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2		2000007259 - Reading University - The Museum of English Rural Life Schedule of Works - Electric Chargers					
3		Working For - Reading University					
4		Original Issue:					
5		Mace					
6		Mace					
7		Newminster House, Bristol, BS1 1LT					
8	Ref	Item(Works)	Unit	Qty	Rate	£	
9	3.0	Conditions					
10	3.0.1	The Contractor is advised to visit the site of the works and is to satisfy themselves to the facilities for access, storage of materials and other site conditions and the like, to view the premises and ascertain for themselves the nature and requirements of the conditions. Claims for lack of knowledge in such respects or otherwise will not be admitted. Access to be arranged via Catherine Whittingham - Contract Administrator 07970 179709 with a minimum 48hrs notice. Please note the building will remain operational throughout the works.					
11	3.0.2	This specification of works is to be read and priced in conjunction with the Drawings and the Pre Construction Information Pack which contains the Asbestos R&D Survey (To be issued) and the Contractors Site Set-up.					
12	3.0.3	The Contractor is to price all items separately and detail the unit, rate and quantity for each item. The Contractor is to review the schedule and include in the tender sum for all associated work whether explicit or implied as necessary to complete the works.					
13		Any items not shown as priced will be deemed to be included unless they are expressly excluded on the contractor's tender return coversheet.					
14	3.0.4	Whether specifically stated or not, the following applies and the Contractor should price accordingly:					
15		A. Where any item is removed, damaged or altered in the course of the works the surfaces affected are to be made good to match the existing.					
16		B. All items stripped out and all debris arising from the works are to be carried from site and disposed of in an appropriate facility and in accordance with all current regulations and legislation.					
17		C. All products are to be used in accordance with the manufacturer's product literature. This includes the preparation, storage and installation of such products.					
18		D. The Contractor is to include in pricing for all tools and equipment required to undertake the works in a competent and safe manner including but not limited to; access scaffolding and temporary protection, groundwork retaining, security and plant etc.					
19		E. Parking provision is available on site so long as it can be accommodated within the Welfare and storage area in the car park as indicated and does not impact upon the operation of the site. No materials are to be stored outside of the work area or compound.					
20		F. The Contractor is fully responsible for the security of the works area when the contractor is on site undertaking works from commencement until handover date as confirmed by the Contract Administrator.					
21		G. All materials supplied shall be new and the Contractor shall ensure that no materials or equipment are used which shows signs of corrosion or faults or are defective in any way.					
22		H. The Contractor is to notify the Contract Administrator (CA) to agree the extent, value and/or area of works before any provisional item/quantity or sum can be expended, or variations agreed. All applications for these items must include a full breakdown of the costs clearly showing the subcontractors quote and main contractor's overheads and profit and all implications on the programme.					
23		I. The contractor is to include price for scaffolding and/or access towers to be installed and removed to install the condensing unit by M&E contractors.					
24		J. No measurements will be provided in this specification. Contract drawings provided are for guidance only. The Contractor is therefore to rely on their own site measurements for pricing.					
25					Page Total:	£ -	
26	Ref	Item(Works)	Unit	Qty	Rate	£	
27		Exclusions, Errors and Omissions					
28	3.0.5	No errors, omissions or claims of misunderstanding of this specification will provide the Contractor with the right to additional costs or extensions of time.					
29		All queries are to be raised in writing with the Contract Administrator (CA) with sufficient time prior to the return of these documents.					
30		All exclusions are to be listed on the Contractor's tender return coversheet on company headed paper. Any exclusions or omissions not notified in the manner proscribed above will not be accepted.					
31		Alternative Products and Samples					
32	3.0.6	Alternative products are to be proposed to the CA a minimum of 5 working days before the programmed start of the works item that they relate to. Only those approved by the CA in writing will be permitted to be used and always in accordance with the manufacturers literature. Where the contractor wishes to use alternative products they will be expected to supply samples to the CA for agreement. The CA may request samples which the contractor is to provide in the number and type as required and at no extra cost. Alternatives must be at least equivalent to those specified.					
33		Compliance					
34	3.0.7	All works are to comply with all relevant current statute, legislation and regulations including Building Regulations and British Standards where applicable.					
35		Health and Safety					
36	3.0.8	The Contractor is to undertake the works in full compliance with the Construction (Design and Management) [CDM] Regulations 2015, The Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Act 1999, and all other legislation where applicable.					
37	3.0.9	The Contractor is to include in pricing to deliver the works in compliance with the CDM Regulations.					
38	3.0.10	The Contractor is to provide the Principal Designer/CDM advisor with the Construction Phase Plan (CPP) including a detailed Gantt chart showing the programme of works with critical path clearly shown. Risk assessments, COSHH assessments, emergency procedures and method statements are also required at least one week before the commencement of works on site, prior to which no works can start on site. Failure to provide this information will constitute a delay on behalf of the Contractor. The CPP is to be updated as necessary during the works.					

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39	3.0.11	The Contractor is required to collate all documentation necessary for inclusion in the Operation and Maintenance File. This information is to be provided by the Contractor in hard copy ring binder for review at the handover meeting along with two USB sticks all to be provided at handover. See attached Code of Practice 51 10th Edition, September 2020 - Site Rules for Working on University Premises For contractors and consultants.					
40		Control Of Asbestos Regulations 2012					
41	3.0.12	Should it be necessary to break through ceilings or flooring internally then an R&D survey must be undertaken for the presence of asbestos. Reports will be issued upon receipt of the test data.					
42	3.0.13	The Contractor is to ensure that all operatives have received the necessary asbestos awareness training prior to allowing them to access the site. Where potential asbestos containing materials [A.C.M.s] are encountered the Contractor is to act in accordance with the relevant regulations and notify the CPM immediately. Refer to existing RAD Survey, the site asbestos register and management plan before planning and completing the works.					
43	3.0.14	Any removal or works with ACMs should be in strict accordance with HSE guidance and current asbestos legislation. https://www.hse.gov.uk/pubns/books/l132.htm Note Asbestos R&D are in progress - Reports will be issued upon receipt.					
44	3.0.15	The Contractor is to include in pricing for all temporary works required to complete the works including any access equipment internally or externally.					
45	3.0.16	The Contractor must contact the CA with any tender queries a minimum of 5 days prior to the tender return date.					
46	3.0.17	Maintain, alter, adapt and move services as necessary to carry out the works. All thoroughfares are to be kept clear at all times. The Contractor will be responsible for the regular clearing and disposal of all unwanted materials from site. Ensure at all times services are maintained and not disrupted to occupied areas, if an interruption is unavoidable it is to be planned and kept to an absolute minimum, notice of at least 48hrs should be given.					
47	3.0.18	The Contractor is to take responsibility for tracing and locating existing services, and for maintaining services to adjoining areas of the hall during the course of the works.					
48	3.0.19	The Contractor is to ensure that all mains services are adequately protected during the Works and are in full working order at Completion.					
49					Page Total:	£	-
50	Ref	Item(Works)	Unit	Qty	Rate	£	
51	3.1	Management of the Works					
52	3.1.1	The Contractor is to allow for the following during the course of the Works:-					
53	3.1.2	Accept responsibility for co-ordination, supervision and administration of the works that include all sub-contracts.					
54	3.1.3	Designate a competent person to superintend the work on site. Any instructions given to this person shall be deemed to have been given to the Contractor.					
55	3.1.4	Provide all necessary tools, plant, scaffolding, materials, haulage, labour, ladders mobile access platforms etc. necessary to carry out the works and clear away upon completion.					
56	3.1.5	The Contractor is to check all dimensions on site before starting works.					
57	3.1.6	Allow for all attendance relating to sub-contract works and works by specialists, including Main Contractor priced items and Provisional Sum Items, as necessary.					
58	3.1.7	The Contractor will allow for making the necessary arrangements for attending upon the Building Control approved inspector and any other Statutory Authorities.					
59	3.1.8	The Contractor is to maintain a site signing in logbook.					
60	3.1.9	The Contractor is expressly forbidden from displaying any sexist or racist material on site and must remove any present at the commencement of the Contract. This includes the obliteration of any racist or sexist graffiti.					
61	3.1.10	In the same manner, gestures and comments in similar vein will not be tolerated.					
62	3.1.11	The Contractor is reminded that the project should comply in all respect with the requirements of BS 8000 (workmanship on construction sites) current version					
63	3.1.12	The Contractor is to ensure that any debris is bagged and cleared from site at the end of each working day.					
64	3.1.13	Clean down access areas walkways, paths, corridors, entrance hallways etc at the end of each day.					
65	3.1.14	The Contractor is to provide welfare for the workers, which would be in the form of a trailer facility. The compound area is to be confirmed, but will be in the vicinity of the site.					
66	3.1.15	Storage and access to works to be by agreement with the Client. No storage provision is available within The Diary Kitchen and the majority of storage should be within the contractors compound.					
67	3.1.16	The final account for this project is to be completed within one calendar month of Completion.					
68	3.1.17	The Contractor is to allow within his tender for all necessary out of hours and weekend working to complete the Works as stipulated to achieve the Completion Date.					
69	3.1.18	The Contractor is to ensure there is no contact with students at anytime, deliveries and construction staff entering and leaving the site should be scheduled to avoid any bookings for the Hall. At no times should any operative be alone with a student or in a position where they may find themselves in a situation where they may come into contact with a student when working alone. Any issues or incidents should be immediately reported to the CA.					
70	3.1.19	Where damage has occurred, internally or externally to the building/site including plants and shrubs due to poor handling and carelessness of the contractor, the contractor at their own cost will rectify and make good the damaged areas to the satisfaction of the Contract Administrator. It is recommended that the Contractor takes record photographs prior to commencement of the Contract.					
71	3.2	Generally					

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72	3.2.1	This document describes the works to be carried out at The Museum of English Rural Life, London Road, University of Reading in relation to the programme to include the installation of EV points in Acacia Car Park. The Rural Museum is a Grade II listed building situated in a conservation area. There is to be limited works to accommodate the new electrics and prevent damage to the structure of the building at all cost. Therefore the chargers will be installed with minimum disruption to the fabric of the listed building.					
73	3.2.2	The Contractor is expected to provide all site set-up required in order to complete the works including any temporary works. The Contractor is to familiarise themselves with the pre-construction information pack and ensure full understanding.					
74	3.2.3	Set-up and operate the site in strict accordance with Gov.uk Working Safely During Coronavirus Construction advice and Construction Leadership Council Site Operating Procedures (current version).					
75	3.2.4	The Contractor is to refer to the following drawings: Attached.					
76					Page Total:	£	-
77	Ref	Item(Works)	Unit	Qty	Rate	£	
78	3.2.5	Prior to commencement the Contractor is to prepare a full set of photographs to record the condition of the works area and areas immediately adjacent both internally and externally submitting a copy to the CA for acceptance.					
79	3.2.6	The Contractor is to set up and operate a hot working permit system for the project, a copy of which shall be submitted to the CA for approval prior to commencement.					
80	3.2.7	The Museum of English Rural Life is used on a daily basis during the normal working day and into the evenings and weekends. The contractor is to co-ordinate with the University to secure timeslots.					
81	3.2.8	Access to the Museum entrance must not be blocked at anytime.					
82	3.3	Generally					
83	3.3.1	Due to the ongoing use of the building the works are to be carefully co-ordinated in close liaison with the Employer to ensure minimal disruption and inconvenience.					
84	3.3.2	The planned process for undertaking these works are as follows:					
85	3.3.3	Complete a photographic schedule of condition of the fabric of the building internally and externally.					
86	3.4	Location of the new electrical route					
87	3.4.1	Provide all required protection to the areas where any demolition or removal is programmed. Any damage to the existing finishes must be made good to the satisfaction of the CA at the sole cost of the contractor. Ensure dust and noise are managed accordingly.					
88	3.4.2	Asbestos Removal - Prior to works commencing an R&D survey will be undertaken to establish any potential removal. R&D survey has been instructed - Report to follow.					
89	3.4.4	Electrical Route: The electrician to carry out the works will be Howards Electrical Services Ltd. of Reading.					
90	3.5	Electrical Route					
91	3.5.1	The new electric route for the New EV chargers will be taken through the building from the main distribution board in the basement and will break out of the new extension wall. The cabling will follow existing ducting where able, however it may be necessary to go through the fabric of the building. This option will only be taken where existing is not available and will be agreed in advance with the CA and following an R&D survey of that area.					
92	3.5.2	Basement: (use in conjunction with drawings). From LV switch room B03 to take new cabling from this room up to the ground floor.					
93	3.5.3	Ground Floor: From Basement new cabling will come through existing ducting and across ceiling voids to drop to a new distribution board. From distribution board a new CCTS to charges above plant room G38 and will be held in a cable tray min 50mm above or below crush zone.					
94	3.5.4	First Floor: The cabling will follow the ceiling void to a room contained in the listed building, which a new fuseboard will be mounted. It is at this point that the cabling will run internally and intend to break out on the new wall.					
95	3.5.5	Fire Compartmentation: To be installed in line with Approved Document S: Infrastructure for the charging of electric vehicles.					
96	3.6	Break out					
97	3.6.1	Following the re-routing from the distribution board through the building the break out will be at high level on the boundary between the listed building and the new extension, thus to cause no damage to the listed building. The conduit will then be fed along the new extension wall to accommodate the wall mounted chargers. Two wall mounted chargers will be installed to provide for the four new EV car parking spaces. The chargers will be mounted on the brick wall as indicated.					
98	3.7	Installation of Wall Mounted 2 Twin Charging Sockets					
99	3.7.1	Howard Electricals will take the Role of Principal Designer for the project. □ Extend a new 25mm 4c swa circuit from an existing 63A TP isolator on the main intake switch panel to plant room G38. □ Provide a meter for the new supply and employ Carnego Systems to introduce to the metering database. □ Terminate the new supply in a new Schneider 125A 4w TP&N mcb board. □ Extend 2 new TP 32A 10mm 4c SWA supplies to the charging sockets. □ Supply and install 2 Rolec BasicCharge 2 x 32A TP&N Charging post with 3G connection & commissioning. □ Apply road markings to the new bays. □ Fit 2 free issue signs. □ Issue 5 RFID fobs.					
100					Page Total:	£	-
101	Ref	Item(Works)	Unit	Qty	Rate	£	
102	3.8	Builders Work In Connection					
103	3.8.1	Builders Work In Connection with holes, apertures in walls, floors, ceilings, re-plastering and decorations following internal variations to accommodate the cabling.					
104	3.9	Signage/Fixtures/Fittings					
105	3.9.1	All appropriate signage to be installed where directed. Client to identify and supply signage.					
106					Page Total:	£	-
107	Ref	Item(Works)	Unit	Qty	Rate	£	
108	3.10	Handover					
109	3.10.1	Testing and commissioning for all related electrical items. All certificates to be handed to the CA on completion of the works.					
110	3.10.2	Building control sign off to allow re-occupation.					
111	3.10.3	A fire risk assessment to be carried out to reflect the new fit out.					
112					Page Total:	£	-
113	Ref	Item(Works)	Unit	Qty	Rate	£	
114	3.11	Completion					
115	3.11.1	Upon completion of the works complete sparkle clean of all areas and clear away all surplus materials. Test all new and altered systems.					
116	3.11.2	Following the completion of all snagging by the Contractor, arrange for a joint inspection with the Contractor and the CA to review the installation.					
117	3.11.3	Label and number all keys on site ready for staff use.					

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118	3.11.4	Carefully clear away all access and contractors compound and make good any hard and soft landscaping, any damaged grassed areas to be re-turfed and watered to establish sound growth for the first 3 months.					
119	3.11.5	Prepare as built drawings and submit O&M's and Health and File to the PM for acceptance (1 hard copy and 2nr USB).					
120	3.12	Contingency					
121	3.12.1	Allow the sum of £5,000 for unforeseen works. Any variations are to be agreed with CA and issued as contract instructions.					£ 5,000.00
122						Page Total:	£ -
123							
124			The Works total:				#REF!
125	4.00	Tender Summary					#REF!
126	4.1	General Preliminaries					
127	4.2	Materials and Workmanship (Preambles)					
128	4.3	The Works as described above					#REF!
129	4.4	Overheads & Profit					
130							
131		Total to Tender Summary	TOTAL:				#REF!