

CONTRACT CONDITIONS AND SCHEDULE OF WORKS

FOR

PROPOSED FRONT EXTENSION

AT

EAST WORLINGTON PARISH HALL

EAST WORLINGTON

CREDITON

DEVON

EX17 4TS



Burn Valley Property

Chartered Building Surveyors

Yeomans Cottage
Drayford
Crediton
Devon

EX17 4SL

Tel. 01884 860288

Date : December 2018 – Rev 3

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1.0 CONTRACT CONDITIONS

1.1 Site Address

East Worlington Parish Hall
East Worlington
Cridton
Devon
EX17 4TS

1.2 Scope of Works:

The works comprise the demolition of the existing lean-structure to the front elevation and the construction of a new lean-to extension to form entrance foyer, toilets and store along with associated external works.

1.3 Employer:

East Worlington Parish Hall Management Committee
Orders for works including sub-contractors will be placed directly by the employer.

1.4 Tender Documents

The contractor shall establish the full scope of works using the tender package as a whole and comprising the contract drawings, the contract preliminaries, schedule of works and other accompanying information.

1.5 Contract Drawings

Drawing No.	Title	Rev	Scale	Size
C153 / 001	Existing Layout & Elevations. Location & Existing Site Plan	B	Var	A1
C153 / 002	Proposed Layout & Elevations. Proposed Site Plan	B	Var	A1
C153 / 003	General & Detailed Sections	A	1:10 & 50	A1
C153 / 004	Standard Details, Door Schedule & Materials & Workmanship Notes	-	1:10 & 20	A1
C153 / 005	Internal Elevations	-	1:20	A1
C153 / 006	Proposed Electrical Services	A	1:50	A3
C153 / 007	Proposed Mechanical Services	-	1:50	A3

1.6 Site Visit

The contractor may undertake a pre-tender site visit by contacting:-
Steve Baber , Chair of the East Worlington Parish Hall Management Committee.
Tel 01884 861640
e-mail: baberworldwide@gmail.com

1.7 Construction (Design & Management) Regulations 2015

The project is not notifiable.
The main contractor will undertake the role of the Principal Contractor.
In order to properly manage health and safety on site, the contractor shall, prior to the commencement of the works, prepare a Construction Phase Plan. As the works are of a simple nature the contractor may use the HSE Simple Plan document (Copy attached for information) as the basis for the document. The contractor shall consider the contents and risks identified in the Pre-Construction Information document.

1.8 Photographic Schedule

The contractor in collaboration with the employer (Chair of Trustees), shall prepare a photographic schedule to record the condition of the building and site prior to starting works.

1.9 Site Dimensions

The contractor shall check all dimensions and setting out and bring any discrepancies to the attention of the Contract Administrator.

1.10 Programme

Start Date: 18th March 2019

Completion Date: TBC

Prior to the commencement of the works the contractor to agree a programme with the employer.

1.11 Scaffolding

Scaffolding shall be provided in accordance with European Standard BS EN12811-1:2003
Temporary works equipment: Scaffolds - Performance requirements and general design, which should be read in conjunction with the Working at Height Regulations 2005 and the Construction (Design and Management) Regulations 2015. Scaffolding contractors to be NASC registered.

1.12 Security

The contractor will be responsible for maintaining the security of the site and building.

The site works area including the scaffold shall be enclosed by 2m high Heras fencing during the course of the works in order to prevent third party access to the site.

1.13 Use of the Existing Building

The building will be closed to the public during the course of the works. The contractor may use the existing car park area for material storage subject to containment by Heras fencing.

The contractor may use the existing kitchen facilities provided these are maintained during the course of the works and cleaned on completion.

1.14 Protection

Areas of the existing building and site not subject to works shall be adequately protected to prevent damage. This will include floor and surfacing protection, dustsheets and dust screens which prevent the migration of dust into the existing building.

1.15 Services

The contractor may use power and water from the existing building by arrangement with the client.

1.16 Asbestos

A full HSG 264 Refurbishment and Demolition Survey was undertaken in Feb 2016 as part of the hall renovation project. A copy of the survey forms part of the tender pack. The survey indicates the presence of asbestos containing materials as follows:-

Item 11 Insulating soffit boards containing Chrysotile and Amosite asbestos materials are located to the front and side elevations of the existing lean-to structure due for demolition under this contract.

The main contractor shall include for the removal and disposal of the asbestos containing materials by a specialist asbestos removal contractor licenced by the HSE in accordance with the Control of Asbestos Regulations 2012.

1.17 Archaeology

The planning consent for the works requires monitoring during excavation works. The contractor shall provide the necessary access for the clients appointed archaeologist South West Archaeology to inspect excavations during the course of the works.

1.18 Sub-Contractors

The employer will appoint sub-contractors directly but the main contractor shall be responsible for

managing and co-ordinating their works on site in a timely manner relative to the programme dates.

Appointment of Contractors

- 1.19** The main contractor and sub-contractors shall enter into a simple contract with the employer by exchange of letters.

1.20 **Insurances**

The employer will maintain insurance for the building, but prior to commencement of the works, the Contractor shall provide a copy of his insurances for the works and public liability.

1.19 **Defects Liability Period**

The defect liability period is 12 months from the date of completion. The employer will hold 2.5% of the agreed final account during this period. The retention will be released on completion of any defects identified during the defects period.

1.20 **Payment**

The employer will make payments for completed works and for materials on site. Where works exceed one month duration stage payments will be made each month. Prior to completion of the project the employer will deduct 5% retention from payments due.

2.0 SCHEDULE OF WORKS

Revision 0 – Dec 2018

(To be read in conjunction with drawing numbers C153 / 001, 002, 003, 004, 005 & 006 & 007)

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	<u>Preamble</u>		
2.1	Provide scaffold to provide high level access for the works.		
2.2	Heras fencing to be provided around the works area and scaffolding.		
2.3	Provide site toilet. The contractor may use the parish hall kitchen as welfare facilities, but must ensure the facilities are cleaned regularly and handed back to the same standard of cleanliness on completion of the works.		
2.4	Provide weather protection to the building during the course of the works.		
	<u>Stripping Out & Demolition</u>		
2.5	<i>Isolate and disconnect electrical and plumbing services within the existing toilets and entrance foyer. Remove and dispose of mechanical and electrical fittings.</i>		
2.6	Strip off cedar shingles from roof and dispose.		
2.7	Remove and dispose of asbestos soffit boards by licenced asbestos removal contractor.		
2.8	Carefully demolish building including roof, walls, floor and grubbing out of foundations and redundant drainage run. Salvage any materials of value and dispose of remaining arisings from site.		
2.9	Cut back existing lime plaster within hall from oak beam over existing opening D2 and clean off. (Making good to plaster included in finishes section).		
	<u>Groundworks & Drainage</u>		
2.10	Lift existing ground water sampling pit and reposition as noted on drawings. Refix existing cover.		
2.11	Reduce ground levels to suit depth of construction of extension. Excavate foundation trenches for strip foundations for external and internal walls. Dispose of all arisings from site.		
2.12	Cast new concrete strip foundations, generally 600 wide x 225mm deep. Assume depth of 1000mm below ground level.		
2.13	Excavate and install new below ground foul and surface water drainage including new pipework, new brickwork manhole MH2, catchpit CP2, manhole covers, gulleys and ACO slot threshold drain to door D1 as detailed on drawings. Modify existing chamber MH1 and catchpit CP1 to include realigning channels and reforming benching. Backfill trenches and dispose of all surplus arisings from site.		
	<u>Wall & Floor Construction</u>		
2.14	Construct thick cavity walls and internal walls to DPC level generally comprising 100mm blockwork inner skin, 100mm cavity with 75mm EcoTherm Eco-Cavity insulation, 25mm SureCav wall spacer system, 125mm random stone outer skin and gas resistant DPC, all as typical drawing details. Stonework to be constructed with a 1:2 NHL 3.5 hydraulic lime:sand mortar to match existing.		

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| 2.15 | Supply and install 450 x 450mm proprietary radon sump and header pipework to through draining 'T' outlet fitting on gravel bedding and ductile cast iron grating. |
| 2.16 | Construct concrete floor ground bearing floor slab comprising a minimum of 150mm compacted venting hardcore, 25mm sand blinding, radon / DPM lapped to DPC and 125mm concrete floor slab with A252 steel mesh reinforcement, 75mm Ecotherm Eco-Versal floor insulation with 20mm thick perimeter upstand insulation, 500 gauge polythene separating layer and 75mm sand/cement screed incorporating heating pipework at low level and D48 anti-crack steel mesh to top of screed. Form threshold detail to door opening D1 and D2. Lap to existing DPM. Incorporate floor duct across toilet corridor area for pipework, comprising galvanised steel tray with screw down plywood cover. Conceal duct under barrier matting. |
| 2.17 | Construct cavity walls and internal walls to roof level generally comprising 100mm lightweight aggregate blockwork inner skin, 100mm cavity with 75mm EcoTherm Eco-Cavity insulation, 25mm SureCav wall spacer system and 125mm random stone outer skin. Stonework to be constructed with a 1:2 NHL 3.5 hydraulic lime:sand mortar to match existing. Provide cavity tray at DPC level. Form eaves all as typical drawing details. |
| | Pitched Roof & Fascia Works |
| 2.18 | Supply and bed 100 x 75mm treated softwood wall plates to external walls and internal walls secured generally with vertical straps at 2m centres. Supply and fix 100 x 200 mm deep softwood support beam 1, <i>and 100 x 300mm deep TH2 oak beam as detailed on roof structure plan.(supply only for main contractor installation)</i> |
| 2.19 | Supply and construct treated timber roof structure with 25.5° pitch to side elevations and 22.5° pitch to front elevation, comprising 50 x 125mm rafters at 450mm centres with planed finish to exposed eaves, 50 x 175mm hip rafters, 50 x 125mm wall plates secured to external hall wall. Provide double and triple rafters as roof structure layout drawing. Secure to wall plates and provide lateral restraint straps at 2m centres. Form openings for rooflights. Provide additional blocking timbers generally to provide restraint to internal walls. |
| 2.20 | Supply and install 2no. new manually operated Velux GPL 'Conservation' top hung rooflights to openings R1 and R2, complete with central vertical glazing bar and flashings by manufacturer for natural slate roof covering. Rooflights to be 780mm wide x 1178mm high with black external finish and white painted internal finish. Glazing unit to comprise to be 6mm toughened external pane, 6mm laminated internal pane with low-e coating and 15mm argon filled cavity. Provide obscure glazing to rooflight R1. |
| 2.21 | Notch top of rafters at the eaves and install planed tongue and groove v- joint soffit boarding to all elevations extending back to main door screen position at door D1 recess. |
| 2.22 | Supply and fix 25 x 150mm plywood fascia with arrises pencil rounded and form eaves detail shown on drawing. |
| 2.23 | Supply and fix 50 x 25mm treated softwood counter battens to top of all rafters and plywood layboard at eaves. |
| 2.24 | Supply and fix Proctor or equal breathable roofing underlay over counter battens. Provide additional strip of underlay minimum 600mm wide over each hip, overlapping the general underlay. |
| 2.25 | Supply and fix 38 x 150 treated softwood timber hip boards level with tiling battens to provide fixing for mitred hip slates. |

- 2.26** Supply and fix 50 x 38mm treated softwood tiling battens at the gauge to provide the minimum 130mm headlap. The 22.5° pitch front elevation should be set out first followed by the side elevations ensuring the slate coursing is continuous from the front to side elevations. Battens fixings to be 65 x 3.35 mm galvanized round plain shank nails.
- 2.27** Supply and fix reclaimed and approved natural slates which match the new section of roofing over the kitchen, type: Welsh heather-grey or English blue-grey, size: 610 x 305 mm or similar, head-lap (minimum): 130 mm, fixing: Two nails each slate. Incorporate new rooflights and provide roof ventilator for toilet extract fans along with associated proprietary and lead flashings. Neatly form mitred hips incorporating code 3 lead soakers to each course and screw fixing to tail as standard detail. Apply coat of patination oil to lead. Further installation instructions for the hips will be issued for the construction stage.
- 2.28** Provide code 4 lead flashing and code 3 lead soakers at abutment with the existing hall wall. Saw cut groove in masonry wall, provide lead wedges to secure. Point in and make good to render with lime mortar. Make good decoration of render with limewash to match existing. Apply coat of patination oil to lead.
- 2.29** Supply and fix 100mm thick EcoTherm Eco-Versal insulation between rafters and 55mm insulation below rafters in the configuration shown on drawings. Trim neatly around roof light openings. Tape joints to underside to provide vapour barrier.
- Above Ground Drainage**
- 2.30** Supply and fix heritage style cast aluminium rainwater guttering to fascias. To include all fixing brackets, running outlets and stop ends. Supply and fix heritage style 75mm diameter aluminium downpipes at positions detailed on drawing. To include offsets, shoes and fixing brackets. Downpipes to discharge over gully's.
- 2.31** *Install above ground waste drainage stub stacks serving toilets. Make connections to underground drainage.*
- Ceilings**
- 2.32** Supply and fix 1no. layer of 12.5mm vapour check plasterboard ceiling to underside of rafters generally.
- Doors & Joinery**
- 2.33** *Supply and fix pair of oak external doors and rebated frame to door opening D1, complete with low threshold, double glazed vision panels, and ironmongery as detailed in the door schedule.*
- 2.34** *Supply and fix pair of oak internal doors, rebated frame, sidelights and fanlight to inner foyer door opening D2, complete with threshold, single pane safety glazing, ironmongery as detailed in the door schedule and manifestation wording to glazing.*
- 2.35** *Supply and fix pair of oak veneer faced solid core FD30s doors and ironmongery to door openings D3 as detailed in door schedule, complete with softwood door linings, stops and architraves.*
- 2.36** *Supply and fix oak veneer faced solid core doors and ironmongery to door openings D4, D5 & D6 as detailed in door schedule, complete with softwood door linings, stops and architraves.*
- 2.37** Supply and fix new 22 x 125mm chamfered softwood skirting generally to new accommodation and 22 x 50 chamfered softwood architraves to door frames.
- 2.38** Supply and construct high level service duct to rear of Beam 1, comprising softwood framework and removable tongue and groove panel.

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| 2.39 | Supply and construct boxings to enclose stub stack to accessible toilet and high level ductwork in toilet corridor. Form in 50 x 50mm softwood framework and clad with 12.5mm plasterboard. Provide access hatches for maintenance. |
| Toilet Fittings | |
| 2.40 | Supply and install half height duct panel system to rear of toilets in the arrangement detailed on drawing including high level section to Toilet 1, comprising softwood framework, removable access panels and matching top shelf. Panels to be finished and lipped in melamine in colour to TBC. |
| 2.41 | Supply and install base unit with hinged doors and internal shelf and 38mm laminate worktop to baby change area of accessible toilet. Worktop to have 50mm high roll top upstand to front edge as detail.. |
| 2.42 | Supply and fix 200mm deep shelf above baby change worktop in matching laminate supported on wall mounted battens. Supply and fix 12mm plywood wall lining between baby change worktop and underside of shelf, pack out from wall with timber battens to provide vertical surface. |
| 2.43 | Supply and fix a 450mm wide x 600 high mirror above the washbasin splashback to Toilets 1 and 2, and a 450mm wide x 1000mm high mirror to the accessible toilet. |
| Sanitary Fittings | |
| 2.44 | <i>Supply and install Doc M pack to accessible toilet, comprising white vitreous china WC pan, low level cistern, wash hand basin, Armitage Shanks Avon 21 push button self-closing mixer tap, grab rails and fittings in the arrangement detailed on drawing. Make connections to hot and cold water services and waste connections to adjacent stub stacks shown on drawings.</i> |
| 2.45 | <i>Supply and install to toilet 1 and 2 a white vitreous china back to wall WC pan with concealed plastic cistern and white vitreous china hand rinse basin complete with fittings in the arrangement detailed on drawing. Supply and fix Armitage Shanks Avon 21 push button self-closing mixer taps and waste fittings to basin. Make connections to hot and cold water services and waste connections to adjacent stub stacks shown on drawings.</i> |
| Finishes | |
| <u>Walls & Ceilings</u> | |
| 2.46 | Tape all new plasterboard joints and provide gypsum skim coat to new plasterboard ceiling linings |
| 2.47 | Provide two coat gypsum plaster finish to new blockwork walls within the new extension |
| 2.48 | Provide 3 coat lime plaster finish to existing stone and cob walls of hall now enclosed within new extension. Include for making good within the hall up to exposed beam to door opening D2. |
| 2.49 | Prepare and decorate new gypsum and lime plaster wall and ceiling surfaces with 1no. mist coat and two coats of clay paint in colours TBC. |
| 2.50 | Supply and fix porcelain wall tiles above wash hand basins and baby change area. Allow provisional sum of £50/m ² for the supply of tiles. Waterproof white grout. White mastic to corners and junction of worktop. |
| <u>Timber</u> | |
| 2.51 | Prepare and decorate new external timber fascia, softwood soffit and exposed rafters with primer, 2no. coats undercoat and 2 coats Dulux Weathershield gloss |

	black paint.	
2.52	Decorate internal joinery with primer, undercoat and 2no. coats Satinwood paint.	
	<u>Floors</u>	
2.53	Provide 2 coats latex levelling and smoothing compound to toilets, toilet corridor, foyer and store room.	
2.54	Supply and lay Forbo Surestep non-slip vinyl floor covering to accessible toilet, toilet '1' and toilet '2'.	
2.55	Supply and lay Forbo Eternal vinyl floor covering to store.	
2.56	Supply and lay Forbo Coral Welcome barrier matting to entrance foyer and toilet corridor area complete with Gradus transition trims to thresholds.	
	Store Fittings	
2.57	Supply and install store room shelving comprising 70 x 70 x 4 SHS galvanised steel beams supporting outer edge of shelving bolted to new walls with end bearing to cob wall bearing on 215 x 100 x 65 brick built into existing hall wall. Shelving to comprise 18mm plywood shelf supported on 50 x 50 x 4 galvanised steel angle framework at 750mm centres bolted to steel SHS beam and wall construction.	
	Miscellaneous	
2.58	Undertake building work in connection with the installation of mechanical services.	
2.59	Undertake building work in connection with the installation of electrical services.	
	Mechanical Services	
2.60	<i>Design, supply and install underfloor heating pipework to new extension from existing capped tails left from hall improvement works in area of 'Toilet1'. Design temperatures: Toilets: 18°C Foyer: 16°C Store: 15°C Test and commission circuit. Pipework to be installed in conjunction with installation of sand / cement screed.</i>	
2.61	<i>Extend existing cold water supply pipework to provide supplies to sanitary appliances. Insulate pipework.</i>	
2.62	<i>Design, supply and install hot water services comprising point of use water heater in baby change base unit to serve the 3no. toilets. Make connections to existing hot water supply to serve basins. Supply and install and / or reuse thermostatic mixer valves to basins complete with isolation valves either side of TMV. Insulate pipework. Make connection to electrical supply via switched fused spur.</i>	
2.63	<i>Supply and install ventilation to toilets comprising 1no. extract fan to each toilet area providing a minimum extraction rate of 15 litres per sec. Supply and install flexible ductwork from fans to natural slate in;-line roof ventilators. Make connection to electrical supply via switched fused spur.</i>	
	Electrical Services	
2.64	<i>Design, supply and install power to new extension including distribution board, cabling, containment and fittings in the indicative layout shown on drawings. Provide outline details of proposals at tender stage, and detailed proposals at construction stage prior to the ordering of components.</i>	
2.65	<i>Design, supply and install internal and external lighting for the new extension. To</i>	

include cabling wall and ceiling mounted fittings in the indicative layout shown on drawings and indicative appearance of fittings listed in the light fitting schedule. Include for provision of emergency light fittings. Confirm proposed light fittings at tender stage.

- 2.66** *Relocate fire alarm panel from kitchen to new entrance foyer. Extend existing fire detection system into new extension including smoke detection and call point adjacent to final exit door and containment in accordance with BS 5389-6*
- 2.67** *Design, supply and install heating controls for underfloor heating zone in new extension.*
- 2.68** *All electrical works to be undertaken in accordance with*
- IEE Wiring Regulations.*
 - All wiring to be concealed within fabric of the building and installed flush into walls.*
 - All works to comply with British Standards and Codes of Practice; Building Regulations;*
 - Manufacturer's instructions where appropriate.*
 - Electrical works to be carried out by a contractor registered with the NICEIC or ECA.*

External Works

- 2.69** Backfill and compact excavations around new extension

Paving

- 2.70** Cut out existing tarmac surfacing in the area proposed for paving adjacent to the main entrance. Excavate and reduce levels to formation depth. Dispose of arisings from site. Supply and compact minimum of 150mm type 1 stone sub-base.
- 2.71** Supply and install CED stone Temple granite setts with sawn and textured surface to area adjacent to main entrance and disabled parking bay markings and logo as shown on drawing, unit dimensions 100 x 100 x random lengths to 250mm. Bed setts on 1:3 cement / sand mortar with joints filled and pointed with 1:4 cement / sand mortar. Install in accordance with CED Stone instructions. Allow for cutting setts over ACO Bricksplot drain and bedding on polymer modified mortar in accordance with ACO instructions.
- 2.72** Supply and form dished granite sett channel adjacent to the extension as shown on the drawing. Configure to drain to gully positions on the side elevations using 100 x 100 x 250 CED Stone Temple setts. Stone base, bedding and joints as general granite sett paved area.

Tarmac Surfacing

- 2.73** Make good areas of existing parking area excavated during the course of the works. Supply and install a minimum of 200mm compacted type 1 stone sub base and 60mm AC20 dense bit 40/60 binder course tarmac.
- 2.74** At junctions to the existing school access path cut out or plane off strip of tarmac to provide minimum construction depth. Dispose of arisings
- 2.75** To areas of remaining sound tarmac, thoroughly clean off loose debris and dispose of arisings.
- 2.76** To the full area shown on drawing, apply bitumen tack coat and over-surface with a 25mm nominal AC6 dense surf wearing course. At junctions to existing tarmac seal joint with hot bitumen.

Provisional Sums

2.77	Allow Provisional sum of £400 for the supply and installation of internal display cabinets and or noticeboards.	400	00
2.78	Allow Provisional Sum of £600 for the supply and installation of external display cabinets.	600	00
2.79	Allow Provisional Sum of £200 for letter box	200	00
2.79 a	Allow Provisional Sum of £400 for building works associated with running new underfloor heating pipework from the store.	400	00
2.81	Allow Contingency Sum of £200 for internal signage	200	00
	Contingency Sum		
2.82	The Contractor shall include a contingency sum of £5,000 (Five thousand pounds), the sum only to be expended on the instruction of the Client / Contract Administrator	5,000	00
	TOTAL		