

	<u>COLLECTION</u>	
	<u>Part 1</u>	
	<u>Part 2</u>	
	<u>Part 3</u>	
	<u>Part 4</u>	
	<u>Part 5</u>	
	<u>Contingency</u> @ 10% of contract figure	

To Main Summary

£

MAIN SUMMARY

SECTION 1:PRELIMINARIES

SECTION 2: MATERIALS AND WORKMANSHIP

SECTION 3:PREAMBLES

SECTION 4: SCHEDULE OF BUILDING WORKS

SECTION 5: PROVISIONAL SUMS & PRIME COSTS

CONTINGENCY @ 10%

Allow for protecting the whole of the works.

Allow for removing all rubbish and debris as it accumulates and thoroughly clean the works internally and externally.

TENDER SUM:

Signed.....

On behalf of

.....

.....

.....

Date:

Schedule of Works

TO BE CARRIED OUT AT

The Library

Callington Road

Saltash

On behalf of

Saltash Town Council

Prepared by:

Geoff Peggs AssocRICS
38 Callington Road
Saltash
Cornwall
PL12 6DY

PART 1

PRELIMINARIES AND GENERAL CONDITIONS

1. **The Project**

Refurbishment of Saltash Library

2. **Employer**

All work is to be carried out in accordance with tender documents for and on behalf of:

Saltash Town Council

Guildhall

Lower Fore Street

Saltash

who will be referred to hereafter as the 'employer'.

3. **Contract Supervisor/ Project Manager** will be: -

Geoff Peggs Building Surveyors

or their appointed representative.

4. **Project Safety**

see separate pre construction pack

5. **Site Visit**

The contractor is to visit the site prior to tendering and to ascertain to his own satisfaction the nature and layout of the site, ground or sub soil, access to site, and all local conditions and restrictions that are likely to affect the works.

Arrangements for such visits are to be made with: **see pre-ambles**

The contractor must liaise with the contract supervisor with regard to any anomalies found, or additional information required, prior to submitting the tender.

6. Trading

It is envisaged, for the purposes of this specification and tender documentation that the premises will remain closed during the contract and the specification must be priced accordingly.

The contractor will be expected, however, to confine himself and his work force to the area of the works.

7. Damages for Non-Completion

If the works are not completed by the agreed date the contractor shall pay, or allow the employer, liquidated damages of **£1 000.00 per week** or part thereof.

8. Sub-Contractors

Apart from any prime costs and provisional sums indicated in the specification and any specialist plastering all works are to be carried out by the main contractor.

Any sub-contractor to be employed by the main contractor is to be approved by the client prior to work on site.

9. Construction (Design and Management) Regulations}

The main contractor will be expected to perform the role of Principal Contractor as defined in these regulations.

The main contractor is responsible for providing all necessary documentation, health and safety plan, method statements, etc, under the above regulations.

All are to be approved by the client prior to starting work on site.

10. Day Works

No day works are to be allowed without the approval of the Contract Supervisor. All such works are to be priced and submitted for approval within 48 hours of the instruction.

11. Payments

Payments will be made, unless prior arrangements, 30 (thirty) days from date of invoice.

All invoices are to be submitted to the client via the Contract Supervisor. Retention monies (5%) will be withheld from each invoice with 2.5% being released on final account and 2.5% being

released 12 (twelve) months following satisfactory completion of works.

12. INJURY DAMAGE AND INSURANCE

12.1 Injury to or Death of Persons

The contractor shall be liable for and shall indemnify the employer against any expense, liability, loss, claim, or proceedings whatsoever arising under any statute or common law in respect of personal injury to, or death of, any person whomsoever arising out of or in the course of or caused by the carrying out of the works except to the extent that the same is due to any act or neglect of the employer or of any person for whom the employer is responsible.

12.2 Injury or Damage to Property

Except for loss or damage to the permanent or temporary works which shall be at the joint risk of the contractor and the employer, the contractor will indemnify the employer against any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to any property, real or personal, insofar as such injury or damage arises out of or in the course of or by reason of the carrying out of the works unless due to the negligence of the employer, his servants or his agents.

12.3 Injury or Damage to Property / Injury to or Death of Persons

The Contractor shall maintain and cause any subcontractor to maintain such insurances as may be necessary to cover the liability of the contractor, or as the case may be, the subcontractor, in respect of liabilities assumed or incurred under the contract. Such insurances shall indemnify the employer as principal and be placed with well-established insurance offers.

The limit of the indemnity in respect of any loss with regard to damage to property shall not be less than £2million for any one occurrence or a series of occurrences arising out of one event or such other sum as the employer may state in writing to the contractor.

The contractor shall make available for inspection by the employer as and when required such insurance policies as are affected to meet the requirements of this clause.

12.4 Unless the contract is terminated by either party the employer will instruct the contractor and any subcontractor, with due diligence, to restore works damaged, or replace or repair, any unfixed materials and remove and dispose of any debris and proceed with

carrying out of the completion of the works. The contractor shall be entitled to charge the employer for such works as the variation required by the contract supervisor.

The contractor shall notify the employer and the contract supervisor without delay of any loss or damage, which is insured under the policy of insurance, referred to in this clause. The contractor shall furnish details of any such loss or damage and assist the employer, their insurer, or any representative appointed by them with regard to enquiries relative to the circumstances or amount of such loss or damage or any legal proceedings that may ensue there from. The occurrence of such loss or damage shall be disregarded by computing monies due to the contractor under or by virtue of this contract.

13. Tenders

These conditions are supplementary to those stated in the invitation to tender and on the form of contract document.

Tenders are to be submitted on the tender form provided strictly in accordance with the instructions given in the invitation to tender.

Tenders must remain open for consideration for not less than 26 (twenty six) weeks from the date of the submission of tenders and will be for a fixed price sum for the duration of the contract that is expected to be - see pre ambles

The employer does not offer a guarantee that the lowest or any tender will be accepted and will not be responsible for any costs incurred in the preparation of the tender.

All tenderers will be required to submit a detailed priced copy of this specification upon which the contractor's tender was based at the time of submission of tenders. The contractor should note that tenders will not be considered unless a priced specification is returned.

Tenders must include for all works shown or described in the tender document as whole or clearly apparent as being necessary for the complete and proper execution of the works.

Alterations and qualifications to the specification must not be made without the written consent of the contract supervisor. Tenders containing unauthorised alterations or qualifications will be rejected. Costs relating to items in the specification that are not priced will be deemed to have been included elsewhere in the tender.

If requested by the contract supervisor a schedule of rates must be submitted by the contractor within one week of the request. A schedule must include rates for all significant items of work.

14. MANAGEMENT AND COMPLETION OF WORKS

Programme Dates

As noted under the preambles that follow these preliminaries and general conditions the works may be phased and the specification must be priced accordingly.

Supervision

The contractor shall provide and maintain adequate site organisation under the full time control of an experienced supervisor who is capable of assuming responsibility for a contract of this nature.

Site

The site is not to be used by the contractor for any purpose other than carrying out the specified works.

Site Meetings

Site meetings will be held to review progress and other matters. The contractor is to ensure availability of accommodation and attend all such meetings. The contract supervisor will chair such meetings, take and distribute the minutes.

Location

The location and siting of all spoil heaps, skips, temporary works and services are to be agreed with the contract supervisor.

Maintain

Alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.

Existing Services

Existing services may be utilised by the contractor as detailed below. The employer will not be held responsible for the effects of any failure or restriction in supply.

Water

Reasonable use of existing mains supply will be allowed, avoidable waste excepted. The contractor shall make any necessary approved connections at such points as the contract supervisor shall agree, and take and record meter readings at commencement on site.

Electricity

Reasonable use of existing mains supply for plug in hand tools rated not more than 3kW each, temporary lighting and testing and commissioning of mechanical and electrical installations will be allowed. The contractor should allow for the cost of all extensions, any safety isolating transformers and fittings required and take and record meter readings upon commencement on site.

Gas

Reasonable use of any existing gas supply to the property will be allowed. The contractor shall allow for the cost of all extensions and fittings and take and record meter readings upon commencement on site.

Telephone

The contractor will provide and pay for all necessary telephones to allow for good communication with the site.

Instructions

If the contract supervisor issues details of proposed instructions with a request for an estimate of cost, that estimate will be submitted without delay and in any case within one week.

Employers Property

Steps, pails, hoses and other items of equipment on the premises are not to be used by the contractor. The contractor is to allow for covering up and protecting from damage all fittings and furnishings in rooms where only decorations and small repairs are involved. In other cases and where articles are likely to sustain damage the contract supervisor should be consulted before the commencement of the works.

Scaffolding and Plant

Provide all ladders, scaffolding, hoists, plant, tools, vehicle, moulds, profiles together with workmanship and materials incidentally necessary for the complete execution of the works.

Ensure that standing scaffold is erected early enough and/or dismantled late enough to suit the programme of works, including that of specialist contractors.

Drying the Works

Prevent the works from becoming wet or damp where this may cause damage. Dry out the works as necessary to facilitate the progress and satisfactory completion of the works including the work of specialist contractors carrying out associated works concurrent with the contract works.

Removing Rubbish

Clear away all rubbish and waste on a daily basis.

Materials arising from the alteration work are to become the property of the contractor except where otherwise stated. Remove from site as work proceeds.

Overtime, Bonus Payments, etc to Workmen

The contractor is to provide for overtime working, if necessary, and for any bonus or other incentive payments that he may deem necessary in order to complete the contract by the dates agreed upon. For work outside normal hours obtain special permission from the contract supervisor to carry out such work. The contractor is to ascertain, prior to the submission of the tender, if there are any restrictions imposed by the Local Authority on working hours.

Defective Works

Where inspection shows the work is not in accordance with the specification, measures taken to remedy the defective work shall be at the expense of the contractor and not considered as grounds for an extension of time.

General Quality of Workmanship

Operatives must be appropriately skilled and experienced for the type and quality of work. Take all necessary precautions to prevent damage to the work from frost, rain and other hazards.

Services Regulations

Any work carried out to, or which affects, new or existing services must be in accordance with byelaws or regulations of the relevant authority.

Service Runs

Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut after.

Mechanical and Electrical Services

These must have final tests and commissioning carried out so that they are in full working order at practical completion.

Water for the Works

If other than mains supply is proposed the contractor is to provide evidence of suitability.

Samples

Where approval of products is specified, submit samples or other evidence of suitability. Do not confirm orders or use products until approval of samples has been obtained. Retain approved samples in good clean condition on site for comparison with products used in the works. Remove when no longer required.

Approvals

Where and to the extent that products are specified to be approved or the contract supervisor instructs or requires that they are to be approved the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either to the express approval of the contract supervisor or to match a sample expressly approved by the contract supervisor as a standard for the purpose.

Work At or After Completion

Touch up minor faults in newly painted or repainted work, carefully match colour. Repaint badly marked areas back to suitable breaks or junctions.

Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

Make good all damage consequent upon the works and remove all temporary markings and protective coverings.

Industrially clean the work inside and out including all glass, sanitary fittings, metalwork and pipes, scrub all floors, remove all splashes, deposits, efflorescence, rubbish and surplus materials,

examine and clear away all deposits from drains, and leave the whole of the works clean and tidy on completion.

Defects During or at the end of the Defects Liability Period

Defects classified 'A' are to be made good within 24 hours of notification.

Defects classified 'B' are to be made good within 72 hours of notification.

Defects classified 'C' are to be made good within 2 weeks of notification.

All notifications are to be confirmed in writing.

Defects and Works at Practical Completion

Within one week of the date of practical completion of the works, the contract supervisor will convene a meeting on site and compile a list of any defects that will be issued to all parties within two working days of the meeting. The defects will be classified as A, B or C as defined above. Any additional work will also be listed.

Defects Liability Period

The defects liability period for this contract is to be 12 (twelve) months unless varied by the contract. At the end of that period a further defects list may be issued and again defects will be classified A, B or C as defined above.

In addition to the defects period noted above the client will expect that all manufacturers' guarantees will be passed to the client on practical completion and that all workmanship will be guaranteed for a period of 5 years from final account settlement.

15. SECURITY, SAFETY AND PROTECTION

Safety

The Contractor is to comply with the provisions of the Health and Safety at Work Act and all other relevant statutory requirements for carrying out the building works.

Defects in Existing Construction

These are to be reported to the contract supervisor without delay. Obtain instructions before proceeding with work which may cover

up or otherwise hinder access to the defective construction or be rendered abortive by the carrying out of remedial works.

Stability

Accept responsibility for the stability and structural integrity of the works during the contract and support as necessary, safeguarding the works. The contractor shall be entirely responsible for safeguarding the whole of the works and will be held responsible for all damage to existing walls, fences, paving, trees, gates, etc. resulting from the execution of the specified works and shall make good at his own expense.

Existing Structures

Provide and maintain during all execution of the works, all incidental shoring, strutting, needling and other supports, as may be necessary to preserve the stability of the existing structure on site or adjoining that may be endangered or affected by the works.

Support the existing structure as may be necessary during the cutting of new openings or replacement of structural parts. Do not remove supports until the new work is strong enough to support the existing structure. Prevent overstressing of the completed works when removing supports.

Existing Work

Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused. Remove existing work, minimum necessary, with care to reduce the amount of making good to a minimum.

Existing Furniture, Fittings and Equipment

Prevent damage to any furniture, fittings or equipment left in the property. Move as necessary to enable the works to be executed, cover and protect as necessary and replace in original position.

Existing Features

Prevent damage to existing buildings, fences, gates, walls, roads, paved areas, and other site features that are to remain in position during the execution of the works.

Building Interiors

Protect building interior exposed to the weather during the course of the works with temporary enclosures of sufficient size to permit execution of the works and which will remain weather tight in severe conditions.

Existing Services

Notify all service authorities and adjacent owners of the proposed work not less than one week before commencing site operations. Before starting work check on positions of all services.

Protection of Adjoining Property

Take all precautions to prevent damage to adjoining property. Make good and bear the cost of any damage arising from the execution of the works to the satisfaction of the owner. Proceed with minimum inconvenience and nuisance to occupiers and users. Prevent trespass on adjoining property by workforce.

Security of Site

Provide and erect such hoarding or temporary fencing as may be necessary in order to maintain the security of the works, plant and materials. Pay all fees in connection therewith and clear away on completion.

Provide all day and night watching and protective lighting for the safety and security of the works and the public as may be required.

Footpaths

Adequately maintain footpaths within and adjacent to the site and keep clear of debris. Any damage to footpaths must be made good to the satisfaction of the Local Authority and/or other owner.

Pollution

Take all reasonable precautions to prevent pollution of the site, the works, and the general environment.

Fire

Take all necessary precautions to prevent personal injury, death and damage to the works or other property from fire.

Noise

The contractor is to take care not to cause noise nuisance to either the occupants of the building where the works are taking place or to the occupants of the adjoining buildings.

Nuisance

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

PART 2

MATERIALS AND WORKMANSHIP

2.1 Generally

All materials and workmanship are to be in accordance with the descriptions in the Specification and where a British Standard Specification or Code of Practice relating to such materials or workmanship is in existence this shall be held to apply.

Proprietary materials are to be used strictly in accordance with the manufacturer's instructions.

WORKS TO BE PRICED ON THE SITE.

2.2. Avoidance of Nuisance

The whole of the Works including any pulling down is to be carried out in such a manner so as to cause as little dust, noise and inconvenience as possible to the adjoining owners or the public, and the contractor will be held responsible for any claims which may arise from the disregard of this clause. Debris and other materials arising from the demolition must not be thrown down but must be lowered in baskets, barrows, etc. and the debris must be kept well watered during the works to prevent nuisance from dust arising.

2.3 Old Materials

The whole of the old materials in pulling down, demolition's, etc, are to become the property of the contractor (unless otherwise stated) who is to clear and cart away the same and also to cart away all rubbish arising there from. All tipping fees and costs are to be priced with the works.

No old materials should be re-used in the Works except with the permission of the contract supervisor, who will be at liberty to select any such materials, although they are due to be cleared away, for re-use in the Works.

2.4 Safety and Protective Measures

Before commencing the works every care must be taken to ensure that every part of the works is properly and sufficiently supported and the whole of the prices for pulling down, cutting openings and alterations to existing work, etc, shall include whether specifically mentioned or not, for providing all necessary temporary scaffolding and all requisite shoring, needling, strutting and other supports to walls, floors and roofs, etc, required, and all fans, weatherproof and dustproof screens and other protection necessary for the protection and safety of existing buildings, the public and the employers' staff, from dust and falling debris during the pulling down. The contractor shall alter, adapt and maintain all such temporary works as may be necessary from time to time and finally clear away and make good all work disturbed. The contractor will be held solely responsible for the safety of the existing buildings and the sufficiency of all temporary works. Provide all necessary tarpaulins, screens and other means of covering up for protection of the new works and existing against inclement weather and make good all damage done.

2.5 Opening Up of Existing Works

If, in the process of opening up existing works, the contractor should form the opinion that to proceed with the work in accordance with the contract supervisor's instruction would involve the risk of injury to persons or property he is to notify the contract supervisor in writing and suspend operations until he has the contract supervisor's express instructions to proceed.

2.6 Bonding, Pinning and Preparing

The prices for making out, altering, adapting, etc. of the existing openings in walls, formation of new openings in walls, etc, are to include for properly bonding new work to existing, cutting and pinning against soffits and preparing cills for raising whether specifically described herein or not.

EXCAVATION AND EARTHWORK

2.7 Excavations

All excavations made in excess of the drawings and/or the contract supervisor's instructions are to be filled with concrete (1:10) at the contractor's expense, and no payment will be made for such additional excavation nor for the disposal of the material arising there from.

2.8 Obstructions

The rates for all excavations are to include for excavating in any material met with (including hardcore) except natural rock, concrete, brickwork, running silt or running sand. Should such obstructions be encountered, adequate notice must be given to the Surveyor to enable him to measure same.

2.9 'Soft Spots'

Any 'soft spots' exposed shall be excavated and backfilled as directed, and the contractor shall give adequate notice to the Surveyor so that he shall be able to measure the sizes of all such 'soft spots'.

2.10 Double Handling

Prices for excavations, disposal, etc, shall include for all necessary temporary spoil heaps, double handling, etc.

2.11 Pumping, Bailing, etc

Any excavations are to be kept free from general water, slop or mud during the progress of the works by pumping, bailing or other means necessary including all necessary temporary sumps, drains, etc. The contractor should base his pricing of this item on the assumption that the normal water table is below the depth to which he will be required to excavate for the execution of these works.

2.12 Backfilling, etc

All earth filling and backfilling shall be compacted in layers not exceeding 150mm thick and watered where directed. All such filling shall be of reasonable uniform consistency without large lumps and each layer is to be spread over the whole width of the excavations before placing of the next layer.

2.13 Planking and Strutting

Any planking and strutting required is to be suitable and adequate for the purpose, the construction and design of which is to be the contractor's responsibility

2.14 Hardcore Beds, Filling, etc

Hardcore filling shall be compacted in layers not exceeding 150mm thick, compaction continuing until all voids are filled and the surface is even and smooth. The Contractor shall note that the thickness of hardcore beds and filling described herein are deemed to be after compaction. No allowance has been or will be made for loss of material into the substratum due to compaction.

Blinding to hardcore is to be of ashes, sand or other fine material, approved by the contract supervisor.

CONCRETE WORKS

2.15 Cement

The cement shall be 'Ordinary Portland Cement' to comply with BS EN 197 and shall be obtained from an approved manufacturer.

2.16 Aggregates

Aggregates for concrete shall consist of sand, gravel, crushed or uncrushed natural stone in accordance with the appropriate provisions of BS EN 12620.

2.17 Mixing of Concrete

All materials for concrete are to be measured in gauging boxes and all gauging is to be done on wooden board platforms.

The mixing, unless otherwise approved, shall be carried out in an approved mechanical bath mixer and shall continue until there is a uniform distribution of materials.

Ready mixed concrete may only be used if it is obtained from a works that comply with the B.R.M.C.A. Plant Authorization scheme.

2.18 Frost

No concrete shall be mixed or deposited during frosty weather. When there is a likelihood of frost occurring after concrete has been newly deposited such concrete shall be properly covered and protected. Similar protection shall be given to concrete placed in hot weather.

2.19 Reinforcement

The steel bar reinforcement shall comply with BS4449. The steel fabric reinforcement shall comply with BS4483.

All steel shall be free from oil, dirt, loose rust or scale and shall be securely fixed or supported to avoid displacement.

2.20 Formwork

All formwork shall be sufficiently strong to withstand without undue deflection, the dead weight of concrete, men, barrows, etc, during the execution of the work. Forms or struts shall not be removed until the concrete is sufficiently strong to carry the requisite loads (dead or temporary), and the contractor will be held responsible for the safety of the works and for any damage done and will have to make good same at his own expense.

BRICKWORK AND BLOCKWORK

2.21 Cement

The cement shall be as described in 'Concrete Work'.

2.22 Sand

Sand is to be clean, sharp, coarse river or pit sand, free from loam, salt or other impurities and is to be washed and screened if required and is to comply in all aspects with BS EN 13139

2.23 Lime

Lime for mortar shall be well-slaked semi-hydraulic lime and shall comply in all respects with BS EN 459

2.24 Water

Water shall be clean and free from any harmful impurities and shall comply with BS EN 1008

2.25 Use of Mortars

All mortars are to be used within one hour of mixing.

2.26 Bricks

All bricks are to be the best of their respective kind, square, hard, sound, well burnt, even and uniform in shape and colour, free from cracks, scores and other defects.

2.27 Blockwork

Any blockwork shown is to be built in blocks as manufactured by Hanson Blocks/ Heidelberg Cement, Hanson House, 14 Castle Hill, Maidenhead, SL6 4JJ – or other as approved or specified by the contract supervisor.

Blocks are to be stored under waterproof conditions on raised floors if outside and not wetted before laying.

2.28 Bonding

Any brickwork is to be built all as shown on the drawings and as described in English bond unless otherwise described. Half-brick walls are to be in Stretcher bond unless otherwise described. Bricks are to rise four courses to 305mm and are to be laid frog upwards. Proper cross jointing is to be observed and every course well grouted and flushed up as the work proceeds, properly bonded and with perpends strictly kept. No portion is to rise more than 1.100 m above another at any one time without the permission of the contract supervisor and brickwork is to be racked back at changes of level.

2.29 Hollow Walls

Cavities of hollow walls shall be kept clear of all mortar droppings and rubbish, leaving openings at the base, cleaning out the cavity on completion and subsequently building up the opening uniformly with the surrounding work and forming all necessary weep holes.

2.30 Sample Panels

The contractor is to allow for erecting sample panels of facing brickwork and pointing to the approval of the contract supervisor and demolishing and clearing away on completion.

ROOFING

2.31 Lead

The lead is to comply with BS EN 12588.

2.32 Mastic Asphalt Roofing

The mastic asphalt roofing is to comply with BS6925 with natural rock aggregate.

2.33 Built Up Felt Roofing

The built up felt roofing is to comply with BS EN 13707.

CARPENTRY, JOINERY AND IRONMONGERY

2.34 Softwood

Softwood generally is to be Douglas Fir, Western Hemlock, European Whitewood, Canadian Spruce or other approved and is to be free from open shakes, large, loose or dead knots or more than a small proportion of perfectly bright sap and to be thoroughly seasoned.

2.35 Carcassing Timber

Carcassing timber is to comply with BS4978 and to be kiln dried, with a moisture content not exceeding 20%.

2.36 Joinery Timber

Joinery timber is to comply with BS1186

2.37 Tanalised Softwood

Timber described as 'Tanalised' is to be impregnated with 'Tanalith E' by the vacuum process dry salt retention of 4 kg/m³ by a firm on the approved list of agents and stockists issued by the manufacturers. The cross-cut ends of 'Tanalised' timber must be liberally swabbed with 'Wolmanol' solution obtainable from the same manufacturer.

2.38 Plywood

Plywood is to comply with BS EN 636. Internal quality is to be bonding Type INT and external quality is to be bonding Type WBP.

2.39 Blockboard

Blockboard is to comply with BS3444, internal quality is to be bonding Type INT and external quality is to be bonding Type BR.

2.40 Chipboard

Chipboard is to comply with BS5669.

2.41 Hardwood

All hardwoods are to be the best of their respective kinds and to be equal to samples to be submitted to and approved by the Architect. Unless otherwise stated all hardwood is to be West African Sapele.

2.42 Sundries

Nails are to be mild steel wire nails in accordance with BS 1202. Those used externally are to be galvanised.

Screws are to be steel slotted countersunk headed wood screws in accordance with BS 1210.

2.43 Pre-made Joinery Items

All items such as doors, windows, gates, garage doors, etc, are to be from Magnet Ltd, Allington Way, Yarm Road Business Park, Darlington, DL1 4XT – unless otherwise agreed or specified.

All catalogue numbers in the specification and / or schedule refer to the latest catalogue.

2.44 Workmanship

All joinery shall be properly wrot and executed to details, all glued joints to be cross-tongued and the whole of the joiner's work is to be cut out and framed together soon after the commencement of the work as possible, but not glued up until required.

All exposed joinery shall be wrot and finished with glass paper to receive paint unless otherwise described and all arisses to be eased.

All joinery that splits, flies or warps is to be removed and replaced at the contractor's expense.

The contractor is to ensure that all joinery work is set plumb and true and is to case up and protect all joinery work from damage during subsequent operations and leave perfect on completion.

Prices for joinery described as 'selected and kept clean for staining and/or polishing' shall, where joinery is fixed with screws, include for countersinking the heads of screws and pelleting the grain.

2.45 Sizes

The sizes given in this Specification for Joiner's Work are nominal sizes unless stated otherwise and are to hold the full sizes specified less only 3.2mm for each wrot face.

2.46 Labours

All prices for windows and doorframes are to include for any necessary fixing cramps, dowels, plugging and screwing. Also to include for any necessary cutting, pinning, mortises and making good.

The backs of all new door frames, windows, skirtings, etc, where in direct contact with structure are to be primed before fixing whether stated or not.

PLUMBING INSTALLATION

2.47 Cast Iron Pipes and Fittings

Cast iron pipes and fittings are to be in accordance with BS416 with socketed joints jointed with yarn and molten lead well caulked and are to be coated inside and out. Pipes and fittings are to be fixed with galvanised mild steel bolted holderbats and screwed to background with galvanised mushroom headed screws.

2.48 PVC and uPVC Pipes and Fittings

The PVC and uPVC pipes and fittings are to be obtained from Polypipe Terrain Ltd, Aylesford, Maidstone, Kent, ME20 7PJ and installed strictly in accordance with the manufacturer's printed instructions.

2.49 Copper Tubing and Fittings

Copper tubing is to comply with BS EN 1057 and the fittings are to comply with BS EN 1254 .

2.50 Regulations (Water)

The installations are to be executed in accordance with the regulations of the Local Authority and of the Local Water Company and to the satisfaction of their inspectors and of the contract supervisor. The contractor is to give all notices and pay all fees, if any, for inspections, tests, etc.

2.51 Fixings

All pipework shall be soundly fixed to walls, floors, soffits, etc, and prices shall include for all necessary plugging or brickwork, concrete blockwork, etc, in preparation of fixing and for making good all finishings

FLOOR, WALL AND CEILING FINISHINGS

2.52 Cement

The cement shall be as described in 'Concrete Work'.

2.53 Sand

The sand shall be clean, sharp pit sand and free from clay, loam and other impurities and well washed and shall comply in all respects with the provisions of BS EN 13139.

2.54 Carlite Pre-mixed Plaster and Thistle Plaster

The Carlite pre-mixed plaster and Thistle plaster are manufactured by and shall be obtained from British Gypsum Ltd, and shall be used strictly in accordance with the manufacturer's instructions.

2.55 Plastering on Brickwork, etc

Plastering on brickwork and blockwork, including adjacent flush concrete surfaces, shall be in two coat work, the undercoat to consist of Carlite Browning Plaster 11mm thick ruled to an even surface and lightly scratched to form a key; the finishing coat consisting of Carlite Finish Plaster 1.6mm thick.

2.56 Gyproc Lath

The Gyproc Lath is manufactured by British Gypsum Ltd, Head Office, East Leake, Loughborough, LE12 6HX, and shall be fixed strictly in accordance with their instructions with 38mm galvanised

clout headed nails, including providing all necessary sawn softwood noggin pieces.

2.57 Plaster on Gyproc Lath

The single skimming coat on Gyproc Lath is to be as follows:

Thistle board finish plaster shall be worked into the joint recesses and shall be struck flush with the joints of the boards. Before the joint plaster has set apply a skimming coat of neat thistle board finish plaster to a total thickness of not less than 5mm thick.

2.58 Granolithic

The granolithic is to be composed of two parts of cement to five parts of granite chippings by volume graded from 6mm down with not more than 20% fine material passing a 76 x 76 sieve.

The finish surface is to be treated with 'Lithurin' hardener applied at the rate of 0.17 kg/m² in three applications dissolved in water in the proportion of one part of 'Lithurin' to three parts of tepid water by weight.

2.59 Dubbing Out

Prices shall allow for all necessary extra labour and materials in dubbing out existing surfaces so that new work shall line up with the existing.

2.60 Internal Ceramic Glazed Wall Tiles

Tiles shall comply with BS EN ISO 10545 and fixed with a suitable approved adhesive.

GLAZING

2.61 Glass

The glass is to be of British manufacture, free from all defects in accordance with BS952.

2.62 Glazing

All glazing rebates are to be primed before glazing.

All glass, as fitted, shall meet the necessary requirements of the current Building Regulations.

PAINTING AND DECORATING

2.63 Source of Supply

All paints, etc, are to be obtained from Crown Paints Ltd, Crown House, Hollins Road, Darwen, BB3 0BG or their approved suppliers unless otherwise stated and are to be used in accordance with the manufacturer's instructions.

2.64 Storage

All materials shall be kept in a dry, clean store, protected from frost.

2.65 Stripping of Existing Walls and Ceiling Coverings

Unless otherwise described, where decorations are to be specified, the contractor is to allow in his rates and prices for the complete removal of all layers of paper, vinyl, hessian, anaglypta, etc, from walls and ceilings.

2.66 Remedying Defects due to Defective Materials

All unsatisfactory materials shall be immediately removed from the site and any work executed with such defective materials shall be made good by the contractor, at his own expense, to the satisfaction of the Contract Supervisor.

2.67 Knotting

Knotting shall comply with BS1336

2.68 Stopping

Stopping for:

- a) Internal woodwork shall be putty, complying with BS544 and shall be tinted to match the colour of the undercoat or other approved filler
- b) External woodwork shall be approved external quality filler

2.69 Primers

All primers are to be appropriate for the surface and for the subsequent coats.

2.70 Fungicidal Emulsion Paint

To be Dulux Trade Fungicidal Quick Drying Eggshell and applied in accordance with the manufacturer's instructions.

2.71 Woodwork

Before fixing woodwork, all surfaces that will be visible after fixing shall be rubbed down and all knots and resinous areas shall have the resin removed and coated with one thin coat of knotting. After priming and fixing, all nail holes and other imperfections shall be stopped and the whole surface shall be rubbed down and all dust brushed off.

2.72 Woodwork Previously Painted

All blistered, poorly adhering or otherwise defective paint shall be burned off. After stripping, the woodwork shall be treated as for new woodwork.

Remaining areas, where in good condition, shall be washed down and whilst wet the surfaces shall be rubbed down with a suitable abrasive and then rinsed down. Minor areas of poorly adhering or defective paint shall be removed by careful scraping back to a firm edge and any bare woodwork treated as for new woodwork.

2.73 Metalwork

All metalwork is to be thoroughly cleaned and free from grease, rust and scale before priming.

2.74 Metalwork Previously Painted

All blistered, poorly adhering or otherwise defective paint shall be burned off. After stripping, the woodwork shall be treated as for new woodwork.

Remaining areas where in good condition shall be washed down and whilst wet the surfaces shall be rubbed down with a suitable abrasive and then rinsed down. Minor areas of poorly adhering or defective paint shall be removed by carefully scraping back to a firm edge and any bare woodwork treated as for new woodwork.

2.75 Washing Down

All surfaces described as such shall be washed down with soap and water, detergent solution or suitable solvent to remove dirt, grease, etc, and rinsed down with plenty of clean water. Woodwork, metalwork and glazing are to be leathered to remove

all excess water whereas stone, brickwork and tiling allowed to dry naturally.

2.76 Manufacturer's Instructions

All materials shall be used strictly in accordance with the instructions issued by the manufacturer concerned.

2.77 Stirring of Materials

The contents of all cans and containers of all materials must be properly and thoroughly stirred before and during use and shall be suitably strained as and when necessary.

All part used containers to have the lids firmly replaced. Paint that has formed a skin is to have the skin removed and shall then be strained before further use.

2.78 Coatings to be Dry

All coatings shall be allowed to dry thoroughly before succeeding coats are applied.

2.79 Rubbing Down

All undercoats for oil paints shall be rubbed down to a smooth surface with abrasive paper and all dust removed before the succeeding coat is applied.

2.80 Differing Colours of Undercoats

Each succeeding coat of priming and undercoating paint shall be sufficiently different in colour as to be readily distinguishable.

2.81 Painting in Unsuitable Conditions

No coatings shall be applied to surfaces affected by wet, damp, foggy or frosty weather or other unsuitable conditions, or to any surface damp with moisture. If it is desired to proceed with painting when the temperature is below 4 degrees celsius, the permission of the contract supervisor must be obtained.

2.82 Protection of Wet Surfaces

Adequate care must be taken to protect surfaces while still wet, by the use of screens and 'wet paint' signs, where necessary.

2.83 Cleanliness

All brushes, tools and equipment shall be kept in a clean condition and surfaces shall be clean and free from dust during painting. Painting shall not be carried out in the vicinity of other operations that might cause dust.

The contractor shall provide a suitable moveable receptacle into which are to be placed all the liquids, slip washings, etc, which are on no account to be thrown down any of the gullies, manholes, sinks, lavatories, wc's or any other sanitary fittings. All solid refuse or inflammable residues must be removed from site.

2.84 Glazing Putties

Cut out and renew any defective glazing putties and reinstate where missing.

2.85 Removal of Ironmongery, etc

All surface-fixed ironmongery, fittings, switch plates, etc, except hinges, shall be removed before painting and refixed on completion.

2.86 Paper Hanging

Prepare surfaces and hang wallpaper and vinyl as follows:

- a) Do not commence until surfaces are dry and all other work is completed.
- b) Fill and rub down the surfaces until perfectly flat smooth.
- c) Do not commence hanging until the complete quantity of material is supplied with due allowance for waste. Check each roll to ensure the pattern, shade and other references are correct and identical.
- d) If necessary, trim all wallpaper and vinyl to give straight edges.
- e) Apply size or primer if necessary to control porosity and as recommended by the wallpaper/vinyl manufacturer.
- f) Apply adhesive as specified by the manufacturer of the wallpaper or vinyl.
- g) Where specified, cross-line with lining paper with butt 'joints' at right angles to the wallpaper or vinyl. Finish perfectly smooth.

- h) Hang wallpaper and vinyl with pattern aligned and close butted edges. Finish perfectly smooth with imperceptible joins and without any adhesive marks or other imperfections. Neatly trim at all junctions with other finishings, etc.
- i) Carefully roll and wrap and label all surplus wallpaper and vinyl and sizeable off cuts and hand to employer.

EXTERNAL WORKS – to include grounds and gardens etc.

2.87 Generally

The contractor is referred to the relevant preambles and to other sections that apply equally to this section.

PART 3

Pre-Amble

3.1 All work is to be done in accordance with the 'Preliminaries & General Conditions'. Any discrepancy noted with specification should be brought to the Contract Supervisor's attention prior to submitting a tender for the work.

3.2 The contract documents will consist of the 'Preliminaries & General Conditions', 'Materials and Workmanship' clauses this particular schedule, any drawings as supplied, appointment letter and all work may be subject to JCT Minor Works Building Contract

3.3 Arrangements for access to price the works are to be made with the Contract Supervisor who is to be contacted on **01752 847706 or 07712 797887** for a **pre arranged** appointment.

3.4 **Services**

All general services are connected and are to remain so for the duration of the contract.

3.5 **Programme of works**

A programme of works will be agreed prior to commencement on site and this must be adhered to unless by prior arrangement and permission of both the contract supervisor and the client.

3.6 Protection of items belonging to client and which are to remain on site throughout.

The premises will not be open for business and will remain so for the duration of the contract. It is therefore essential that the contractor checks with the client at the end of each working day to ensure the site is left secure. A designated person shall be appointed and named to be responsible for ensuring this at the end of each working day.

The client has items of fixtures and fittings that will remain on site throughout the contract. The contractor is to ensure that these items are in a safe place and damage is not allowed to occur as a result of the works. Prior to beginning work on site plans for removal, storage and protection of clients' fixtures, fittings and other articles such as books will be agreed with the Contract Supervisor.

3.7 GENERAL ITEMS

3.7.1 The Contractor is to take all factors into account for pricing individual items and to include labour, etc, not specifically mentioned.

Contractors should note comments in the pre tender H & S Plan regarding parking of vehicles, the general public and employees visiting the site to remove / replace books etc...

3.7.2 Provide, erect, maintain and clear away any no longer required scaffolding towers, handrails, staging, boarding and screens required for the proper execution of the works and completion of the works and protection of any adjoining properties.

3.7.3 Take all necessary steps to protect the public. All access levels must be taken down at the end of each day's work and properly secured to prevent unauthorised use. Keep all adjoining paths, parking spaces and roads clear of debris.

- 3.7.4** Take all necessary steps to ensure no damage is caused to any adjoining property due to the carrying out of the works. Any damage made by the contractor is to be made good using matching materials at the Contractor's expense.
- 3.7.5** Take all necessary steps to comply with current health, safety and welfare measures required under or by virtue of the provisions of any enactment or regulation or the working rules of any industry. All materials, products, etc, are to be handled in accordance with the manufacturer's instructions and general good practice with due regard to the safety of both the operative, the public and the client.
- 3.7.6** Remove all rubbish as the work proceeds and keep the work clean and tidy. On completion of the works remove all equipment and surplus materials, clean down, include washing off of windows, hose drains and remove all debris and leave the premises clean and tidy.
- 3.7.7** Allow the sum of (see part 5) as a contingency to be expended and deducted at the sole discretion of the Contract Administrator.
- 3.7.8** The schedule (parts 4 & 5 of this document) is to be read in conjunction with the attached 'Preliminaries' and 'Material and Workmanship Clauses' in addition to all clauses contained in these pre-ambles.
- 3.7.9** The price tendered should be for a fixed sum for a period of six months from the tender date.
- 3.7.10** The Contractor must give an indication of earliest start date and completion date.

START DATE.....

COMPLETION DATE.....

A programme of works and payments schedule must be produced from acceptance of tender.

3.7.11 Client Items

The Client may be ordering and paying for a number of items direct: - the contractor will be advised of this prior to start on site.

3.8 OTHER

3.8.1 It should be noted that the Town Council is an employer that pays all its employees, as a minimum, the **'living wage'**. This currently stands at **£9.30 per hour** for all employees over 18 years of age and will only employ contractors that do similar. Any contractor tendering for the work as described in this document, by doing so, confirms that it also pays all employees over 18 years of age the **'living wage'**

3.8.2 Saltash Town Council is committed to encouraging all their direct employees, and their external contractors & consultants to be at the forefront in minimizing the impact of the activities of the Council on the environment. Without having a document that repeats all legislation and good practice regarding this, key points for all external contractors and consultants are as follows:

- Minimize waste by evaluating all operations and ensuring that they are as efficient as possible
- Minimize toxic emissions through the selection and use of fleet vehicles and other sources of power
- Actively promote recycling
- As well as their direct employees, encourage all their sub-contractors to be aware of the above

3.8.3 It should be noted that the works may be carried out in a phased manner or items omitted completely and, therefore, any costs associated with items in parts 1, 2, & 3 should be included at the appropriate place in part 4 and not priced as a separate whole. No allowances will be made for phasing or omitting items.

PART 4

1.0 **Mezzanine Floor** *(including top landing and stairs to ground floor)*

1.1 Take down applied panels fixed to balustrade around mezzanine floor area and cart away.

1.2 Take timber and metal balustrade (as far as the top of the landing to the stairs) and cart away.

Make good to disturbed work to surrounding areas.

1.3 Take up carpet and cart away.

1.4 Form studwork to east side of mezzanine floor, all as shown on sketch, using 100 x 75 timber studwork – lined both sides using 12.5mm plasterboard and plaster skim.

Form studwork to north and south ends of mezzanine floor using 100 x 75 timber studwork – lined both sides using 12.5mm plasterboard and plaster skim.

Include for black plastic skirtings all round.

NB: Pack voids to partition with acoustic insulation.

1.5 Extend floor to south end of mezzanine to match existing levels to enclose void.

1.6 Allow attendance on specialist company installing glazed west elevation and doors.

1.7 Allow attendance on specialist floor layer.

1.8 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls: Mist coat followed by 2 full coats silk emulsion - white

Woodwork: 2 coats satin finish varnish to match existing

2.0 **Boiler House**

2.1 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls: 2 coats satin finish emulsion in selected shade

Woodwork: 2 undercoats followed by 1 gloss coat – white

Metalwork: 1 coat 'Hammerite' gloss to previously decorated surfaces only.

3.0 Staff Kitchen

3.1 Take up carpet and cart away

Allow attendance on specialist floor layer to lay new floor covering

3.2 Carefully take down posters, shelving, brackets, display areas, etc, and set aside in a safe and clean area for client to be agreed prior to beginning any building works

3.3 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls: 2 coats satin finish emulsion in selected shade

Woodwork: 2 coats satin finish varnish to match existing

3.4 Allow to reinstate shelving, notice boards etc taken down in item 3.2

4.0 Conversion of former Cleaner's Cupboard to form Staff WC

- 4.1 Form 100mm+ diameter hole in rear wall to accommodate 100mm diameter uPVC soil pipe.
- 4.2 Install WC (see Provisional Sums for supply of sanitary fittings) including connection to soil pipe and cold water supply to system.
- 4.3 Install wash-hand basin (see Provisional Sums for supply of sanitary fittings) in position shown on drawing and extend hot and cold water services from the kitchen to serve wash-hand basin.
- 4.4 Provide and install 32mm uPVC waste to wash-hand basin and connect to new soil pipe.
- 4.5 Form 120mm diameter hole in wall above WC to suit electrically operated extract fan (supplied and fitted by others).
- 4.6 Take up floor covering and cart away

Allow attendance on specialist floor layer to lay new floor covering

4.7 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls: 2 coats satin finish emulsion in selected shade

Woodwork: 2 coats satin finish varnish to match existing

5.0 Former Registry Office

5.1 Carefully take down posters, shelving, brackets, display areas, etc, and set aside in a safe and clean area for client to be agreed prior to beginning any building works

5.2 Take up carpet and cart away

Allow attendance on specialist floor layer to lay new floor covering

5.3 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls: 2 coats satin finish emulsion in selected shade

Woodwork: 2 coats satin finish varnish to match existing

5.4 Allow to reinstate shelving, notice boards etc taken down in item 5.1

6.0 Main Library (including open office area adjacent to public entrance)

6.1 Carefully take down posters, shelving, brackets, display areas, etc, and set aside in a safe and clean area for client to be agreed prior to beginning any building works

6.2 Make good/remove all fixings for the above and leave wall, etc, ready for decoration.

6.2 Form studwork partition in position shown on drawing using 100x75mm timber studwork lined both sides with 12.5mm plasterboard and plasterskim.

Include and hang, on steel butts, for 700mm wide door at each end together with softwood door linings and 3-lever mortice lock.

6.3 Take up carpet and cart away

Allow attendance on specialist floor layer to lay new floor covering

6.4 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls (including masonry pillars): 2 coats satin finish emulsion in selected shade

Woodwork: 2 undercoats followed by 1 gloss coat in selected shade

Varnish Areas: 2 coats satin finish varnish to match existing

6.5 Allow to reinstate shelving, notice boards etc taken down in item 6.1

7.0 Public Entrance Lobby

7.1 Take up carpet and cart away

Allow attendance on specialist floor layer to lay new floor covering

7.2 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls: 2 coats satin finish emulsion in selected shade

8.0 **Staff Office** (*centre area of library*)

NB – this is shown in sketch form only on plans

8.1 Carefully take down posters, shelving, brackets, display areas, etc, and set aside in a safe and clean area for client to be agreed prior to beginning any building works

8.2 Take down partitions, ceiling, built-in furniture etc. and cart away debris
– **NB** Nominated I.T. company providing I.T. services to client are to be engaged to remove all I.T. equipment in this area before strip out is commenced

– **NB** Nominated intruder and fire alarm company providing services to client are to be engaged to remove all intruder and fire alarm equipment in this area before strip out is commenced

8.3 Take up carpet and cart away

Allow attendance on specialist floor layer to lay new floor covering included in main Library

8.4 Make good to ceiling to match surrounding areas

8.5 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls: 2 coats satin finish emulsion in selected shade

Woodwork: 2 coats satin finish varnish to match existing

9.0 Conversion to form Coffee Bar

9.1 Take up carpet tiles to servery area and set aside for client.

Provide attendance on specialist floor layer

9.2 Form new servery and counter as shown on plan using studwork as described above but lining internal walls with 'Altro Whiterock' or other approved similar material.

9.3 Supply and fit roller shutter to secure front of servery – see Provisional Sums for supply and installation of roller shutter

9.4 Provide attendance on electrical contractor to provide 150mm diameter 'Vent axia' or similar approved extract fan in the north elevation – as indicated on drawings.

9.5 Form ceiling to area using 147 x 50 joists secured to top of partitions and lined both sides with 'Altro Whiterock' or other approved similar material.

9.6 Decorations: to plastered surfaces

Ceiling: Mist coat followed by 2 full coats silk emulsion - white

Walls: Mist coat followed by 2 full coats silk emulsion in selected shade

Woodwork: 2 undercoats followed by 1 gloss coat in selected shade

Varnish Areas: 2 coats satin finish varnish to match existing

10.0 Side Entrance Lobby (*staff entrance*)

10.1 Take up floor covering and cart away

Provide attendance on specialist floor layer

10.2 Take down door and frame leading from library into side entrance lobby and make good all round.

10.3 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls: 2 coats satin finish emulsion in selected shade

Woodwork: 2 coats satin finish varnish to match existing

11.0 Formation of accessible Toilet and Baby Change

11.1 Strip out existing partition, walls, doors, cupboard, etc, floor covering forming WC and kitchen and cart away.

Generally make good all round.

11.2 Take up floor covering and cart away

Provide attendance on specialist floor layer

11.3 Provide attendance on heating engineer to alter heating pipes and radiator.

11.4 Construct new partitions in studwork as before and include for supplying and fitting 2040 x 926 flush ply door and softwood linings.

See provisional sums for door furniture

11.5 Frame up and form new ceiling using 12.5mm plasterboard and plasterskim.

11.6 Adapt drainage and supply and fit 'DocM' and fit WC wash-hand basin and baby change – see Provisional Sums for sanitary fittings.

11.7 Provide attendance on the plumber installing hot and cold water supplies as required.

11.8 Provide attendance for lighting, alarm and electrical power.

11.9 Decorations:

Ceiling: Mist coat followed by 2 full coats silk emulsion - white

Walls: 2 coats satin finish emulsion in selected shade

Woodwork: Knot, stop, prime and paint 2 undercoats, 1 satin finish coat in selected shade

12.0 Interview Room *(office adjacent to stairs to first floor)*

12.1 Remove metal bars from windows and make good to plaster work

12.2 Take up floor covering and cart away

Provide attendance on specialist floor layer

12.3 Decorations:

Ceiling: 2 coats satin finish emulsion in selected shade

Walls: 2 coats satin finish emulsion in selected shade

Woodwork: 2 coats satin finish varnish to match existing

EXTERNAL WORK

- 1.0** Following the installation of new windows and doors – make good to all round windows, both internally and externally with materials the colour and texture of existing.
- 2.0** Allow attendance on specialists carrying out drainage and external electrical works including to lift and re-lay disturbed paving slabs leading across the front elevation and down the side elevation (as far as the new inspection chamber at the south east end of the building closest to school playground. Slabs to be laid at same levels as surrounding ar
- 3.0** Include for excavations for services the width of local paviments and to a maximum of 650mm deep – back filled with pea gravel or similar approved
- 4.0** Extend by 2.0m step to emergency exit on north elevation to match existing.
- 5.0** Take up broken and uneven areas of concrete paviments to surrounding areas of building, set aside sound slabs

Prepare sub-base and re-lay previously set aside sound paviments to match surrounding areas.

Supply and lay new paviments, where necessary, to match surrounding areas.

PART 5

PROVISIONAL SUMS & PRIME COSTS

- 1.0** Allow the provisional sum of £30k to install glazed door/s and west elevation to mezzanine by nominated subcontractor.
- 2.0** Allow the prime cost of £20k for floor covering by nominated subcontractor.
- 3.0** Allow the prime cost of £10k for electrical work throughout the building by nominated electrical subcontractor.
- 4.0** Allow the provisional sum of £1500.00 for adaption to existing heating system by nominated heating subcontractor.
- 5.0** Allow the provisional sum of £2500.00 for any adaption and alterations to intruder and fire alarms by nominated subcontractor.
- 6.0** Allow the provisional sum of £1500.00 for plumbing work by nominated subcontractor as agreed with the Project Manager.
- 7.0** Allow the provisional sum of £250.00 for new internal and external signs to be supplied by nominated subcontractor.

Allow attendance to fit signs as directed.
- 8.0** Allow the prime cost of £TBA for forming sump and new inspection chamber and 100mm diameter drain to connect to existing system on south side of building.
- 9.0** Allow the provisional sum of £750.00 for supply and installation of a roller shutter to front of coffee bar servery.