply **Ardex WPC** to the walls to protect in wet locations and fix wall tiles using **Ardex X77** flexible adhesive. Grout tiles using **Ardex-Flex FS**, with the manufacturer's colour additive (colour to be confirmed).

- 7.5 All areas of walls not tiled are to be finished in emulsion paint. Colours to be determined in due course. Walls to be decorated in two full coats of emulsion. All new and existing surfaces to be thoroughly cleaned and prepared prior to decoration. Sections of new plaster to receive a mist coat prior to a two coat decorative finish.
- 7.6 All new and existing external and internal door frames, the new external door (both sides), the new sections of infill skirting to the public corridor area and new and existing heating and water supply pipes are to be finished in gloss paint. Paints to be used are to be classified as low VOC. Colours to be determined in due course. All surfaces to be decorated in one full undercoat and one full gloss coat. All existing surfaces to be thoroughly cleaned and prepared prior to decoration. Sections of new metal to be primed prior to undercoating.
- 7.7 All Male and Female toilet cubicles, vanity units and service ducting and Male and Female Changing Room cubicles (with bench) and shower cubicles are to be supplied by *Bushboard Washroom Systems Ltd*. The Supplier has provided the Council with a reference number for Tender and design purposes- 81873A/GW.

Toilet cubicles (4No in the Female and 1No in the Male) to be standard height from the **Aero Pearl** range (HPL laminate quality), with real wood veneer finish as an option.

Service panels behind each w.c pan and urinal bowl to conceal cisterns etc, to be 'panel only ducting' (HPL laminate quality), full floor to ceiling height, with real wood veneer finish as an option to compliment the cubicles.

Note that full height service panelling is to extend across the full width/length of walls in the Male and Female toilets as shown on the relevant plan drawings to conceal all proposed waste connection pipework.

Vanity units in toilets to be for Semi recessed wash basins with 75mm upstand and 300mm downstand and fitted with under vanity service panels (HPL laminate quality), with real wood veneer finish as an option to compliment the cubicles. Female toilet vanity unit to extend the full length of one wall as shown on the relevant plan drawing. Male toilet vanity unit to be 1500mm long with one end blanked off.

The Vanity unit in the Female Changing Room area to be a solid top with 75mm upstand and 300mm downstand and fitted with under vanity service panels (HPL laminate quality), with real wood veneer finish as an option to compliment the cubicles. The vanity unit is to be 1500mm long with both ends blanked off.

Within the Female Changing Room is to be a single panel and pilaster for direct fixing to the adjacent wall to form a privacy screen next to the vanity unit. The panel to be from the **Aero Pearl** range (HPL laminate quality) to match changing cubicles and to be of the same height and standing from the floor level.

Changing room cubicles, 7No to the Female Changing area to be standard height from the **Aero Pearl** range (HPL laminate quality), with real wood veneer finish as an option. Each cubicle to incorporate the Suppliers standard 3 slat bench.

Shower cubicles (4No in the Female Changing Room and 3No in the Male Changing Room) to be standard height from the **Aero Pearl** range (SGL laminate quality for wet locations), with real wood veneer finish as an option.

- 7.8 The position, quantity and finish of proposed new changing room benching and coat hook/rails are unknown.

Therefore it is proposed that this works is covered by a Provisional Sum of **£3,000** and taken forward to the Tender Summary Sheet within the Tender Return Document.

- 7.9 New metal grab rails for the Accessible toilet and Shower/Changing Room are provided with the Sanitary-ware Doc M Toilet and Shower Packs as detailed in the Plumbing Works Section of this Document. They are to be fixed to finish surfaces to recommended positions.

- 7.10 The new external door shall be a timber flush door to original pattern and design to fit in to the existing frame.
- 7.11 All new internal doorsets (8No) shall be FD30 rated, comprising softwood frame, fire seals, hinges and factory fitted glazing, (where required) with Light Oak veneer finish.

Door frame surrounds to include profiled architrave to both sides.

All doors are solid flush finish, except the outer entrance door to the entrance lobby area, which shall have two glazed vision panels to NG9 pattern (as referenced on Noberne Doors datasheet).

- 7.12 Ironmongery for all internal doors and the internal kicking plate to the external door to be nylon coated and have matching nylon coated covers to closers.

The ironmongery for the new external door shall be emergency push bar and locking mechanism and internal kicking plate.

The ironmongery for all new internal doors shall be door closer, push plate, D handle, kicking plate both sides, dead lock with escutcheon plate both sides and door stop.

- 7.13 The position, quantity and finish of proposed new door signs/logos and fire notices etc are to be determined.

Therefore it is proposed that this works is covered by a Provisional Sum of £300 and taken forward to the Tender Summary Sheet within the Tender Return Document.

- 7.14 New internal mirrors are to be supplied and fixed and to be in impact resistant Acrylic finish, with square edges and concealed fixings. 9No 900mm x 400mm mirrors are to be fixed over individual wash hand basins and along the length of vanity units in the Female and Male 11No Accessible toilets. 2No 1200 x 750mm mirrors are to be fixed on the walls in the Male and Accessible Changing Room areas.

8 PLUMBING WORK

- 8.1 All plumbing works are to comply with the requirements of the Water Supply (water fittings) Regulations.
- 8.2 The Plumbing Contractor shall supply and fix all specified fittings, fixings and associated waste and water supply pipes, with the exception of the Monsoon shower unit and cubicle, which is to be provided separately by the Sauna and Steam Room Provider.

8.3 Generally water distribution pipework shall be in copper, sized appropriately by the Plumbing Contractor. Exposed pipework for blended water from the mixers in the shower areas shall be in chrome.

8.4 The water distribution system shall include all stop cocks and isolating valves. All pipework shall be adequately clipped to prevent sagging and all pipes within the ceiling void shall be insulated with 38mm diameter tubular insulation material.

8.5 The existing cold water mains supply shall be amended and extended to supply:

The new Drinking Fountain in the Relaxation Room

The Monsoon Shower unit in the Relaxation Room

The Steam Room Steam generator Unit in the Plant Room area

A bib tap for the Steam Room Essence Injector in the Plant Room area

8.6 The existing tank cold water shall be amended and extended as necessary to supply:

All the new toilet cisterns

Cold taps and mixer taps to all wash basins

The new urinal cistern

The supply shall be retained to continue to feed existing shower mixer valves to the Male and Female Shower areas.

8.7 The existing hot water service system shall be amended and extended as necessary to supply:

Hot taps and mixer taps to all wash basins

Monsoon Shower unit

The supply shall be retained to continue to feed existing shower mixer valves to the Male and Female Shower areas.

8.8 The Plumbing Contractor shall determine the appropriate diameter pipes for supply purposes in general, however the Client's Specialist Contractor installing the Steam and Sauna 'Pods' and Monsoon Shower Unit has requested the following water supplies. The Plumbing Contractor shall provide the requested supply, conveniently located close to the equipment (positions as shown on the relevant Plan Drawing), for the Specialist Contractor to connect their equipment to and commission:

A 15mm diameter mains cold water supply to the bib tap for the Steam Room Essence Injector.

A 15mm diameter mains cold water supply to serve the Steam Generator Unit.

A 22mm mains cold water supply fitted with quarter turn gate valve to serve the preset thermostatic mixer valve supplying the overhead feature shower.

A 22mm hot water supply from the hot water circulation system fitted with a quarter turn gate valve, immediately after the tee connector tap to serve preset thermostatic mixer valve supplying the overhead feature shower.

The Steam Generator Unit supply requires a stop tap and a Fine filter unit to be installed by the Plumbing Contractor.

The Steam Room Essence Injector requires a bib tap to be installed by the Plumbing Contractor.

- 8.9 New ceramic fittings and Doc M packs shall be from *Bushboard Washroom Systems Ltd* ranges.
- 8.10 W.c pans to be **Marden** wall mounted, white vitreous china, to include suitable waste outlet, matching seat and cover, support frame with fixings for attachment to specified panels and dual flush 4/6 litre concealed cistern with flush pipe and finger push stainless steel flush button for panel fixing and internal overflow.
- 8.11 Urinal bowls to be **Marden concealed trap**, white vitreous china, to include plastic domed strainer waste, spreader, waste trap and outlet, concealed hangers with fixings for attachment to specified panels and 9 litre auto cistern, with flush pipes concealed for 2 urinal bowls and **Sensorflow Solo** urinal flush control system for panel mounting with integral proximity sensor.
- 8.12 Wash basins to be **Marden 520** semi recessed, white vitreous china, to include 2 tap holes and to be fixed with **Insignia** washbasin lever type pillar taps, brass waste with chain and plug (to be removed), concealed trapped waste and outlet, with fixings for securing to the countertop and waterproof sealant to the joint between basin and countertop.
- 8.13 The Accessible Toilet/Shower and changing facility shall be fitted with **Doc M Close Coupled w.c pack**, including white grab rails and a **Doc M Shower Pack**, including white grab rails and with exposed TMV3 sequential shower valve.
- 8.14 For the Male and Female Changing Rooms, shower heads and associated control buttons (4No in the Female Shower area and 3No in the Male Shower area) shall be **Rada VR145** and **Rada T2 300**, respectively, as manufactured by *Kohler Mira Ltd*. The shower heads and controls to be single piped in exposed chrome back to the respective existing mixer valve units.
- 8.15 For the Relaxation Room, the drinking fountain shall be *Twyford*, white ceramic **Spa Drinking Fountain VC4501**, with wall fixings and waste kit.

- 8.16 Exposed waste pipes shall be in white plastic. Suitably sized waste pipes from the sanitary ware to be run to minimise lengths and to discharge either into existing soil and vent pipes, or directly to drain outlets within the floor as originally, or to new floor inlet gulleys. Suggested above ground waste drainage routes are shown on the Plan Drawings.
- 8.17 Upon completion of the works, but before pipework is concealed with insulation, the whole system shall be sterilised, filled and tested for correct functioning and the avoidance of leaks.
- 8.18 Prior to hand over of the Works, all sanitary ware shall be thoroughly cleaned to remove building debris and manufacturers marks and tapes and left ready for use.

The Plumbing Contractor shall provide a copy of all operating and maintenance manuals in relation to the equipment installed and shall demonstrate the operation of the system as necessary.

9A ELECTRICAL WORK- GENERAL

- 9.1 Existing power and lighting circuits that serve the Works area are contained in the 415 volt distribution board ref: DBLP2, located in the electricity supply cupboard, across the public corridor from the Works area.

Before any demolition works commence, the Electrical Contractor shall carry out a survey/assessment of the current circuit layout from the Distribution board in order to-

- Ensure all circuits in the Works area are safely isolated as and when necessary
- Determine that the existing distribution board and circuit arrangements and capacities are suitable to accommodate the new electrical installations
- Identify shared circuits between areas inside and outside the Works area

Where circuits are shared between the areas of the building inside and outside of the Works area, arrangements may need to be made in agreement with the Centre Manager and the Electrical Contractor, to split the existing circuits. Circuits within the working area may then be safely isolated whilst other areas of the building are operational.

- 9.2 All electrical work shall comply with the latest edition of the Regulations for Electrical Installations, as issued by the Institute of Electrical Engineers (I.E.E) and shall be undertaken by qualified and suitably registered electricians.

- 9.3 The Electrical Contractor will be required to ensure that all circuits within walls to be demolished and all obsolete electrical equipment is disconnected and made safe prior to work by other trades. Redundant switches, cable runs and conduit and trunking shall be removed as much as practically possible.
- 9.4 This Section describes the Employer's requirements for electrical services in respect of general power, power for electrical equipment and lighting, but the Contractor shall be required to determine the appropriate size of existing and new cabling and suitable rating of circuit protection in order to cable the new electrical installation from the existing distribution board.
- 9.5 All new cabling is to be concealed by chasing in to new and existing plastered walls and/or laid within the suspended ceiling void.
- 9.6 All new power outlets, fused spurs and data points within the new facilities shall have face plates finished in 'polished chrome'.
- 9.7 Upon completion of the electrical works the whole of the system shall be tested and completion/test certificates shall be provided.
- 9.8 All isolating switches shall be labelled as to their use and a circuit list shall be provided within, or in conjunction with, the distribution board.
- 9.9 The Electrical Contractor shall ensure that all Earthing and Bonding complies with the relevant regulations.
- 9.10 Prior to hand-over of the building, all electrical appliances etc shall be cleaned, (including luminaires). The Electrical Contractor shall demonstrate that all items of electrical equipment are in satisfactory working order at hand-over stage.
- 9.11 The Electrical Contractor shall provide a copy of all operating and maintenance manuals in relation to the equipment installed and shall demonstrate the operation of systems as necessary

9B ELECTRICAL WORK- POWER & DATA

- 9.12 General power shall be provided to each room to the quantity and approximate locations in each room or area as indicated on the Electrical Layout plan drawing. Generally power points will be at 1.8m height above the floor.
- 9.13 All general power sockets shall be for use in damp environments/public places, rated IP2XD, IP66, for example **Sentry Sockets** as manufactured by MK Electric.

- 9.14 The Electrical Contractor shall provide and fix the following items of equipment, to be installed to the positions and locations as indicated by the relevant Plan Drawings. A suitable power supply via a switched fused spur point shall be located close to the relevant appliances:

4no polished chrome, 'touch free' hand dryer units, in Ladies, Gents and the Accessible toilet
Emergency assistance pull cord units (2No) to the new Accessible facility
Urinal flush control
2No hairdryer units The choice of units has still to be made, therefore allow a Provisional Sum of £90 each for the unit only, to be incorporated in to the total cost of installation and taken forward to the Tender Summary Sheet within the Tender Return Document.

- 9.15 The Client's Specialist Contractor installing the Steam and Sauna 'Pods' and Monsoon Shower Unit has requested the following power supplies. The Electrical Contractor shall provide the requested power supply, conveniently located close to the equipment (positions as shown on the relevant Plan Drawing), for the Specialist Contractor to connect their equipment to and commission:

A 3-phase supply, 415V + Neutral, 25amp, with lockable isolator and RCD protection for the Sauna Room 'Pod'.
A 3-phase supply, 230V/415V + Neutral, 25amp, with lockable isolator and RCD protection for the Steam Room 'Pod'.
2No single-phase supply 230V to terminate with 13amp switched fused spur with RCD protection for the Monsoon Shower Unit and aromatherapy feature.

- 9.16 The Electrical Contractor shall extend the existing data network system within the building in to the Relaxation Room. As details of the existing network are to be determined, it is proposed that this works is covered by a Provisional Sum of £400 and taken forward to the Tender Summary Sheet within the Tender Return Document.

9C ELECTRICAL WORK- LIGHTING

- 9.17 The Electrical Contractor shall provide and fix 34No new downlight fittings, to be installed into the new suspended ceiling grids in the Shower areas to the Female, Male and Accessible Changing Rooms as shown on the relevant Plan Drawing.

Fittings to be IP65 rated LED 7W Cool White downlighters, suitable for mains voltage, with white bezel surround. Diameter of fitting between 75 to 95mm.

6no fittings to include a 3hour maintained emergency light kit.

- 9.18 The Electrical Contractor shall provide and fix 49No new downlight fittings, to be installed into the new suspended ceiling grids in Changing Room areas and the Relaxation Room as shown on the relevant Plan Drawing.

Fittings to be IP54 rated LED 10W Cool White downlighters, suitable for mains voltage, with white bezel surround. Diameter of fitting between 75 to 95mm.

7no fittings to include a 3hour maintained emergency light kit.

- 9.19 The Electrical Contractor shall provide and fix 38No, 600mm x 600mm modular panel light fittings, to be installed into the new suspended ceiling grids in areas as shown on the relevant Plan Drawing.

Fittings to be IP44 rated LED 36W Pure White, suitable for mains voltage.

7no fittings to include a 3hour maintained emergency light kit.

- 9.20 The Electrical Contractor shall provide and fix 11No, LED emergency exit boxes with directional hours to locations as shown on the relevant Plan Drawing. Fittings to be 3hour maintained.

- 9.21 The Electrical Contractor shall provide and fix 1No, LED external emergency exit box close to the rear fire exit door as shown on the relevant Plan Drawing. Fitting to be 3hour maintained.

- 9.22 Reinstate the original Ex-or 'on-off' sensor controls with the Toilet and changing room areas as shown on the relevant Plan Drawing. All toilet and Changing room light fittings to be operated by the sensor controls.

- 9.23 The method of switching the new light fittings within the Relaxation Room is to be determined and therefore it is proposed that this works is covered by a Provisional Sum of £1200 and taken forward to the Tender Summary Sheet within the Tender Return Document

10 HEATING & VENTILATION WORKS

- 10.1 The relevant Plan Drawings and the works as itemised in the Heating and Ventilation section of the Schedule of Works forming part of this Document are intended to be indicative of the proposals to amend, extend and block off redundant sections of the existing heating and ventilation systems in association with the new layout and locations of fixtures and fittings.

The exact sizes and locations of ventilation ducting, the methods of control of the ventilation and the requirements for amending the existing heating system are not confirmed.

Therefore it is proposed that all works in this Section are to be covered by a Provisional Sum of **£4,500** and taken forward to the Tender Summary Sheet within the Tender Return Document.

5– SCHEDULE OF WORKS

1 ENABLING WORKS

- 1.1.2 Take down sections of existing metal perimeter fencing, including posts and gates in order to facility vehicle, plant and delivery vehicle access to the rear entrance of the Working area. Securely store for re-instatement.
- 1.2 Provide and fix temporary metal fencing to secure the perimeter fencing during the Works and to create an access point for vehicles, plant etc.
- 1.3 Externally provide and fix temporary 2.4m high solid timber hoarding panels, or a similar proprietary type of hoarding panel (i.e *Hoardtek*), to secure the rear entrance to the Working area and to provide for storage, welfare facilities and waste skip location as necessary. Incorporate a lockable section of gates. Hoarding shall display standard construction Site warning and information signs.
- 1.4 Internally provide and fix temporary 2.4m high solid timber hoarding panels, or a similar proprietary type of hoarding panel (i.e *Hoardtek*), to secure the door entrances to the Working area. Incorporate a lockable doorway. Hoarding shall display standard construction Site warning and information signs.
- 1.5 Reinstate the original perimeter fencing on completion and make good any surfaces disturbed by temporary hoarding and fencing.

2 DEMOLITION & REMOVALS

- 2.1 Remove 6No w.c pans with associated cisterns and wastes and 4No inset wash basins complete with wastes, to the Female toilets.
- 2.2 Remove 2No w.c pans with associated cisterns and wastes, 3No urinal bowls and wastes, with 3No ceramic privacy panels and 2No associated cisterns and sparge pipes and 3No inset wash basins complete with wastes, to the Male toilets.
- 2.3 Remove 1No w.c pan with associated cistern and waste and 1No wall hung wash basin complete with wastes, to the Staff toilet room.
- 2.4 Remove 1No w.c pan with associated cistern and waste and 1No wall hung wash basin complete with wastes and existing grab rails, to the Accessible toilet room.
- 2.5 Remove redundant sections of hot and cold water supply pipes associated with the existing sanitary fittings removed from all the toilets.

- 2.6 Remove the existing vanity units complete with tiled splashbacks, wall mounted mirrors and overhead light pelmets to both the Male and Female toilets. Allow to unfix and retain wall mounted soap dispensers for re-use.
- 2.7 Remove the existing 8No laminated w.c cubicles and associated service panels to both the Male and Female toilets. Allow to unfix and retain toilet roll dispensers for re-use.
- 2.8 Remove the existing tiled splashback and wall mounted mirror to the Staff toilet room. Allow to unfix and retain the toilet roll, paper towel roll and soap dispensers for re-use.
- 2.9 Remove the existing metal grab rails and wall mounted mirrors to the Accessible toilet room. Allow to unfix and retain the toilet roll and soap dispensers for re-use.
- 2.10 From the Female changing room area, remove 4No shower heads together with associated chrome pipe risers and combined chrome blended water supply pipe back to the associated mixer unit located as shown in the relevant Plan Drawing.
- 2.11 From the Male changing room area, remove the set of 4No shower heads and the separate set of 3No shower heads together with associated chrome pipe risers and combined chrome blended water supply pipes back to the associated mixer unit located as shown in the relevant Plan Drawing.
- 2.12 Remove the existing 7No laminated shower cubicles and 7No laminated changing cubicles together with associated seat benching to both the Male and Female changing rooms.
- 2.13 From the 2No Staff area shower rooms, remove the shower head and mixer unit from each, together with associated hot and cold water supply pipes. Include to remove the rail and curtain and wall mounted mirror to each shower area.
- 2.14 From the Male and Female changing room areas and the 2No Store rooms to the rear of each changing area, remove the existing changing benching and associated metal framework, including coat hook wall battens and rails.
- 2.15 From the Male and Female changing room areas allow to unfix 6No wall mounted mirrors and 2No pull down wall mounted baby change bench units. (Retain baby change units for re-fixing).
- 2.16 Carefully hack off and remove the ceramic wall tiling (9No courses) from the lower section of all walls within the Male and Female changing room areas (including entrance lobbies).

- 2.17 Carefully hack off and remove the ceramic wall tiling (9No courses) from the lower section of all walls within the Store room areas to the rear of the Male and Female changing rooms.
- 2.18 Carefully hack off and remove the ceramic wall tiling (full floor to ceiling height) within the shower areas to both Male and Female changing room areas and to both Staff area shower rooms.
- 2.19 Carefully hack off and remove the ceramic wall tiling (full floor to ceiling height) within the Accessible toilet room and remove and dispose of the timber boxing around the toilet waste pipe.
- 2.20 Take down and remove the existing 'lay in' type suspended ceiling tiles complete with the whole grid system and perimeter shadow batten from all areas including a section in the main corridor directly outside the existing entrance doors to the Male and Female Changing Rooms.
- 2.21 Remove the existing vinyl sheet flooring and associated skirtings to both the Male and Female toilets, the Accessible toilet, the corridor section within the Staff area and the 2No shower rooms and the toilet room directly off this corridor and the whole of the Male Changing Room area (including entrance lobby).
- 2.22 Remove the existing vinyl sheet flooring and associated skirting to the remaining staff areas adjacent the area of the Works. (This operation to be carried out separately and in association with the laying of the replacement vinyl flooring).
- 2.23 Carefully hack up and remove the floor levelling screed and the original ceramic floor tiling and associated tiled skirting from below the removed sheet vinyl floor covering to the Staff area and the 2No shower rooms and the toilet room directly off this corridor and the whole of the Male Changing Room area (including entrance lobby).
- 2.24 Carefully hack up and remove the ceramic floor tiling and associated tiled skirting to both the Rear Store Room areas and the whole of the Female Changing Room area (including entrance lobby).
- 2.25 Take up and remove a section of carpet tiles to the area of floor in the main corridor directly outside the existing entrance doors to the Male and Female Changing Rooms. Include to take off associated lengths of timber skirtings to the surrounding sections of partition walls.
- 2.26 Remove and dispose of existing external door to a rear store room. Retain door frame in place as indicated by the Plan Drawings.
- 2.27 Remove and dispose of existing external door and associated door frame to a rear store room, as indicated by the Plan Drawings.

- 2.28 Remove and dispose of existing internal door in the Staff area corridor. Retain door frame in place, as indicated by the Plan Drawings.
- 2.29 Remove and dispose of existing internal doors and associated door frames.
- 2.30 Remove sections of existing masonry wall to the sides and over the top of the former door openings where partitions are removed.
- 2.31 Remove sections of existing masonry wall over the former door openings leading to the Rear Store Rooms, to the underside of the existing steel universal beam roof joist support.
- 2.32 Remove sections of existing masonry wall to form openings for proposed new access doors from the Changing areas to the new Male and Female toilet layouts. Incorporate new support lintels over openings.
- 2.33 Demolish sections of existing internal masonry partition walls as highlighted on the relevant plan drawing to allow for forming the new layout arrangements.
- 2.34 Make good plaster to all existing surfaces to be retained following removal of the fixtures, fittings and structures as scheduled.

3 BELOW GROUND DRAINAGE WORKS

- 3.1 Remove 3No existing inspection chamber covers to the floor area within the existing Male Changing Room. Replace these with airtight recessed inspection cover frames suitable for internal use, laid to the level of the finished floor, ready to receive ceramic floor tiles within.
- 3.2.1 Isolate and suitably cap off all redundant drain outlets from removal and proposed re-location of sanitary-ware and the changes to the drainage layout.
- 3.3 Replace the inlet grates to all retained floor gullies to match with proposed new floor drainage gullies. (20No)
- 3.4 Excavate within the existing solid ground floor slab to install a new shallow outlet, trapped floor gulley, in a suitable location for falls, to the proposed new Accessible Shower/Change Room. Run new underfloor drainage to connect up to the nearest existing drain outlet location as shown on the relevant plan drawing.
- 3.5 Excavate within the existing solid ground floor slab to install 2No new shallow outlet, trapped circular floor gullies, in suitable locations for falls, to the proposed new Sauna and Steam Rooms. Run new underfloor drainage to connect up to the nearest existing drain outlet location as shown on the relevant plan drawing.

- 3.6 Excavate within the existing solid ground floor slab to install a new shallow outlet, trapped linear floor gully grate, to the threshold of the proposed new Monsoon shower cubicle in the newly created Relaxation Room. Run new underfloor drainage to connect up to the nearest existing drain outlet location as shown on the relevant plan drawing.
- 3.7 Make good to all internal floors on completion of the drainage works ready to receive a ceramic tiled floor finish.

Note: All works in this Section to be covered by the Provisional Sum as contained in the Specification section of the Document and taken forward to the Tender Summary Sheet within the Tender Return Document.

4 BUILDING WORKS

- 4.1 Block up the opening in the existing external wall from the removal of the original door and frame. Make good with plaster internally and externally with a timber decorative panel.
- 4.2 Block up the openings in existing masonry partition walls resulting from the removal of the original internal doors and frames. Make good with plaster to match existing on both sides. Provide timber skirting board to match existing to the sides within the main public corridor area from blocking up of former doors.
- 4.3 Construct new sections of internal partition walls in masonry as indicated on the relevant plan drawing to form the new layout for the Entrance lobby, Accessible toilet and Shower/Change Room, Male toilet, Male Changing areas, privacy screen in the Relaxation area and enclosures to the Monsoon Shower cubicle and Sauna and Steam Room 'pods'.
- 4.4 Allow for top head restraint to the sections of masonry partition forming the privacy screen in the Relaxation area and enclosure to the Monsoon Shower cubicle.
- 4.5 Construct new sections of internal partition wall in masonry on to the existing 'upstands' by the shower areas in the Female Changing Room in order to form an enclosure for siting of the new shower cubicles.
- 4.6 Plaster both sides of all new masonry partition walls to match existing, with the exception of the 'inner' facing sides of the new walls forming the enclosures to the Monsoon Shower cubicle and Sauna and Steam Room 'pods'.

- 4.7 Incorporate new support lintels in to new sections of masonry partition walls over the openings formed for new internal doors ND1, 3, 4, 5 & the entrances to the new Sauna and Steam Rooms.

5 FIXTURES, FITTINGS & FINISHES

- 5.1 Supply and fix new suspended ceilings, complete with new perimeter shadow battens, to all areas within the boundary of the Works, that is the newly formed-

Entrance Lobby
Male & Female Toilets
Accessible Toilet and Shower/Change Room
Male & Female Changing Room Areas
Section of corridor in the Staff Area, beyond retained door frame
Relaxation Room and corridor access to Sauna and Steam Room

Note to omit any ceiling finish within the proposed enclosures to the Monsoon Shower cubicle and Sauna and Steam Room 'pods'.

- 5.2 Allow to cut new ceiling tiles to incorporate existing ventilation grill outlet positions and existing P.A system speakers and all new light fittings not of standard grid size.

- 5.3 Lay new ceramic floor tiling in the following areas-

Entrance Lobby
Male & Female Toilets
Accessible Toilet and Shower/Change Room
Male & Female Changing Room Areas

Tiles to be laid to suitable falls towards existing and proposed floor gully grates. Allow for incorporating new circular floor gulley grates in to the tiles.

Allow for laying tiles to match the bond, within the recessed inspection chamber covers in the Male Changing Room area.

- 5.4 Lay new vinyl sheet flooring and associated skirting to the remaining staff areas adjacent the area of the Works. (This operation to be carried out separately and in association with the taking up of the of the original vinyl flooring).
- 5.5 After the installation of the Steam Room 'Pod' and Monsoon Shower Unit by the Specialist Nominated Contractor, lay new ceramic floor tiling in the Relaxation Room, the corridor access and the area to be occupied by the Sauna Room and the completed Steam Room and Monsoon Shower Unit.

Tiles to be laid to suitable falls towards existing and proposed floor gully grates.

Allow for incorporating new circular and linear floor gully grates in to the floor tiles and cutting the tiles to suit.

Allow for incorporating the new recessed internal inspection covers in to the floor tiles, by laying the tiles within the recessed cover and cutting the perimeter tiles to suit.

- 5.6 Fix new ceramic wall tiling (300mm x 600mm tiles) to the full floor to ceiling height in the areas as shown on the relevant Plan Drawing.
- 5.7 Fix 5 courses of new ceramic wall tiling (300mm x 600mm tiles) to a height of 1500mm from finished floor level to all remaining walls not fully tiled within the area of the Works as shown on the relevant Plan Drawing.
- 5.8 Decorate all new and existing plaster finished wall surfaces.
- 5.9 Decorate all new timber door frames and associated architrave surrounds and new sections of infill skirting to the main public corridor area from blocking up of former doors.
- 5.10 Decorate the new external timber door and frame and the external timber infill panel to the former external door opening.
- 5.11 Install 5No new w.c cubicles complete with full height service area panels to conceal cisterns and water supply and waste connections in the Female toilets (4No) and the Male toilets (1No). Re-fix retained toilet roll dispensers to each new cubicle.
- 5.12 Install new vanity units to accommodate 4No semi recessed wash basins in the Female toilets and 2No semi recessed wash basins in the Male toilets.
- 5.13 Supply and install a new vanity unit in the Female Changing Area.
- 5.14 Supply and install the privacy screen in the Female Changing Area.
- 5.15 Install 7No new standard size changing cubicles complete with changing bench to each cubicle.
- 5.16 Install 7No standard size shower cubicles in the Female Changing Room shower area (4No) and in the Male Changing Room shower area (3No).
- 5.17 Install new benching and hat and coat hooks within the Male and Female changing areas. (Work covered by the Provisional Sum as contained in the Specification section of the Document and taken forward to the Tender Summary Sheet within the Tender Return Document).

- 5.18 Supply and fix grab rails from the Doc M close coupled w.c pack and Doc M shower pack in to the proposed Accessible Toilet/Changing Room facility.
- 5.19 Supply and fit new external door and frame, complete with quadrant beading around the frame in to the existing opening of the external rear wall. Include new ironmongery.
- 5.20 Fit new internal doors and frames (8No), complete with architrave surround to both sides, in to existing and newly prepared openings. Include new ironmongery.
- 5.21 Supply and fix new wall mirrors to the Female, Male and Accessible toilets and changing room/shower areas.
- 5.22 Refix retained soap dispensers to each toilet area. Refix baby changing benches in each new changing Room area to suitable positions to be agreed.
- 5.23 Supply and fix new door logos & signs and directional and fire notice signs. (Work covered by the Provisional Sum as contained in the Specification section of the Document and taken forward to the Tender Summary Sheet within the Tender Return Document).

6 PLUMBING WORKS

- 6.1 Isolate existing hot and cold water supplies to sanitary-ware to enable fittings to be removed.
- 6.2 Isolate the existing sanitary-ware from all waste and drain connections to enable the fittings and waste pipes to be removed.
- 6.3 Supply and fix 5No new wall hung w.c pans with concealed cisterns, flush buttons and associated trapped waste connections run to existing drain outlets.
- 6.4 Supply and fix 6No new semi recessed wash basins to the new vanity units, complete with taps and associated trapped waste connections run to existing drain outlets.
- 6.5 Supply and fix 1No wall mounted drinking fountain complete with operating tap and associated trapped waste run to an existing floor drain outlet.
- 6.6 Supply and fix 2No urinal bowls with a single concealed supply cistern and associated sparge pipes. Include for trapped waste connections run to existing drain outlets.

- 6.7 Supply and fix urinal flush control system to the cistern.
- 6.8 Supply and fix sanitary-ware from the Doc M close coupled w.c pack and Doc M shower pack in to the proposed Accessible Toilet/Changing Room facility, complete with mixer tap to the wash basin and trapped wastes to the w.c pan and wash basin run to existing drain outlets.
- 6.9 Supply and fix 7No shower heads and associated control buttons, located in each shower cubicle, together with blended water supply chrome pipework run to each outlet from the existing mixer unit position in the Female and Male Changing Rooms.
- 6.10 Allow for amending, extending and re-instating the existing mains cold water and low pressure hot and cold water supply pipework to connect to the new fittings in both original and new positions. Include for new water supply connections to the Steam Room equipment and Monsoon Shower Unit as required by the Client's Specialist Contractor.

7 ELECTRICAL WORKS

- 7.1 Isolate and make safe existing electrical circuits and equipment in preparation for demolition and removal works
- 7.2 Remove and dispose of all existing light fittings and associated switching arrangements. Remove and retain light sensor units.
- 7.3 Supply and install general power at 1.8m height from floor level to positions as shown on the relevant Plan Drawing.
- 7.4 Supply and install, complete with fused spur isolating switches, the following equipment:
 - 4No hand dryers
 - 2No emergency pull cord systems
 - Urinal flush control
 - 2No hand dryers (note provisional sum for cost of units only)
- 7.5 Supply and install data points to the Relaxation Room (note provisional sum for this work)
- 7.6 Supply and fix specified new light fittings to all areas, incorporated in to the ceiling tile grid and located as shown on the relevant Plan Drawing. Reinstall the original light switch sensors to operate the lights to the positions as shown on the Plan Drawings. Allow for a proportion of the lights to contain a 3hr maintained emergency lighting kit.

- 7.7 Supply and fix external and internal emergency light boxes with directional logos to locations as shown on the relevant Plan Drawing.
- 7.8 Supply and install new switching arrangements to the proposed Relaxation Room (note provisional sum for this work).

(Note certain items of Work covered by the Provisional Sum as contained in the Specification section of the Document and taken forward to the Tender Summary Sheet within the Tender Return Document).

8 HEATING & VENTILATION WORKS

- 8.1 Isolate the flow and return pipework to the existing radiator in the Male toilets and relocate the radiator to a new position to suit proposed new toilet layout, extending the flow and return pipework as required.
- 8.2 Isolate the flow and return pipework to the existing radiator in the Staff Area corridor section and remove the radiator.
- 8.3 Isolate the existing sections of low level flow and return heating system pipework within the Male and Female Changing Rooms and Rear Store Rooms and completely remove. Amend and extend the flow and return pipework to reinstate the heating circuit and to suit the new layout.
- 8.4 Supply and Install new flexible ducting from the existing passive ventilation outlet in the flat roof section above the proposed Steam Room for connection by the Specialist Supplier to the vent outlet in the ceiling of the Steam Room Pod.
- 8.5 Overhaul, check and clean the section of the existing mechanical ventilation system supplying vent outlets/inlets in all the toilets and changing room areas.
- 8.6 Replace all the existing suspended ceiling mounted ventilation grills with new grills, incorporated in to the new suspended ceiling grid layout.

Note: All works in this Section to be covered by the Provisional Sum as contained in the Specification section of the Document and taken forward to the Tender Summary Sheet within the Tender Return Document.