

DRAFT

**SCHEDULE OF WORKS
WITH APPROXIMATE QUANTITIES**

FOR

ESCAPE OF WATER REPAIRS

AT

**19-21 CASTLE STREET
READING
BERKSHIRE
RG1 7SB**



Date: 24 September 2020

**Completed
checked by:**

Ben Anderson

CONTENTS

Section 1	Information for Contractor and Pre-Construction H&S Risk Assessments Labour/Daywork Rates
Section 2	Standards of Workmanship
Section 3	Items of Work
Section 4	Summary

SECTION 1

Information for Contractor and Pre-Construction Health and Safety

SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S**PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION**

DESCRIPTION	
THE SITE	
Site address	19-21 Castle Street Reading Berkshire RG1 7SB
Description of the site	Three storey former Georgian town house with basement currently occupied as school training and treatment rooms.
Route to site	The property faces directly on to Castle Street, Reading.
Access considerations	Vehicular access and parking is to the rear only off of Simmonds Street.
Site constraints	As above. Access for parking and skip delivery to the rear only. Limited stopping to the front elevation for deliveries/waste collection.
Parking matters	Parking bays available to the rear car park area for 3No vehicles. Any additional parking to be sought locally within metered bays/car parks.
Ground conditions	Unknown.
Other buildings on site	N/A
Main Accommodation of affected areas	S/F: Room 16. F/F: Front training room. G/F: Room 17, room 18. Basement: Storage room, kitchenette.
Asbestos and other hazardous materials	An asbestos test is to be undertaken prior to commencement of the works. A report is to be provided to the contractor before any invasive works are undertaken.
Existing services	Electric, gas, water.
Immediate hazards	Sections of the existing flooring have been removed. Care to be taken to prevent falling. Additionally, sections of the original lath and plaster ceilings are temporarily propped to prevent collapse.

SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
THE WORKS	
Description of the Works	
Programme for the Construction Phase	Anticipated commencement will be early November 2020 and the anticipated contract period is expected to be in the region of 12 weeks.
CDM 2015	The works on this project are to be carried out in full compliance of the Construction (Design & Management) Regulations 2015. The Contractor will be the Principal Contractor as defined in the Regulations. The Contractor will be required to prepare and submit a Construction Phase Plan to the Principal Designer in accordance with Regulation 11. This will need to be developed as the project progresses and kept up-to-date with relevant method statements and risk assessments. These may be requested by the Principal Designer for checking. The Principal Designer will be the Contract Administrator as defined in the Regulations.
Health & Safety Legislation Applicable to this Project	- Health & Safety at Work etc Act 1974 - Asbestos Regulations 2012 - Management of Health and Safety at Work Regulations 1999 - Noise at Work Regulations 1989 - Control of Substance Hazardous to Health 2002 (COSHH) - Control of Vibrations at Work Act 2005 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) - The Building Regulations 2010 - The Building Act 1984 - The Party Wall etc Act 1996
Existing Health & Safety Documentation	Not applicable.
Health & Safety File	Under CDM Regulation 12, the Health and Safety File for the Contract will be compiled by the Principal Designer. The Principal Contractor must provide details where these are requested, along with operational and maintenance manuals and any certificates and warranties, to enable the completion of this. This will act as a record for the Employer and it informs those who might be responsible for the structure in future, how to: - operate it safely (by providing drawings, materials, information and design parameters) - maintain it safely (by providing maintenance/building manuals etc)

SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
	- alter/renovate it (by providing design parameters and key design assumptions, e.g. can the columns carry another storey?) - demolish/decommission it (particularly if the structure contains e.g. pre-stressed concrete, or unusual materials). Information required in the files should include: 1. "As built" and "as installed" drawings. 2. Information on any hazard noted during the construction work i.e. on the condition of the building, redundant services discovered that are not noted on the "as built" drawings, hazardous materials and any disposal or protection measures undertaken. 3. General details of the construction methods used and information which would be required to be known for any future demolition or dismantling of the structure or building. 4. Operation and maintenance manuals for building service installations. 5. Details of materials used in the works together with colour and catalogue references, cleaning and maintenance requirements. 6. Information on any installed safety precautions/procedures and any recommendations on how maintenance is to be carried out. 7. Guarantees, Warranties, Certificates of Completion and Statutory Approvals where applicable.

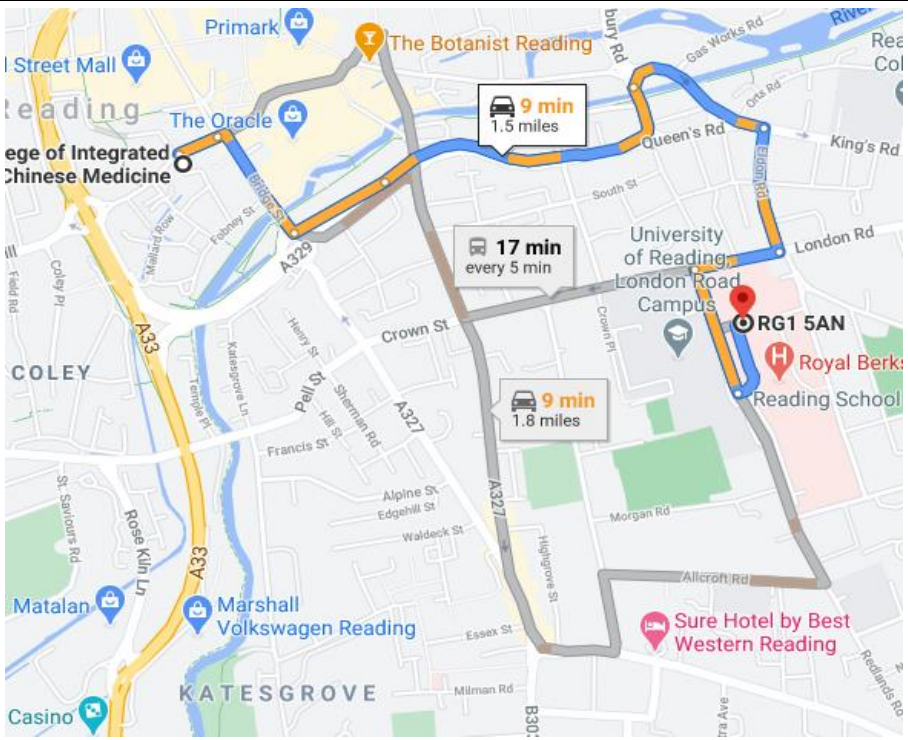
SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
PARTIES INVOLVED IN THE PROJECT	
Employer: Risk Address: Contact Tel No: Email address:	College of Integrated Chinese Medicine 19-21 Castle Street Reading Berkshire RG1 7SB 0118 9508880 JPledger@cicm.org.uk
Employer's Loss Adjusters: Contact Name: Contact No: Email address:	Crawford & Co 11-19 Station Road 1st Floor, Cassiobury Watford WD17 1AP David Damsell 07802 591285 david.damsell@crawco.co.uk
Principal Designer: Contact: Contact Number: Email address:	Smithers Purslow Glaston Hall Spring Lane Glaston Rutland LE15 9BZ Ben Anderson 07393 230641 banderson@smitherspurslow.com
Principal Contractor:	TBC
Health and Safety Executive local area office:	Priestley House Priestley Road Basingstoke RG24 9NW

SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
Nearest A&E to Site (A):	
Address of A&E:	London Road Reading RG1 5AN
Tel No:	0118 3225111

SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S**PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION**

DESCRIPTION	
ABOUT THE CONTRACT	
The Contract	The Contract that applies to this project will be the JCT Minor Works Building Contract 2016. The Contract will be attested (signed) underhand during a pre-contract site meeting by the Contractor awarded the project and the Employer(s): College of Integrated Chinese Medicine
Anticipated Contract Period (Weeks)	10
Variations	Variations to scheduled work items will be valued on a pro-rata basis. The Contract Administrator will always aim to agree with the Contractor the value of variations in advance of issuing official instructions for the works in order to avoid delays resulting from verification during the valuation process. It is the Contractor's responsibility to bring to the attention of the Contract Administrator in the first instance any variations to the works he feels are necessary to complete the Contracted Works.
Instructions	The Contract Administrator may during the Contract Period issue instructions and the Contractor shall forthwith with any so given or confirmed. Where instructions are given verbally these will be confirmed in writing within 2 working days.
Valuing the Works	Smithers Purslow will value the works completed, pro forma invoices and materials on site every 28 days after the date of commencement of the works on site.
Payment Certificates	Smithers Purslow will submit an interim payment certificate to the contract for works valued as above within 5 days of each valuation date.
Payments to the Contractor	The Contractor will submit his payment certificate and corresponding invoices to the Employer who will settle each invoice within 28 days of the date of the valuation due date. A 5% retention will be withheld from all payments during the works and a 2.5% retention will be withheld during the three-months rectification period.
Rectification Period	Will be 6 months.
Liquidated Damages	£1,000.00 per week In the event that the works over run the agreed Contract period due to the failure of the Contractor to comply with Section 2 of the Conditions of the Contract the Employer retains the right to claim damages in respect to the value stated above.

SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
Contractor's Insurance	The Contractor is to have in place a Contractors 'All Risks' policy in place for the duration of the Contract period. The Contractor must have a 'Joint Names Policy' clause in place. The Contractor is to provide copies of all valid insurance certificates prior to commencing works on site. A minimum cover of £5,000,000 is required.
Arbitration	In the event of a dispute between the Employer and the Principal Contractor that cannot be resolved between the two parties an arbitrator will be appointed to resolve the dispute. The arbitrator will be the Royal Institution of Chartered Surveyors.
Adjudication	Ditto for adjudication.
Schedule 3 Seventh Recital	Collaborative Working The parties shall work with each other and other project team members in a co-operative and collaborative manner, in good faith and in a spirit of trust and respect. To that end, each shall support collaborative behaviour and address behaviour which is not. Health & Safety Without limiting either party's statutory and/or regulatory duties and responsibilities and/or the specific health and safety requirements of this contract, the parties will endeavour to establish and maintain a culture and working environment in which health and safety is of paramount concern to everybody involved with the project. Cost Savings and Value Improvements The Contractor is encouraged to propose changes to design and specifications for works and/or to the programme for their execution that may benefit the Employer, whether it is in the form of a reduction in the cost of the works or their associated life cycle costs. - The Contractor shall provide full details of the proposed changes. Sustainable Development and Environmental Considerations The Contractor is encouraged to suggest economically viable amendments to the works which may result in an improvement in environmental performance in the carrying out of the works or of the completed works. Notification and Negotiation of Disputes Each party shall promptly notify the other of any matter that appears likely to result in a dispute or difference. The nominees specified shall meet as soon as possible for good faith negotiations to resolve the matter.

SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S**PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION**

DESCRIPTION	
Contractor's pricing	The tender is to be completed electronically as an agreed process. The Contractor is expected to visit the site to survey the works and take his own measurements to clarify quantities provided in the Schedule of Works. Where the Contractor feels that further works are required to complete the project then he can qualify this at the foot of Section 3 of the tender document. The Contractor is expected to allow in his costs for all works necessary to complete each schedule work item in full and in accordance with the Standards of Workmanship stated in Section 3 of this tender. All items should be priced for. Where a cost has been included elsewhere, this is to be explicitly stated. All prices should be inclusive of OHP. <i>No claim for variations will be undertaken on the grounds of insufficient information contained within the Schedule of Works.</i> No alterations of the wording used in the tender document is permitted under any circumstances. The Contractor will complete and submit the tender at his own cost.
Tender submission date	12:00pm on TBC. Tenders received after this time cannot be considered. The tender process will be undertaken in accordance with National Joint Consultative Committee for Single Stage Tendering
Noise during the works	In terms of noise and controlling vibration, the Contractor should use 'best practicable means' at all times. This means that the Contractor will have to use the most practical measures possible to control noise and vibration as defined in Section 72 of the Control of Pollution Act 1974.
Prevention of Pollution	The contractor is to protect the site, the works and the general environment including the atmosphere, land, drain streams and waterways against pollution. If pollution occurs, the contractor is to inform the appropriate authorities immediately, and provide them with all relevant information.

SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S

PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

DESCRIPTION	
Protection of Public services	The Contractor will be expected to ensure that his costs include for all necessary action to protect public services such as water, electricity, telephone, buried cables, sewers and the like when executing the works. Included in this is all of the necessary consents that the Contractor will need to obtain to work on, or in close proximity to, these services.
Nuisance/Trespass	The Contractor shall carry out the works in such a manner as to cause the least possible inconvenience or nuisance to the Employer, occupiers of the other lands or buildings in the vicinity or to the public and he is to take all reasonable precautions, including the provision and maintenance of temporary screens, fences and the like to minimise such inconveniences or nuisance. The Contractor shall take all reasonable precautions to prevent any trespass on the property beyond the immediate site of the works by men, plant or materials under his control, and to prevent nuisance from water, smoke, noise, dust, rubbish, other elements during the progress of the works, and shall indemnify the Employer against any claim or action for damage for such trespass or nuisance.
Fire Prevention	Contractor is to take measures to ensure there are no fire risks present at the property throughout the contract duration.
Protection to Property	The Contractor is to ensure existing belongings and items unaffected by damage and/or not included in this schedule of works are fully protected against damages.
Water for use during the works	The Contractor will need to make his own arrangements with the Employers for the supply of water required for the works.
Electricity for use during the works	The Contractor will need to make his own arrangements with the Employers for the supply of electricity required for the works.
Gas for use during the works	The Contractor will need to make his own arrangements with the Employers for the supply of gas required for the works.

**SECTION 1: INFORMATION FOR CONTRACTOR and PRE CONSTRUCTION H&S
RISK ASSESSMENT**
PRE-CONSTRUCTION HEALTH & SAFETY INFORMATION

	1 = LOW	2 = MEDIUM	3 = HIGH
A = SEVERITY OF HARM	MINOR INJURY OR ILLNESS	INJURY OR ILLNESS CAUSING TEMPORARY DISABILITY	FATALITY OR MAJOR INJURY CAUSING LONG TERM DISABILITY
B = LIKELIHOOD OF HARM	SELDOM OCCURS	REASONABLY LIKELY TO OCCUR	HIGHLY LIKELY TO OCCUR
RISK FACTOR (RF) = A X B		1 to 3 CONTROL or MINIMISE RISK 4 to 6 AVOID or STRICTLY MANAGE RISK more than 6 AVOID AND SEEK ALTERNATIVE	

SIGNIFICANT RISK ACTIVITY	RISK ANALYSIS			ACTION TO BE TAKEN
	A	B	RF	
Manual handling - strain injury	2	2	4	Procedures should be verified to carry heavy items and monitored.
All other risks associated with construction work	2	2	4	Contractor to submit his health & safety policy and ensure that this is adhered to at all times
Working with gas supply - risk of explosion	3	1	3	No mechanical digging to take place within 500mm of underground services. Services are to be maintained to surrounding properties at all times.
Risk of electrocution	3	2	6	When removing building fabric, plaster, fixtures, fittings and the like the contractor must carry out a survey beforehand to ascertain the routes of concealed cable runs
Trip hazards, as floor coverings are to be removed and pipework to be dug out of the screed.	3	2	6	Caution to be applied during the works and safety boots to be worn as required
Injury due to exposed nails	2	2	4	Caution to be applied during the works. Ensure all joists are denailed during removal of floorboards. Nails exposed elsewhere should be covered or removed.

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SIGNIFICANT RISK ACTIVITY	RISK ANALYSIS			ACTION TO BE TAKEN
	A	B	RF	
Injury to personnel	2	2	4	Warning signs should restrict access to unauthorised personnel. Ensure that any individuals permitted to access the site are wearing the correct safety gear.
Uneven site - trip hazard	1	2	2	Care should be taken, particularly when shifting materials, etc.
Hot working - burn injury and fire	2	2	4	Make available fire extinguishing equipment. A site check for smouldering should be undertaken at an hour following hot works
Damage to existing structure	2	2	4	The Principal Contractor must accept total responsibility and liability for ensuring the stability of the works, services and adjacent structures at all stages of the works. The design of all temporary works will be his responsibility, and safety method statements must be issued for all supports and shoring systems to be used.
Working with glass - risk of personal injury	2	1	2	The Contractor must consider the risk when installing new windows and doors constructed with glass.

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SIGNIFICANT RISK ACTIVITY	RISK ANALYSIS			ACTION TO BE TAKEN
	A	B	RF	
Air quality reduced by damp, wet rot and/or dry rot	2	2	4	All items affected by dry rot and remains should be removed carefully and bagged to prevent further harm. Respiratory equipment is to be used and rooms to be adequately ventilated.
Live services	3	1	3	The Contractor is to survey and assess the location of all buried services. A suitable method statement should be prepared indicating procedures for excavation near to services including for liaison with the relevant service provider.
Working at height, handling of materials, falling objects etc.	2	2	4	The contractor should provide suitable method statements for all major operations and these must give due regard to the control/elimination of general construction hazards such as these.
Site access and egress, and traffic management: risk of collision between vehicles, equipment and people.	3	2	6	Contractor is ensure all traffic rules are abided at all times. Driveways to neighbouring properties should not be blocked. Caution should be taken when reversing vehicles. All site workers should attend an induction to highlight site restrictions, access, etc.

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SIGNIFICANT RISK ACTIVITY	RISK ANALYSIS			ACTION TO BE TAKEN
	A	B	RF	
Loading, unloading and parking: risk of blocking of emergency access and theft.	2	3	6	Loading and unloading will be from the road across a public footpath to the front of the property, with no restrictions on the road parking. Parked vehicles will not cause an obstruction to the access of adjacent properties or obstruct emergency access and escape routes. Ignition keys should not be left in unattended vehicles.
Disposal of waste material and litter. Risk of contamination from waste materials.	2	2	4	Waste material and litter will be placed in bins and site skips. The frequency of emptying waste bins and site skips will be determined by usage. Waste will not be allowed to overflow, spill and migrate from bins and site skips. All waste will be disposed of by a licenced waste carrier to a permitted waste site and waste transfer notes will be retained.

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SIGNIFICANT RISK ACTIVITY	RISK ANALYSIS			ACTION TO BE TAKEN
	A	B	RF	
Access and egress within the premises	2	2	4	Gangways and thoroughfares will be kept clear, materials, tools and equipment will not be allowed to cause an obstruction. During works access into the active working areas of the building will be restricted to authorised persons only.
Working in other peoples homes - COVID 19 restrictions	2	2	4	Contractors to provide cleaning, welfare and site rules/protocols as set out in guidance provided by the following:- Construction Leadership Council (Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus Covid-19 Government Guidance Note - Working Safely during COVID 19 in construction and other outdoor work Government Guidance Note -Working Safely during COVID 19 in construction in other people's home

Our Ref: 201614/BA

SECTION1: INFORMATION FOR CONTRACTOR AND PRE-CONSTRUCTION H & S

PRELIMINARY PARTICULARS AND PROVISIONAL DAYWORKS

Where works are to be valued on a Daywork basis, the following shall apply:

(Please complete % for a) Labour, b) Material, c) Plant and d) Subcontractor Works and also hourly rates under labour (i-xii) **in blue boxes**.

Labour

- a) The cost of labour will be reimbursed at the all-inclusive rates scheduled below (all such costs being inclusive of all incidental costs, the costs of supervision, overheads and profit at %).

i	Groundworker	£		/hr	} all to be completed
ii	General Operative	£		/hr	
iii	Plant Operator	£		/hr	
iv	Extra over for Banksman	£		/hr	
v	Bricklayer	£		/hr	
vi	Roofer	£		/hr	
vii	Carpenter & Joiner	£		/hr	
viii	Plasterer	£		/hr	
ix	Painter & Decorator	£		/hr	
x	Plumbing & Heating Engineer	£		/hr	
xi	Electrical Engineer	£		/hr	
xii	Gas Fitter	£		/hr	

Materials

- b) The costs of materials will be reimbursed at cost/invoice value net of all discounts with an addition of % for incidental costs and overhead costs and profit.

Plant

- c) The costs of plant will be reimbursed at cost/invoice value net of all discounts with an addition of % for incidental costs and overhead costs and profit.

Sub-Contractor Works

- d) State here your profit & attendance on sub-contractor's accounts. %

Where works to valued on a daywork basis are executed by a sub-contractor, such costs will be reimbursed on the submitted subcontractor costs, net of all discounts.

SECTION 2

Standards of Workmanship

SECTION 2: STANDARDS OF WORKMANSHIP

WORKS DESCRIPTION		RELEVANT CODES OF PRACTICE APPLICABLE*
1	Workmanship generally	BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Product manufacturer's definitive installation specifications
2	Cold weather working	NHBC Standards Chapter 3.2
3	Excavations and back filling	BS 8000-1:1989. Workmanship on building sites. Code of practice for excavation and filling. BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Approved Document 7 NHBC Standards Chapters 4.5 and 5.3
4	Concreting to foundations, floors, etc incl reinforced concrete foundations	BS 8000-2.1: 1990. Workmanship on building sites. Code of practice for concrete work BS 8000-2.2: 1990. Workmanship on site. Code of practice for concrete work. Site work with in-situ and precast BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Concrete. Approved Document 7 NHBC Standards Chapter 3.1 Approved Document A
5	Below ground drainage	BS 8000-14: 1989. Workmanship on building sites. Code of practice for below ground drainage BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 5.3 Approved Document H
6	Masonry below DPC	NHBC Standards Chapter 5.4 and 6.1 Approved Document 7
7	DPCs, DPMs and contamination barriers	NHBC Standards Chapters 5.1, 5.2, 6.1, 6.3, 6.9, 6.10, 9.3 Approved Document C BS 8000-4:1989-Workmanship on building sites. Code of practice for waterproofing BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
8	Ground-bearing floor slabs	NHBC Standards Chapters 3.1 and 5.1 BS 8000-2.1: 1990. Workmanship on building sites. Code of practice for concrete work BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
9	Floor screeds	BS 8000-9:2003. Workmanship on building sites. Cementitious levelling screed and wearing screeds. Code of practice BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Approved Document 7
10	Suspended ground floors	NHBC Standards Chapters 5.1 & 5.2
11	Masonry work	BS8000-3: 2001. Workmanship on building sites. Code of practice for masonry BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Approved Document 7 NHBC Standards Chapter 6.1 NHBC Standards Chapter 9.1
12	External timber framed walls	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 6.2
13	Stairs and staircases	Approved Document K

SECTION 2: STANDARDS OF WORKMANSHIP

WORKS DESCRIPTION		RELEVANT CODES OF PRACTICE APPLICABLE*
14	Roof work	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. BS8000-6: 2013. Workmanship on building sites. Code of practice for slating and tiling of roofs and claddings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Part 7 Approved Document 7 BS 5534:2014+A2:2018 - Slating and tiling for pitched roofs and vertical cladding. Code of practice
15	Structural steelwork	NHBC Standards Chapter 6.5 Approved Document A Approved Document B BS EN 1090-2:2018
16	Suspended timber floors	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapters 5.2 & 6.4 Approved Document 7 NHBC Standards Chapters 9.1 Approved Document B
17	Internal timber partition walls	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 6.3 Approved Document B BS 8000-8: 1994. Workmanship on building sites. Code of practice for plasterboard partitions and dry linings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
18	Dry lining, ceilings and plasterwork	BS 8000-8: 1994. Workmanship on building sites. Code of practice for plasterboard partitions and dry linings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Approved Document B NHBC Standards Chapter 9.1 NHBC Standards Chapters 6.3 & 9.2
19	Second fix joinery	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 9.1
20	Other cupboards & fitments	BS8000-0:2014 Workmanship on construction sites. Introduction and general principles NHBC Standards Chapter 9.4
21	Glazing	BS8000-7:1990. Workmanship on building sites. Code of practice for glazing BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
22	Painting and decorating	BS8000-12:1989. Workmanship on building sites. Code of practice for decorative wallcoverings and painting BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapters 9.1 & 9.5
23	Gas works	Gas Safety (Installation & Use) Regulations 1998

SECTION 2: STANDARDS OF WORKMANSHIP

WORKS DESCRIPTION	RELEVANT CODES OF PRACTICE APPLICABLE*
24 Electrical installation	BS 7671:2018. Requirements for Electrical Installations. IET Wiring Regulations BS7375:2010. Distribution of electricity on construction and demolition sites
25 Demolition works	BS6187:2011. Code of practice for full and partial demolition
26 Potentially contaminated land	BS10175:2011+A2:2017. Investigation of potentially contaminated sites. Code of practice
27 All works	BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles BS5228-1:2009+A1:2014. Code for practice for noise and vibration control in construction and open sites Building Regulations Approved Documents: A, B, C, D, E, F, G, H, J, K, L, M, P, Q and 7
28 Protection of trees, shrubs and	BS 5837:2012 Trees in relation to design, demolition and construction. NHBC Standards Chapter 4.2

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	INDEX			
1.00	CONTRACTOR'S PRELIMINARIES			£0.00
2.00	SITE SETUP & STATUTORY APPLICATIONS			£0.00
3.00	ENABLING WORKS			£0.00
4.00	ROOM DIMENSIONS			£0.00
5.00	STRIP OUT WORKS			£0.00
6.00	NEW WORKS			£2,650.00
7.00	BUILDING SERVICES			£3,000.00
8.00	FINISHING ITEMS			£0.00
9.00	CONTRACTOR'S QUALIFIED ITEMS			£0.00
	VARIATIONS			
	SUB-TOTAL:			£5,650.00
	10% CONTINGENCY:			£565.00
	TOTAL TO TENDER:			£6,215.00

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
1.00	CONTRACTOR'S PRELIMINARIES			
	<i>All prices are to be inclusive of OHP (see Item 3.03)</i>			
1.01	Capex and mobilisation	1		
1.02	Site set up	1		
1.03	WC, welfare facilities and maintenance	10	Weeks	
1.04	Site office, data, site telephone, fax	10	Weeks	
1.05	Small tools	10	Weeks	
1.06	Contractor's Insurance	10	Weeks	
1.07	Contract's Manager / Working Foreman	10	Weeks	
1.08	Liaison with Building Control Officer / Planning Officer, etc			
1.09	Hand over and submission of Health and Safety File	1	No	

Our Ref: 201614/BA



SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	SECTION 1 TO COLLECTION			£0.00

SECTION 3: ITEMS OF WORK**SCHEDULE OF WORKS**

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
2.00	SITE SETUP			
2.01	Allow here for an appropriate number of skips to undertake remaining debris clearance and to accommodate works listed below. Liaise with the Employer in terms of skip location or allow for debris collection.			
2.02	The contractor is to allow here for temporary protection to all surfaces. Any damage will be rectified at the contractor's own direct expense. Allow for hardboard protection to external areas, including under skips and items for storage.			
2.03	Allow here to install internal platforms to ensure that the works are carried out safely and in line with Working at Height Regulations 2005. On completion of the works, take down towers and platforms, remove from site make good any fixing points.			
2.04	The contractor is to allow here to accurately mark up locations and carefully remove any remaining Employer's fixtures and fittings throughout the areas of work and to reinstate in positions as found on completion.			
	STATUTORY APPLICATIONS			
2.05	A 48-hour Building Notice will not be required for the level of like-for-like building repair works, although works are to be undertaken to the correct standards as contained in Section 2 and any manufacturer's guidelines.			
2.06	The property is Grade II listed. Confirmation has been sought from the local authority regarding the works and it has been confirmed that XXXXXXXX.			

Our Ref: 201614/BA



SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	SECTION 2 TO COLLECTION			£0.00

SECTION 3: ITEMS OF WORK**SCHEDULE OF WORKS**

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
3.00	ENABLING WORKS			
3.01	The property will be occupied throughout the duration of the work, however it is agreed that at set times the main staircase will be permitted for use only by the contractor during each day (totalling a minimum of 2 hours per day) to enable safe delivery of materials and removal of waste. The contractor will be responsible for the security of the site and should include for any additional security measures as considered necessary.			
3.02	Ensure full liaison with the Contract Administrator and the Employer throughout the duration of the works and provide a contract programme of works prior to commencement on site.			
3.03	The contractor should include for their OHP within the tender document (either within each item cost or noted within a particular section) to be included in the contract sum. This will not be accepted as a variation if this has not been allowed for.			
3.04	The contractor is to include for liaison with the appointed drying specialist company who are to complete any remaining drying following completion of the specified strip out works below. The contractor is to assume a 2 week programme for drying at which no other works are likely to be able to be progressed on site.			
3.05	Ensure that a drying certificate is in place prior to the commencement of reinstatement works on site.			

Our Ref: 201614/BA



SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	SECTION 3 TO COLLECTION			£0.00

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
4.00	ROOM DIMENSIONS The contractor is to measure up all site areas prior to commencement of work and will be deemed to have costed the necessary works accordingly. No consideration will be given to additional costs in the event that any element has been incorrectly costed or measured when submitting the tender.			

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	SECTION 4 TO COLLECTION			£0.00

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	STRIP OUT WORKS			
5.01	Hack off and remove 0.5m ² of plaster directly beneath the sink within room 16 back to masonry. Make good all surfaces disturbed.			
5.02	Strip out and remove existing skirting boards to room 16 and make good all surfaces disturbed.			
5.03	Allow to carefully score a line to the front room ceiling at first floor level, approximately 0.4m from the coving and remove all existing lime plaster finishes within this section. Care to be undertaken to retain existing ceiling rose, to be put aside for later reinstatement.			
5.04	Hack off and remove plaster between left and central windows to full height to the first floor front room back to masonry. Make good to all surfaces disturbed.			
5.05	Strip off and remove existing lime plaster ceiling within room 18. Retain existing lath, make good and leave ready to receive new plaster finishes.			
5.06	Strip out and remove existing plasterboard lining to dividing wall with room 17 between front elevation window and running vertically beneath the alarm sounder (approximately 2.5m in length).			
5.07	Strip out and remove existing timber skirtings to all walls within room 18. Make good all surfaces disturbed.			
5.08	Disconnect sink to wall within room 18 and temporarily cap off services, Protect and put aside and reinstate upon completion.			

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.09	Strip out and remove existing hardboard coverings to all floors throughout the working area to expose timber floorboards beneath.			

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	STRIP OUT WORKS			
5.10	Strip out and remove existing plasterboard ceiling to basement storage room between the corner of the chimney and across the full width of the room. De-nail joists and leave ready to receive new.			
5.11	Strip out and remove existing timber skirtings from within the basement storage room area. Make good all surfaces disturbed.			
5.12	Strip out and remove existing kitchenette complete. Temporarily cap off services and leave ready for future reconnection.			
5.13	Hack off and remove existing wall tiling from within the kitchenette and make good all surfaces disturbed.			

Our Ref: 201614/BA



SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	SECTION 5 TO COLLECTION			£0.00

SECTION 3: ITEMS OF WORK**SCHEDULE OF WORKS**

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
6.00	NEW WORKS			
	Ceilings			
6.01	Allow to overhaul retained timber lath to first floor front room ceiling, following exposure. For pricing purposes allow to renew approximately 20% of laths with new machine riven hardwood laths, fixed back to existing joists.			
6.02	Procure a specialist contractor to undertake the renewal of lime plaster ceiling, fixed to existing laths using 3-coat plaster to comply scratch coat, dubbing coat and finishing coat, applied in accordance with good practice. Include for finishing coat to run to perimeter of retained cornicing for uniformity.			
6.03	Allow the PROVISIONAL SUM of £1,500.00 to overhaul and locally repair the retained cornicing within the first floor front room. PROVISIONAL SUM only to be expended in agreement with Contract Administrator.		Sum	£1,500.00
6.04	Include to reinstate existing ceiling rose in location as existing. Where decorative fins have been damaged from either water damage, or removal, include to take mouldings and for replication to exactly match existing.			
6.05	Supply and lay new lime plaster ceiling to room 18 complete, fixed back to existing timber laths, to provide level and smooth finish ready for decoration.			
6.06	Allow a PROVISIOINAL SUM of £750.00 for lime plaster repairs to the ceiling of room 17 as deemed required, following a tap test of these areas by the contractor, with the Contract Administrator in attendance.		Sum	£750.00

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
6.07	Supply and install new 12.5mm foil backed plasterboard ceiling to section of ceiling where removed at basement level. Tape and joint and apply minimum 2mm plaster skim to entire ceiling.			
6.08	Allow the PROVISIONAL SUM OF £400.00 for repairs to the kitchenette ceiling. The extent of repairs is to be determined on completion of drying works and to be strictly agreed with the contact administrator prior to proceeding.		Sum	£400.00

SECTION 3: ITEMS OF WORK**SCHEDULE OF WORKS**

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
6.00	NEW WORKS			
	Walls			
6.09	To those areas where plaster has been previously removed, prepare and key surfaces and apply scratch coat to consist of one part lime putty to three parts sharp sand to approximately 10mm thickness, including provision of diamond key with pointed wooden lath. Following curing of the dubbing coat, apply a float coat consisting of one part lime and one and a half parts sharp sand to between 8-10mm, including to scour and key with a devil float as required to prevent shrinkage.			
6.10	Apply finishing coat to consist of one part lime putty and one part fine silica sand to leave finish consistent with that of existing and feathered into adjacent surfaces.			
6.11	Not to be carried forward, the contractor is to separately confirm here pay square meterage rate for additional lime plaster repairs, based on the above specification at a rate of £...../m².		m²	not to be c/fwd
6.12	Supply and install new plasterboard linings to the dividing wall between room 17 and 18 where previously removed. Tape and joint and apply minimum 2mm plaster skim to entire wall to leave ready and smooth prior to decoration. Include for installation of 100mm semi-rigid acoustic insulation between studwork to full height.			
6.13	Supply and lay new tiled splashback above the line of the newly installed kitchenette, generally to the same configuration as existing, allowing a PC Sum of £15/m² (supply only). Include for all contractors OHPs, installation and all other sundries required to complete the works. Tiles to be laid on good quality tile adhesive and grouted to the Employers colour choice.	15	m²	

Our Ref: 201614/BA



SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)

SECTION 3: ITEMS OF WORK**SCHEDULE OF WORKS**

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
6.00	NEW WORKS			
	Floors			
6.14	Overhaul existing timber floorboards at second, first and ground floor level, including planing off cupped edges and replacing any sections where damaged beyond repair to leave generally level and securely fixed to joists.			
6.15	Overboard entire floor areas within the working area to the second, first and ground floors, with 9mm hardboard, tacked at minimum 300mm centres, or as required so as to prevent flexing and movement under foot.			
	Joinery			
6.16	Strip out and remove existing timber floorboards to room 16 and existing sections of chipboard flooring to the first floor front elevation room. Denail joists. Install softwood fittings to improve levels and supply and lay new 15mm marine rated tongue and groove chipboard flooring to same, glued to joints and screw fixed at centres to prevent flexing and movement underfoot.			
6.17	Include to rake out all joints to first floor front elevation window surrounds where subject to localised shrinkage. Make good with appropriate two part epoxy resin such as RepairCare to leave in good overall repair.			
6.18	To all areas where skirting boards have been removed, allow to supply and install new 100mm square edge softwood timber skirtings, to be glue and screw fixed to existing walls and left ready for decoration.			

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
6.19	Carefully strip off and remove existing timber beads and central panel to first floor front room window head where subject to substantial shrinkage cracking. Supply and fit new 9mm softwood timber panel in location with new mouldings to exactly match profile of those as existing.			

SECTION 3: ITEMS OF WORK**SCHEDULE OF WORKS**

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
6.00	NEW WORKS			
	Joinery Cont'd.../			
6.20	Allow a PC Sum of £2,000.00 (supply only) for the replacement kitchenette. Separately include for installation, OHPs, essentially required to complete the reinstallation. Include to reuse existing sink and drainer, allowing for all pipework alterations as required to leave in full working order.		Sum	
	Decoration			
6.21	Rub down, prepare and decorate all new and previously painted surfaces within the affected rooms with 1No undercoat and 2No top coats of Dulux super matt emulsion paint, applied in accordance with manufacturers recommendations. Colour: to be agreed. Include for application of mist coat to newly plastered surfaces.			
6.22	Rub down, prepare and decorate all new an previously painted joinery including skirtings, doors, window frames and surrounds, etc with 1No undercoat and 2No top coats of Dulux gloss paint, applied in accordance with manufacturers recommendations. Colour: to be agreed. Include for application of knotting solution and primer to bare timber.			
6.23	Include for application of minimum 1No coat of Zinsser BIN stainblock to all water stained surfaces prior to redecoration.			

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	SECTION 6 TO COLLECTION			£2,650.00

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
7.00	BUILDING SERVICES			
7.01	Include here to appoint an NICEIC approved electrician to inspect and report on the electrical installation to the affected parts of the property and submit a report to the Contract Administrator outlining any defects and provide a breakdown of all costs for repairs and upgrades.			
7.02	Allow here a PROVISIONAL SUM of £1,500.00 plus VAT to carry out repairs to the electrical system as instructed to do so by the Contract Administrator.		Sum	£1,500.00
7.03	Include here to appoint a Gas Safe or similar engineer to inspect and report on the property's plumbing and heating system and submit a report to the Contract Administrator outlining any defects and provide a breakdown of all costs for repairs and upgrades.			
7.04	Allow here a PROVISIONAL SUM of £1,500.00 plus VAT to carry out repairs to the plumbing and central-heating systems throughout, as instructed to do so by the Contract Administrator.		Sum	£1,500.00
7.05	Allow here to carry out a full pressure test of the heating system and provide a water pressure report on completion.			
7.06	Include to reinstate the existing sink within room 18, including alterations to pipework as required to leave in full working order.			

Our Ref: 201614/BA



SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	SECTION 7 TO COLLECTION			£3,000.00

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
8.00	FINISHING ITEMS			
8.01	All certificates, warranties and guarantees are to be provided upon completion and to ensure full satisfaction of Building Control requirements. This information needs to be included within any Health and Safety File before practical completion.			
8.02	The contractor is to allow here for a professional cleaning company to fully clean the internal areas of the property upon completion, prior to re-occupation.			
8.03	Allow for all windows and doors, including frames and glazing, to be fully cleaned internally upon completion.			
8.04	Allow here to remove and make good any areas of temporary protection, either following the strip out or upon completion of the main repairs, including external areas.			
	SECTION 8 TO COLLECTION			£0.00

Our Ref: 201614/BA

SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
9.00	CONTRACTOR'S QUALIFIED ITEMS To be listed below			

Our Ref: 201614/BA



SECTION 3: ITEMS OF WORK

SCHEDULE OF WORKS

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	SECTION 9 TO COLLECTION			£0.00

Our Ref: 201614/BA

SECTION 4

Tender Form & Tender Summary