SPECIFICATION OF WORKS FOR

External Redecoration of wall surfaces and door/windows including timber repairs

AT

29 Whittox Lane

Frome

B&NES

BA11 3BY

Access contact:

Surveyor: Jason Till, Senior Asset Surveyor, Sanctuary Group

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Description automatically generated

Sanctuary Group

Chamber Court,

Castle Street,

Worcester,

WR1 3ZQ

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| **Preliminaries** |  |
| The sizes given in this specification are in certain cases approximate metric measure due to the relevant materials, goods and components now being manufactured in metric sizes. The Contractor must satisfy and ascertain for himself the availability of materials, goods and components in the sizes stated and the Contractors tender shall be deemed to have allowed for any costs incurred in executing the works in accordance with the sizes given. In case of any doubt, reference should immediately be made to the Quantity Surveyor, as required by the preceding clause. The Contractor is requested to verify the numerical sequence of the specification by checking the numbers of each page and if any are missing or duplicated, or if any writing or figures are indistinct, he shall immediately notify the Sanctuary representative. No subsequent claim for loss or expense consequent upon the Contractors failure to comply with the clause will be considered. | ---------- |
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| General Attendance:  The Contractor, and any sub-contractors, are required to ensure their attendance on site is notified to the scheme manager at all times when attending and when vacating site daily. This will also include the signing in of personnel in the specific contractors signing in register at the premises.  The Contractor is to allow for the Nominated Sub Contractors use of standing scaffolding, mess rooms, sanitary accommodation and welfare facilities, providing space for office accommodation and for storage of plant and materials, providing light and water for their work, clearing away rubbish and for ascertaining from Sub Contractors the positions of all holes, chases, mortices, etc, which are to be left, as no claim will be considered for the extra cost of cutting away work already built owing to the failure of the Contractor to ascertain these particulars beforehand. The term General Attendance shall also include the following services and facilities by the Contractor without charge to each Sub Contractor:  General co-ordination of all sub contract works to ensure their proper execution within the general working programme including:   1. Entering into an agreement with the Sub Contractor which includes the conditions attached to the accepted tender for the relative item. 2. Agreeing with the Sub Contractor the correct working dimensions for the sub contract works; ascertaining from him full details of any work associated with the sub contract works which is to be executed by other trades and arranging for such work to be executed at the proper time.   Facilities for the Sub Contractor to place his materials, plant, equipment, office and workshop accommodation within reasonable distance from the Sub Contractors works and to execute such works in a proper sequence and workmanlike manner.  The use of standing scaffolding and other general means of access for man and materials which may be fixed on the site when the subcontract works are in progress.  The provision of water and artificial lighting which may be reasonably required for the proper execution of the sub contract works. Clearing away rubbish and surplus materials as it accrues and upon completion. | ---------- |
| The Contractor will be responsible for arranging a timetable of progress of deliveries and work with suppliers and Sub Contractor (Nominated or otherwise) to complete the works in the time stated. No claim for delay or interference in these respects will be entertained. | ---------- |
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| The Contractor, or his Authorised Representatives, shall at the request in writing of the Contract Administrator, attend such meetings as may be held by the Contract Administrator to discuss the progress of the works to be carried out in accordance with the terms and conditions of this contract and shall furnish to the Client any particular and details which may be required in connection therewith. | ---------- |
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| The Contractor must make good all roads, footpaths and properties damaged or interfered with during the execution of the works and he is to meet and settle at his own expense all claims by County and Local Authorities and/or private persons for such damage. The Contractor shall maintain these adjoining public roads in a clean and tidy condition and remove mud, spillage and rubbish therefrom as it accrues at this own expense. | ---------- |
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| The Contractor must take all precautions to minimise the nuisance from dust affecting the occupiers of neighbouring properties and the general public during the execution of the works. | ---------- |
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| The Contractor is fully responsible for the protection of all existing sewers, water, gas, lighting, power, aerial installations, telephone and any other utility services which may be encountered on the site and before commencing work on the site he should ascertain the exact position of these services and allow for and give all necessary notices to those Authorities and afford them all facilities for disconnection, supporting or diverting these services as required. Should the Contractor damage any of these services during the execution of the works he is to immediately notify the Contract Administrator and the Authority concerned to take immediate precautions to protect all persons and property and he must make good the damage as instructed at his own expense | ---------- |
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| Allow the providing all temporary watching, lighting, barriers, etc, required for the protection of the works and for the safety of the public and Contractor workmen.  Allow for taking all necessary steps to prevent the trespass of unauthorised persons on the site and the trespass of the Contractors own workmen on adjoining property and for making good any damage and replacing anything that may be stolen or lost.  No debris, sewage or chemically or otherwise polluted water or matter of any sort may be tipped or discharged into any existing sewer or sewers outside the curtilage of the site unless the approval of the Contract Administrator and Local Authority has been obtained. | ---------- |
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| The Contractor is to provide, maintain and clear away on completion all necessary plant, tools, vehicle hoists and other implements both for his own and for the use of the Sub Contractors. | ---------- |
| The Contractor shall give all necessary personal superintendence during the construction, completion and maintenance of the works and shall be proper and sufficient to manage and direct in the absence of the Contractor , one such agent (including staff employed within the contractors own company) who shall be fully appointed and shall, on behalf of the Contractor receive, execute and obtain all instructions which may be given by the Contract Administrator. The Contractor's representative on the site shall not be changed without the consent or order of the Contract Administrator. | ---------- |
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| Noise Control & Control of Pollution Act 1974  The attention of the Contractor is drawn to the provisions of Section 60 of the Control of Pollution Act 1974 with reference to the control of noise in relation to any demolition or construction works and the need, particularly where such works are adjacent to occupied property where a high sensitivity to noise may be encountered, to ascertain from the Local Authority/Environmental Health Department what requirements or restrictions, if any, shall apply to the works in this respect. The restrictions may relate to the type of plant to be used, the methods of working to be adopted, the hours of working permissible and may, in addition, impose a maximum noise level at the site boundary which must not be exceeded.  The attention of the Contractor is also drawn to the provisions of Section 61 of the Control of Pollution Act 1974 with reference to the issue of prior consent and any application under that Section should be made to the Local Authority/Environmental Health Department on the appropriate form available from them. The Contractor is to be held responsible for complying with any other requirements, stipulations, restrictions or consents to which his attention may be drawn from time to time by the competent Authorities and is to allow in this tender for any costs or expenses arising from such compliance. No instructions issued to the Contractor by the Contract Administrator or his authorised representatives shall relieve the Contractor from compliance with the Control of Pollution Act 1974. | ---------- |
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| The attention of the Contractor is also drawn to the fact the that use of radios will not be permitted on site. Also no fires allowed on site. | ---------- |
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| Clear up  Clear up and cart away all rubbish as it accumulates and on completion clean all glass both sides, oil and adjust ironmongery and deliver up the site and buildings to the Contract Administrator in perfectly clean and tidy condition ready for immediate occupation. | ---------- |
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| Fire Precautions  The Contractor must take all necessary precautions to avoid the outbreak of fire. Portable fire extinguishers must be readily available. Smoking must not be permitted in the roof spaces and fire escape routes must be kept unobstructed at all times. Common escape routes must be adequately marked. Provide all necessary temporary fire signs. | ---------- |
| Workmanship  All workmanship is to be in accordance with the rules of good building practice and the Contractor will be responsible for the efficient execution of the works to the entire satisfaction of the Contract Administrator. The Contractor shall, at his own expense, renew any materials or workmanship which, in the opinion of the Contract Administrator, is below the standard required or implied by this specification | ---------- |
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| Making Good  All works disturbed by reasons of operations specified herein shall be made good in a proper manner, although not specifically mentioned and brought to a finish to match adjoining surfaces. | ---------- |
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| Extras and Dayworks  No extra work is to be carried out or any deviation made from the contract without an estimate having first been agreed and written confirmation given by the Contract Administrator.  No dayworks of any description will be allowed except upon the written order of the Contract Administrator.  Any works carried out without prior written authorisation shall be done so at the Contractors expense.  Dayworks vouchers submitted in duplicate show the workmen’s names and be signed by the person in charge. The signing of daywork vouchers by the Contract Administrator or his authorised representative shall not be taken as confirmation of an extra or that the work involved shall be charged as daywork.  The Contractor shall produce on request the operatives signed time sheets and all other data and documents from which the daywork sheets are compiled | ---------- |
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| Asbestos  The Contractor shall comply with the practice and standards laid down in:  1 The Asbestos Regulations (Latest Edition).  2 Codes of Practice published by the Asbestos Research Council.  Sanctuary Group CDM Team will provide the Refurbishment Survey, indicating details of any asbestos containing materials present at the site, and request the contractors completed Pre-Construction Pack (provided by Sanctuary Group) prior to work commencement. Sanctuary Group CDM Team will provide a letter of adequacy to the Contractor, permitting commencement of works. **The Contractor is to ensure all requested documentation is returned in order for Letter of Adequacy to be awarded.** | ---------- |
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| Handover and Final/Post Inspection  Adequate notice of handover should be given to the Association. After Final Instruction, the following must be strictly observed:  Two emergency telephone numbers are to be given to the Employer for use in emergencies during the Rectification Period only. Where the Employer fails to make contact with either of the emergency numbers given, he will employ his own contractors to rectify defective work and seek to remove cost form retention money held. | ---------- |
| Making Good Defects  The Contractor shall make arrangements with the Contract Administrator and give reasonable notice of the precise dates for the access to various parts of the works for the purposes of making good defects. | ---------- |
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| British Standards/ Codes of Practise  Except where the Supervising Officer otherwise determines, where an appropriate Standard or British Standard Code of Practice is current at the date of tender, every contact shall require that all goods and materials used or supplied and all workmanship shall be at least in accordance with that standard | ---------- |
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| Construction (Design & Management) Regulations 2015  The Main Contractor will be deemed to be the Principal Contractor and carry out his duties in accordance with the Construction (Design and Management) Regulations 2015.  In line with the requirements as Principal Contractor, the Contractor is to include within his tender all necessary allocation of resources in the preparation of a suitable Construction Phase Health & Safety Plan before construction work starts. This will require to include all necessary method statements for:  1. The safe erection, use and dismantling of scaffold and associated temporary roofs (delete this clause if not applicable)  2.The stripping, storage and safe disposal of materials to include safe transport of materials from roof level to ground level and ground level to roof level (delete this clause if not applicable)  3.Schedule of Safety Signage to be used, to indicate works being undertaken. Where the Main Contractor has undertaken design work, he shall comply with the Regulations in respect of the Designer’s duties.  The Principal Contractor should take account of the specific requirements of a project when preparing and presenting tenders, allow for the development and preparation of the aforementioned Health & Safety Plan, co-ordinate the activities of all Contractors and Sub-Contractors and see that they comply with relevant Health & Safety legislation and with the developed Health & Safety Plan. | ---------- |
| **Scope of Works** |  |
| **Premises is a stone built,two storey mid terrace on s sloping road.**  **External redecoration of timber windows (including timber repairs) and Front entrance door, plus washdown of UPVC gutter and downpipes (front and rear).**  **SITE LOCATION**    **The premises is has a large carparking area t the rear with designated space for 29 Whittox Lane. The rear garden areas are fenced with 4ft timber fence panelling. The roadside elevation is very close to the road (a slim pavement only) – allowance for scaffolding over the existing pavement will be needed from the Local Authority.** | ------------ |
|  | **£. Sum (excl. VAT)** |
| **PROTECTION AND SUPPORT** |  |
| The Contractor must provide all necessary protection to the roofs, eaves, fascia’s, soffits and existing rainwater goods throughout the course of the works to prevent any damage arising from the works. |  |
| The Contractor must provide all necessary protection and cover to residents possessions within the garden areas that are adjacent to / below the areas of the works during the course of the works. |  |
| Allow to carefully disconnect and strip / take down all perimeter rainwater gutters and fixings / fittings and set aside for careful refixing on completion of the decoration works. |  |
| Allow to carefully disconnect and strip / take down all rainwater downpipes, hoppers, swan necks, connections, brackets and fixings for full length and height of building and clear from site. |  |
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| **SCAFFOLD AND ACCESS PLATFORMS** |  |
| Design, provide, erect, maintain and dismantle upon completion all necessary general and special scaffolding, trestles, toe boards, handrails, ladders, loading/storage platforms, hoists access points, gangways and platforms and protective sheetings and netting to enable the safe execution of the specified works. The contractor will be responsible for providing temporary pedestrian barriers, illumination and signage to the scaffolding in accordance with The Roads and Street Works Act 1991.  The contractor must ensure that the partially erected or dismantled scaffold is left in a fully secure condition with appropriate signage, temporary lighting, reflective bunting and foam padding up to head level.  Contractor to ensure that erection of all scaffolding does not affect access/egress to the property and shall ensure that fire escape routes and access/egress points are maintained at all times.  A safe system of works should be implemented including an escort system for visitors/staff whilst scaffolding is being erected or dismantled.  All scaffolding must comply with the following: CP3 Chapter V part 2 workloads BS59973 Code of practice for access and working scaffolds The Health & Safety at Work Act 1974 Construction (Health, Safety & Welfare) Regulations 1996 CITB GE 700/5 – Scaffolding  Scaffold must be inspected by a specialist in accordance with the Scaffolding Scheme. A scaffolding label must be in place and immediate inspection following periods of high winds.  To the working platform at the scaffolding, make sure scaffold netting is provided to all perimeters to enclose the working platform and ensure they are regularly checked to ensure integrity, and the contractor shall ensure all materials are neat and tidy. |  |
|  | **£. Sum (excl. VAT)** |
| **EXTERIOR TIMBER REPAIRS (WINDOWCILLS AND FRAMES)** |  |
| Defective timber: Where decayed timber is to be removed to form a splice repair, the minimum amount of existing timber should be removed to allow an effective repair to be formed. • Adhesive: Phenol Resorcinol Formaldehyde / Resorcinol Formaldehyde / Phenol Formaldehyde / Epoxy Resin - refer to clause C51.541 below. • Brass Screws with pelleted • Reinforcement where necessary: - Type: Stainless steel dowels. - Number/ size: TBA. • Replacement timber: PROVISIONAL - Douglas Fir to match existing - allow for laboratory analysis of existing timbers species (both original 1875 and newer) - www.floydconsult.co.uk 01562885806 M- 07762614364. - Sectional profiles of mating surfaces: To match cut ends of existing timber. NOTE - the timber is to be slow grown with growth rings not exceeding 1.5mm . Always work new material to the line of the existing and avoid unnecessary trimming of the original timber. Repairs should be follow any existing deformations in the line of the window. |  |
| Avoid mixing timber species between new and existing in a repair as the join between the two is likely to fail from different rates of expansion and contraction during dry and damp conditions.  When carrying out a repair, try to ensure that the structural integrity of the window is maintained and that the window continues to work as it was designed to do. |  |
| Where possible, spliced repairs should:   1. be designed to ensure that moisture is directed towards the outer face of the timber and that moisture does not lay on the repair join. The length of the splice is governed by the section of timber and the nature of component to ensure an effective bond between the new and existing section of timber. 2. should be formed which include mechanical fixings ( e.g. Timber pegs/dowels or non-ferrous screws/pins) as well as adhesive. Screw of pin fixings should ideally be made from the inner face of the window. |  |
| Well-seasoned timber should be used in forming a repair with the line and density of the grain of the new timber matching the existing as closely as possible. As with all joinery work, timber with shakes, fissures, warping, sapwood or numerous/large knots be avoided for use in repair. |  |
| If possible, repair to window frames should be formed in-situ especially where the frame is built-in and cannot be removed without damaging either the window or surrounding wall. In general, casements/sashes can be easily removed without damage to be repaired on site or in a joiner's workshop. |  |
| **EXTERIOR TIMBER/JOINERY REDECORATION (excluding fascia’s, soffits and UPVC doors)** |  |
| Preparation: Woods with knot content above that specified in BS EN 942 should not be used. New wood should ideally be preservative impregnated, see BS 8413:2003. In some situations, this may be mandatory. Thoroughly clean down to ensure all areas are free from dirt, grease and surface contaminants. Carefully remove any plaster or mortar deposits. Remove oils from surface by wiping with White Spirit. Abrade overall in the direction of the grain to remove any raised grain and round all sharp edges (a radius of 1 mm to 2 mm for timber other than sills and thresholds; 3mm for sills and thresholds) and \*dust off. Ensure all surfaces are fully dry before proceeding. Note \*When rubbing down dry and/or dusting off wear a suitable face mask to avoid the inhalation of dust. Apply two thin coats of an appropriate knotting solution to all knots and resinous areas and allow hardening. Ensure all surfaces are fully dry before proceeding. |  |
| Priming: Spot prime any bare metal, metal fixings nail heads etc. with: 1 coat of Dulux Trade Metalshield Zinc Phosphate Primer (or similar). LIBERALLY APPLY 1/2 coats of Dulux Trade Weathershield Preservative Primer + (BP) Or similar \*Caution Dulux Trade Weathershield Preservative Primer + (BP) contains: 3- iodo-2 propynyl-butyl carbamate and propiconazole. Use Biocides Safely. Always read the label and product information before use. |  |
|  | £ |
|  | **£. Sum (excl. VAT)** |
| Making Good: Make good all cracks, nail-holes, open joints and other imperfections with Dulux Trade Weathershield Exterior Flexible Filler, when set carefully rub down and \*dust off. Glaze open rebates with an appropriate glazing compound compatible with the coating system. Follow the manufacturer’s instructions regarding 'firming off '/ over coating period. Note: In the case of bead glazing, ensure rebates and beads are treated on all faces as for the general areas. Bed the beads onto suitable flexible glazing mastic before fixing down firmly. Fillers, Stoppers & Glazing Compounds: Use only good quality/compatible materials and follow the manufacturers' recommendations for use, even if at variance with this system. Bring forward filler with 1 coat of Dulux Trade Weathershield Exterior Undercoat(or similar). Note: \*When rubbing down dry and/or dusting off wear a suitable face mask to avoid the inhalation of dust. |  |
| Intermediate coat/s: Apply 1 coat/s of Dulux Trade Weathershield Exterior Undercoat (or similar) of a colour to match as closely as possible the existing colour of the walls. |  |
| Finishing System: Apply 2 coats of Dulux Trade Weathershield Exterior Gloss (or similar) of a colour to match as closely as possible the existing colour of the walls. |  |
| Can Recycling: Recycle all empty cans at one of the many decorator merchant outlets operating a can recycling service. Over 100 million empty paint cans go to waste every year. Help reduce the waste associated with commercial decorating and use a can recycling service. |  |
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| **PROVISIONAL** |  |
| The Contractor shall allow the Contingency of £1000.00 for additional works at 29 Whittox Lane, Frome, as directed by the Contract Administrator | £1000.00 |
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| Contractor to keep site tidy for the duration of these works, ensuring any debris / arisings are cleared at the end of each day. All signage, temporary fencing etc is to be removed at the end of the works.  Any debris or arisings that may cause harm/injury to be removed immediately to prevent accidental injury. |  |
|  | £ |
| **TO COLLECTION** |  |
|  |  |
| **PAGE 7** | £ |
| **PAGE 8** | £ |
| **PAGE 9** | £ |
|  |  |
| **Total Cost excluding VAT** | £ |
| **Total VAT** | £ |
|  |  |
| **Total Quoted Cost for these works** | £ |

**CONTRACTOR COMPANY NAME:** ………………………………………………………………………………………………………

**SIGNED ON BEHALF OF CONTRACTOR:** ………………………….

**DATE:** ………………………………………………………