**CULLOMPTON TOWN HALL WINDOW REPLACEMENT PROJECT**

**WORK SPECIFICATION**

1. **Background**
   1. Cullompton is a market town at Junction 28 of the M5 motorway mid-way between Exeter and Taunton. The Town Hall is the home of the Town Council and, although unlisted, is considered to be an important building in the street scene of Cullompton.
   2. The windows and exterior doors in the building are singled glazed housed in painted wooden casements with some opaque panes. These were redecorated recently and, at that time, the contractor noted that they were approaching the end of their useful life. This point has now been reached and the windows are required to be replaced which will also increase the thermal efficiency of the building and reduce energy usage.
2. **Specification of Work**
   1. Windows casements and part-glazed doors are to be constructed of hardwood and are to be glazed with slimline double-glazed units to the front of the premises (7 windows and 1 double door).
   2. Window casements and part glazed doors are to be constructed of white PVCu with a faux woodgrain effect and are to be glazed with slimline double-glazed units to the rear of the premises.
   3. Window casements are to mimic the existing installation in terms of their appearance and construction.
   4. Part-glazed double doors at the front of the premises are to be constructed and installed with automatic actuators to improve disability access to the premises; these will require push button operators rather than IR motion detectors.
   5. Part-glazed double doors from the main hall to the yard are to be opened by a push bar as it is a fire escape door.
   6. The images at the Appendix reflect the appearance of the windows doors but measurements are approximate and a full site survey will be required prior to submission of quotations.
3. **Quotations are to be supplied for:**
   1. Construction of new hardwood and PVCu window and door casements (as noted in Paragraph 2) that are glazed with slimline double-glazed units.
   2. Removal of existing glazed window casements. Disposal of existing glazed window casements at a licensed recycling or waste disposal facility.
   3. Installation of new double-glazed window casements.
   4. Wooden window casements are to be primed and finished with good quality exterior wood paint to mimic the existing colour scheme.
   5. Make good any damage to the fabric of the premises as a result of the removal and installation process.
4. Scaffolding for the duration of works will be installed separately as arranged by Cullompton Town Council and should *not* be quoted for.
5. Access to the Town Hall for the duration of the works will be arranged; parking is available close to the Town Hall for unloading of windows and required installation equipment but cannot be used long-term. There is a long stay Pay and Display car park close by.
6. **Documentation**

Quotations are to be supplied with the following documentation:

* 1. A current Certificate of Public Liability Insurance.
  2. A current Certificate of Employee Liability Insurance.
  3. A Risk Assessment and Method Statement for the works.