
Specification of Works

Refurbishment

Wardsley Farmhouse, Leagram, Preston, PR3 2QT



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1. Preliminaries

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Appendix A Draft Copy of Duchy of Lancaster Standard Building Contract without Quantities

Appendix B Location Plan and Ground Floor Plan

Appendix C Listing Status

Appendix D K118 Kingspan Data Sheet

Written by:	Chris Atkinson For and on behalf of Savills
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A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Refurbishment of Wardsley Farmhouse
- Nature: Externally replace front door with made to measure hardwood door to match existing & replace gable window with hardwood double glazed to match existing. Repointing works to the chimney stacks and ridge tiles. General repairs and refurbishment internally including structural works to install 2nr steel I beams to kitchen ceiling to support wall above. (existing wall has been removed). Erection of partition wall and door way to original positions. Installation of new bathroom suite and partial conversion of redundant loft space with dry lining plaster system and general redecoration throughout.
- Location: Wardsley Farmhouse, Leagram, Preston, PR3 2QT
- Length of contract: 6 weeks.

120 EMPLOYER (CLIENT)

- Name: Nathan James Thompson the clerk of the council of her majesty's Duchy of Lancaster as agent for and on behalf of her majesty in right of her majesty's said Duchy and by and with the authority of the chancellor and council of the said Duchy.
- Address: The Duchy of Lancaster, 1 Lancaster Place, Strand, London WC2E 7ED.
- Contact: Chris Atkinson c/o Savills.
- Telephone: 01200 411047 or 07870 999160.
- Email: chris.atkinson@savills.com

130 PRINCIPAL CONTRACTOR (CDM)

- Name: tbc
- Address:
- Contact:
- Telephone:
- E-mail:

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Savills.
- Address: 5 Church Street, Clitheroe, BB72DD.
- Contact: Chris Atkinson
- Telephone: 01200 411047 or 07870 999160
- E-mail: chris.atkinson@savills.com

150 PRINCIPAL DESIGNER

- Name: Savills.
- Address: 5 Church Street, Clitheroe, BB72DD.
- Contact: Chris Atkinson
- Telephone: 01200 411047 or 07870 999160



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- E-mail: chris.atkinson@savills.com

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are: Included in the appendices.

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: A Grade II listed detached 4 bedroom farmhouse with gardens to the front, side and rear. The main house is constructed from a combination of solid stone walls with lime mortar. Roof comprises traditional cut timbers and purlins supporting a pitched roof overlaid with natural slate. There is also a large detached two-storey traditional outbuilding that forms part of the tenancy with the property.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: Contractor may park on the forecourt to the rear of the property for the duration of the works but is to avoid parking on the grassed areas on the opposite side of the road.

The contractor will be responsible for managing parking for staff, visitors or any other personnel visiting site for the duration of the project. The contractor must ensure the roadways are not obstructed at any time.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: None.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - Generally The property is situated within an agricultural setting.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:



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- Falling from height
- Asbestos and asbestos containing materials
- Working with solvents
- Working with lead-based materials
- Use of hand tools
- Working within occupied premises
- Working amongst agricultural machinery
- Working with toxic substances
- Working near live services.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.

A13 DESCRIPTION OF THE WORK

120 THE WORKS

- Description: Externally replace front door with made to measure hardwood door to match existing & replace gable window with hardwood double glazed to match existing. Repointing works to the chimney stacks and ridge tiles. General repairs and refurbishment internally including structural works to install 2nr steel I beams to kitchen ceiling to support wall above. (existing wall has been removed). Erection of partition wall and door way to original positions. Installation of new bathroom suite and partial conversion of redundant loft space with dry lining plaster system and general redecoration throughout.

A20 DUCHY OF LANCASTER JCT STANDARD BUILDING CONTRACT WITHOUT QUANTITIES 2011 EDITION SUBJECT TO AMENDMENTS.

A completed copy of the Duchy of Lancaster's Standard Building Contract without quantities will be provided to the awarded contractor. Please note the contract form in **Appendix A**.

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.



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145 TENDERING PROCEDURE

- General: In accordance with the principles of JCT Practice Note for single-stage tendering 2012.
- Arithmetical errors: Pricing document is dominant.

160 EXCLUSIONS

- inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non-acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 6 months.
- Date for possession: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With tender.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

480 PROGRAMME

- Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemise any work which is excluded.
- Submit: With tender.

510 ALTERNATIVE METHOD TENDERS

- General: In addition to and at the same time as tendering for the Works as defined in the tender documents,



alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.

- **Alternative tenders:** Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.
- **Safety method statement:** Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
 - **Full technical data:** Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
- **Submit:** Within one week of request.

530 SUBSTITUTE PRODUCTS

- **Details:** If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- **Compliance:** Substitutions accepted will be subject to the verification requirements of clause A31/200.

550 HEALTH AND SAFETY INFORMATION

- **Content:** Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- **Include:**
 - A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- **Submit:** Within one week of request.

599 FREEDOM OF INFORMATION

- **Records:** Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- **Determination:** Submit requests received. Do not supply information outside the project participants without express written permission.
- **Confidentiality:** Maintain at all times.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

- **Meaning:** Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

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120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

130 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

145 CONTRACTOR'S CHOICE

- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

150 CONTRACTOR'S DESIGN

- Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

155 SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.



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- **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- **Repair:** Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- **Refix:** Fix removed products.
- **Ease:** Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- **Match existing:** Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- **System:** Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- **Definition:** When used in this combination:
 - **Manufacturer:** The firm under whose name the particular product is marketed.
 - **Product reference:** The proprietary brand name and/ or reference by which the particular product is identified.
- **Currency:** References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

- **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
- **Reasons:** Submit reasons for the proposed substitution.
- **Documentation:** Submit relevant information, including:
 - manufacturer and product reference;
 - cost;
 - availability;
 - relevant standards;
 - performance;
 - function;
 - compatibility of accessories;
 - proposed revisions to drawings and specification;
 - compatibility with adjacent work;
 - appearance;
 - copy of warranty/ guarantee.
- **Alterations to adjacent work:** If needed, advise scope, nature and cost.
- **Manufacturers' guarantees:** If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES

- **Accuracy:** Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- **Related terminology:** Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.



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- **Relevant clauses:** Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- **Discrepancy or ambiguity:** Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS

- **Conflicts:** Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

- **Inadvertent omission:** Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 SUBSTITUTION OF STANDARDS

- **Specification to British Standard or European Standard:** Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- **Before ordering:** Submit notification of all such substitutions.
- **Documentary evidence:** Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS

- **Currency:** References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 SIZES

- **General dimensions:** Products are specified by their co-ordinating sizes.
- **Timber:** Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF THE DRAWINGS/ DOCUMENTS

- **Additional copies:** Issued free of charge.

440 DIMENSIONS

- **Scaled dimensions:** Do not rely on.

460 THE SPECIFICATION

- **Coordination:** All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

600 CONTRACTOR'S DESIGN INFORMATION

- **General:** Complete the design and detailing of parts of the Works as specified.



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- Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including to the Principal Designer), comment, inspection, amendment, resubmission and re inspection.
- Information required: Details of type and scale of safe access required.
 - Format: email.
 - Number of copies: 1.
- Submit: Within one week of request.

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
Relevant British, EN or ISO Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: twenty four hours seven days a week.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

120 INSURANCE

- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.



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150 OWNERSHIP

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
 - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
 - Planning and mobilisation by the Contractor.
 - Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - Running in, adjustment, commissioning and testing of all engineering services and installations
 - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
 - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- Submit: one copy.

230 SUBMISSION OF PROGRAMME

- Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 COMMENCEMENT OF WORK

- Notice: To be agreed between both parties.

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimise any delay and to recover any lost time.
- Key Performance Indicators:
 - Details: Commencement and completion of works on each section/property.
 - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.



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260 SITE MEETINGS

- **General:** Site meetings will be held to review progress and other matters arising from administration of the Contract.
- **Frequency:** Every two weeks.
- **Location:** Red Lion Farmhouse.
- **Accommodation:** Ensure availability at the time of such meetings.
- **Attendees:** Attend meetings and inform subcontractors and suppliers when their presence is required.
- **Chairperson** (who will also take and distribute minutes): Contract Administrator.

265 CONTRACTOR'S PROGRESS REPORT

- **General:** Submit a progress report at least three business days before the site meeting.
- **Content:** Notwithstanding the Contractor's obligations under the Contract the report must include:
 - A progress statement by reference to the master programme for the Works.
 - Details of any matters materially affecting the regular progress of the Works.
 - Subcontractors' and suppliers' progress reports.
 - Any requirements for further drawings or details or instructions to fulfil any obligations under Conditions of Contract.

270 CONTRACTOR'S SITE MEETINGS

- **General:** Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

280 PHOTOGRAPHS

- **Number of locations:** All locations that are in accessible from ground level.
- **Frequency of intervals:** Weekly.
- **Image format:** JPEG.
- **Number of images from each location:** As many as is necessary to demonstrate works complete.
- **Other requirements:** None

290 NOTICE OF COMPLETION

- **Requirement:** Give notice of the anticipated dates of completion of the whole or parts of the Works.
- **Associated works:** Ensure necessary access, services and facilities are complete.
- **Period of notice (minimum):** Two weeks.

310 EXTENSIONS OF TIME

- **Notice:** When a notice of the cause of any delay or likely delay in the progress of the Works is given under the Contract, written notice must also be given of all other causes which apply concurrently.

CONTROL OF COST



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- 420 REMOVAL/ REPLACEMENT OF EXISTING WORK
- Extent and location: Agree before commencement.
 - Execution: Carry out in ways that minimise the extent of work.
- 440 MEASUREMENT
- Covered work: Give notice before covering work required to be measured.
- 460 INTERIM VALUATIONS
- Application by Contractor: If made under Conditions of Contract clause 4.11, include details of amounts considered due, together with all necessary supporting information.
- 470 PRODUCTS NOT INCORPORATED INTO THE WORKS
- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
 - Evidence: When requested, provide evidence of freedom of reservation of title.
- 475 LISTED PRODUCTS STORED OFF SITE
- Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
 - Include for products purchased from a supplier:
 - A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
 - Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
 - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

- 110 INCOMPLETE DOCUMENTATION
- General: Where and to the extent that products or work are not fully documented, they are to be:
 - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - Suitable for the purposes stated or reasonably to be inferred from the project documents.
- Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the



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Contract.

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
 - Properties tested.
 - Pass/ fail criteria.
 - Test methods and procedures.
 - Test results.
 - Identity of testing agency.
 - Test dates and times.
 - Identities of witnesses.Analysis of results.

150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - Date of inspection.
 - Part of the work inspected.
 - Respects or characteristics which are approved.
 - Extent and purpose of the approval.



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- Any associated conditions.

160 RELATED WORK

- **Details:** Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
 - Appropriately complete.
 - In accordance with the project documents.
 - To a suitable standard.
 - In a suitable condition to receive the new work.
- **Preparatory work:** Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- **Changes to recommendations or instructions:** Submit details.
- **Ancillary products and accessories:** Use those supplied or recommended by main product manufacturer.
- **Agreement certified products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

180 WATER FOR THE WORKS

- **Mains supply:** Clean and uncontaminated.
- **Other:** Do not use until:
 - .. Evidence of suitability is to be provided.
 - Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

210 SAMPLES

- **Products or executions:** Comply with all other specification requirements and in respect of the stated or implied characteristics either:
 - To an express approval.
 - To match a sample expressly approved as a standard for the purpose.

220 APPROVAL OF PRODUCTS

- **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
- **Approval:** Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

- **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
- **Approval:** Relates to the stated characteristics of the sample. (If approval of the finished



work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.

- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - Submit proposals; or
 - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

- Before the completion date stated in the Contract: Submit a certificate stating:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - The Contractor's name and address.
 - A statement that the installation complies with the appropriate safety, installation and use regulations.
 - The name, qualification and signature of the competent person responsible for checking compliance.
 - The date on which the installation was checked.
- Certificate location: Health and Safety File.

450 MECHANICAL AND ELECTRICAL SERVICES

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- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: Three days.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
 - Hinder access to defective products or work; or
 - Be rendered abortive by remedial work.

550 ACCESS FOR INSPECTION

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than three days.

560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be



issued.

620 MEASURES TO ESTABLISH ACCEPTABILITY

- **General:** Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
 - Will be at the expense of the Contractor.
- Will not be considered as grounds for revision of the completion date.

630 QUALITY CONTROL

- **Procedures:** Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- **Records:** Maintain full records, keep copies on site for inspection, and submit copies on request.
- **Content of records:**
 - Identification of the element, item, batch or lot including location in the Works.
 - Nature and dates of inspections, tests and approvals.
 - Nature and extent of nonconforming work found.
 - Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- **General:** Make good all damage consequent upon the Works.
Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION

- **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
- **Keys:** Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

- **Remedial work:** Arrange access with Contract Administrator.

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- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - Description of project: Sections A10 and A11.
 - Client's consideration and management requirements: Sections A12, A13 and A36.
 - Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - Significant design and construction hazards: Section A34.
- The Health and Safety File: Section A37.

120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
 - Hazard:
 - Falling from height
 - Asbestos and asbestos containing materials
 - Working with solvents
 - Working with lead-based materials
 - Use of hand tools
 - Working within occupied premises
 - Working amongst agricultural machinery
 - Working with toxic substances
 - Working near live services.
 - Precautions assumed: Contractor to determine on site.
 - Specification reference: 1054700.
 - Drawing reference: N/A.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than One week following completion of works on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings



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affected by the Works from damage and theft.

- Access: Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.
- Special requirements: None.

160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
- Design loads: Obtain details, support as necessary and prevent overloading.

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: Properties are occupied as described within the schedule of works.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorised in advance.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use:
 - None.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

PROTECT AGAINST THE FOLLOWING

340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

- Use: Not permitted.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.



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370 ASBESTOS CONTAINING MATERIALS

- **Duty:** Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES

- **Duty:** Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or remediation.

380 FIRE PREVENTION

- **Duty:** Prevent personal injury or death, and damage to the Works or other property from fire.
- **Standard:** Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING ON SITE

- **Smoking on site:** Not permitted.

400 BURNING ON SITE

- **Burning on site:** Not permitted.

410 MOISTURE

- **Wetness or dampness:** Prevent, where this may cause damage to the Works.
- **Drying out:** Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- **Removal:** Where instructed to remove material affected by fungal/ insect attack from the building, minimise the risk of infecting other parts of the building.
- **Testing:** carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.

430 WASTE

- **Includes:** Rubbish, debris, spoil, surplus material, containers and packaging.
- **General:** Minimise production. Prevent accumulations. Keep the site and Works clean and tidy.
- **Handling:** Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
 - **Non-hazardous material:** In a manner approved by the Waste Regulation Authority.
 - **Hazardous material:** As directed by the Waste Regulation Authority and in accordance



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with relevant regulations.

- **Recyclable material:** Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- **VOIDS and cavities in the construction:** Remove rubbish, dirt and residues before closing in.
- **Waste transfer documentation:** Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

- **Duty:** Prevent excessive electromagnetic disturbance to apparatus outside the site.

450 LASER EQUIPMENT

- **Construction laser equipment:** Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- **Class 1 or Class 2 laser equipment:** Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- **Class 3A and Class 3B laser equipment:** Do not use without approval and subject to submission of a method statement on its safe use.

460 POWER ACTUATED FIXING SYSTEMS

- **Use:** Not permitted.

470 INVASIVE SPECIES

- **General:** Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- **Special precautions:** None.
- **Duty:** Report immediately any suspected invasive species discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- **Confirmation:** Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- **Identification:** Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- **Work adjacent to services:**
 - Comply with service authority's/ statutory undertaker's recommendations.
 - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- **Identifying services:**
 - Below ground: Use signboards, giving type and depth;
 - Overhead: Use headroom markers.
- **Damage to services:** If any results from execution of the Works:
 - Immediately give notice and notify appropriate service authority/ statutory undertaker.



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- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

530 EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
- Protection: Before starting work submit proposals for protective measures.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

550 RETAINED TREES

- Protected area: Unless agreed otherwise do not:
 - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
 - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
 - Change level of ground within an area 3 m beyond branch spread.

555 WILDLIFE SPECIES AND HABITATS

- General: Safeguard the following: All protected wildlife species and the habitats of those species.
- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas



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and other site features, which are to remain in position during execution of the Works.

- Special requirements: None.

570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

580 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

620 ADJOINING PROPERTY

- Agreement: Access to and/ or use of the following has been agreed with adjacent owners:
 - All access as required.
- Permission: Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.

625 ADJOINING PROPERTY RESTRICTIONS

- Precautions:
 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - Pay all charges.
 - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING



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110 SCOPE

- **General:** The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

140 SCAFFOLDING

- **Scaffolding:** Make available to subcontractors and others at all times.

170 WORKING HOURS

- **Specific limitations:** 8:00 - 17:00 Monday to Friday.

180 COMPLETION IN SECTIONS OR IN PARTS

- **General:** Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- **Remainder of the Works:** During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- **Location:** Give notice and details of intended siting.
- **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

260 SANITARY ACCOMMODATION

- **Requirement:** Provide sanitary accommodation for the Employer and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.

TEMPORARY WORKS

340 NAME BOARDS/ ADVERTISEMENTS

- **Name boards/ advertisements:** Not permitted.

SERVICES AND FACILITIES

440 MOBILE TELEPHONES

- **Direct communication:** As soon as practicable after the start on site:



- provide the Contractor's person in charge with a mobile telephone & pay all charges reasonably incurred.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2.
 - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 2.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 2.
 - Disposable respirators to BS EN 149.FFP1S.
 - Eye protection to BS EN 166.
 - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

115 THE HEALTH AND SAFETY FILE

- Responsibility: the Principal Designer.
- Content: Obtain and provide the following information: All information likely to be specified by the Principal Designer such as product literature, O&M manuals etc.
- Format: hard copy and PDF
- Delivery to: CA By (date): Date of completion of the works.

150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE

- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - residual hazards and how they have been dealt with
 - hazardous materials used
 - information regarding the removal or dismantling of installed plant and equipment
 - health and safety information about equipment provided for cleaning or maintaining the structure;
 - the nature, location and markings of significant services,
 - information and as-built drawings of the structure, its plant and equipment
- Information prepared by others: Details: N/A.
- Timescale for completion: Prior to completion.
- Submit to: CA.

2. Workmanship & Materials

K10 Plasterboard dry linings/ partitions/ ceilings

67 SKIM COAT PLASTER FINISH

- Plaster type: As recommended by board manufacturer.
 - Thickness: 2-3 mm.
- Joints: Fill and tape except where coincident with metal beads.
- Finish: Tight, matt, smooth surface with no hollows, abrupt changes of level or trowel marks.

69 INSTALLING BEADS/ STOPS

- Cutting: Neatly using mitres at return angles.
- Fixing: Securely using longest possible lengths, plumb, square and true to line and level, ensuring full contact of wings with substrate.
- Finishing: After joint compounds/ plasters have been applied, remove surplus material while still wet from surfaces of beads exposed to view.

70 ADDITIONAL SUPPORTS

- Framing: Accurately position and securely fix to give full support to:
 - Partition heads running parallel with, but offset from main structural supports.
 - Fixtures, fittings and services.
 - Board edges and lining perimeters.

87 SEALING GAPS AND AIR PATHS

- Sealing: Apply sealant to perimeter abutments and around openings as a continuous bead with no gaps.

90 SEAMLESS JOINTING

- Filling and taping: Fill joints, gaps and internal angles with jointing compound and cover with continuous lengths of tape, fully bedded.
- Finishing: Feather out jointing compound to give a flush, smooth, seamless surface.
- Nail/ screw depressions and minor indents: Fill to give a flush surface.

L10 Windows/ Rooflights/ Screens/ Louvres

10 WOOD WINDOWS: REPAIRS

- **Manufacturer:** Submit proposals.
 - **Product reference:** Submit proposals.
- **Species:** Meranti or Accoya Hardwood.
- **Finish as delivered:** Prepared and primed as section M60.
- **Glazing details:** Insulating glass units incorporating low emissivity glass, air filled.
 - **Beading:** External.
- **Ironmongery/ Accessories:** Lockable mechanism and trickle ventilators to match the existing style
- **Fixing:** Screwed to timber framing.
 - **Fastener spacing:** When not predrilled or specified otherwise, position fasteners not more than 150 mm from ends of each jamb, adjacent to each hanging point of opening lights, and at maximum 450 mm centres.

65 PRIMING/ SEALING

- **Wood surfaces inaccessible after installation:** Prime or seal as specified before fixing components.

75 SEALANT JOINTS

- **Sealant:**
 - **Manufacturer:** Submit proposals.
Product reference: Submit proposals.
 - **Colour:** Clear/White.
 - **Application:** As section Z22 to prepared joints. Finish triangular fillets to a flat or slightly convex profile.

80 IRONMONGERY

- **Fixing:** Assemble and fix carefully and accurately using fasteners with matching finish supplied by ironmongery manufacturer. Do not damage ironmongery and adjacent surfaces.
- **Checking/ adjusting/ lubricating:** Carry out at completion and ensure correct functioning.

L20 Doors/ shutters/ hatches

10 TIMBER PROCUREMENT

- **Timber (including timber for wood-based products):** Obtained from well-managed forests and/ or plantations in accordance with:
 - The laws governing forest management in the producer country or countries.
 - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- **Documentation:** Provide either:

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- Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied.
- Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood-based products.

30 WOOD DOORS As specified

- Materials: Generally to BS EN 942.
 - Species: As per schedule of works section.
 - Appearance class: J20.
- Panels: As per schedule of works section..
- Assembly:
 - Adhesive: PVAC to BS EN 204, Class D4.
 - Joinery workmanship: As section Z10.
 - Accuracy: To BS 4787-1.
- Preservative treatment: Organic solvent as section Z12 and WPA Commodity Specification C5; Desired service life: 30 years.
- Moisture content on delivery: 6-10%.
- Finish as delivered: Full paint system, as section M60.
- Glazing/ Infill details: Not applicable.
 - Manifestation: Not required.
 - Beading: External.
- Other requirements: None.

70 FIRE RESISTANCE

- Requirement: Specified performance to be the minimum period attained when tested for integrity in accordance with BS 476-22, BS EN 1634-1 or BS EN 1634-3.

75 FIRE RESISTING/ SMOKE CONTROL DOORS/ DOORSETS

- Gaps between frames and supporting construction: Filled as necessary in accordance with door/ doorset manufacturer's instructions.

80 SEALANT JOINTS

- Sealant:
 - Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
 - Colour: White .
 - Application: As section Z22 to prepared joints. Triangular fillets finished to a flat or slightly convex profile.

85 FIXING IRONMONGERY GENERALLY

- Fasteners: Supplied by ironmongery manufacturer.
 - Finish/ Corrosion resistance: To match ironmongery.
- Holes for components: No larger than required for satisfactory fit/ operation.
- Adjacent surfaces: Undamaged.
- Moving parts: Adjusted, lubricated and functioning correctly at completion.



L40 General glazing

10 WORKMANSHIP GENERALLY

- Glazing:
 - Generally: To BS 6262.
 - Integrity: Wind and watertight under all conditions. Make full allowance for deflections and other movements.
- Glass:
 - Standards: Generally to BS 952 and to the relevant parts of:
 - BS EN 572 for basic soda lime silicate glass.
 - BS EN 1096 for coated glass.
 - BS EN 12150 for thermally toughened soda lime silicate glass.
 - BS EN ISO 12543 for laminated glass.
 - Quality: Free from scratches, bubbles and other defects.
 - Dimensional tolerances: Panes/ sheets to be accurately sized.
- Material compatibility: Glass/ plastics, surround materials, sealers primers and paints/ clear finishes to be compatible. Comply with glazing/ sealant manufacturers' recommendations.

20 REMOVAL OF GLASS/ PLASTICS FOR REUSE

- Existing glass/ plastics, glazing compound, beads, etc.: Remove carefully, avoiding damage to frame, to leave clean, smooth rebates free from obstructions and debris. Clean glazing, beads and other components that are to be reused.
- Deterioration of frame/ surround: Submit report on defects revealed by removal of glazing.
 - Affected areas: Do not reglaze until instructed.

30 PREPARATION

- Surrounds, rebates, grooves and beads: Clean and prepare before installing glazing.

40 PUTTY FRONTED SINGLE GLAZING As specified and existing

- Pane material: As existing.
- Surround: As existing.
- Putty: Linseed oil.
- Glass installation:
 - Glass: Located centrally in surround using setting and location blocks, and secured with glazing sprigs/ cleats/ clips at 300 mm centres.
 - Finished thickness of back bedding after inserting glazing (minimum): 1.5 mm.
 - Front putty: Finished to a smooth, neat triangular profile stopping 2 mm short of sight line. Surface lightly brushed to seal putty to glass.
- Sealing putty: Seal as soon as sufficiently hard by applying either the full final finish, or two coats of undercoat applied locally.

M10 Cement based levelling/ wearing screeds

4 CEMENT:SAND LEVELLING SCREEDS GROUND FLOOR

- Substrate: In situ concrete slab.
- Screed construction: Fully bonded, as clause 30.
- Thickness:
 - Nominal: 70 mm.
 - Minimum: 50 mm.
- Mix:
 - Proportions (cement:sand): 1:3-4.5..
- Finish: Smooth floated finish, as clause 70.
To receive: Sheet flooring.

30 FULLY BONDED CONSTRUCTION

- Removing mortar matrix: Shortly before laying screed, expose coarse aggregate over entire area of hardened base.
- Texture of surface: Suitable to accept screed and achieve a full bond over complete area.
- Bonding coat: As recommended by screed manufacturer.

45 AGGREGATES AND CEMENTS

- Sand: To BS EN 13139.
 - Grading limits: In accordance with BS 8204-1, Table B.1.
- Coarse aggregates:
 - Standard: To BS EN 12620.
- Cement:
Cement types: In accordance with BS 8204-1, clause 5.1.3.

47 ADMIXTURES

- Standards: In accordance with BS 8204-1, Table 1.
- Calcium chloride: Do not use in admixtures.

50 MIXING

- Water content: Minimum necessary to achieve full compaction.
- Mixing: Mix materials thoroughly to uniform consistency in a suitable forced action mechanical mixer.

52 COMPACTION

- General: Compact thoroughly over entire area.
- Screeds over 50 mm thick: Lay in two layers of equal thickness. Roughen surface of compacted lower layer then immediately lay upper layer.

55 JOINTS IN LEVELLING SCREEDS

- Laying screeds: Lay continuously using 'wet screeds' between strips or bays. Minimise defined joints.

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70 SMOOTH FLOATED FINISH

- Finish: Even texture with no ridges or steps.

90 CURING

- Curing period (minimum): As soon as screed has set sufficiently, closely cover with polyethylene sheeting for period recommended by screed manufacturer.
- Drying after curing: Allow screeds to dry gradually.

M20 Plastered/ Rendered/ Roughcast coatings

50 GYPSUM PLASTER SKIM COAT ON PLASTERBOARD

- Plasterboard manufacturer: Submit proposals.
 - Product reference: Submit proposals.
- Plaster: Board finish plaster to BS EN 13279-1, class B.
 - Manufacturer: Submit proposals.
Product reference: Submit proposals.
 - Thickness: 2-5 mm.
 - Finish: Smooth.

60 CEMENTS FOR MORTARS

- Cement: To BS EN 197-1.
 - Types: Portland cement, CEM I.
Portland slag cement, CEM II.
Portland fly ash cement, CEM II.
 - Strength class: 32.5, 42.5 or 52.5.
- Sulfate resisting cement: To BS EN 197-1.
 - Strength class: 42.5.
- Masonry cement: To BS EN 998-1 and Kitemarked
 - Class: MC 12.5 (with air entraining agent).

62 ADMIXTURES FOR CEMENT GAUGED MORTARS

- Air entraining (plasticising) admixtures: To BS EN 934-2 and compatible with other mortar constituents.
- Other admixtures: Submit proposals.
- Prohibited admixtures: Calcium chloride and admixtures containing calcium chloride.

65 MIXING

- Render mortars (site-made):
 - Batching: By volume using gauge boxes or buckets.
 - Mix proportions: Based on damp sand. Adjust for dry sand.
- Mixes: Of uniform consistence and free from lumps.

67 COLD WEATHER

- Internal work: Take precautions to prevent damage to internal coatings when air temperature is below 3°C.



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- External work: Avoid when air temperature is at or below 5°C and falling or below 3°C and rising.

71 SUITABILITY OF SUBSTRATES

- General: Suitable to receive coatings. Sound, free from contamination and loose areas.

74 EXISTING DAMP AFFECTED PLASTER/ RENDER

- Plaster affected by rising damp: Remove to a height of 300 mm above highest point reached by damp or 1 m above dpc, whichever is higher.
- Perished and salt contaminated masonry:
 - Mortar joints: Rake out.
 - Masonry units: Submit proposals.
- Drying out substrates: Establish drying conditions.

76 REMOVING DEFECTIVE EXISTING PLASTER

- Plaster for removal: Loose, hollow, soft, friable, badly cracked, affected by efflorescence or otherwise damaged.
- Removing plaster: Cut back to a square, sound edge.

78 REMOVING DEFECTIVE EXISTING RENDER

- Render for removal: Detached, hollow, soft, friable, badly cracked, affected by efflorescence or otherwise damaged.
- Removing defective render: Cut out to regular rectangular areas with straight, square cut or slightly undercut edges.
 - Render with imitation joints: Cut back to joint lines.
- Cracks (other than hairline cracks): Cut out to a width of 75 mm (minimum).

80 PLASTERBOARD BACKINGS

- Additional framing supports:
 - Fixtures, fittings and service outlets: Accurately position to suit fasteners.
 - Board edges and perimeters: To suit type and performance of board.
- Joints:
 - Joint widths (maximum): 3 mm.
 - End joints: Stagger between rows.
 - Two layer boarding: Stagger joints between layers.
- Joint reinforcement tape: Apply to joints and angles except where coincident with metal beads.

82 BEADS/ STOPS

- Location: External angles and stop ends.
- Materials:
 - External render: Stainless steel.
 - Internal plaster/ render: Galvanized steel.
- Fixing: Secure and true to line and level.
 - Beads/ stops to external render: Fix mechanically.



Specification of Works

Refurbishment of Wardsley Farmhouse



87 APPLICATION OF COATINGS

- **General:** Apply coatings firmly and achieve good adhesion.
- **Appearance of finished surfaces:** Even and consistent. Free from rippling, hollows, ridges, cracks and crazing.
 - **Accuracy:** Finish to a true plane with walls and reveals plumb and square.
- **Drying out:** Prevent excessively rapid or localised drying out.
- **Keying undercoats:** Cross scratch (plaster coatings) and comb (render coatings). Do not penetrate undercoat.

M50 Rubber/ plastics/ cork/ lino/ carpet tiling/ sheeting

20A SAFETY SHEET

- **Manufacturer:** Polyflor Ltd.
 - **Web:** www.polyflor.com.
 - **Email:** info@polyflor.com.
 - **Product reference:** Polysafe Expona Flow 9825 Sun Bleached Oak safety floor
- **Acoustic underlay:** Not required.

25 CARPETING AS PER SCHEDULE

- **Base:** All loose floor boards to be screwed down prior to installation.
 - **Preparation:** Remove existing flooring as per schedule.
- **Carpet underlay:** Cloud 9.
 - **Manufacturer:** Cloud 9.
 - **Underlay adhesive (and primer if recommended by manufacturer):** As per manufacturers recommendations.
- **Carpet:** Super Top Twist - Gypsum Heather.
 - **Manufacturer:** Carpet Right.
 - **Width:** As per schedule.
- **Carpet adhesive (and primer if recommended by manufacturer):** As per manufacturers recommendations.

40 LAYING COVERINGS ON NEW WET LAID BASES

- **Base drying aids:** Not used for at least four days prior to moisture content test.
- **Base moisture content test:** Carry out in accordance with BS 5325, Annex A or BS 8203, Annex A.
- **Commencement of laying coverings:** Not until all readings show 75% relative humidity or less.

45 EXISTING FLOOR COVERING REMOVED

- **Substrate:** Clear of covering and as much adhesive as possible. Skim with smoothing compound to give smooth, even surface.

65 LAYING COVERINGS

- **Base/ substrate condition:** Rigid, dry, smooth, free from grease, dirt and other



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contaminants.

- Use a primer where recommended by adhesive manufacturer. Allow to dry thoroughly.
- Adhesive: As specified, as recommended by covering manufacturer or, as approved.
- Conditioning of materials prior to laying: As recommended by manufacturer.
- Environment: Before, during and after laying, provide adequate ventilation and maintain temperature and humidity approximately at levels which will prevail after building is occupied.
- Finished coverings: Accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks, stains, trowel ridges and high spots.

70 EDGINGS AND COVER STRIPS

- Manufacturer: Submit proposals .
 - Product reference: Submit proposals .
- Material/ finish: Clear .
- Fixing: Secure (using matching fasteners where exposed to view) with edge of covering gripped.

85 WASTE

- Spare covering material: Retain suitable material for patching. On completion submit pieces for selection. Hand over selected pieces to Employer.

M60 Painting/ clear finishing

10 EMULSION PAINT TO INTERNAL PLASTERED SURFACES

- Manufacturer: Dulux Diamond Eggshell or Matt.
 - Product reference: Emulsion.
- Surfaces: To all areas stated within the Schedule of Works.
 - Preparation: Remove existing paint and Tape and fill joints .
- Initial coats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.
- Undercoats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.
- Finishing coats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.

12 PAINT TO INTERNAL JOINERY

- Manufacturer: Dulux High Performance Diamond Satinwood.
 - Product reference: Satinwood.
- Surfaces: Previously decorated & uncoated.
 - Preparation: Degrease and provide key.
- Initial coats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.
- Undercoats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.



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- Finishing coats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.

14 GLOSS PAINT TO EXTERNAL TIMBER & METAL

- Manufacturer: Dulux Weathershield Gloss
- Surfaces: Previously decorated & uncoated.
 - Preparation: Degrease and provide key.
- Initial coats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.
- Undercoats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.
- Finishing coats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.

16 PAINT TO EXTERNAL MASONRY SURFACES: LIMEWASH

- Manufacturer: Contractors Choice.
- Surfaces: Existing painted Chimney to left elevation.
 - Preparation: Sample area to be undertaken as described in the schedule of works.
- Initial coats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.
- Undercoats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.
- Finishing coats: As recommended by manufacturer.
 - Number of coats: As recommended by manufacturer.

25 SURFACES NOT TO BE COATED

- All surfaces not previously decorated.

30 PREPARATION GENERALLY

- Standard: In accordance with BS 6150.
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
- Substrates: Sufficiently dry in depth to suit coating.
- Efflorescence salts, dirt, grease and oil: Remove.
- Surface irregularities: Provide smooth finish.
- Organic growths and infected coatings:
 - Remove with assistance of biocidal solution.
 - Apply residual effect biocidal solution to inhibit regrowth.
- Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.
- Dust, particles and residues from preparation: Remove and dispose of safely.
- Doors, opening windows and other moving parts:
 - Ease, if necessary, before coating.



Specification of Works

Refurbishment of Wardsley Farmhouse



- Prime resulting bare areas.

32 PREVIOUSLY COATED SURFACES GENERALLY

- Preparation: In accordance with BS 6150, clause 11.5.
- Contaminated or hazardous surfaces: Give notice of:
 - Coatings suspected of containing lead.
 - Substrates suspected of containing asbestos or other hazardous materials.
 - Significant rot, corrosion or other degradation of substrates.
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
- Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
- Alkali affected coatings: Completely remove.
- Retained coatings:
 - Thoroughly clean.
 - Gloss coated surfaces: Provide key.
- Partly removed coatings: Apply additional preparatory coats.
- Completely stripped surfaces: Prepare as for uncoated surfaces.

35 FIXTURES AND FITTINGS

- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Removal: Before commencing work: Ironmongery, coverplates, grilles, wall clocks, and other surface mounted fixtures.
- Replacement: Refurbish as necessary, refit when coating is dry.

37 WOOD PREPARATION

- General: Provide smooth, even finish with lightly rounded arrises.
- Degraded or weathered surface wood: Take back surface to provide suitable substrate.
- Degraded substrate wood: Repair with sound material of same species.
- Heads of fasteners: Countersink sufficient to hold stoppers/ fillers.
- Resinous areas and knots: Apply two coats of knotting.
- Defective primer: Take back to bare wood and reprime.

39 STEEL PREPARATION

- Corrosion and loose scale: Take back to bare metal.
- Residual rust: Treat with a proprietary removal solution.
- Bare metal: Apply primer as soon as possible.

41 MASONRY AND RENDERING PREPARATION

- Loose and flaking material: Remove.



Specification of Works

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- 43 **PLASTER PREPARATION**
- Nibs, trowel marks and plaster splashes: Scrape off.
 - Over trowelled 'polished' areas: Provide suitable key.
- 45 **PREVIOUSLY PAINTED WINDOW FRAMES**
- Paint encroaching beyond glass sight line: Remove.
 - Loose and defective putty: Remove.
 - Putty cavities and junctions between previously painted surfaces and glass: Clean thoroughly.
 - Finishing:
 - Patch prime, reputty, as necessary and allow to harden.
 - Seal and coat as soon as sufficiently hard.
- 55 **EXISTING GUTTERS**
- Dirt and debris: Remove from inside of gutters.
 - Defective joints: Clean and seal with suitable jointing material.
 - Suspected hazardous materials: submit method statement.
- 61 **COATING GENERALLY**
- Application standard: In accordance with BS 6150, clause 9.
 - Conditions: Maintain suitable temperature, humidity and air quality.
 - Surfaces: Clean and dry at time of application.
 - Thinning and intermixing: Not permitted unless recommended by manufacturer.
 - Priming coats: Apply as soon as possible on same day as preparation is completed.
 - Finish:
 - Even, smooth and of uniform colour.
 - Free from brush marks, sags, runs and other defects.
 - Cut in neatly.
 - Doors, opening windows and other moving parts: Ease before coating and between coats.
- 70 **EXTERNAL DOORS**
- Bottom edges: Prime and coat before hanging.
- 75 **BEAD GLAZING TO COATED WOOD**
- Before glazing: Apply first two coats to rebates and beads.
- 80 **PUTTY GLAZING**
- Setting: Allow putty to set for seven days.
 - Sealing:
 - Within a further 14 days, seal with an oil based primer.
 - Fully protect putty with coating system as soon as it is sufficiently hard.
 - Extend finishing coats on to glass up to sight line.



Specification of Works

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N11 Domestic kitchen fittings, furnishings and equipment

10 FITTED BASE UNITS AND WALL UNITS

- **Manufacturer:** Howdens Joinery Ltd.
 - **Product reference:** Burford Stone.
- **Dimensions:** To BS EN 1116.
- **Surface finishes:** To BS 6222-3.
- **Doors and drawer fronts:**
 - **Material:** Wood veneer.
 - **Finish and colour:** Burford Stone.
 - **Edges:** Wood veneer.
- **Side panels, plinths and shelves:**
 - **Material:** Wood veneer.
 - **Finish and colour:** Burford Stone.
 - **Edges:** Veneer.
- **Accessories:** Decor panels and cornices.

20 WORKTOPS

- **Manufacturer:** Contractors Choice
 - **Product reference:** Bianco Sardo Granite.
- **Exposed edges:** Bianco Sardo Granite.
- **Support:** As required.

30 SINKS, TAPS, TRAPS AND WASTES - KITCHEN

- **Sinks:**
 - **Manufacturer:** Villeroy & Bosch.
Product reference: Condor 60.
 - **Configuration:** 1.5 bowl.
 - **Material:** ceramic.
Colour and White ceramic.
- **Tap/ chainstay/ overflow holes:** One tap hole, centre.
- **Taps:** Franke Ascona Chrome Mono Mixer Tap
- **Wastes:** Plug and chain.
 - **Manufacturer:** Submit Proposals.
Product reference: Submit Proposals.
 - **Size:** To fit sink.
- **Traps:** Tubular, P type.
 - **Manufacturer:** Submit proposal.
Product reference: Submit proposal.
 - **Size:** To fit waste.
 - **Depth of seal (minimum):** 75 mm.



30 SINKS, TAPS, TRAPS AND WASTES - UTILITY

- Sinks:
 - **Manufacturer:** Franke Neptune.
Product reference: Franke Neptune Nex 251
 - **Configuration:** One and a half bowl
 - **Material:** Stainless steel.
Colour and finish: Chromed steel.
- **Tap/ chainstay/ overflow holes:** One tap hole, centre.
- **Taps:** Franke Ascona Chrome Mono Mixer Tap
- **Wastes:** Plug and chain.
 - **Manufacturer:** Submit Proposals.
Product reference: Submit Proposals.
 - **Size:** To fit sink.
- **Traps:** Tubular, P type.
 - **Manufacturer:** Submit proposal.
Product reference: Submit proposal.
 - **Size:** To fit waste.
 - **Depth of seal (minimum):** 75 mm.

40 APPLIANCES

- **Item:** Cooker and Inset hob unit.
- **Manufacturer:** TBC
 - **Product reference:** Hob: TBC
- **Colour and finish:** As shipped.
- **Service connections:** Mains electricity.

50 SEALANT

- **Standard:** To BS EN ISO 11600, class F20 HM.
- **Type:** One part silicone.
 - **Manufacturer:** Submit proposal.
Product reference: Submit proposal.
- **Colour:** To match worktop.

Z10 Purpose made joinery

10 FABRICATION

- **Standard:** To BS 1186-2.
- **Sections:** Accurate in profile and length, and free from twist and bowing. Formed out of solid unless shown otherwise.
 - **Machined surfaces:** Smooth and free from tearing, wooliness, chip bruising and other machining defects.
- **Joints:** Tight and close fitting.
- **Assembled components:** Rigid. Free from distortion.

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- **Screws:** Provide pilot holes. Heads of countersunk screws sunk at least 2 mm below surfaces visible in completed work.
- **Adhesives:** Compatible with wood preservatives applied and end uses of timber.

20 CROSS SECTION DIMENSIONS OF TIMBER

- **General:** Dimensions on drawings are finished sizes.
- **Maximum permitted deviations from finished sizes:**
 - **Softwood sections:** To BS EN 1313-1.
 - **Hardwood sections:** To BS EN 1313-2.

30 PRESERVATIVE TREATED WOOD

- **Cutting and machining:** Completed as far as possible before treatment.
- **Extensively processed timber:** Retreat timber sawn lengthways, thickened, planed, ploughed, etc.
- **Surfaces exposed by minor cutting and/ or drilling:** Treat as recommended by main treatment solution manufacturer.

40 MOISTURE CONTENT

- **Wood and wood based products:** Maintained within range specified for the component during manufacture and storage.

50 FINISHING

- **Surfaces:** Smooth, even and suitable to receive finishes.
 - **Arrises:** Eased unless shown otherwise on drawings.
- **End grain in external components:** Sealed with primer or sealer as section M60 and allowed to dry before assembly.

Z20 Fixings and adhesives

10 FIXINGS AND FASTENERS GENERALLY

- **Integrity of supported components:** Select types, sizes, quantities and spacings of fixings, fasteners and packings to retain supported components without distortion or loss of support.
- **Components, substrates, fixings and fasteners of dissimilar metals:** Isolate with washers or sleeves to avoid bimetallic corrosion.
- **General usage:** To recommendations of fastener manufacturers and/ or manufacturers of components, products or materials fixed and fixed to.
- **Fixings:** To be in straight lines, at regular centres.

25 FASTENER DURABILITY

- **Materials:** To have:
 - **Bimetallic corrosion resistance** appropriate to items being fixed.
 - **Atmospheric corrosion resistance** appropriate to fixing location.
- **Appearance:** Submit samples on request.



30 FIXINGS THROUGH FINISHES

- Penetration of fasteners and plugs into substrate: To achieve a secure fixing.

35 PACKINGS

- Materials: Noncompressible, corrosion proof.
- Area of packings: Sufficient to transfer loads.

40 CRAMP FIXINGS

- Fasteners: Fix cramps to frames with screws of same material as cramps.
- Fixings in masonry work: Fully bed in mortar.

50 PELLETTED COUNTERSUNK SCREW FIXINGS

- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Pellets: Cut from matching timber, grain matched, glued in to full depth of hole.
- Finished level of pellets: Flush with surface.

55 PLUGGED COUNTERSUNK SCREW FIXING

- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Plugs: Glue in to full depth of hole.
- Finished level of plugs: Projecting above surface.

60 APPLYING ADHESIVES

- Surfaces: Clean. Regularity and texture to suit bonding and gap filling characteristics of adhesive.
- Support and clamping during setting: Provide as necessary. Do not mark surfaces of or distort components being fixed.
- Finished adhesive joints: Fully bonded. Free of surplus adhesive.

Z21 Mortars

10 MORTAR MIXES

- Specification: Proportions and additional requirements for mortar materials are specified elsewhere.

20 SAND FOR SITE MADE CEMENT GAUGED MASONRY MORTARS

- Standard: To BS EN 13139.
- Grading: 0/2 (FP or MP).
 - Fines content where the proportion of sand is specified as a range (e.g. 1:1: 5-6):
 - Lower proportion of sand: Use category 3 fines.
 - Higher proportion of sand: Use category 2 fines.
- Sand for facework mortar: Maintain consistent colour and texture. Obtain from one source.

25 SAND FOR LIME:SAND MASONRY MORTARS

- Type: Sharp, well graded.

Specification of Works

Refurbishment of Wardsley Farmhouse



- Quality, sampling and testing: To BS EN 13139.
Grading/ Source: As specified elsewhere.

30 READY-MIXED LIME:SAND FOR CEMENT GAUGED MASONRY MORTARS

- Standard: To BS EN 998-2.
- Lime: Nonhydraulic to BS EN 459-1.
 - Type: CL 90S.
- Pigments for coloured mortars: To BS EN 12878.

40 CEMENTS FOR MORTARS

- Cement: To BS EN 197-1 and CE marked.
 - Types: Portland cement, CEM I.
 - Portland limestone cement, CEM II/A-LL.
 - Portland slag cement, CEM II/B-S.
 - Portland fly ash cement, CEM II/B-V.
 - Strength class: 32.5, 42.5 or 52.5.
- White cement: To BS EN 197-1 and CE marked.
 - Type: Portland cement, CEM I.
 - Strength class: 52.5.
- Sulfate resisting Portland cement:
 - Types: To BS EN 197-1 Sulfate resisting Portland cement, CEM I/SR and CE marked. To BS EN 197-1 fly ash cement, CEM II/B-V and CE marked.
 - Strength class: 32.5, 42.5 or 52.5.
- Masonry cement: To BS EN 413-1 and CE marked.
 - Class: MC 12.5.

50 ADMIXTURES FOR SITE MADE MORTARS

- Air entraining (plasticizing) admixtures: To BS EN 934-3 and compatible with other mortar constituents.
- Other admixtures: Submit proposals.
- Prohibited admixtures: Calcium chloride, ethylene glycol and any admixture containing calcium chloride.

60 MAKING MORTARS GENERALLY

- Batching: By volume. Use clean and accurate gauge boxes or buckets.
- Mix proportions: Based on dry sand. Allow for bulking of damp sand.
- Mixing: Mix materials thoroughly to uniform consistency, free from lumps.
 - Mortars containing air entraining admixtures: Mix mechanically. Do not overmix.
- Contamination: Prevent intermixing with other materials.

70 MAKING HYDRAULIC LIME:SAND MORTARS

- Mixing hydrated hydraulic lime:sand: Follow the lime manufacturer's recommendations for each stage of the mix.
 - Water quantity: Only sufficient to produce a workable mix.



Z22 Sealants

31 JOINTS Generally

- Primer, backing strip, bond breaker: Types recommended by sealant manufacturer.

EXECUTION

61 SUITABILITY OF JOINTS

- Presealing checks:
 - Joint dimensions: Within limits specified for the sealant.
 - Substrate quality: Surfaces regular, undamaged and stable.
- Joints not fit to receive sealant: Submit proposals for rectification.

62 PREPARING JOINTS

- Surfaces to which sealant must adhere:
 - Remove temporary coatings, tapes, loosely adhering material, dust, oil, grease, surface water and contaminants that may affect bond.
 - Clean using materials and methods recommended by sealant manufacturer.
- Vulnerable surfaces adjacent to joints: Mask to prevent staining or smearing with primer or sealant.
- Backing strip and/ or bond breaker installation: Insert into joint to correct depth, without stretching or twisting, leaving no gaps.
- Protection: Keep joints clean and protect from damage until sealant is applied.

63 APPLYING SEALANTS

- Substrate: Dry (unless recommended otherwise) and unaffected by frost, ice or snow.
- Environmental conditions: Do not dry or raise temperature of joints by heating.
- Sealant application: Fill joints completely and neatly, ensuring firm adhesion to substrates.
- Sealant profiles:
 - Butt and lap joints: Slightly concave.
 - Fillet joints: Flat or slightly convex.
- Protection: Protect finished joints from contamination or damage until sealant has cured.

Specification of Works

Refurbishment of Wardsley Farmhouse



3. Schedule of Works

Item	Description	Amount(£)
1.0	General Items	
1.1	This schedule is to be read in conjunction with the preceding preliminaries and preambles, which form the complete tender package. All specified works are to be fully in accordance with the Workmanship and Materials clauses included in this specification, together with the accompanying reports contained within the Appendices.	
1.2	<p>The Property: A Grade II listed detached 4 bedroom farmhouse with gardens to the front, side and rear. The main house is constructed from a combination of solid stone walls with lime mortar. Roof comprises traditional cut timbers and purlins supporting a pitched roof overlaid with natural slate. There is also a large detached two-storey traditional outbuilding that forms part of the tenancy with the property. There is also a large detached two-storey traditional outbuilding that forms part of the tenancy with the property. A location map, site plan and indicative floor layouts are contained in Appendix B.</p> <p>The property is a Grade II listed building and care must be exercised when carrying out the Works. Any repairs are to be undertaken in a sympathetic manner, using like for like materials only. A copy of the listing status is included in Appendix C.</p>	
1.3	Orientation: All references to the Property are taken as if facing the front elevation from front garden.	
1.4	The Works: Replace front door with made to measure hardwood door to match existing & replace gable window with hardwood double glazed to match existing. Repointing works to the chimney stacks and ridge tiles. General repairs and refurbishment internally including structural works to install 2nr steel I beams to kitchen ceiling to support wall above. (existing wall has been removed). Erection of partition wall and door way to original positions. Installation of new bathroom suite and partial conversion of redundant loft space with dry lining plaster system and general redecoration throughout.	
1.5	Tendering Note: The contractor is asked to return this Schedule of Works, clearly indicating the cost for each of the work items. If the contractor does not separately price for any of the items in this schedule, they will be deemed to have included for all requirements within the figure submitted.	



Specification of Works

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Item	Description	Amount(£)
1.6	Site Visits: The contractor is expected to visit site prior to submitting their tender to ensure complete understanding of the works is gained and to assess possible site restrictions and Health and Safety factors.	
1.7	Schedule of Works: The contractor is to note that this schedule of works is given to assist in tendering, tender evaluation and provide a suitable basis for the valuation of variations. The schedule is not exhaustive and the contractor is to include for all works necessary or apparent from their site visit, this specification and the accompanying reports, for proper completion of the finished project.	
1.8	Quantities: All measurements and quantities given in the reports and specification are for guidance purposes only. The contractor should ascertain all quantities and dimensions for tendering and construction by site measurement.	
1.9	Joinery: Where joinery works are specified to 'match existing' the contractor should allow for special purpose made joinery items, profiles of architraves, skirtings, mouldings and other features are to be purpose made to match the profile and finish of existing features exactly.	
1.10	Foreman: The contractor is to employ a full time site foreman/agent for the duration of the project, experienced in the type of work being undertaken. Include your costs here.	
1.11	Consents: The contractor is to include for obtaining all necessary consents and licences required for the works, service installations and scaffolding. The contractor is to liaise as necessary with, Health and Safety Inspectors, Local Authority Officers and all other anticipated/authorised inspections of the works by third parties	
1.12	Charges: The contractor shall make allowance for payments of all costs and charges relating to the work as may be charged by the Local Authority, Highways Authority, Electric & Water Services and the like.	
1.13	Security: The contractor shall be responsible for maintaining the site in a secure and safe condition at all times.	
1.14	Materials: The contractor shall allow for all costs incurred in the provision of all plant, tools and equipment necessary to complete the works and for disposal of all waste and any materials arising. Include for the safe movement and storage of materials.	
1.15	Site Clearance: The contractor is to ensure that the site is cleared on a regular basis as the works proceed.	
1.16	Working Hours: Normal working hours shall be restricted to between 08:00 to 17:30 hours Monday to Friday. Any works outside these hours are to be approved by the CA with at least 3 days prior notice and all costs associated will be deemed to be included in the tender price.	



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Item	Description	Amount(£)
1.17	Liquidated Damages: The Contractor should note that all applicable Liquidated and Ascertained Damages are at the rate of £375.00 per calendar week or pro-rata thereto.	
1.18	Payment: The Contractor should note that payment terms are strictly 30 days nett .	
1.19	Insurance: The contractor shall hold insurance cover for injury to persons or damage to the property for not less than £5,000,000.00 . Before starting work on site the contractor must submit documentary evidence or policies	
1.20	Programme: The expected length of the contract is 6 weeks. The Contractor is to allow for all provisions necessary in order to complete the works described within these prescribed time limits. Should the contractor wish to vary the programme, they are to submit details with their tender submission.	
1.21	<p>Contract & Retention: A completed copy of the Duchy of Lancaster's Standard Building Contract without quantities will be provided to the awarded contractor. Please note the amendments to contract form in appendix A.</p> <p>Please note the amendments to clause 4.3: percentage of the total value of work, which is to be 85% until Practical Completion. N.B. This percentage figure has been reduced in lieu of the contractor providing a Performance Bond and/or Parent Company Guarantee.</p>	
	Total: Section 1.0	
2.0	<u>H&S, Site Setup, Scaffolding, Hoarding & Temporary Works</u>	
2.1	The contractor must comply in full with the Construction (Design and Management) Regulations 2015 and for undertaking all roles and responsibilities required of them as Principal Contractor.	
2.2	Construction Phase Plan: The Principal Contractor has prepared a Construction Phase	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
	Plan and a copy has been passed to the CA.	
2.3	Temporary Protection: Whilst the work proceeds, the Contractor shall allow for providing and maintaining as necessary, all temporary protection to ensure the Property remains wind, watertight and secure for the duration of the project.	
2.4	Electricity: The contractor may utilise the existing supply for undertaking the works and is to allow for providing any other necessary temporary services required for safe completion of the works. Contractor to test and make safe the existing system before use. The contractor is to arrange for the overhead cables to be fully shrouded and protected prior to works commencing and ensure they remain so for the duration of the works. Allow sufficient lead-in to carry out the shrouding.	
2.5	Water: There is currently a mains water supply to the Property. The contractor may use the existing water supply to carry out the works for the duration of the project. Contractor to test the water supply before use.	
2.6	Welfare: The contractor shall provide appropriate mess and WC facilities and all other items necessary for the safety, health and welfare of site operatives and other members of the project team. All to be in compliance with statutory legislation, specifically the Construction (Design & Management) Regulations 2015. For the avoidance of doubt, the contractor will be expected to provide a portable toilet and canteen/welfare facility for the duration of the contract, which are to be located to the rear of the site.	
2.7	Storage: All material and equipment shall be stored in designated compound areas that shall be kept secure and tidy at all times. The contractor may use the existing fenced compound to the rear of the site, however, they are responsible for securing this facility at all times.	
2.8	Protection: The contractor shall provide all necessary site access points as required for the safe execution of the works. All temporary access points are to be fully protected from vehicle damage. Any damage caused to gates, kerbs, hard surfacing or soft landscaping shall be made good to the complete satisfaction of the CA.	
2.9	Parking: Restrictions on parking of the Contractor's and employees' vehicles: Contractor may park on the forecourt to the rear of the property for the duration of the works but is to avoid parking on the grassed areas on the opposite side of the road. The contractor will be responsible for managing parking for staff, visitors or any other personnel visiting site for the duration of the project. The contractor must ensure the roadways are not obstructed at any time.	
2.10	Working at Height: The contractor is to allow for the design, erection, hire and dismantling of a full scaffold to facilitate safe completion of the works on site and to afford	



Specification of Works

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Item	Description	Amount(£)
	<p>safety and security to all. The contractor's attention is drawn to the specific requirements of the Work at Height Regulations 2005.</p> <p>Contractor to notify the CA a minimum of 5 days before dismantling the scaffolding to enable a high level inspection to be programmed in prior to dismantling. Contractor to also include for making good disturbances caused when scaffolding has been removed.</p>	
2.11	<p>Health and Safety File: The contractor is expected to liaise with the Principal Designer throughout the duration of the project and provide them with all relevant information required for inclusion within the Health and Safety file.</p>	
	<p>Total: Section 2.0</p>	
3.0	<u>Asbestos & Asbestos Containing Materials</u>	
3.1	<p>The client will provide an asbestos Refurbishment and Demolition Survey to the awarded contractor. The contractor must familiarise themselves with the report in full. The contractor must retain a copy of the report on site at all times and ensure all operatives are fully briefed on induction as to the presence and location of all asbestos containing materials.</p> <p>Should you discover any other suspect materials during the course of the works; cease work in that area immediately and notify the CA.</p>	
3.2	<p>Main contractor is to include a prime cost sum of £1500.00 for removal of unforeseen asbestos containing materials (ACM's) as identified by the Asbestos Survey Reports, and</p>	<p>£1500.00</p>



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
4.1.4	<p>Provide the Provisional Sum of £800.00 (Eight hundred pounds) to prepare existing chases to all elevations of the stacks ensuring the depth is at least 25mm. Supply and fix new Code 4 lead cover flashings, soakers, and saddle flashings to each stack. Lead is to be appropriately cut & dressed to shape, tucked in to chases and appropriately wedged into position. Using a pre-mixed lime/sharp sand NHL 3.5 mix repoint all junctions/chases between new leadworks and masonry walls with sand & cement.</p> <p>Allow for stripping back existing roof slates around stack positions to facilitate the works to chimney flashings and reinstate on completion. Undertake a water test on completion ensuring all leadwork is watertight. Clean down all surfaces.</p> <p>All leadwork to be undertaken in accordance with BS 6915 and the latest editions of 'The lead Sheet Manual' and updates published by the Lead Contractors Association. All new lead to be of appropriate size, thickness, with all necessary joints to suit its application.</p>	£800.00
4.1.5	<p>Provide the Provisional Sum of £400.00 (Four hundred pounds) to remove existing chimney pots and remove existing flashing to stacks and remove from site. Re bed existing chimney pots and reflash stacks complete. Clean down all elevations on completion.</p>	£400.00
4.1.6	<p>Provide the Provisional Sum of £100.00 (One hundred pounds) to install 1nr new square profiled chimney pot to match existing including bird cage bedded on mortar.</p>	£100.00
4.2	<u>Roof Repairs</u>	
4.2.1	<p>Rake out and re point all mortar joints to ridge tiles (1:3 cement:sand). Lift and re bed any loose slates and leave watertight.</p>	
4.2.2	<p>Rake out and re point all mortar joints to concrete copings to all verges (1:3 cement:sand). Lift and re bed any loose copings and leave watertight.</p>	
4.3	<u>External Front Door</u>	
4.3.1	<p>Carefully remove existing timber door and casing, prepare substrate ready to receive new door, remove all debris from site.</p> <p>N.B. This item is subject to approval from the Local Authority Conservation Officer and is only to be carried out when instructed by the CA.</p>	
4.3.2	<p>Carry out works to manufacture, provide and install new hardwood bespoke front door complete with bespoke casing. Install to same 100mm x 65mm rebated moulded and grooved hardwood bespoke door casing principally to match existing. Manufacturer</p>	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
	bespoke 40mm thick external hardwood door (exact detail to be approved) to suit existing opening.	
4.3.3	Supply and fit black coloured ironmongery & screws to include 2 nr hinges to match existing, door handle, latch set & 5 lever mortice sash lock, threshold bar, dead bolts to top & bottom. Allow for storm guard threshold, draught/weather seals to door planted weather bar to base of door.	
4.4	<u>Window Replacement</u>	
4.4.1	<p>Carefully take out existing single glazed timber window; remove all fixings and debris. Check positions of all damp proof courses to reveals of existing openings and report condition to CA. Prepare reveals to receive new window as specified below.</p> <p>Approx. 600 W x 1000 H first floor gable</p> <p>Supply and fit approved uPVC / sapele hardwood window to match existing style/pattern. Double glazed panes are to be thin double glazed units supplied by Histoglass or slimlite or similar approved by the CA. Point perimeter frame complete with Arbokol 1000 polysulphide mastic (or similar approved).</p> <p>N.B. This item is subject to approval from the Local Authority Conservation Officer and is only to be carried out when instructed by the CA.</p>	
4.4.2	in conjunction with the above window replacement works, allow for providing new/make good all window linings/reveals including any plaster finishes.	
4.4.3	Supply and fit MDF bull nose cill ne 25mm thick. Securely fix in position and fill gaps to walls with decorators chalk.	
4.5	<u>External Redecoration Works</u>	
4.5.1	<p>Allow for removing/re fixing signage, ironmongery, brackets etc to enable redecoration works.</p> <p>Undertake full external redecoration works to all previously painted surfaces, including fascias, gutters, rainwater pipes, soil vent pipes, windows and doors. Rub down timber/metal components to a smooth surface & dust off. Apply wood filler to any areas of soft/decayed timber. Treat all bare timber/metal & open joints with Dulux weather shield Exterior Preservative Primer and apply two coats of Dulux Weathershield Exterior Undercoat. Allow to dry, rub down with glass paper and finish with one coat of Dulux Weathershield Exterior High Gloss Finish. All colours are to match the existing eg</p>	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
	<p>black/white.</p> <p>Rub down all stained timbers to outbuildings and apply two coats of Cuprinol Exterior Wood Preserver (BP) (colour to be confirmed by CA)</p>	
4.5.2	Provide the Provisional Sum of £200.00 (Two hundred pounds) to remove defective length of fascia and supply and fix new length of fascia board to match existing including carefully removing and re-fixing gutter and brackets; carefully removing and re-fixing/replacing lower course of roof slates.	£200.00
4.5.3	Provide the Provisional Sum of £200.00 (Two hundred pounds) to cut out defective timbers to window frames, cills, splice repair in sections with timber profile to match existing.	£200.00
	Total: Section 4.0	
5.0	Ground Floor Internal Works	
5.1	Take down block work pier as drawing reference CA/BS 16,01 and cart away. Dub out, backing coat/form existing wall finish to straight edge suitable for finish.	
5.11	Dot and dab 9.5mm plasterboard to existing wall (following pier removal) apply 3mm thick thistle multi skim finish, allow for 2nr 90°angle beads, scrim tape and dry wall adhesive.	
5.12	Provide the Provisional Sum of £300.00 (Three hundred pounds) to excavate ground floor area up to 250mm and re cast concrete in patch, apply self-levelling screed to finish when cured.	£300.00
5.13	Install 120mm x 14.5mm torous skirting boards (profile to match existing) Securely fix into position, allow for filling allow fixing holes, forming mitred joints to corners. Leave complete ready to received decorated finish.	
5.14	Supply and fit new steel 'I' beams on new concrete pad stones built into existing walls to support ceiling joists above kitchen area. All steels need to be calculated for size by an approved structural engineer prior to obtaining approval of size from Building Control. Works will include the use of acro props to support ceiling joists during installation.	
5.15	Construct new stud wall with wall 465mm x 1500mm x 2000mm from ground floor level up to height of new steel I beams. Allow for 1 nr door openings. Studwork, including insulation between studding; scrim and skim joints; sealed all round edges; obtained from British Gypsum sound proof boards.	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
5.16	Supply and fit new 1 nr bespoke internal farmhouse door to match the existing ground floor doors including new frame and casing, patch plaster and make good to receive new decoration.	
5.2	<u>Kitchen Works</u>	
5.2.1	Hack off existing ceramic wall tiles, remove from site and make good plastered walls	
5.2.2	Supply and fix quadrant bead to finish joint between worktop and wall. Ensure beading is pinned into position and neatly jointed.	
5.2.3	100 x 200 metro cream (810609) kitchen splashback tiles, matching coloured grout to all joints from Topps Tiles. Tel: 01254 56050; including rounded edge trim bedded in waterproof adhesive and grouted, silicone sealant between worktops and tiles	
5.2.4	Provide the provisional sum of £250 (two hundred and fifty pounds) for additional joinery works elsewhere, e.g. easing base/wall unit doors, re fixing shelves, securing door handles, securing back boards to units etc.	£250.00



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
		Total: Section 5.0
6.0	<u>First Floor Internal Works</u>	
6.1	<u>Bathroom Replacement</u> New Plumbing / Sanitaryware: Allow for purchase and installation of the following:-	
6.1.2	Carry out works to completely strip out the whole of the existing bathroom suite and clear from site. <ul style="list-style-type: none"> • Disconnect water supplies to the whb, bath, shower and toilet. Allow for cutting back all redundant pipework to source and ensure no dead legs are left insitu. • Allow for isolating and removing all electrical fittings including shower, light fittings, pull cords etc • Strip out and remove all existing fixtures and fittings including bath, bath panels, whb's, toilet roll dispenser, showers, shower tray enclosure, shower screens, rail, mirror etc and dispose offsite • Hack off existing wall tiling within the bathroom complete. Make good wall surfaces and leave ready to receive new finishes specified elsewhere. Remove all debris offsite and leave ready for new works as below.	
6.1.2	Supply and securely fix 27 x 47mm tantalised battens to all external walls at no greater than 600mm centres. Fix horizontal battens at head, base and intermediate positions not exceeding 1000mm centres. Provide insulation to cavity of wall neatly packed with no gaps and clad with 15mm Gyproc Moisture Resistant plasterboard 1200W x 2400H.	
6.1.3	Supply and fit Vitra Nest OB Close-coupled WC pan (fully back to wall), including all internal fittings, cistern etc. Assemble and securely fix same in position. Complete w.c pan with toilet seat and lid.	
6.1.4	Supply and fit new Vitra T4 70cm basin with overflow and full pedestal, including all necessary support brackets etc and securely fix into position. Complete with Vado Photon	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
	Mono Basin Mixer Tap and Vado captive basin waste. Allow for fixing same each bedded and sealed in position.	
6.1.5	Supply and fit new Duravit D-code rectangle bath, 1700 x 700mm, include for all necessary supporting brackets and securely fix in same position. Complete with Vado Photon 2 hole bath filler, waste, T & G two piece adjustable bath panels - colour to be agreed. Allow for securely fixing same each bedded and sealed in position.	
6.1.6	Provide and install new 1000 x 1000 Kohler Low Profile rectangle anti slip shower tray, together with Merlyn series 6 shower enclosure to comprise pivot door and side panel to suit tray size. Include for all necessary support brackets, fixings and seals, waste/trap etc. Allow for securely fixing tray bedded and sealed in position.	
6.1.7	Provide and install new Vado celcius thermostatic 5 function slider rail shower kit package (e.g. WG-CELBOX149/SP-C/P). Include all internal fittings, assemble and securely fix all furniture into position.	
6.1.8	<p>Provide and install the following accessories:-</p> <ul style="list-style-type: none"> • Toilet roll/paper holder (from Duravit D-code range) • Towel ring (from Duravit D code range) • Provide 1no double hook and 1 single hook in black to rear of door. • Shelf - Crosswater Zeya 500mm Glass shelf (ZE001C) • Mirror - John Lewis Bevelled Edge bathroom mirror H45 x W60cm <p>Allow for all brackets, fixings etc. and securely fix same in position. Exact positioning of above accessories to be agreed with CA on site.</p>	
6.1.9	Provide and install new Bauhaus design flat panel towel rail 1100 x 600, complete with summer electrical heating element option. Securely fix to the wall on support brackets. Allow for all adaptation an re-routing of existing flow and return pipework as necessary to serve new towel rail. Allow for making good all connections and leave fully operational.	
5.2	<u>Wall Tiling</u>	
6.2.1	Supply and install new 200x100mm metro white tiles from Topps Tiles (ref: 810609). Splashback tiles to basins to extend just over the width of the basin, at least two metro tile courses above the basin and down to floor level. To the baths, install full height up to the underside of the ceiling, Tiles to be installed in brick stretcher bond throughout and be set out to avoid narrow cuts and ensure even and regular tiles around the perimeter. To shower enclosure, install full height up to height of shower door. Include for white plastic trim and finish with white grout and white sealant to all junctions. Clean all surfaces on completion.	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
	<u>Flooring covered elsewhere.</u>	
	Total: Section 6.0	
7.0	<u>Stairway Works</u>	
7.1	Cut out damp area of stained plaster to the window head up to 3m ² , dub out and apply 3 coat internal render to all internal elevations in cement lime sharp sand mix 1:2:9. Gypsum plaster skim finish to internal wall area on completion.	
7.2	Cut out damp area of stained plaster to ceiling area up to 3m ² , dub out and apply 3 coat internal render to all internal elevations in cement lime sharp sand mix 1:2:9. Gypsum plaster skim finish to ceiling area on completion.	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
	Total: Section 7.0	
8.0	<u>Partial Conversion of Vacant Loft</u>	
8.1	Allow for high level access to safely undertake all works. Fully prepare and brush down all loose material from the existing walls. Supply and fix 25 x 47mm timber battens to all walls with a backed DPC to the side abutting the stonework. All battens are to be at no more than 600mm centres include for additional noggins and perimeter rails. All timber framework fixings are available in manufacturers technical data sheet in Appendix D.	
8.2	Undertake works to provide and install new insulated plasterboard finishes to all walls throughout the entire loft area. Fix Kingspan Kooltherm K118 with dry wall screws at 300mm centres to secure all boards. Tightly position all boards and stagger positions to disjoint horizontal joints appropriately ensuring all boards are to be 5mm off the floor level. All K118 board fixing details are in technical data sheet in Appendix D.	
8.3	Allow for high level access to safely undertake all works. Supply and fix timber framework to ceiling area in line with roof pitch (sizes to be confirmed by contractor and approved by CA). All battens are to be at no more than 500mm centres include for additional noggins, and perimeter rails. All timber framework fixings are available in manufacturers technical data sheet in Appendix D.	
8.4	Undertake works to supply and fix new insulated plasterboard finishes to all ceiling finishes throughout loft area including a layer of 200mm Rockwool insulation above all plasterboards. Plasterboard to comprise of Kingspan Kooltherm K118 plasterboards mechanically fixed/installed in accordance with manufacturer's instructions. Allow for working around purlins, roof pitches etc. ensuring all areas are covered, insulated and free from gaps. Include for all corner beads scrim all joints and leave ready to plaster skim on completion.	
8.5	Carry out works to provide plaster skim finish to all walls and ceilings as specified above. Thoroughly prepare all wall and ceiling finishes, include for scrimming all joints within plasterboard finishes and apply Thistle multi finish plaster skim finishes throughout. Leave complete ready to receive decorative finishes. Allow for all necessary dust protection measures to prevent the spread of dust and debris.	
8.6	Supply and fix torous skirting board to perimeter of all walls including cutting, fixing and decorators chalk to all joints. Sand paper on completion ready for paint primer & gloss.	
8.7	Provide the provisional sum of £250 (two hundred and fifty pounds) for installation of 4 nr 38 x 5mm x 300/600mm long 'L' shaped galvanised mild steel straps; to junction of gable wall and en-suite wall within loft space; straps fixed to internal face of internal walls at 600 centres. Fixed into masonry using M12 resin anchor bolts	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
9.0	<u>Internal Redecoration Works</u>	

Total: Section 8.0



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
9.1	<p>The contractor is to undertake all associated tasks as necessary e.g. including removal of picture hooks, unscrewing and re-fixing sockets, light switches, telephone points, ventilation grills, and any other fixtures prior to undertaking decoration works.</p> <p>Fully prepare all new and previously decorated joinery throughout the property. Remove flaking and defective paint. Sand down to remove any sheen and ensure surfaces are clean and dry. Treat any knots in wood with a suitable knotting solution. Where decayed wood is discovered, this should be properly cut out and new Vac-Vac treated timber spliced in. No filler is permitted. Apply an appropriate Dulux primer to bare surfaces.</p>	
9.2	<p>To the prepared joinery, allow to decorate with two coats of Dulux High Performance Diamond Satinwood, all in accordance with manufacturer's recommendations. Colour to be White.</p>	
9.3	<p>To all painted metal components including radiators and heating pipes, prepare all existing surfaces and provide and apply one coat of primer, one undercoat and two coats of Dulux High Performance Satinwood. Colour to be white.</p>	
9.4	<p>To walls of Bathrooms, Cloakrooms, Kitchen & Utility, decorate with one base coat and two full coats of Dulux Trade Diamond Eggshell, all in accordance with manufacturer's recommendations. Colours to be as follows:</p> <p>Bathrooms & Cloakrooms: Polished Pebble. Kitchen & Utility: to match Farrow and Ball 'Skimming Stone'.</p>	
9.5	<p>To ceilings of Bathrooms, Cloakrooms, Kitchen & Utility, decorate with one base coat and two full coats of Dulux Trade Diamond Eggshell, all in accordance with manufacturer's recommendations. Colour to be white.</p>	
9.6	<p>To all remaining walls throughout, decorate with one base coat and two full coats of Dulux Trade Diamond Matt, all in accordance with manufacturer's recommendations. Colours to be to match Farrow and Ball 'Skimming Stone'.</p>	
9.7	<p>To all remaining ceilings throughout the property, decorate with one base coat and two full coats of Dulux Trade Diamond Matt, all in accordance with manufacturer's recommendations. Colour to be White.</p>	
9.8	<p>All internal decorations are to be undertaken in strict accordance with the manufacturer's recommendations. The contractor is to ensure that all new plasterwork is fully dry and ready to receive decoration before painting is undertaken</p>	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
10.3	<p><u>Ground Floor WC & Utility</u></p> <p>Allow to clean existing flagged and vinyl floors and leave neat and tidy.</p>	
10.4	<p><u>Main Bathroom</u></p> <p>Supply and install new 15mm WBP marine grade plywood and leave level and ready to receive new floor covering.</p> <p>Provide and install new Polyflor Expona Flow 9825 Sun Bleached Oak Vinyl floor covering to main bathroom. Lay in accordance with manufacturer's instructions. Allow for forming hot welded joints as necessary, provide trim to doorway. Seal round the perimeters with sealant and leave complete.</p>	
10.5	<p><u>En-suite</u></p> <p>Allow to clean existing vinyl floor and leave neat and tidy.</p>	
10.6	<p>Allow a provisional sum of £750.00 for additional carpet and/or floor repairs that may be required over and above that described above. This sum is not to be expended without prior authorisation from the CA.</p>	£750.00
Total: Section 10.0		
11.0	<u>Chimneys & Fireplaces</u>	
11.1	To all chimneys, sweep chimney flues and provide a NACS sweep certificate to the CA.	
11.2	Allow a provisional sum of £1,000.00 for works to chimneys and/or fireplaces that may be required following testing. This is only to be expended on strict instructions from the CA.	£1,000.00



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
	Total: Section 11.0	
12.0	<u>Plumbing and Heating</u>	
12.1	Remove and re fix any radiators where necessary to facilitate the works	
12.2	Allow for connecting all hot, cold and waste pipework to appliances and sanitary ware to Kitchen, Utility and all Bathrooms.	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
		Total: Section 12.0
13.0	Electrical	
13.1	<p>Employ a NICEIC electrician to test the existing electrical installation and provide a condition report to the CA, together with recommendations for any remedial works. Contractor is to undertake all works identified in the resultant condition report to bring the installation up to a satisfactory condition, i.e. all C1 and C2 items to be remedied.</p> <p>All work to be in accordance with the 17th Edition of the IEE Wiring Regulations and current Building Regulations (Part P). All cabling is to be chased into the fabric of the building</p>	
13.2	Allow a provisional sum of £1,000.00 for any repairs that may be required following testing. This sum is not to be expended without prior authorisation from the CA	£1000.00
13.3	In addition to the above, supply and install the following new fittings from the MK Logic Plus range (unless stated otherwise). Exact locations to be agreed on site with the CA, however, for the purpose of pricing allow to distribute sockets evenly around the respective rooms.	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
13.4	<p>Vacant Loft Space:</p> <ul style="list-style-type: none"> ◦ 3no. flush chrome double gang 13amp switched sockets, two on the external wall and one on the internal wall; ◦ new 1-gang 1-way wall mounted switch ◦ 2no. pendants linked to - 1 way wall mounted switch on the internal wall. • 1no Sona SM-SN-1 Thermoptex Smoke Alarm 	
13.5	Allow for providing mains smoke detection in vacant loft space, Smoke detector to comprise Sona SM-SN-1 Thermoptex Smoke Alarm, Alarm to be mains powered with battery backup and interlinked. Test on completion and leave operational.	
13.6	Provide an supply and install 1no. Vent Axia Silent 100 Axial extract fans, in the main bathroom. Allow for ducting to new discreet tile ventilators on the roof, colour to match tiles. Link to existing light switching arrangements, with adjustable timed overrun facility.	
13.7	Following completion of the electrical works, test the electrical installation and provide a satisfactory NICEIC certificate to the CA prior to Practical Completion.	
	Total: Section 13.0	
14.0	Generally	
14.1	Allow to undertake a full builders clean of the property on completion of the works and provide all relevant NICEIC, HETAS and GAS SAFE certification to the CA, together with two sets of keys for all new ironmongery.	



Specification of Works

Refurbishment of Wardsley Farmhouse



Item	Description	Amount(£)
	Total: Section 13.0	
	<u>Total Cost to Carry Forward to 'Form of Tender'</u>	



Specification of Works

Refurbishment of Wardsley Farmhouse



4. Tender Summary

DESCRIPTION	AMOUNT	
	£	p
SECTION 1 PRELIMINARIES & GENERAL CONDITIONS		
SECTION 2 MATERIALS & WORKMANSHIP		
SECTION 3 SCHEDULE OF WORKS		
1. General Items		
2. H&S, Site Setup, Scaffolding, Hording & Temporary Works		
3. Asbestos & Asbestos Containing Materials		
4. External Repair Works		
5. Ground Floor Internal Works		
6. First Floor Internal Works		
7. Stairway Works		
8. Partial Conversion of Vacant Loft		
9. Internal Redecoration Works		
10. Floors		
11. Chimneys and Fireplaces		
12. Plumbing and Heating		
13. Electrical		
14. Generally		
Total carried forward to Form of Tender £	_____	_____



Specification of Works

Refurbishment of Wardsley Farmhouse



5. Form of Tender

PART I Preliminaries & General Conditions	
PART II Workmanship & Materials	
Total	
Plus VAT at 20% on applicable work	
TOTAL	

I/We the undersigned hereby agree to enter into a Contract to provide, supply and execute with the best materials and workmanship of their respective kinds, and to the entire satisfaction of the Contract Administrator, all such works and services as are shown on the drawings and contained in the Specification for the sums of:

Which amount includes all Provisional Sums set out in the Specification and I/We agree to add or deduct from the Contract Sum the value of any additional works executed or any alterations or deductions made in the Works of the Contract, under the instruction of the Contract Administrator. I/We declare that we are competent and adequately resourced to carry out the duties of Principal Contractor under the Construction (Design & Management) Regulations 2015 in respect of the works set out in the tender documents and further confirm that due allowance has been made in our tender sum for suitable health and safety measures

I/We hereby agree to undertake and agree to execute and complete the whole of the work in the stipulated time from commencement as detailed in Duchy Standard Contract, as appended with this Specification.

The tender figure shall remain open for six months.

If the works are not completed by the agreed completion date or by any later completion date fixed by extension to the contract as above, then the Contractor shall pay to the Employer liquidated damages at the rate set by the contract for the time period the works remain uncompleted.

Works:	Refurbishment of Wardsley Farmhouse		
Contractor:			
Address:			
Signed:		Date:	
Print Name:			



Specification of Works

Refurbishment of Red Lion Farmhouse



Appendix A

Draft Copy of Duchy of Lancaster Standard Building Contract without Quantities



Specification of Works

Refurbishment of Red Lion Farmhouse



Appendix B

Location Plan and Ground Floor Plan



Specification of Works

Refurbishment of Red Lion Farmhouse



Appendix C Listing Status



Appendix D

K118 Kingspan Data Sheet

