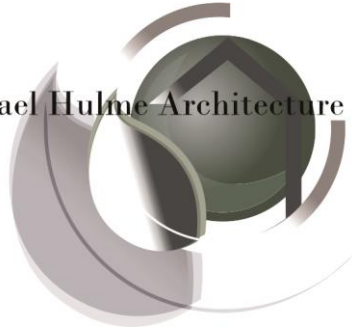


Rachael Hulme Architecture



SCHEDULE OF WORKS

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Site Address: **Stacey Bushes Meeting Place,**
 Briar Hill, Stacey Bushes, Milton Keynes MK12 6HX

Proposed Work: Internal alterations, structural and non-structural alteration work to the existing building to provide additional, lettable accommodation, within the existing building envelope

Document Number: 1274 – 050B. 5th May 2025

This document is to read in conjunction with the following:

1274 – 001E - General arrangement drawing
1274 – 002 – Detailed drawing with specification
1274 – Designers risk assessment
1274 – 100 – Door and window schedule

Structural engineers' drawings

24.111-ael-XXX-XX-DR-C-3000-Proposed Below Ground Drainage

24.111-ael-XXX-XX-DR-S-1000-Proposed Ground Floor Plan

24.111-ael-XXX-XX-DR-S-2000-Proposed Details Sheet 1

Preliminaries

Outline: This project is for Wolverton and Greenleys Town Council and involves, internal alterations to an existing community centre called Stacey Bushes Meeting Place. The reason for the project is to add value to the building by providing additional letting space in the main area and to combine the space taken by existing offices within the building and provide an additional lettable area for a potential separate activity or occupant. This should enhance the buildings occupation ratings and therefore revenue and provide additional support to the local community.

Site Visit: The contractor must visit the site prior to tendering, no claims can be substantiated for lack of knowledge of specific site conditions for failing to do so. The date for contractors to visit site will be confirmed directly between to architect and the contractor. Please contact the architect by email to make your appointment to view the property, no unscheduled visits can be permitted as the building is occupied all days.

Omissions: It is the contractor's duty to point out to the architect if they find any omissions on the drawings or specification prior to the return of tender price, please do not scale any drawings, if in doubt, ask the architect. In the interests of fairness, any amendments found by any contractor within the pricing period will be sent to all the tenderers at the same time and before the return date.

Materials: All materials to be used in the works shall be to the relevant British Standard for that material, and all workmanship shall be in accordance with the relevant Code of Practice and be installed according to the manufacturer's specification.

Timber: All timber used should be from a certifiable sustainable source and be SC4 quality. Unless alternative specified in structural engineers' details. All cut ends of timber to be treated on site with brush application of matching preservative.

Workmanship: All works shall be carried out to the reasonable satisfaction of the Architect, any works which are considered by the Architect to be defective and not to their reasonable satisfaction shall be removed and rebuilt in accordance with the Specification at the Contractor's expense.

Completion of works: The contractor shall provide everything necessary for the proper completion of the works in accordance with this specification and the information shown on the drawings, including materials, plant and labour; site accommodation toilets and, (specifically to this site two secure lockable containers, one for the use of the tenant for their goods and one for the use of the onsite personnel for the storage of tools and small equipment); attendance on all trades when and where required; and the protection of the works and the existing buildings.

Debris: The contractor shall clear away rubbish accumulating during the works, keep the site clear of rubbish apart from a pre-designated area which can be used for the building works and on completion shall leave all external areas in a clean and tidy state, clean all floors, windows, etc. and leave everything in a tidy and satisfactory condition prior to final snagging by the architect and client.

Setting out: The contractor is to be responsible for setting out the works, if there are any queries report these to the architect for clarification.

Storage: Storage of materials either retained materials or new building materials prior to installation will be the subject to strict security arrangements which must be made and implemented by the contractor. The entire building site is to be surrounded by locked Harris fencing from day 1 of the

building process on site. The security of the site after the start date is the responsibility of the contractor and appropriate insurance must be in place from that date, until handover.

Water and power: Water and power supplies for the works are to be provided free of charge by the employer. The Contractor is to maintain and protect all gas, water, electrical, telephone and drainage services encountered during the execution of the works.

Damage to roadways: The contractor must ensure that no nuisance or obstruction arises in consequence of building operations and must make good at his own expense any damage done to buildings, roadways, kerbs and paths, etc.

Employees: The contractor is to be responsible for keeping all persons under his control, including workpeople employed by sub-contractors, within the limits of the site and will be liable for all damage to adjoining premises and property by workpeople, lorries or from any other causes whatsoever and shall indemnify the employer from any claim which may arise consequent upon any such trespass.

Proprietary Articles and Systems: Proposed alternatives of equal performance to that specified will be considered for approval. All alternatives are to be agreed by the Architect prior to delivery on site. The Contractor will be deemed to have priced the items in the Specification and not his proposed alternatives.

Contract: The works are to be carried out under the **JCT intermediate form of building contract**, latest edition.

Security & CDM: The contractor is responsible for onsite health and safety of all personnel entering the site and is to keep a day-to-day accurate record of all his personnel, sub-contractors and visitors. He will be responsible for ensuring they have the relevant training to perform the tasks they are assigned to and for keeping the site safe and secure at all times during the contract period, appropriate clothing, hard hats and footwear must be worn with appropriate signage confirming access for authorised personnel only.

Defects liability period: 12 months.

Final certificate: 12 months.

Contractors' insurance: Not less than £5 million pounds public liability.

Rachael Hulme architecture is to be the principal designer for the design phase of this project. The clients' duties will then be discharged to the main contractor who will take over the role of principal designer for the construction phase of this project.

Nominated sub-contractors: The Contractor will be responsible for liaising with all specialist sub-contractors for their work, including all necessary services, connections, with builder's work regarding specialist requirements.

Contractor to submit an outline program of work with their tender, before commencing work the contractor is to submit a detailed programme to the client and architect for approval.

Allow the following **provisional items**, these may not be expended without the written instructions:

Provisional sum for contingencies	15% of total contract sum
Provisional sum for landscaping, making good yard area and patio	£10,000.00
Provisional sum for the supply of sanitary ware	£3,000.00
Provisional sum for the supply of ironmongery to internal doors	£1,500.00
Provisional sum for the supply of internal doors	£10,000.00
Provisional sum for the supply and installation of 2 kitchens	£28,000.00

NOTE All sections to be priced separately

This is a turnkey project, all the items within the drawings are to be itemised and priced for within this schedule of works, broken down in the sections as noted.

Where any item is not priced it will be deemed to be included elsewhere. All works to be carried out in accordance with the drawings.

Schedule is not to be used as an indication of the sequence of works it is intended for pricing and subsequent on-site valuation purposes during construction.

All useable building materials which have been removed from the building remain the property of the client and are to be retained for inspection by the client who may choose to resell or request the contractor dispose of.

No work is to be completed or varied without written instruction from the architect. Any work carried out without instruction will not be retrospectively backed up with an AI (Architects Instruction) for payment.

Instructions for any site queries are to be made to the architect who will relay these to the client.

1.0 DEMOLITIONS AND ALTERATIONS

- 1.1 Erect site security fencing which should surround the site. _____
- 1.2 Carefully demolish existing walls, in accordance with architects and structural engineers' drawings and details. _____
- 1.3 Carefully remove existing sanitary ware and remove from site. _____

2.0 FOUNDATIONS WALLS AND PARTITIONS

- 2.1 Design and construct new foundations for new walls and columns in accordance with structural engineer's drawings. _____
- 2.2 Supply and install steel beams in positions shown on structural engineer's drawings with padstones as specified, no steelwork is to bear onto blockwork without padstones. _____
- 2.3 Construct new internal studwork walls in accordance with architects' drawings as detailed 1274-002. X100mm studwork with 12.5mm plasterboard both sides. any queries refer to architect. _____

3 0 DOORS AND WINDOWS

(All new doors internal and external must be suitable width for wheelchairs)

- 3.1 Replacement UPVC doors and windows to be by others, contractor to allow for the liaison with clients sub-contractor. _____
- 3.2 Supply and install internal doors and window in accordance with the door and window schedule 1274 - 100. _____
- 3.3 Contractor to allow for making good window and door reveals after the installation of the new windows and doors. _____
- 3.4 Contractor to allow to remove existing window or door and brick up openings for W3 which is to be reduced to a 450mm deep opening, D11 which is reduced from a double opening to a single glass door, size to suit door opening width of 1050mm. W13 reduced from the existing double doors to a 450mm high window and D16 which is enlarged from an existing window to form a double door of the same width. Cavity brick walls, brick to match existing, cavity batt insulation and plastered internally. _____
- 3.5 Contractor to supply and install new internal doors in the positions shown on the drawing (some doors are to be reused if condition allows, make good where economically possible) and as referred to in the door and window schedule. exact type to be confirmed allowance in PC sums for doors and ironmongery. _____

4.0 SUNDRY CARPENTRY

- Allow for the removal of existing architraves and skirting and making good. _____
- 4.2 Allow for the supply and fixing of new architraves 75mm Ovolo MDF _____
- 4.3 Allow for the supply and fixing of new skirting 150mm Ovolo MDF _____
- 4.4 Storage area - Allow for the design and construction of full width kitchen base units with melamine worktop and 3 shelves above. _____
- 4.5 Craft washup – Allow for the design and construction of new kitchen base units full width, melamine worktop with stainless steel sink overlayed and 2 timber shelves above. _____
- 4.6 Toilets to main hall – allow for the supply and installation of new toilet cubicles. _____
- 4.7 COSSH cupboard – Allow for the design and construction of 1 x 600mm deep and 3 x 300mm shelves within the cupboard and 5 shelves within the adjacent wall area as shown on the drawing. _____
- 4.8 Exact height of all shelving to be confirmed on site client on site. Shelving to be supported on 25 x 50mm timbers securely fixed to all three walls. In the case of the full width shelving to the craft and storage areas. Additional brackets at maximum 1200mm centres will be required. _____

5.0 PLASTERING AND SCREEDING

- 5.1 Form new plasterboard ceilings to all areas as shown on the drawings. Joints to be taped and plaster skim coated ready to receive decoration. Insulation minimum 300mm fibreglass loft insulation above. 200mm between joists and 100mm laid above at 90 degrees. _____
- 5.2 Provide 3 Facro or similar approved, insulated loft hatches with integrated ladders in the positions shown on the drawings. 2 in the main hall and 1 in the second hall. Make sure openings are not impeded by structural ceiling. _____
- 5.3 New plaster skim coat over new plasterboard to all new stud walls. _____

6.0 RAINWATER AND DRAINAGE

- 6.1 Supply and install new below ground drainage in the positions shown and in accordance with the structural engineers' drawings and details, including new SVP's as shown. _____

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- 6.2 Supply and install new above ground drainage to all new toilets and sinks in the position shown on the drawings, connect to new SVPs' _____
- 6.3 Any conflicts, the contractor is to bring to the attention of the architect during the tender. _____
- 6.4 Assess the condition of above ground rainwater goods and inform architect prior to tender if anything is required. No sums allow in the tender for damage to rainwater goods damaged during the contract. _____
- 7.0 ROOFS**
- 7.1 Make good any damage to existing roof tiles, contractor to access and report To the architect prior with a written quotation, for agreement, prior to any work being carried out. _____
- 7.2 Kitchen and WC extracts to exhaust to roof ventilation tiles which are to be fitted in accordance with the manufacturers' instructions. _____
- 8.0 ELECTRICAL SERVICES**
(all works to be carried out in accordance with current edition) _____
- 8.1 Remove existing consumer unit within office area as this wall is to be demolished. _____
- 8.2 Supply and install 2 new consumer units one is the main hall at high level to the LHS of door 9, one at high level to the LHS next to the kitchen door D22. Allowance for testing and certifying existing electrical circuits. _____
- 8.3 Electrical work in accordance with drawings. including the installation of all lighting, switching and sockets, as shown on the drawings. Contractors supply for led downlighters and pendant fittings where indicated. _____
- 8.4 Circuits to be balanced out to ensure even loading in times of peak load. Positions may vary slightly; alterations may only be made with the prior permission of the architect.
Height of wall sockets to be MAX 1200 and MIN 450 from finished floor level. _____
- 8.5 The supply and installation of fire system and intruder alarm to be by clients sub-contractor Ace Fire and Security, allowance for attendance on sub-contractor. _____
- 8.6 Supply and install all electrics in connection with the Kitchen plan for appliances, and sockets including 30A supply for cooker and boiler wiring as required. _____

- 87 Supply and install mechanical ventilator for toilets and kitchens extract. All to have isolator switches at high level outside each room, position of switch to be confirmed by architect. Extract rates in accordance with Building control Approved Document part F. _____
- 9.0 HEATING AND PLUMBING**
(all work to be completed by Gas safe engineer)
- 9.1 Reuse existing boiler system. Contractor to inform architect and client during tender if this not deemed economically viable. _____
- 9.2 Supply and install heated towel rails to each of the WCs and kitchen in second hall. Towel rails to run from gas central heating system. _____
- 9.3 Reuse as much of the existing heating pipework as possible. Supply and fix new radiators in positions shown on drawings, contractors heating engineer to size new radiators and forward information to architect for approval and where possible match the existing rads in style. _____
- 9.4 PC sum is for the supply of sanitary ware, liaison with architect for exact details of sanitary equipment. _____
- 9.5 If client supply kitchens - liaise with client's kitchen fitters to provide plumbing and drainage to exactly the locations specified by the kitchen company. Any discrepancy must be reported to the architect as soon as it is discovered, no additional amounts will be allowed for abortive work for failing to do so. (this will be expended if contractor is installer) _____
- 9.6 Zoning of heating system to allow for use of each hall to be heated separately. All radiators to have time and temperature controls with centrally controllable system such as Tado X or similar approved _____
- 10.0 MAKING GOOD**
- 10.1 Make good all to all external paving at the entrance to the building following the excavation works for new drainage as shown on the structural engineers drawings. _____
- 10.2 Make good to nursery soft play flooring after completion of the work. _____
- 10.3 Make good to all existing walls disturbed by the works including from removal of sanitary ware. _____
- 10.4 Make good to floors disturbed by the new foundations and padstones, bring To level max 10mm variation. _____

11.0 FLOORING**(Maximum variation in floor level is 5mm following building works)**

- 11.1 Floor coverings by others after handover of premises after building work is completed.

12.0 EXTERNAL WORKS

- 12.1 Supply and fix new 1800mm high solid timber fence between the external area designated for the second hall and the main hall garden. _____

- 12.2 Supply and install new canopy to allow dry passage between D16 and the New secure storage units. _____

- 12.3 Supply and install 2 number new steel secure storage containers with padlocks within the outside area of the second hall, these are to match the existing ones which are in the nursery garden. _____

- 12.4 Relocate and reinstall existing nursey playhouse including renewal of Bearings and making good. New location to be agreed with client on site, Assumed to be somewhere in the main hall garden. _____

13.0 DECORATIONS

To be completed by main contractor. _____

One mist coat on new plastered walls and ceilings, one undercoat two topcoats emulsion paint light grey, exact colour to be confirmed by client for the walls, white for the ceilings.

Joinery colour to be confirmed, one undercoat and two topcoats.

All paint to be Dulux, alternatives of equivalent or better quality will be considered.

Completion of paintwork to be in accordance with manufacturer's recommendations and instructions.

Rachael Hulme 16th April 2025 (revised 6th May 2025)

ALL QUEREIS TO BE REPORTED TO THE ARCHITECT