

Client: East Worlington Parish Hall Committee
Project: East Worlington Parish Hall Foyer Project

SCHEDULE OF WORKS AND OUTLINE SPECIFICATION

1.00 CONDITIONS OF WORK

- 1.01 Contractor is to carry out the works in accordance with the client's requirements contained on the attached drawings and in the scope of works described below only. Contractor must draw attention to any counter proposals forming part of the works.
- 1.02 Contractor is to be responsible for obtaining all approvals under Building Regulations. Contractor is to make appropriate submissions or serve Building Notices as required by the Statutory Authority.
- 1.03 Contractor is to take full responsibility for all works carried out by sub-contractors employed by the contractor
- 1.04 In the event of any discrepancies, details and descriptions between drawings and this document, any details or descriptions in this document take precedence over drawings
- 1.05 The Hall will not be in use during the works and the contractor will be responsible for security of all parts of the hall from commencement until handover.
- 1.06 Contractor may use power & light on site by arrangement with the client.
- 1.07 Contractor may use the parish hall kitchen facilities subject to agreement to regular cleaning at the end of each working day and leaving the kitchen at the same standard of cleanliness on handover at completion of the project
- 1.08 Apart from kitchen access, contractor to allow for providing own temporary welfare and telephone facilities
- 1.09 Contractor may use the tarmacadam area in front of the Hall for storage, preparation work and welfare. Storage of fittings and light materials within the hall may be agreed subject to a suitable method of dust prevention and protection of Hall flooring, finishes and fittings
- 1.10 Working to be restricted to weekdays between 8.00am and 5.00pm unless otherwise agreed with the client in advance of the works
- 1.11 On completion of the works, contractor to provide the employer with: 1 copy of all manufacturer's operating and maintenance manuals for any fittings or equipment and 1 copy of any as built drawings or layouts prepared by sub-contractors
- 1.12 Contractor to provide evidence of indemnity insurance including public liability
- 1.13 Contractor to sign a contract with the client in a format agreed in advance with the client prior to commencement of the works

- 1.14 Programme. Contractor to agree a programme for the works with the client prior to commencement of the works
- 1.15 The defects liability period shall be 6 months from the date of practical completion of the works. The client will retain 2.5% of the contract sum as security during this period. The sum shall be released upon making good all defects at the end of the period.
- 1.16 Contract payments to be made in stages. Payments will relate to the extent of completion of the works to be determined by the client or client's agent
- 1.17 Archaeology. In order to satisfy planning conditions the contractor will allow access for archaeological inspections of excavations and any below ground works and inform the client prior to any backfilling
- 1.18 Adjoining areas. The contractor will make appropriate provision for protecting from any damage the adjoining hall fabric including timber flooring, walls & fittings prior to and during the works. A brief method statement will be required which may include photographs of vulnerable areas ie timber flooring
- 1.19 Contractor to be responsible for removal of all demolition and waste construction materials from site

2.00 DRAWINGS

- 2.01 Refer to location and general arrangement drawings:
- P01 Existing Site Plans & Floor Plan
 - P02 Existing Elevations
 - P03 Existing & Proposed External Plan (RevA)
 - P04 Proposed Ground Floor Plan (RevA)
 - P05 Proposed Elevations (RevA)

3.00 DEMOLITIONS

Existing front foyer

- 3.01 Clearing out
- The client will arrange for the foyer to be cleared out of all loose furniture and fittings prior to commencement
- 3.02 Preparation for demolition
- Establish a suitable secure external enclosure around the works area prior to commencement of works
 - Ensure adequate protection is in place for existing hall finishes and surfaces prior to commencement of works
 - Isolate and disconnect any services. Remove all sanitary and electrical fittings and remove from site
 - Strip out all internal finishes and fittings and remove from site
- 3.03 Demolition scope
- Inspect existing ceiling and roofing for any evidence of asbestos materials prior to any demolition works and advise client if any is suspected
 - Demolish and remove from site all existing foyer structures and materials including roofing, walls, windows, doors, flooring

- Set aside existing front doors for client option to use elsewhere
- Excavate and remove from site all below ground structure as necessary including foundations, slabs and redundant drainage
- Excavate and remove from site existing ground materials as necessary to form new foundations, slab formation levels and drainage runs

4.00 STRUCTURE

- 4.01 Contractor to construct foundations and substructures in accordance with the engineer's requirements.
- Make adequate provision to ensure that the existing footings of the hall are not undermined by any below ground works
 - Ensure that existing below ground drainage is identified and re-routed or connected as necessary
 - Survey invert levels to confirm feasibility of drainage connections
- 4.02 Excavate existing tarmac areas as necessary for foundations and new ground floor slab. Excavations will be subject to archaeological monitoring. Client to be advised in advance in order to allow attendance of archaeologist during excavation works. Remove spoil from site
- 4.03 Install strip concrete foundations to engineer's requirements. *Or* form footings to walls with slab thickening and reinforcement to engineer's requirements
- 4.04 Form ground slab levels on adequately compacted and blinded hardcore to engineer's requirements. Pour new 100mm ground floor reinforced concrete slab with slab thickening and reinforcement necessary to support walls and partitions to engineer's requirements.
- 4.05 External walls. Allow for insulated cavity wall construction to Approved Document L2 comprising:
- 140mm insulating blockwork inner leaf
 - Insulated cavity
 - 100mm insulating blockwork outer leaf to receive lime render finish to match existing building
 - Lower external leaf sections to be constructed in random natural stone as shown on elevation drawings
 - Dpc to be installed to Approved Document C
- 4.06 Roof. Allow for supply and installation of natural slate tiles on battens, breathable membrane, treated rafters, insulation to Approved Document L2, vapour barrier & skimmed plasterboard finish. Include:
- Natural slates to match new kitchen roof
 - Trimmings and flashings for rooflights
 - Lead dressings and flashings at junctions with the existing hall walls
 - Bedded grey ridge tiles to match slates
 - Treated timber eave boards and soffits with stainless steel insect mesh to ventilation gaps
 - Black 'cast-iron' style aluminium guttering and downpipes

5.00 ROOFLIGHTS & EXTERNAL DOOR

- 5.01 Rooflights. Allow for supply and installation of Velux 'conservation style' rooflights as indicated on the drawings and to match rooflights on new kitchen roof
- 5.02 External doors. Allow for supply and installation of solid oak double doors with double glazed units, solid oak threshold and frame with double glazed side lights, cast iron ironmongery and secure lock mechanism to Approved Document Q. Glazing to incorporate safety glass to all openings
- 5.03 Allow for oak posts and framing to front opening

6.00 INTERNAL PARTITIONS

- 6.01 Internal partitions. Allow for 100mm dense blockwork partitions with reinforced concrete lintels to openings on dpc on new ground floor slab
- 6.02 Allow for supply and installation of 120mm high solid oak skirtings in lobby area. Painted mdf in wcs and store

7.00 FLOORS

- 7.01 Allow for insulated screed with underfloor heating throughout. (Feasibility of connection to existing system to be established). Rigid insulation to Approved Document L2.

8.00 INTERNAL DOORS

- 8.01 Allow for supply and installation of Solid core oak veneer doorsets including frames and architraves
- 8.02 Allow for supply and installation of solid oak framed feature hall entrance doors and side lights incorporating clear fire safety glass. To be fitted within existing original oak framing
- 8.03 Ironmongery. Allow for supply and installation of good quality stainless steel ironmongery sets and door stops

9.00 CEILINGS

- 9.01 Allow for skimmed plasterboard to soffit of roof

9.00 FLOORING

- 10.01 Lobby area. Allow for supply and installation of matwell flooring throughout. Include all trimmings and edging strips
- 10.02 WC Areas. Allow for supply and installation of tiled flooring to match new kitchen floor or 400 x 400mm porcelain tiled flooring
- 10.03 Storage. Allow for a smooth polished concrete finish

11.00 PLUMBING, SANITARYWARE & FITTINGS

- 11.01 Provide and install all plumbing and drainage pipework and service connections necessary to install the required wc accommodation
- 11.02 Allow for supply and installation of good quality white vitreous china basins & wcs. Include Accessible wc set to Approved Document M
- 11.03 Include wc accessories: toilet roll holders, coat hooks & hand driers
- 11.04 Allow for supply and installation of a fitted worktop height baby change unit with bullnose worktop and built in storage cupboards above and below

12.00 ELECTRICAL INSTALLATIONS & LIGHTING

- 12.01 Contractor to establish feasibility and method for connecting to existing hall electrical power circuits and fuse board. All electrical works to IEE Regulations
- 12.02 Internal. Allow for supply and installation of all cabling, connections, sockets, lighting and switches. Include for good quality downlighters to lobby, wcs and storage and additional feature wall lights to lobby. Include under unit lighting to baby change area. Allow for power sockets to lobby
- 12.03 Allow for connection to any existing fire and burglar alarm systems
- 12.04 External. Allow for supply and installation of two external lights either side of front entrance and external LED lighting to notice boards. Include external quality power sockets to lefthand side of new extension

13.00 FINISHES

- 13.01 Walls. Plastered and painted with low sheen durable paint
- 13.01 Ceilings. Skimmed and painted

14.00 EXTERNAL WORKS

- 14.01 Contractor to allow for re-forming external levels to suit new front entrance. Allow for supply and installation of 20m² Indian stone paving to front entrance area
- 14.02 Tarmacadam area to be repaired, prepared and re-surfaced with appropriate parking bay markings.

15.00 PROVISIONAL SUMS

- 15.01 Allow Provisional sum of £500 for shelving and storage fittings
- 15.02 Allow Provisional sum of £500 for external & internal noticeboards
- 15.03 Allow provisional sum of £500 for external bollards or barriers