

## **1.00 SCOPE OF WORKS**

- 1.01** The contractor is invited to tender for conversion and refurbishment works at 5-9 Beach Road, Newquay. The intention of the project is to convert the disused restaurant to offices and an event space. The tender is to be prepared in accordance with the specifications contained herein.
- 1.02** Works will include the following:
- 1.03** (i) Removal of surface linings and commercial kitchen fittings to ground floor and converting the kitchen to a studio/event space, including provision of new WC facilities to ground floor with associated drainage.
- 1.04** (ii) Removal of the existing lift and front staircase and provision of a reception desk in the entrance lobby.
- 1.05** (iii) Removing bars and dumb waiters to first a second floors, to include installation of meeting rooms, phone booths and kitchenette.
- 1.06** (iv) Replace and reconfigure damaged linings and sanitary fittings to first and second floor WCs.
- 1.07** (v) Reconfigure upper staircase and third floor to provide open plan office with kitchenette.
- 1.08** (v) Construction of box dormer to third floor and upgrades to balcony.
- 1.09** (vi) General internal and external repair and refurbishment as detailed, to include scaffold for window and masonry repairs.
- 1.10** (vii) Upgrade and conversion of M&E installations to meet new use.
- 1.11** It is anticipated that the construction phase will take place from October 2020 to December 2020. The contractor is to ensure that an anticipated start date and contract period are included in the tender return.
- 1.12** The property is currently unoccupied and will be cleared prior to commencement of the contract period. A site visit is strongly recommended and can be arranged by contacting Jon Ramage.
- 1.13** There is a small area to the front which could be used for informal parking, skips and drop offs. Otherwise parking is restricted and contractors are to make necessary allowances. Contractors must ensure that subcontractors and delivery drivers are considerate to neighbouring businesses.
- 1.14** There will be no contingency sum included within the contract budget. This is a requirement for the tender process by CLLD, who are involved in funding the project. However standard variation orders will apply as per the JCT Contract.

**2.00 CONTRACT CONDITIONS - 5-9 Beach Road, Newquay**

**2.001 BUILDING NAME & ADDRESS**

2.002 5-9 Beach Road, Newquay, Cornwall, TR7 1ES

**2.003 PROJECT**

2.004 Conversion and refurbishment of existing restaurant to offices and event space.

**2.005 CLIENT**

2.006 Pentire Estate Ltd. C/O Anthony Dann, 7 Trevena Terrace, Newquay  
TR7 1LD

**2.007 CONTRACT ADMINISTRATOR**

2.008 Atlantic Building Consultants Ltd, 6 Gwelva Lowenek, Pentire Avenue, Newquay, TR7  
1GX

**2.009 PLANNING PERMISSION**

2.010 In progress

**2.011 BUILDING REGULATIONS**

2.012 In progress

**2.013 CONSTRUCTION DESIGN & MANAGEMENT (CDM2015)**

2.014 Project will be notifiable

**2.015 EXISTING SERVICES**

2.016 Mains Electricity  
Mains Water  
Mains Gas  
Mains Drainage

**2.017 TYPE OF CONTRACT**

2.018 JCT Intermediate Building Contract 2016 (IC 2016)

2.019 The contract will be under hand

**2.020 EMPLOYER**

2.021 Pentire Estate Ltd. C/O Anthony Dann, 7 Trevena Terrace, Newquay  
TR7 1LD

**2.022 CONTRACT ADMINISTRATOR**

2.023 Jon Ramage BSc (Hons) MRICS, Atlantic Building Consultants Ltd, 6 Gwelva Lowenek,  
Pentire Avenue, Newquay, TR7 1GX

**2.024 RECITALS**

2.025 1st Recital

2.026 The employer wishes to have the following works carried out: Conversion and  
refurbishment works at 5-9 Beach Road, Newquay.

2.027 2nd Recital

2.028 The contract drawings are numbered:

2.029 ABC424-01, ABC424-02, ABC424-03, ABC424-04, ABC424-05B, ABC424-06B,  
ABC424-07A, ABC424-08, ABC424-09.

2.030 3rd Recital

2.031 The Employer has supplied to the Contractor: The specification (delete bill of  
quantities and work schedules)

2.032 4th Recital

2.033 Alternative A will apply

2.034 Alternative B will be deleted

2.035 Within Alternative A the followings words will be deleted:

2.036 "Bill of Quantities/Work Schedules"

2.037 5th Recital

2.038 Construction Industry Scheme under Finance Act 2004.

- 2.039 6th Recital
- 2.040 Employer Schedule of Information Release
- 2.041 If no Information Release, Schedule provided delete 6th Recital
- 2.042 7th Recital
- 2.043 Extent of CDM Regulations
- 2.044 8th Recital
- 2.045 Division of works into sections
- 2.046 9th Recital
- 2.047 Framework agreement – where applicable
- 2.048 10th Recital
- 2.049 Supplemental provisions
- 2.050 **ARTICLES**
- 2.051 Article 1: Contractor’s obligations
- 2.052 Article 2: Contract sum
- 2.053 Article 3: The Contract Administrator is the said Atlantic Building Consultants of 6 Gwelva Lowenek, Pentire Avenue, Newquay.
- 2.054 Article 4: The Quantity Surveyor
- 2.055 Atlantic Building Consultants of 6 Gwelva Lowenek, Pentire Avenue, Newquay.
- 2.056 Article 5:
- 2.057 The principle designer is Atlantic Building Consultants of 6 Gwelva Lowenek, Pentire Avenue, Newquay.
- 2.058 Article 6 - Principal Contractor
- 2.059 Article 7 - Adjudication
- 2.060 Article 8 - Arbitration
- 2.061 Article 9 - Legal Proceedings

**2.062 CONTRACT PARTICULARS**

2.063 Part 1: General

2.064 5th Recital and Clause 4.6

2.065 The employer at the base date is not a contractor

2.066 7th Recital

2.067 CDM Regulations

2.068 The project is notifiable

2.069 8th Recital

2.070 Detail sections to specification if applicable

2.071 Refer to specification attached

2.072 9th Recital

2.073 Framework agreement not applicable

2.074 10th Recital and Schedule 5

2.075 Collaborative working applies

2.076 Health and safety applies

2.077 Costs savings and value improvements apply

2.078 Sustainable development and environmental considerations applies

2.079 Performance indicators and monitoring applies

2.080 Notification and negotiation of disputes applies:

2.081 Employer's nominee: TBC

2.082 Contractor's nominee: TBC

2.083 Article 8

2.084 Arbitration does apply (delete "does not apply")

2.085 1.1 - Base date:

2.086 10 days before tender return

- |              |  |
|--------------|--|
| <b>2.087</b> | 1.1 - CDM Planning Period  |
| <b>2.088</b> | Shall mean the period of:  |
| <b>2.089</b> | Two weeks ending on the date of possession   |
| <b>2.090</b> | 1.1 - Completion Date:   |
| <b>2.091</b> | TBC  |
| <b>2.092</b> | Completion Dates for Sections (if applicable):                                     |
| <b>2.093</b> | N/A  |
| <b>2.094</b> | 1.7 - Addresses for service of notices etc., by the parties:                       |
| <b>2.095</b> | As per the agreement   |
| <b>2.096</b> | 2.4 - Date of Possession of Site:  |
| <b>2.097</b> | TBC  |
| <b>2.098</b> | Date of Possession of Sections not applicable                                      |
| <b>2.099</b> | 2.5 - Deferment of Possession of the Site: not applicable                          |
| <b>2.100</b> | 2.23.2 - Liquidated damage at the rate of :  |
| <b>2.101</b> | £ 500        Per week  |
| <b>2.102</b> | 2.29 - Section Sums not applicable   |
| <b>2.103</b> | 2.30 - Rectification Period (if no other period is stated the period of 6 months): |
| <b>2.104</b> | 6 Months   |
| <b>2.105</b> | 4.7 - Advance payment  |
| <b>2.106</b> | Does not apply   |
| <b>2.107</b> | 4.7 - Advance Payment Bond   |
| <b>2.108</b> | is not required  |
| <b>2.109</b> | 4.8.1 – Interim payment due dates:   |
| <b>2.110</b> | First payment due date – one month after date of possession                        |
| <b>2.111</b> | 4.9.1 – Interim payments percentage value of work:                                 |

<b>2.112</b>	95%
<b>2.113</b>	At practical completion:
<b>2.114</b>	97.50%
<b>2.115</b>	4.10.4 - Listed items – uniquely identified
<b>2.116</b>	Delete the entry
<b>2.117</b>	4.10.5 - Listed items – not uniquely identified
<b>2.118</b>	Delete the entry
<b>2.119</b>	6.4.1 - Contractor's insurance cover (for any one occurrence, or series of occurrences arising out of one event):
<b>2.120</b>	£5,000,000
<b>2.121</b>	6.5.1 - Insurance – liability of Employer:
<b>2.122</b>	Is not required
<b>2.123</b>	6.7 and Schedule 1 - Insurance of the Works - Insurance Options:
<b>2.124</b>	A New buildings – all risks insurance of the works by the contractor
<b>2.125</b>	B New buildings – all risks insurance of works by the Employer
<b>2.126</b>	C Insurance for existing buildings and extension to them
<b>2.127</b>	Option C will apply
<b>2.128</b>	6.7 and Schedule 1 - Percentage to cover professional fees insurance
<b>2.129</b>	15%
<b>2.130</b>	6.7 and Schedule 1 - Annual renewal date of insurance (Option A only):
<b>2.131</b>	6.10 and Schedule 1: Terrorism cover:
<b>2.132</b>	Provide details or refer to insurers documentation
<b>2.133</b>	6.15 - Joint Fire Code:
<b>2.134</b>	Applies / does not apply
<b>2.135</b>	6.18 – Joint Fire Code amendments / revisions:

- 2.136 If 6.15 applicable state whether costs are borne by contractor or employer
- 2.137 7.2.1 - Performance bond or guarantee from bank or other approved surety
- 2.138 Is not required
- 2.139 7.2.2 - Guarantee from the contractors parent company
- 2.140 To be confirmed
- 2.141 7.3 - Collateral Warranties
- 2.142 To be confirmed
- 2.143 8.9.2 - Period of suspension
- 2.144 2 months
- 2.145 8.11.1.1 to 8.11.1.5 - Period of suspension
- 2.146 2 months
- 2.147 9.2.1 – Adjudication:
- 2.148 delete all but Royal Institute of Chartered Surveyors
- 2.149 9.4.1 – Arbitration:
- 2.150 delete all but Royal Institute of Chartered Surveyors
- 2.151 **CONDITIONS**
- 2.152 Section headings rather than clause headings is given below:
- 2.153 1. Definitions and Interpretations
- 2.154 2. Carrying out the Works
- 2.155 Contractors obligations
- 2.156 Possession
- 2.157 Supply of documents, setting out etc.
- 2.158 Errors, inconsistencies and divergences
- 2.159 Unfixed materials and goods – property risk etc.
- 2.160 Adjustment of completion date

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|-------|---|
| 2.161 | Practical completion, lateness and liquidated damages   |
| 2.162 | Partial possession by employer                          |
| 2.163 | Defects   |
| 2.164 | 3. Control of Works                                     |
| 2.165 | Access and representatives                              |
| 2.166 | Sub-contracting   |
| 2.167 | Architect's/contract administrator's instructions       |
| 2.168 | CDM Regulations   |
| 2.169 | 4. Payment  |
| 2.170 | Contract sum and adjustment                             |
| 2.171 | Taxes   |
| 2.172 | Payments, certificates and notices - General Provisions |
| 2.173 | Loss and expense  |
| 2.174 | Final Adjustment and Final Payment                      |
| 2.175 | 5. Variations   |
| 2.176 | General   |
| 2.177 | The valuation rates                                     |
| 2.178 | 6. Injury, Damage and Insurance                         |
| 2.179 | Personal injury and property damage                     |
| 2.180 | Insurance against personal injury and property damage   |
| 2.181 | Insurance of the works and existing structures          |
| 2.182 | Joint fire code-compliance                              |
| 2.183 | 7. Assignment and Collateral Warrantees                 |
| 2.184 | Assignment  |
| 2.185 | Performance bonds and guarantees                        |

<b>2.186</b>	Collateral warranties
<b>2.187</b>	8. Termination
<b>2.188</b>	General
<b>2.189</b>	By employer
<b>2.190</b>	By contractor
<b>2.191</b>	By either party
<b>2.192</b>	Consequences of termination under Clauses 8.9-8.11 etc.
<b>2.193</b>	9. Settlement of Disputes
<b>2.194</b>	Mediation
<b>2.195</b>	Adjudication
<b>2.196</b>	Arbitration
<b>2.197</b>	<b>SCHEDULES</b>
<b>2.198</b>	1. Insurance options
<b>2.199</b>	2. Named sub contractors
<b>2.200</b>	3. Forms of bonds
<b>2.201</b>	4. Fluctuations – contribution, levy and tax fluctuations
<b>2.202</b>	5. Supplemental provisions

### **3.00 PRELIMINARIES**

#### **3.01 MANAGEMENT**

**3.02** The contractor is to provide site management and administration, including liaison between the contract administrator, subcontractors, consultants and relevant statutory authorities. Include for management charges, overheads costs and profits.

**3.03** The contractor is to undertake to carry out the works specified in section 4 onwards within this document and is to include necessary programming to indicate how the works will be completed by a specified start and finish date, which the contractor will specify at tender stage.

#### **3.04 MATERIALS**

**3.05** All materials are to be as specified and approved equivalents will be acceptable subject to final approval by the contract administrator. All workmanship must follow current British standards, agreement certificates or industry codes of practice unless otherwise stated. Any relevant certification shall be provided upon request.

**3.06** All materials are to be installed to manufacturers specifications and any problems with incompatibility must be discussed with the contract administrator prior to installation.

#### **3.07 VARIATION ORDERS**

**3.08** Variation orders should be issued as appropriate by the contract administrator to allow an adjustment in the scope of works and expenditure or to confirm expenditure of contingencies or provisional sums under the intent of the contract. The contractor shall produce fully costed details of expenditure under variations upon request. Where requested the contractor will also produce fully dated timesheets and supporting supplier invoices.

**3.09** Any day works carried out under variation orders are to be fully agreed with the contract administrator prior to execution.

#### **3.10 LICENCES**

**3.11** The contractor must ensure to obtain any necessary licences associated with the works such as waste disposal, scaffolding all statutory permissions. Costs must also be included for such matters within the preliminary section.

**3.12 SERVICES**

**3.13** The contractor ensure that all service connections are maintained and safe during the works. Temporary site supplies must be allowed for and included in tendering costs.

**3.14** Electrical work must be carried out by an approved member of the National Inspection Council for Electrical Installations and Contracting and must confirm the latest editions of the IEE regulations.

**3.15** All work on gas appliances must be executed by a gas safe registered plumber and all costs of compliance must be borne by the contractor.

**3.16 EXISTING SERVICES**

**3.17** The contractor will ensure that current utilities drawings are available where necessary and will locate services via CAT Scanning/Trial Excavations and arrange for all appropriate protection, diversions and/or terminations BEFORE adjacent works commence.

**3.18 PUBLIC**

**3.19** Construction areas will be completely fenced in order to keep the public out and warning signs will be displayed to advise of site dangers. All neighbouring properties will be notified of the hazards on site and kept aware of the activities. All access routes will be kept clear at all times.

**3.20** Public roads will be regularly cleaned if mud from site is spread during inclement weather and suitable warning signs will be displayed. Nuisance dust will be controlled by water spraying if necessary, and drivers will be required to operate at slow speeds. Noise levels will be monitored to prevent the noise becoming a nuisance.

**3.21 REMOVAL OF WASTE MATERIALS**

**3.22** All waste materials are to be disposed of at a licensed tip. Tickets for disposals must be kept. All tickets will be kept and passed over to the Principal Designer.

**3.23 EXCAVATIONS**

**3.24** All excavations will be examined and an assessment made as to the requirements for support; however, any excavation over 1.2 meters deep will be supported or battered. Work will be under supervision of a competent person. All excavations will be adequately fenced with warning signs displayed. Prior to excavating the area will be scanned with a CAT locator to identify any underground services. Drawings will have been obtained from the Public Utility Companies and will be contained in the Project Health and Safety File.

**3.25 WORK AT HEIGHT**

**3.26** All work at height will take place on scaffolding erected by a competent person, in accordance with current regulations and BS EN12811-1. Mesh guards will be fitted to platforms to prevent falls of materials. Handover Certificates will be obtained from the Scaffolding Contractor, prior to its first use.

**3.27 MANUAL HANDLING**

**3.28** All materials will be handled mechanically when possible. One person will not handle loads weighing in excess of 20kg and a manual handling risk assessment will be compiled.

**3.29 WEILS DISEASE**

**3.30** Everyone working on site will receive information on Weils Disease. Barrier creams and hot water will be made available; all persons will ensure they maintain a good routine of personal hygiene.

**3.31 NOISE & VIBRATION**

**3.32** Noise and vibration levels will be kept to a minimum to prevent them becoming a nuisance and to prevent health effects to operatives. Levels above the minimum action levels will be monitored and records maintained.

**3.33 DEMOLITION / STRIP OUT**

**3.34** Trained operatives working to a method statement prepared by a competent person will carry out all demolition work

**3.35** The contractor shall ensure that all relevant notices are fixed to the site in accordance with health and safety legislation.

**3.36** The site must be kept clean and tidy at all times and rubbish is to be removed as work progressed. Waste and debris must not accumulate on the site to avoid health and safety hazards. Contractors must also work using dust extractors where necessary to avoid dusty environments leading to health hazards.

**3.37 FIRST AID**

**3.38** The contractor is to undertake the appropriately qualified first aiders are available onsite at all times in accordance with the CDM2015 regulations

**3.39 INDUCTION**

**3.40** ALL persons working on site will attend an induction course where site rules will be explained; all persons attending will be required to sign to confirm that they attended the induction training course.

**3.41 PRE START LIST**

**3.42** The following will be available on site prior to work commencing:

- a) Construction Phase Health and Safety Plan
- b) A Safety Policy for all contractors working on site.
- c) Employers Liability Insurance Certificate.
- d) Copies of Statutory Documents, Notices, etc.
- e) Copies of Training Certificates.
- f) Site Rules / Induction Training Records.
- G) Plant Test / Examination Certificates
- h) Warning Signs - Hard Hats / Overhead Cables / Deep Excavations / etc.
- i) Fire Extinguishers.
- j) Site Fencing
- k) Welfare Facilities in full working order (to regulation standard)
- l) Emergency procedures drawn up - fire plan, etc.

**3.43 RISK / COSSH**

**3.44** Assessments for all activities with significant risk will be available prior to the activity commencing. This includes work to be carried out by sub-contractors.

**3.45** Where risk assessments may not fully cover all hazards within an activity, a full method statement / permit to work system will be compiled.

**3.46 WELFARE FACILITIES**

**3.47** A welfare unit, incorporating hot running water will be provided on site; mess facilities with suitable seats and tables will be available and a drying room will be provided

**3.48 EMERGENCY PROCEDURE**

**3.49** In the case of a fire or other emergency, all site personnel are to assemble at the site entrance. All accidents are to be reported to the site manager and should be entered into the site accident book. The Company Safety Consultants, JNC Safety Services Ltd will investigate serious Accidents or Dangerous Occurrences.

**3.50 SITE DOCUMENTATION**

**3.51** Copies of all site documentation will be kept available for inspection by authorised personnel and copies will be available for the Principal Designer for inclusion in the Safety File.

**3.52** The contractor will ensure that all sub-contractors and specialist suppliers provide documentation of their installation and materials for insertion within ALL Health and Safety files. Test certificates will be required for all installations.

**3.53 WEATHER**

**3.54** The contractor will ensure that necessary temporary protection is provided to the building during the works to avoid undue damage to internal areas and structures. All work should stop when the temperature drops below 3° C and ongoing works must be protected against frost.

**3.55** All areas of the structure must be protected against rain when working upon and after completion of works. Hot weather must also be accommodated by damping down masonry to avoid fast drying out of mortars et cetera.

**3.56 STANDARDS OF WORKMANSHIP**

**3.57** The contractor must ensure to price for the full extent of work specified in these documents. Failure to fully price the scope of works will potentially lead to loss by the contractor and no claims for inadequate pricing of the specification will be allowed.

**3.58** Variations from the specified work must be discussed with the contract administrator and cost savings will be encouraged as well as improvements in quality. The contractor is to consider all work and provide information on possible suggested variations as early as possible.

**3.59** All materials and workmanship to comply with all relevant British standards and codes of practice. Strict adherence to the structural engineering drawings must take precedence over the design drawings and specialist installations such as steelwork and timber structures must be carried out by competent and experienced contractors, and must be fully priced based on the structural engineers specifications and drawings.

**3.60** The contractor must ensure that site foremen are responsible and experienced in supervising and controlling the works on site. Any plant and operative equipment must be handled by experienced and competent operatives and this is the responsibility of the site manager and contractor to ensure that good health and safety practice is followed at all times. As a minimum the site manager is to have an up to date Site Managers Safety Training Scheme certification.

- 3.61** Any works carried out by the main contractor or sub-contractors on site prior to the main approval or the submission of any additional information (i.e. details, samples, calculations or reports) requested by the Planning Department or Building control is carried out entirely at the their own risk.
- 3.62** The contractor/supervisor shall be responsible for ensuring all insulation to floors, walls and roofs is continuous with all joints taped to ensure no cold bridging occurs. All relevant areas shall be inspected during critical stages of construction and a report indicating that work has been completed satisfactorily and confirming that all works carried out comply with Part E of the Current Building Regulations as well as DEFRA's current edition of "Limiting Thermal Bridging and Air Leakage: Robust Construction Details for Dwellings and similar Buildings" A copy of such a report shall be made available during the Building Inspectors 'Final inspection' and failure to produce such a report could jeopardize the issuing of a 'Completion Certificate'.
- 3.63** **COMPLETION DOCUMENTATION**
- 3.64** On completion of the works the contractor must ensure to hand over all necessary completion certificates and provide building control with required documents to certify electrical and plumbing installations. A full handover file should be prepared which includes instruction manuals for all fittings and fixtures and this must be passed to the contract administrator and health and safety adviser. The necessary documentation will be require prior to release of the certificate of practical completion and appropriate retention.
- 3.65** A Building log Book should be kept on site at all times and comply fully with the guidance laid down in Approved Document : Part L2B : paragraphs 90 to 92 inclusive as well as CIBSE TM 31 and the current C.D.M. Regulations.

#### 4.00 SITE PREPARATION & DEMOLITION

Ref	Description	Cost
4.01	<b>SITE PREPARATION</b>	
4.02	Full compliance with CDM2015 regulations is to be followed during all stages. The contractor is to allow for all necessary site facilities and provide risk assessments and method statements as required. Atlantic Building Consultants are Principle designers.	
4.03	The contractor is to allow for all necessary welfare, storage and office facilities including a flushing WC and hot water supply to wash hand basin. It is recommended that existing fixtures are upgraded to be used in rotation.	
4.04	Up to date contractor insurance is to be maintained by the contractor throughout the works and details are to be provided prior to commencement.	
4.05	The contractor is to allow for all necessary temporary supports as required during the works.	
4.06	The contractor is to include costs for all necessary access equipment including scaffolding to enable works to progress in accordance with Work at Height Regulations 2005.	
4.07	Mains electric is available onsite and the contractor is to allow for an NICEIC qualified electrician to assess the circuitry and provide a site supply as appropriate.	
4.08	Mains water and drainage are available onsite.	
4.09	The contractor will be responsible for maintaining adequate security at the site during the works.	
4.10	There is a small area to the front which could be used for informal parking, skips and drop offs. Otherwise parking is restricted and contractors are to make necessary allowances.	
4.11	The contractor is to include costs for removal of all waste materials from the site.	
4.12	<b>ASBESTOS</b>	
4.13	A refurbishment asbestos survey dated 11th October 2013 is included with the tender documents and identifies suspected asbestos containing materials to an external soffit only. The contractor is to allow for updating the asbestos assessment as required prior to commencing works. All site operatives are to have received asbestos awareness training.	

- 4.14** Allow a fixed price of £3,000 for asbestos removal and disposal to concealed areas, subject to confirmation onsite.
- 4.15** **DEMOLITION**
- 4.16** Demolition is shown on the existing drawings marked in blue. The contractor is to allow for appropriate demolition and disposal of waste materials to include the following:-
- 4.17** Ground floor
- 4.18** Remove the commercial walk in refrigerators at the rear of the building and associated wall linings to make way for new WC's. It is anticipated that the refrigerators will require dismantling prior to removal.
- 4.19** Remove the commercial kitchen fittings from within the existing kitchen area. This is to include removal of the dumb waiters, commercial extractor fan and ductwork.
- 4.20** Remove the PVC wall, ceiling and floor linings from the commercial kitchen leaving finishes ready for a new linings. Care is to be taken not to disturb the existing newlath tanking systems when removing linings on the ground floor.
- 4.21** Remove the timber staircase from the front reception area and associated fixings.
- 4.22** Remove the passenger lift installation. Specialist dismantling and removal has been quoted for by Gary Watson of Niche Lifts Ltd, tel: 020 8295 2852, email: sales@nichelifts.com. The quote includes to decommission, disassemble and remove the existing lift excluding disposal at a cost of £2,995+VAT. The contractor is encouraged to explore alternative options.
- 4.23** First floor
- 4.24** Remove all wall linings, ceiling and floor linings and sanitary fittings to the WC's along with associated ductwork to the commercial extractor vent. The existing studwork and sanitary fittings are to be assessed with the surveyor prior to removal as some elements may be retained. However for removal for the purposes of tendering.
- 4.25** Remove dumb waiters, stud surrounds and associated fixtures.
- 4.26** Remove bar, floor and wall linings within the bar area only including coverings to south east windows within restaurant area. The engineered wood floor linings in the restaurant are to be retained and care must be taken to protect the surfaces.
- 4.27** The engineered wood floor linings in the restaurant may be retained and care must be taken to protect the surfaces. However allow to remove the wood floors for the purposes of tendering.

- 4.28** Remove the upper section of the restaurant staircase and associated fixtures.
- 4.29** Remove all fixed timber benches on the north west wall.
- 4.30** Remove the associated sections of the lift shaft and surround as taken in section 4.22.
- 4.31** The second floor
- 4.32** Remove all wall linings, ceiling and floor linings and sanitary fittings to the WC's along with associated ductwork to the commercial extractor vent. The existing studwork and sanitary fittings are to be assessed with the surveyor prior to removal as some elements may be retained. However for removal for the purposes of tendering.
- 4.33** Remove dumb waiters, stud surrounds and associated fixtures.
- 4.34** Remove bar, floor and wall linings within the bar area only including coverings to south east windows within restaurant area. The engineered wood floor linings in the restaurant are to be retained and care must be taken to protect the surfaces.
- 4.35** The engineered wood floor linings in the restaurant may be retained and care must be taken to protect the surfaces. However allow to remove the wood floors for the purposes of tendering.
- 4.36** Remove all fixed timber benches on the north west wall.
- 4.37** Remove the associated sections of the lift shaft and surround as taken in section 4.22.
- 4.38** Allow for taking back damaged areas of plaster to brickwork ready for replacement finishes taken in section 9.0. For the purposes of tendering allow for a nominal 6sqm.
- 4.39** Third floor
- 4.40** Allow to remove all stud walls and floor linings to the first floor including raised floor structure around existing kitchenette and shower room. It is possible that some areas may be retained and this is to be reviewed with the surveyor prior to commencing.
- 4.41** Remove the tongue and grooved wall and ceiling linings within the north west office/store and the plasterboard ceiling linings to the south-west.
- 4.42** Allow for taking back damaged areas of plaster to brickwork ready for replacement finishes taken in section 9.0. For the purposes of tendering allow for a nominal 6sqm.

**4.43** Roof

**4.44** Remove all associated ducting and plant for the commercial extractor fan on the main flat roof.

**4.45** Remove the timber decking and associated bearers from the third floor balcony.

**4.46** Remove the central section of galvanised steel balustrade which separates the existing decked balcony area from the ducting.

**4.47** Allow for carefully taking down the existing patio door, dormer, Velux windows along with associated slating and structure to allow construction of the proposed dormer on the third floor. The contractor is to ensure that all necessary temporary weather protection is in place during this process and it is recommended that these works are programmed during fine weather.

## 5.0 GROUND WORKS

Ref	Description	Cost
5.01	<b>Foul Drainage</b>	
5.02	Allow to provide new foul drainage pipes in the configuration shown in the site plan ABC424-05B to install waste facilities to the proposed WC's on the ground floor. The pipes are to be laid to the following specifications and the contractor is to allow for all associated excavation.	
5.03	The contractor is to allow for the excavation of the foul drainage run and breaking through the existing concrete floor slab as indicated on plan. All new foul drains are to be set at a fall of 1:40 at an assumed depth of 700mm to connect to the existing uPVC osma style inspection chamber in the pavement. Allow for all sub floor pipe runs. The contractor is to assume clay sub-soil.	
5.04	Allow for new rigid 100-110mm UPVC foul waste pipes from the system. The pipes should be bed on 100mm of granular material between 5 and 10mm in diameter, which should be taken up to the top of the pipe. 100mm of selected granular fill should then be provided on top with pieces no larger than 40mm provided over before a minimum of 200mm of selected fill is laid on top. The pipes are to be laid to a gradient of 1:40 and all UPVC pipework will be provided in full accordance with BS EN 1401.	
5.05	Allow for a layer of selected compacted hardcore over the pipes to bring up the appropriate level. Onto this the contractor is to lay a 50mm sand blinding layer with a 150mm thick C28/35 concrete slab over to form the over site concrete between the sub-floor walling.	
5.06	Onto this the contractor is to lay a 50mm sand blinding layer and 1200 gauge polythene damp proof membrane lapped to the existing. Lay a 150mm thick C28/35 concrete slab to infill and meet the existing floor levels.	

## 6.0 MASONRY

Ref	Description	Cost
6.01	<b>Repair to existing walls</b>	
6.02	The contractor is to access the original upper masonry walls to all elevations at the south west of the building as shown on plan ABC424-07A. All plant growth is to be removed from the walls and parapets. Any roots should be completely removed as far as practical or otherwise treated with a residual weed killer.	
6.03	The walls have been drilled and fitted with various ferrous metal fixtures. The contractor is to allow for carefully removing all redundant fixtures and patch repairing the holes with lime mortar as described in 6.04.	
6.04	The walls are to be assessed with the surveyor and damaged areas of pointing are to be carefully raked out using hand tools. Extreme care is to be taken when working around the decorative brickwork and soft Pentewan stone tracery and carvings to the north west elevation. Pointing is to be replaced using an NHL3.5 Lime mortar with appropriate Pozzolanic additive sourced with advice from the Cornish Lime Company, Callywith Gate, Bodmin. Pointing is to be completed with a brushed finish. For the purposes of tendering allow for working on a total of 80sqm over 8 separate areas.	
6.05	Allow for protecting the pointing with hessian sheeting during drying out to avoid the affects of inclement weather.	
6.06	Allow to overlay concrete window sills to the windows within the original walls using appropriately sized imported natural roofing slate bedded in cement mortar.	
6.07	<b>Padstones</b>	
6.08	Allow to install 2no padstones to the existing brick gables to support the new dormer window beam. Padstones to be 100 x 100 x 440mm cut down RC lintels. The contractor is to allow for associated alterations to the surrounding brickwork.	

## 7.0 CARPENTRY

Ref	Description	Cost
<b>7.01</b>	<b>Stud Walls</b>	
<b>7.02</b>	The contractor is to allow for providing new stud walls as shown in red on the proposed floorplans ABC424-05B & ABC42-06B. This includes the following areas:	
<b>7.03</b>	(i) Ground floor WC's including all external wall linings as detailed	
<b>7.04</b>	(ii) First floor WC's	
<b>7.05</b>	(iii) Second floor WC's and phone Booth	
<b>7.06</b>	(iv) Third floor kitchenette and stairwell	
<b>7.07</b>	Stud walls to be formed with 47 x 100mm tanalised treated softwood studs at 400mm nominal centres. A minimum of 3 no rows of noggins are to be provided up the full height of the walls. Allow for double plates and studs over and to the sides of openings. Allow for 100x50mm base and head plates to the walls. Allow for noggins to radiator and sanitary ware positions so that there is ample support behind.	
<b>7.08</b>	Allow for all necessary door linings and trims.	
<b>7.09</b>	<b>Floor Structures</b>	
<b>7.10</b>	The contractor is to allow for replacing the floor structure to the third floor kitchenette area to match the surrounding levels.	
<b>7.11</b>	Allow to replace floor structures where the front staircase and lift shaft are removed on the first and second floors.	
<b>7.12</b>	New timber floors to be provided using 47 x 200mm C24 timber joists at 400mm centres. To each area the contractor is to allow for the provision of 2no rows of full depth noggins.	
<b>7.13</b>	Install 22mm chipboard tongue and groove flooring to all new timber floor areas to meet the surrounding levels.	

**7.14 Dormer Roof Structure**

**7.15** Contractor is to allow to form a new box dormer above the third floor office space as shown in the drawing ABC424-08. This is to include installation of a steel beam to support the existing pitched rafters with birds mouth joints (full structural details to follow). The specification for the beam is UKB 203 x 133 x 30 S355 (TATA STEEL ADVANCE).

**7.16** Allow for all 38 x 140mm C24 cripple stud structure with triple 38 x 140mm C24 lintels as detailed and 47 x 125mm C24 horizontal rafters at 400mm centres.

**7.17** All external vertical walls and cheeks to the dormers are to be lined with 9mm OSB3 sheathing. Flat roofs are to be fitted with proprietary furring strips beneath 18mm marine ply ready for roof coverings detailed in section 8.0. Insulation is detailed in section 9.0.

**7.18** Marley Cedral Lap Classic Weatherboard - 3.6m x 190mm x 10mm cladding boards are to be installed to the dormer cheeks and reveals. The cladding is to be ordered subject to final approval and colour to be agreed.

**7.19** The contractor shall install Tyvek or Roofshield breathable membrane or other approved breathable membrane to all vertical walls and dormer cheeks. Fix 25 x 50mm tanalised treated softwood battens vertically at 600mm centres . The contractor is to ensure that there are staggered joints to the battens.

**7.20** Marley Cedral Lap Classic Weatherboard - 3.6m x 190mm x 10mm cladding boards are to be installed to the dormer cheeks and reveals. The cladding is to be ordered subject to final approval and colour to be agreed. Joints are to be avoided as far as possible but where necessary must be staggered with no boards less than 2m in length.

**7.21** Allow for the provision of proprietary white uPVC fascias formed with plain profiles to the dormer roof. Allow for 200mm section.

**7.22 Boxing**

**7.23** The contractor is to allow for boxing to all exposed sanitary, electrical and ventilation pipe, wire and duct runs. This is to be kept to the absolute minimum. Boxing is to be formed from 50x50mm softwood studs and lined with 12.5mm plasterboard. Allow for tender purposes the provision of 30m run of boxing. Allow for attendance on site with plumber and electrician to identify exact requirement subject to approval by the surveyor. The boxing is to be filled with acoustic insulation quilt.

## 8.0 ROOFING

Ref	Description	Cost
<b>8.01</b>	<b>Existing roofs</b>	
<b>8.02</b>	Allow for accessing the upper pitched roof areas . The roofs are to be carefully inspected with the surveyor to determine the level of repair required. For the purposes of tendering the contractor is to allow for replacing a total of 20no broken and slipped slates as necessary to the roof slopes. Replacement slates are to be imported slate sized 16" x 8" for the purposes of tendering. Adjust size onsite as appropriate to match existing.	
<b>8.03</b>	The contractor is to access the parapet gutter above the second floor WCs (4m in length). The copper linings are to be removed to allow an inspection of the supporting structure. For the purposes of tendering the contractor is to allow for replacement of decking using 18mm marine ply. The gutter is to be lined with fleece reinforced liquid applied roofing system with appropriate BBA approval. For the purposes of tendering allow to apply Kemperol V210 in full accordance with manufacturers instructions. Allow for working into all abutments with a minimum upstand of 100mm.	
<b>8.04</b>	Access existing lead flashings to chimney and parapet walls. For the purposes of tendering allow to replace a nominal 4no 1.8m sections of code 4 lead cover flashing.	
<b>8.12</b>	<b>Flat Roofs</b>	
<b>8.13</b>	The flat roof to the new dormer is to be covered with a fleece reinforced liquid applied roofing system with appropriate BBA approval over an 18mm marine plywood deck above the insulated roof. For the purposes of tendering allow to apply Kemperol V210 in full accordance with manufacturers instructions. Allow for working into all abutments with a minimum upstand of 100mm.	
<b>8.14</b>	All existing flat roofs are to be fully cleared to allow an assessment with the surveyor. For the purposes if tendering the contractor is to allow to install a new topcoat on top of the existing coverings to all accessible areas of the flat roof using a Kemperol liquid applied covering, or approved equivalent. Take care to work into abutments.	

**8.15 Rainwater Goods**

**8.16** The contractor is to allow for new white PVC half round rainwater goods the dormer roof edge. Allow for all necessary angles, bends, brackets, hoppers, stops and running outlets. Allow for securing guttering to eaves fascia.

**8.17** The existing uPVC rainwater goods are to be cleaned and serviced. For the purposes of tendering the contractor is to allow for replacement of 4no gutter brackets, 6no downpipe brackets, 2no endcaps, 2no gutter seals, 2no 4m lengths of downpipe.

## 9.0 SURFACE FINISHES & INSULATION

Ref	Description	Cost
<b>9.01</b>	<b>Plasterboard Ceilings</b>	
<b>9.02</b>	Allow to provide new 12.5mm plasterboard ceilings to the following areas. This is to include working to the apex of the sloping ceilings within the third floor office, where a small 600mm horizontal section will be permitted.	
<b>9.03</b>	(i) To the entire ground floor.	
<b>9.04</b>	(ii) To the first floor sanitary rooms	
<b>9.05</b>	(iii) To the second floor sanitary rooms	
<b>9.06</b>	(iv) To the entire third floor. This is to include working to the apex of the sloping ceilings, where a small 600mm horizontal section will be permitted.	
<b>9.07</b>	To all area where ceilings are replaced to intermediate floors 100mm Rockwool sound deadening quilt is to be provided between the joists.	
<b>9.08</b>	Allow for undertaking patch repairs to the ceilings where the beam is exposed to the second floor, as indicated in section A-A on drawing ABC424-08. Allow for installing a nominal 2sqm of plasterboard and for full 3mm skim to the entire beam boxing.	
<b>9.09</b>	<b>Wall Lining</b>	
<b>9.10</b>	The contractor is to line all new stud walls taken in 7.01 with 12.5mm plasterboard. Include for plasterboard to new dormer cheeks, vertical walls and reveals on the third floor. The contractor is to allow for the provision of 12.5mm plasterboard to either side of the studs of all new stud walls including partitions and structural frame.	
<b>9.11</b>	All shower surrounds are to be lined with 12mm marine ply ready for tiled finishes. Allow for moisture resistant plasterboard to all sanitary rooms.	
<b>9.12</b>	Provide a 100mm layer of Rockwool sound deadening quilt between the studs.	
<b>9.13</b>	All plasterboard surfaces are to be fully taped in readiness for skimming.	

**9.14 Stripped internal walls**

**9.15** To all existing masonry walls which have been stripped of plaster or surface linings in the demolition section, or to allow the installation of services, allow to cut back the edge of the plaster and clean the walls ready for the application of new finishes.

**9.16** Apply a dubbing coat and provide final plaster scratch coat and skim of NHL3.5 lime plaster sourced with advice from the Cornish Lime Company, Callywith Gate, Bodmin.

**9.17 Insulation**

**9.18** Line the sloping ceilings above the third floor office with a 100mm layer of Celotex GA4000 between rafters and a further 50mm layer of Celotex GA4000 between new 50mm softwood ceiling joists at 600mm centres. Ceilings finished with VCL and 12.5mm plasterboard taken above. 50mm airgap is maintained above insulation between 150mm rafters. See drawing ABC424-08.

**9.19** Horizontal ceilings with a void above to the rear of the third floor over the kitchenette are to be provided with 270mm of rockwool insulation laid between and on top of the ceiling joists. For the purposes of tendering allow for 8sqm.

**9.20** Provide a 150mm layer of Celotex GA4000 above the new dormer roof as detailed in drawing ABC424-08. Ceilings finished with VCL and 12.5mm plasterboard.

**9.21** The new dormer cheeks, vertical walls and reveals are to be provided with 75mm Celotex GA4000 in between the studs.

**9.22 Skim**

**9.23** Provide a gypsum skim coat to all existing areas affected by service installations or otherwise damaged during the works.

**9.24** Allow for 3mm Gypsum skim to all new plasterboard wall and ceiling surfaces having taped all joints and corners.

## 10.0 WINDOWS & DOORS

Ref	Description	Cost
10.01	<b>Existing Windows</b>	
10.02	All existing windows number W1 to W37 on drawings ABC424-05B & ABC424-06B are to be accessed for repair and redecoration. The contractor is to allow for a full assessment with the surveyor to determine the level of repair required.	
10.03	For the purposes of tendering and subject to close assessment onsite the contractor is to allow for the following repairs:	
10.04	(i) Allow for replacement sills to 15 no sash windows using an appropriate hardwood in matching profiles.	
10.05	(ii) Allow for scarf repairs to sash box frames of nominal size 120mm x 200mm using matching profiles of Douglas fir in a nominal 6no locations.	
10.06	(iii) Allow for scarf repair to sashes using nominal 40mm x 40mm x 900mm lengths of Douglas Fir in matching profiles to a nominal 6no locations.	
10.07	Carefully remove reflective film from blocked windows W13, W14, W15, W16 & W30 on the South East elevation to the first and second floors.	
10.08	Replace the broken glass to the ground floor window W2 at the front eastern corner.	
10.09	Replace the circular windows W33, W34, W35 & W36 to the gables at third floor level using hardwood frames and single glazing to match existing.	
10.10	Allow for review and replacement of putties to sash windows as appropriate. For the purpose of tendering allow for removal and replacement of 25% of the glazing putty using linseed oil putty.	

**10.11 New UPVC Window and Doors**

**10.12** Supply and install new patio doors D6 & D7 and a glazed three casement window W38 to the new third floor dormer. Final configurations to be agreed but for the purposes of tendering allow for uPVC in anthracite grey with 22mm double glazing to achieve a U-value of 1.6W/m<sup>2</sup>K. Windows to be supplied and fitted by a FENSA registered installer with a 10 year guarantee. Windows are to be designed and construction as per the elevation drawings. Full drawings and details will be required for approval by the surveyor from the supplier prior to final ordering. All glazing under 800mm from the floor level will be constructed with toughened glass.

**10.13 Doors**

**10.14** Replace the external door and door frame D1 at ground floor level on the south east elevation into the bin store. Install a proprietary Howdens fire escape door: <https://www.howdens.com/joinery/doors/howdens-dunsfold-flush-external-door-obj-sku-family-dx10570>. Allow to decorate in 2 coats of good quality external gloss. Include for all ironmongery including hinges and fire escape signage and equipment.

**10.15** For replacing the lock to the electrical meter cupboard door D2 on the north west elevation. Install a new mortice lock and handle, 2 keys to be provided.

**11.0 BALCONIES**

Ref	Description	Cost
11.01	<b>Balustrading</b>	
11.02	<p>The contractor is to remove the existing 2no panels of galvanised steel grillage from the north east facing balustrading. The vertical elements of the frames are to be taken offsite to allow for welding new galvanised steel lugs as per the existing glazed balustrades. See existing steel lugs in photograph.</p>	
		
11.03	<p>The existing steel balustrades are to be fully prepared and decorated as specified in section 15.</p> <p>Install 2 panels of 8mm toughened glass to the north east facing balustrades using the welded lugs taken in 11.02. Nominal size of glazing 1300mm X 900mm to be confirmed onsite.</p>	
11.04	<b>Decking</b>	
11.05	<p>Decking is to be installed the entire balcony area nominal 30sqm. This is to comprise 75mm x 50mm composite bearers laid in the direction of the flat roof falls. Onto the bearers the contractor is to install new 25mm FCS certified composite decking boards with stainless steel screws fixed into the bearers. All joints to be staggered and minimum length per board to be 2m.</p>	

## 12.0 INTERNAL JOINERY

Ref	Description	Cost
<b>12.01</b>	<b>First Floor Kitchenette</b>	
<b>12.02</b>	The contractor is to supply and install a fitted kitchenette from the Howdens Greenwich Supermatt range. Full details will follow and must be agreed prior to ordering. For the purposes of tendering the contractor is to allow for installing a Howdens style laminate kitchen including all doors, handles and hinges in the approximate layout shown in the proposed floor plans. Allow for installation of the following laminate kitchen fittings.	
<b>12.03</b>	6no 600mm base cupboard units 2no 600mm base drawer units 1no 600mm full height wall unit 1no 1000mm sink unit 3no 600mm wall units	
<b>12.04</b>	Allow to install a Howdens matt white laminate worktop and breakfast bar in the approximate configuration shown on the proposed plan ABC424-05C. Final configuration to be agreed.	
<b>12.05</b>	<b>Third Floor Kitchenette</b>	
<b>12.06</b>	The contractor is to supply and install a fitted kitchenette from the Howdens Greenwich Supermatt range as detailed in section 12.02. Allow for installation of the following laminate kitchen fittings.	
<b>12.07</b>	6no 600mm base cupboard units 2no 600mm base drawer units 2no 600mm full height wall unit 1no 1000mm sink unit 4no 300mm base cupboard units 6no 600mm wall units 2no 300mm wall units	
<b>12.08</b>	Allow to install a Howdens matt white laminate worktop in the approximate configuration shown on the proposed plan ABC424-06C. Final configuration to be agreed.	

**12.09 Stairs**

**12.10** The contractor is to allow design and installation the new upper section of staircase, landing and balustrade to access the third floor as shown in drawing ABC424-06C. Staircase to be formed in ufile with moulded handrails, newel posts and spindles to approximately match the existing staircase. Floor structure to new landing taken in section 7.09.

**12.11** The stairs are to be formed with nominal 3no 200mm risers with 225mm treads running to revised floor height. Allow for bullnose ends to each step. Full design drawings will be necessary from the joiner before final ordering.

**12.12** Line underside of stairs and landing with Glasroc multiboard – 10mm.

**12.13 Internal Doors**

**12.14** Existing doors are to be retained where possible and protected as appropriate during the works.

**12.15** Allow for 15no new doors to new openings throughout the property, shown as ID1 through to ID15 on the proposed floorplans. To be Howdens DIS1370 six panel clear pine 1,981x838mm doors (sizes to be confirmed onsite). Allow for fire door grade due to the increased thickness and strength of the units. Allow for three stainless steel butt hinges to each. Allow for stainless steel latches and 2no Arrone Range handle in anodised aluminium with spindles to each door. Allow for softwood frames. Doors to sanitary rooms to be provided with bathroom locks. All ironmongery to be from JEB supplies, Redruth or approved equivalent supplier.

**12.16 Moulding Details (subject to final approval)**

**12.17** The contractor is to allow for 170x18mm bull nosed MDF skirting all new internal walls. Allow for moisture resistant MDF to sanitary rooms.

**12.18** Allow for 70x18mm bull nosed MDF architraves to all new door surrounds.

**12.19 Meeting Rooms**

**12.20** The contractor is to install glazed meeting room structures within the first and second floor office spaces as shown on the plans. For the purposes of tendering the contractor is to allow for following specifications (or approved equivalent):

**12.21** [https://www.glassatwork.co.uk/bar-single-glazed-industrial-style-banded-glass-wall-p-388.html?gpim=681&gclid=CjwKCAjwi\\_b3BRAGEiwAemPNU\\_wnFm7XQtCH8-fM8UNwQdn87BZM1Q2r2epdmgkHJV2rRD4vNZtj5RoCBboQAvD\\_BwE](https://www.glassatwork.co.uk/bar-single-glazed-industrial-style-banded-glass-wall-p-388.html?gpim=681&gclid=CjwKCAjwi_b3BRAGEiwAemPNU_wnFm7XQtCH8-fM8UNwQdn87BZM1Q2r2epdmgkHJV2rRD4vNZtj5RoCBboQAvD_BwE)

- 12.22** | Single Glazed T-Bar Corner Room Slimline (Industrial-Style) Partitioning - Non-Fire-Rated
- New single glazed bonded "T-Bar Slimline" (industrial-style panelled effect glazing) glass partitioning.
  - Layout: Corner Room
  - 3000mm high x 3462mm wide x 1437mm deep.
  - Using 12mm Toughened Glass [Up to 33dB (A)].
  - 1 x Single Door Framed Glass Pivot Door (With Horizontal T-Bar Design).
  - Constructed from single glazed, toughened glass, non-fire-rated [Typically 27dB - 28dB].
  - Includes application of basic filmed manifestation in opal frost film from either 2 rows of: 50mm diameter dots or 50mm squares.

### 13.0 PLUMBING & SANITARY WARE

Ref	Description	Cost
13.01	The main contractor is to allow for attendance on the plumbing . The plumber is to direct the contractor as to the boxing requirements to all areas.	
13.02	<b>Pipework</b>	
13.03	Where possible all pipework should be in copper and should be suitably lagged and insulated.	
13.04	<b>Sanitary Ware</b>	
13.05	All sanitary fittings are to be agreed and items finalised and are for tendering purposes only. The existing fittings will be fully reviewed with the surveyor and set aside for possible reuse.	
13.06	Allow for isolating service valves to all sanitary ware.	
13.07	Allow for hot and cold connections to all sinks, basins, showers and for cold connections to the WCs. Shower controls are to be located on the wall close to the shower entrance to allow for easy access.	
13.08	Allow for 75mm deep sealed traps to all waste points. 100mm pipes to be provided for the WCs and 50mm pipes to the showers and basins.	
13.09	The existing soil vent stack at the south corner is to be used for waste connections and boxings are to be removed to allow access. New boxings taken in carpentry.	
13.10	<u>Kitchenettes</u>	
13.11	Allow for 2no stainless steel single draining sinks and taps to the kitchenettes. To be Plumbase Leisure Euroline reversible stainless steel 1.5 bowl kitchen sink and Schon Burgh tap. Include for water and waste connections.	
13.12	Allow for water and waste for dishwasher points to both kitchenettes.	
13.13	<u>Ground floor WCs</u>  4no Ideal Standard Alto close coupled WC with Alto slow close white seat. 2no Ideal Standard Eurovit Urinals 4no Ideal Standard Connect Pedestal basins 4no Alto single lever basin mixer with pop up waste 2no Ultra Dry Heavy Duty Automatic Hand Dryer in white. 4no Dolphin Excel liquid soap dispenser and DVS Vandal Resistant Mirror and Frame above the wash hand basins.	

4no Dolphin Elements Mini Jumbo toilet roll dispenser adjacent to the WCs.  
2no ceiling mounted extractor fans with a Vent-Axia Silent Fan 4" 100mm  
Timer/Humi 2 Speed.

**13.14** Ground floor reception

**13.15** 1no Modena JTS700 Stainless Steel Janitorial Mop Sink

**13.16** First floor sanitary rooms

2no Ideal Standard Alto close coupled WC with Alto slow close white seat.  
2no Ideal Standard Connect Pedestal basins  
2no Alto single lever basin mixer with pop up waste  
1no Twyford close coupled Part M compliant WC pack with blue grab Rails and  
thermostatic mixer valve.  
2no Ultra Dry Heavy Duty Automatic Hand Dryer in white.  
3no Dolphin Excel liquid soap dispensers and DVS Vandal Resistant Mirror and Frame  
above the wash hand basins.  
3no Dolphin Elements Mini Jumbo toilet roll dispenser adjacent to the WCs.  
3no ceiling mounted extractor fans with a Vent-Axia Silent Fan 4" 100mm  
Timer/Humi 2 Speed.  
2no Ideal Standard Idealite 1400x900mm shower tray and waste  
2no Mira Excel mixer shower.  
Allow for single 1400mm long by 1850mm high 8mm toughened glass screen secured  
to wall.

**13.17** Second floor WCs

3no Ideal Standard Alto close coupled WC with Alto slow close white seat.  
2no Ideal Standard Eurovit Urinals  
4no Ideal Standard Connect Pedestal basins  
4no Alto single lever basin mixer with pop up waste  
2no Ultra Dry Heavy Duty Automatic Hand Dryer in white.  
4no Dolphin Excel liquid soap dispenser and DVS Vandal Resistant Mirror and Frame  
above the wash hand basins.  
3no Dolphin Elements Mini Jumbo toilet roll dispenser adjacent to the WCs.  
2no ceiling mounted extractor fans with a Vent-Axia Silent Fan 4" 100mm  
Timer/Humi 2 Speed.

## 14.0 MECHANICAL & ELECTRICAL INSTALLATION

Ref	Description	Cost
<b>14.01</b>	<b>Existing Heating and Hot Water Systems</b>	
<b>14.02</b>	A full review of the existing M&E installation is currently underway by specialists Hulley & Kirkwood. This will provide detailed specifications for upgrade and alteration works to the existing installation to meet the requirements of the proposed change of use. For the purposes of tendering the contractor is to allow for all associated attendance and overheads on a nominated M&E engineer based on an estimated sum of £15k for M&E upgrade and alterations.	
<b>14.03</b>	<b>Electrical</b>	
<b>14.04</b>	The existing circuits are to be extended as detailed to allow for connections to new electrical fixtures. All electrical work is to be undertaken by a NICEIC registered contractor and all work should be done in full accordance with the current IEE Regulations and current codes of practice and recommendations. All wiring should be concealed. All wiring should be fully circuit protected.	
<b>14.05</b>	The main contractor is to allow for attendance on the electrician and the electrician is to make the contractor fully aware of all chases, boxing and enclosures etc. that are required in good time.	
<b>14.06</b>	The building is connected to a three phase mains electrical supply serving the various commercial fixtures and circuitry around the building. The external electric meters are located within the meter cupboard at ground level on the west elevation. There are various consumer units on each level to control the electrical fixtures and fittings which have been updated and adapted over time and will be mostly retained.	
<b>14.07</b>	All new switches and sockets to be positioned at heights between 450mm and 1200mm above floor level. All lighting units and switches as detailed below are subject to final decisions with the client.	
<b>14.08</b>	For the purposes of tendering the contractor is to price for MK Logic range fittings. All light fittings are subject to finalisation. Any alterations to these standards will be detailed. All light fittings must be of the type that provide an average efficacy of not less than 40 lumens / circuit-watt. All spot lights to be LED spot lights.	
<b>14.09</b>	Allow for the supply and fitting of the following with all necessary back box fittings and wiring circuits to the rooms as indicated. The smoke and heat detectors are to be interlinked mains units. Add for wiring and connection required for each fitting. Locations and exact quantities all subject to final confirmation on site.	

**14.10** Ground Floor WCs

12no recessed LED IP44 ceiling spot lights  
2no FCUs for hand dryers  
2no FCUs for extractor fans  
(light switches and fan isolators in bin store)

**14.11** Ground Floor Studio/Event Space

20no recessed LED ceiling spot lights with 3 zones to be agreed.  
6no light switches  
6no double plug sockets  
1no internet point

**14.12** Ground Floor Reception

10no recessed LED ceiling spot lights with 2 zones to be agreed.  
3no light switches  
6no double plug sockets  
1no internet point

**14.13** First Floor Office Space

Retain existing lighting  
14no double plug sockets  
6no floor sockets  
3no FCUs for appliances  
4no internet points

**14.14** First Floor Sanitary Rooms

8no recessed LED IP44 ceiling spot lights  
2no FCUs for hand dryers  
3no FCUs for extractor fans  
4no light switches

**14.15** Second Floor Office Space

Retain existing lighting  
10no double plug sockets  
6no floor sockets  
1no FCUs for appliances

4no internet points

**14.16** Seconds Floor Sanitary Rooms

8no recessed LED IP44 ceiling spot lights

3no FCUs for hand dryers

3no FCUs for extractor fans

4no light switches

**14.17** Third Floor Office Space

10no recessed LED ceiling spot lights with 2 zones to be agreed.

3no light switches

12no double plug sockets

2no internet point

**14.18** Third Floor Kitchenette

6no recessed LED ceiling spot lights

2no light switches

2no FCUs for appliances

3no double plug sockets

## 15.0 DECORATION & FLOORS

Ref	Description	Cost
15.01	<b>Full Redecoration</b>	
15.02	The whole building is to be re-decorated. Allow for Dulux trade super matt paint to all areas of walls and ceilings, new and existing. Newly plastered walls are to be mist coated and all walls are to have two full coats of white paint.	
15.03	The contractor is to provide a bead of high quality flexible caulk to all corner connections prior to the application of final finishes.	
15.04	All new woodwork internally and externally is to be fully knotted, primed and prepared using Dulux high quality paint. Colour to be white unless otherwise specified.	
15.05	All timber joinery to be primed with aluminium primer and then 2 full white under coats. Allow then for 1 no gloss to coat to all joinery including existing. Colour is to be decided however price for Dulux DH white gloss.	
15.06	The final paint finish is to be confirmed.	
15.07	The contractor is to cut into all reveals, mouldings, fixtures and fittings.	
15.08	<b>External</b>	
15.09	All rendered surfaces to external walls are to be fully prepared and painted in two coats of Dulux weathershield masonry paint. Final colour to be determined but assume brilliant white for the purposes of tendering.	
15.10	All timber window and doors frames are to be fully prepared, undercoated and redecorated with two full coats of Dulux white external gloss.	
15.11	<b>Tiling (subject to confirmation)</b>	
15.12	The contractor is to install 250mm x 100mm white ceramic subway tiles with black grout and brick bond to the following areas:	
15.13	<u>Sanitary rooms (x3):</u>	
15.14	Allow to install tiles to half height within all sanitary rooms and full height in shower enclosures. Include for chamfered edging trims as required.	
15.15	<u>Kitchen</u>	
15.16	Allow for tiled splashbacks above all worktops to the kitchenettes.	

**15.17 Existing Office Floor Finishes**

**15.18** The existing engineered wood floor coverings within the office areas on the first and second floors are to be retained. New oak flooring is to be brought in to patch the areas where the staircase, lift shaft and bars are removed. Allow to supply and fit a nominal 50sqm of engineered wood floor including proprietary underlay. Flooring subject to confirmation but price for:  
<https://ww2.ukflooringdirect.co.uk/engineered-wood-flooring-home-choice-oak-lacquered>

**15.19** All floor areas in the ground and first floor offices are to be prepared by sanding with a rotary sander and stained with 2 coats of Osmo Polyx-Oil floor stain in Terra colour, or approved equivalent.

**15.20 New Office/Event Space Floors**

**15.21** The contractor is to supply and fit interlocking engineered wood flooring including proprietary underlay to the ground floor event space, reception and third floor office and kitchenette. Flooring subject to confirmation but price for:  
<https://ww2.ukflooringdirect.co.uk/engineered-wood-flooring-home-choice-oak-lacquered> :

**15.22 Sanitary Floors**

**15.23** All WCs including circulation areas to the ground floor rear entrance area are to be fitted with commercial grade vinyl flooring to include a 100mm upstand at the edges and installed accordance with manufacturers specifications. For the purposes of tendering allow to install Solidstep R10 Elephant available at:  
<https://www.ukcontractflooring.co.uk/solidstepr10elephant179952.html>

**15.24 Galvanised Steel Balustrades**

**15.25** All existing galvanised steel balustrades on the third floor balcony are to be prepared and decorated. The contractor is to hand prepare steel for painting and apply 2 coats of Interseal 670 Surface Tolerant Epoxy Primer and 2 coats of Interthane 870 Epoxy Top Coat.

## 16.0 COMPLETION

Ref	Description	Cost
16.01	Ensure the site is fully cleaned and prepared. Wash down all windows.	
16.02	The heating system must be fully checked and certified and all appliances must have the appropriate notification plates for repair and compatibility.	
16.03	Completion certificates must be provided for the electrical systems.	
16.04	The contractor must provide all information for the Health and Safety pack, which must include all instruction manuals and details for fittings and fixtures installed. The material must be provided in the correct content and format as detailed in the pre-tender health and safety plan.	

**Scope of Works - Extension and Refurbishment at 5-9 Beach Road, Newquay.  
General Summary**

<b>Ref</b>	<b>Description</b>	<b>Cost</b>
1.0	Scope of Works	
2.0	Contract Conditions	
3.0	Preliminaries	
4.0	Site Preparation & Demolition	
5.0	Groundworks	
6.0	Masonry	
7.0	Carpentry	
8.0	Roofing	
9.0	Surface Finishes and Insulation	
10.0	Windows & Doors	
11.0	Balconies	
12.0	Internal Joinery	
13.0	Plumbing & Sanitaryware	
14.0	Mechanical & Electrical	
15.0	Decoration and Floors	
16.0	Completion	
	<b>Total</b>	

**Daywork Rates:**

**General Tradesmen:**

**Labourers:**

**Plumbers/Electricians:**

**Percentage Costs on:**

**Materials:**

**Labour:**

**Percentage Costs for Prelims:**

**Signed (Contractor) .....**

**Date: .....**