



The Byre Lantern Courtyard

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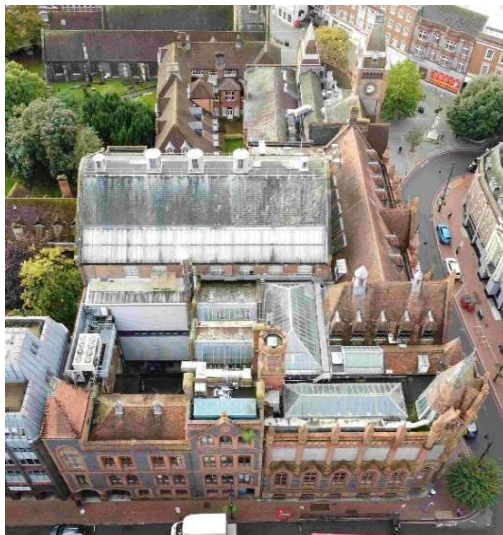
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Reading Town Hall

Roofs RF6 to RF24

Conservation Improvement Works



Schedule of Works

Job Name:	Reading Town Hall
Job No:	997
Employer:	Reading Borough Council
Project:	Conservation Improvement Works
Schedule No:	SCH-01-RF6 to SCH-01-RF24
Issue Date:	20 th March 2026
Revision:	PL01 - 30 th March 2026

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SCH-02

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SCH-RF7

Roof 7 Condition Schedule

SCH-RF8

Roof 8 Condition Schedule

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Roof 9 Condition Schedule

SCH-RF10

Roof 10 Condition Schedule

SCH-RF11

Roof 11 Condition Schedule

SCH-RF12

Roof 12 Condition Schedule

SCH-RF13

Roof 13 Condition Schedule

SCH-RF14

Roof 14 Condition Schedule

SCH-RF15

Roof 15 Condition Schedule

SCH-RF16

Roof 16 Condition Schedule

SCH-RF17

Roof 17 Condition Schedule

SCH-RF18

Roof 18 Condition Schedule

SCH-RF19

Roof 19 Condition Schedule

SCH-RF20

Roof 20 Condition Schedule

SCH-RF21

Roof 21 Condition Schedule

SCH-RF22

Roof 22 Condition Schedule

SCH-RF23

Roof 23 Condition Schedule

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF6
 Schedule No. SCH-01-RF6
 Issue Date 30th March 2026
 Issue/Revision PL00 - issued 30th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF6	
	i. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	ii. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	iii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF6 (RF7-DOR.01, RF7-DOR.02, RF7-DOR.03, RF7-DOR.04, RF7-DOR.05)	
	n/a	
3	Roof Coverings	
	Roof RF6 (roof slopes RF7-A, RF7-B, RF7-C and RF7-D)	
	n/a	
4	Parapet and Valley Gutters	
	Roof RF6	
	n/a	
5	Rainwater Discharge Outlets and Eaves Gutters	
	Roof RF6	
	i. Confirm if the existing diameter of outlet RF6-OUT.01 in parapet gutter RF6-PGUT.01 is of sufficient capacity to discharge rainwater. Test system and report.	
	ii. Conduct CCTV survey of outlets and associated discharge pipework down to below ground drainage system. Report findings / condition. Note: Anticipated to be completed by design team prior to tendering.	
	iii. Undertake localised isolated repairs to existing internal rainwater downpipes in accordance with CCTV survey's findings and recommendations. Install a new cast iron hopper (including overflow chute) at the head of the rainwater downpipe below outlet RF6-OUT.01.	
	iv. CONTRACTOR'S DESIGNED PORTION: Ensure discharge levels of the existing outlets are below the level of the new gutter linings to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.	

	v. CONTRACTOR'S DESIGNED PORTION: Lead lined gargoyle overflows RF6-GAR.01 and RF6-GAR.02 to be installed above rainwater outlet RF6-OUT.01 for emergency drainage. Specialist drainage contractor to design, detail, and undertake the works.		
	vi. Allow for BWIC with forming new lead lined gargoyle overflows, any potential alterations or connections to existing rainwater goods, removing whole bricks from external walls, and repointing and making good the brickwork surrounding removed whole bricks.		
	vii. CONTRACTOR'S DESIGNED PORTION: Specialist drainage contractor to investigate existing outlet RF6-OUT.01. Confirm if existing outlet RF6-OUT.01 is to be retained, or if a specialist drainage contractor is to design, detail, supply, fix, and install new junctions/connections between existing flat roof gutter membrane and flat roof rainwater outlet RF6-OUT.01. Existing rainwater outlet unit and associated ductile grate for outlet RF6-OUT.01 to be removed and replaced with a new rainwater outlet unit and associated ductile grate which is fully compatible with the existing flat roof gutter membranes. Collateral warranties to be provided for these works.		
	viii. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF6		
	i. Remove all moss / vegetation and clean existing terracotta pinnacle using specialist DOFF cleaning system.		
	ii. Inspect pinnacle at high level and allow for raking out and repointing up to 2m2 of mortar joints to 1 No. existing terracotta pinnacle to parapet wall.		
7	Roof Access, Plant and Services		
	Roof RF6		
	n/a		
8	Internal Features and Insulation		
	Roof RF6		
	n/a		
9	Fire Safety		
	Roof RF6		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF7
 Schedule No. SCH-01-RF7
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF7	
	i. Repair/redress/make good 100% existing leadwork dressings / flashings over existing patent glazing and redeem salvage value.	
	ii. Allow for repairs to existing patent glazing systems to RF7-PG01, RF0-PG02 and RF7-PG03. Cracked/defective glazing to be cleaned and repaired in situ using a resin sealant. All works to be undertaken by specialist contractor.	
	iii. Inspect existing retained historic structure from inside roof void and report. Allow for isolated/localised repairs to existing structure to rooflight RF7-PG01, RF0-PG02 and RF7-PG03 in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.	
	iv. Inspect 2 no existing metal vents at high level to determine their condition, weathering/dischouration. Report and make recommendations for remedial works.	
	v. Vents to be retained in their existing finish, check for surface level corrosion, weakening, and loose fixings. Allow for localised repairs / making good, including flashings.	
	vi. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	vii. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	viii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF7 (RF7-DOR.01, RF7-DOR.02, RF7-DOR.03, RF7-DOR.04, RF7-DOR.05)	
	i. Remove defective existing paint / stain finishes back to bare timber.	
	ii. Allow for localised / isolated timber / glazing repairs to existing 5 no windows.	
	iii. Fill / piece in new timbers to match existing wood type on a like for like basis in localised / isolated areas to replace rotten existing timber.	
	iv. Supply and apply new paint / oil finish to existing dormer windows.	
	v. Allow for removing and re-bedding of 5 no of existing hip tiles to each of 5 no dormers.	
	vi. Allow for removing and refixing of 25 no of existing plain clay tiles to each 5 no dormer windows.	
	vii. Allow for the supply and fix of 25 no new plain clay tiles and hip tiles to each of 5 no dormers.	
	viii. Existing lead ridge cappings, finials and valley gutter linings are to be retained in situ and inspected. Report findings and condition.	

3	Roof Coverings		
	Roof RF7 (roof slopes RF7-A, RF7-B, RF7-C and RF7-D)		
	i. Remove 100% existing ridge tiles. Re-bed and point existing retained ridge tiles in lime mortar.		
	ii. Remove 25 no loose / detached existing hip tiles. Re-bed and point existing retained hip tiles in lime mortar.		
	iii. Allow for removing and refixing 150 no loose / detached existing plain clay tiles.		
	iv. Allow for the supply and fix of 25 no new hip tiles, to match existing, to replace defective / missing existing.		
4			
	Parapet and Valley Gutters		
	Roof RF7		
	i. Remove 100% existing asphalt valley gutter coverings, upstands, and lead flashings to valley gutters RF7-VGUT.01 and RF7-VGUT.02 and cart away.		
	ii. Remove existing decking for valley gutters RF7-VGUT.01 and RF7-VGUT.02 and cart away.		
	iii. Survey/inspect structure and gutter detail below and report.		
	iv. Repair valley gutter structures below in full accordance with SE's (SFK) drawings, documents, and specification, follwing investigations.		
	v. Supply and fix new min. 22mm marine ply valley gutter deckings over existing/repaired valley gutter structures to valley gutters RF7-VGUT.01 and RF7-VGUT.02.		
	vi. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes over new valley gutters decking prior to laying new gutter coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specficaton. To be designed and detailed by specialist.		
	vii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new covering/lining/ membrane system including new thermal insulation and associated upstands to valley gutters RF7-VGUT.01 and RF7-VGUT.02 to specialist design and specification.		
	viii. Supply and fix new min Code 4 lead cover flashings to valley gutters RF7-VGUT.01 and RF7-VGUT.02.		
5			
	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF7		
	i. Confirm if the existing diameter of outlet RF7-OUT.01 in valley gutter RF7-VGUT.03 is of sufficient capacity to discharge rainwater. Test system and report.		
	ii. Conduct CCTV survey of outlets and associated discharge pipework down to below ground drainage system. Report findings / condition. Note: Anticipated to be completed by design team prior to tendering.		
	iii. Undertake localised isolated repairs to existing internal rainwater downpipes in accordance with CCTV survey's findings and recommendations.		
	iv. CONTRACTOR'S DESIGNED PORTION: Ensure discharge levels of the existing outlets are below the level of the new gutter linings to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.		
	v. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenane and reduce the risk of future rainwater ingress.		

6	Parapet Walls and Coped Gables		
	Roof RF7		
	i. Remove up to 15 no defective existing bricks. Supply, bed and point 15 no new individual bricks to replace.		
	ii. Allow for removing, re-bedding and pointing 15 no loose / displaced individual bricks.		
	iii. Allow for raking out and repointing up to 2m ² of open / defective mortar joints to brickwork to coped gables.		
	iv. Allow for raking out and repointing up to 5 linear metres of joints to terracotta to coped gables.		
	v. Supply and fix up to 5 no new terracotta copings to coped gable to replace defective existing.		
	vi. Allow for re-dressing / bossing up to 3 linear metres of lead secret gutters to gable RF7-SGUT.01 and RF7-SGUT.02.		
	vii. Remove all moss / vegetation and clean existing brickwork and terracotta bricks using specialist DOFF cleaning system.		
	viii. Allow for raking out and repointing up to 8 linear metres of terracotta string courses.		
	ix. Allow for raking out and repointing up to 2 linear metres for decorative terracotta panel and coat of arms.		
7	Roof Access, Plant and Services		
	Roof RF7		
	i. All existing plant and ducting to be retained in situ, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	ii. Remove existing damaged waterproof sheathing and insulation from external ducting RF7-PLANT.01 and supply and fix new waterproof sheathing and insulation in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	iii. Inspect existing leadwork around the junction between plant ducting RF7-PLANT.01 and the tiled roof covering to ensure the penetration is watertight. Allow for localised / isolated re-dressing / bossing and repairs to existing leadwork around plant ducting RF7-PLANT.01.		
	iv. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated staircases, balustrades and handrails to be temporarily removed to enable roof access to carry out works. Reinstate on completion of the roof works.		
	v. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	vi. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	vii. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	viii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF7		

	i. DECARBONISATION: Cart away existing defective insulation and debris in roof space. Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes between and over existing retained ceiling joists, in full accordance with M&E consultant's (Etch) drawings, documents, and specificaton.		
9	Fire Safety		
	Roof RF7		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF8
 Schedule No. SCH-01-RF8
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF8	
	i. Remove 100% existing leadwork dressings, flashings and aprons over/to existing patent glazing to roof lantern RF8.RFL.01 and redeem salvage value.	
	ii. Remove 100% existing patent glazing systems to roof lantern RF8.RFL.01 and cart away. SE (SFK) to inspect existing retained historic structure and report.	
	iii. Repair and/or upgrade/strengthen existing structure to roof lantern RF8.RFL.01 in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.	
	iv. CONTRACTOR'S DESIGNED PORTION: Supply and fix new double glazed patent glazing system with thermally broken glazing bars to existing structure to roof lantern RF8.RFL.01, in full accordance with Building Physicist's (Etch) drawings, documents, and specification. New patent glazing system to specialist's design and specification, and all works to be undertaken by specialist contractor. Refer to Architect's (MWA) design intent drawings '997-040-PL00 Section 1' and '997-049-PL00 Section Details' for information on double glazed patent glazed lantern.	
	v. DECARBONISATION: Supply and fix new thermal insulation and associated vapour control layers and breather membranes between/over existing structure to the end gable below roof lantern RF8-RFL.01, in full accordance with Building Physicist's (Etch) drawings, documents, and specification. Refer to Architect's (MWA) design intent drawings '997-048-PL00 Section 6 West' and '997-049-PL00 Section Details' for information on the insulated end gable.	
	vi. DECARBONISATION: Supply and fix new thermally insulated internal partition wall with thermally insulated access hatch, and associated vapour control layers and breather membranes between the cold roof space (below tiled roof covering) and warm roof space (below roof lantern RF8-RFL.01), in full accordance with Building Physicist's (Etch) drawings, documents, and specification. Refer to Architect's (MWA) design intent drawings '997-048-PL00 Section 6 West' and '997-049-PL00 Section Details' for information on the insulated end gable.	
	vii. DECARBONISATION: Remove decking to roof slope below roof lantern RF8.RFL.01. Allow for the supply and fix of new thermal insulation and associated vapour control layers, breather membranes and void ventilation below roof decking level and/or between supporting gutter structure prior to laying new roof decking, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.	
	viii. Supply and fix new min. 22mm marine plywood decking prior to laying new lead aprons.	
	ix. Supply and fix new Code 5 lead apron linings at the bottom of new patent double-glazed patent glazing system to roof lantern RF8.RFL.01	
	x. Supply and fix new Code 4 lead dressings and flashings associated with new patent double-glazed patent glazing system to roof lantern RF8.RFL.01	

	xi. Inspect existing retained historic ceiling glazing located under roof lantern RF8-RFL.01 from above and report condition. Allow for carrying out localised/isolated joinery and glazing repairs to existing retained historic ceiling glazing located under roof lantern RF8-RFL.01 where necessary. Clean upper surface of glass/glazing in roof lantern void to RF8.RFL.01.		
	xii. CONTRACTOR'S DESIGNED PORTION: Remove existing flat roof domed smoke vent rooflight RF8.RL.02 and cart away. Supply and fix new double-glazed flat roof domed smoke vent rooflight. Specialist to design and specify replacement double-glazed flat roof domed smoke vent rooflight. All works to be undertaken by specialist contractor.		
	xiii. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / test certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.		
	xiv. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.		
	xv. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.		
2	Dormer Windows		
	Roof RF8		
	i. Allow for localised/isolated re-dressing/bossing of existing lead vertical cladding/lining to dormer cheeks to roof access door RF8.HATC.01.		
3	Roof Coverings		
	Roof RF8		
	i. Remove 100% existing ridge tiles. Re-bed and point existing retained ridge tiles in lime mortar.		
	ii. Allow for removing and refixing 150 no loose / detached existing plain clay tiles.		
	iii. Allow for the supply and fix of 150 no new plain clay tiles, to match existing, to replace defective / missing existing. Allow for the supply and fix of 150 No additional new plain clay tiles, to match existing, to replace any tiles damaged by the temporary scaffolding.		
	iv. Remove moss from existing 100% roof tiles.		
	v. Remove 100% all existing lead flashings and dressings associated with the flat roof. Redeem salvage value.		
	vi. Remove 100% existing bitumen felt roof covering and associated upstands and flashings to flat roof RF8C and cart away.		
	vii. Remove 100% existing decking to flat roof RF8C and cart away.		
	viii. Survey/inspect the full extent of the flat roof structure to roof RF8C and report. Allow for doubling up of trimmers and isolated repairs in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers in flat roof (wall plates, flat roof joists, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction.		
	ix. Supply and fix new min. 22mm marine plywood decking over existing/repared roof structure.		
	x. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers and breather membranes over new decking prior to laying new flat roof coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specificaton. To be designed and detailed by specialist.		
	xi. CONTRACTOR'S DESIGNED PORTION: Supply and fix new flat roof covering/lining/membrane system including new thermal insulation over new timber decking to flat roof, including all associated upstands and downstands to specialist design and specification.		

	xii. Supply and fix new min Code 4 lead cover flashings over upstands to new replacement domed smoke vent rooflight RF8.RFL.02		
4	Parapet and Valley Gutters		
	Roof RF8		
	n/a		
5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF8		
	i. Confirm if the existing diameter of outlet RF8-OUT.01 in eaves gutter RF8-EGUT.02 is of sufficient capacity to discharge rainwater. Test system and report.		
	ii. Conduct a survey of outlets RF8-OUT.01 in eaves gutter RF8-EGUT.02 and associated discharge pipework. Report findings / condition. Note: Anticipated to be completed by design team prior to tendering.		
	iii. Inspect existing cast metal eaves gutters RF8.EGUT.01 and RF8.EGUT.02.		
	iv. Undertake isolated repairs to ensure all joints are watertight.		
	v. Remove rust corrosion from all surfaces and treat.		
	vi. Repaint/decorate all previously painted rainwater goods.		
	vii. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF8		
	i. Allow for raking out and repointing 4m ² defect/open brickwork mortar joints to the south facing brickwork wall below gutter RF8-EGUT.02		
	ii. Remove up to 50 no defective existing bricks from south facing brickwork wall below gutter RF8-EGUT.02. Supply, bed and point 50 no new individual bricks to match existing.		
7	Roof Access, Plant and Services		
	Roof RF8		
	i. Temporarily divert existing plant and pipework below eaves between RF8 and RF11 to enable roof access to carry out works, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	ii. Remove existing damaged waterproof sheathing and insulation from external ducting RF8-PLANT.01, RF8-PLANT.02, and RF8-PLANT.03 and supply and fix new waterproof sheathing and insulation in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	iii. Inspect existing leadwork around the junction between plant ducting RF8-PLANT.01, RF8-PLANT.02, and RF8-PLANT.03 and the tiled roof coverings to ensure the penetrations are watertight. Allow for localised / isolated re-dressing / bossing and repairs to existing leadwork around plant ductings RF8-PLANT.01, RF8-PLANT.02, and RF8-PLANT.03.		
	iv. Provide temporary protection to plant located within roof void below the clay tiled roof covering for the duration of the works, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	v. Allow for reinstating all temporarily removed or diverted plant and ducting on completion of the work in full working order, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	vi. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated staircases , balustrades and handrails to be temporarily removed to enable roof access to carry out works. Reinstate on completion of the roof works.		

	vii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	viii. CONTRACTOR'S DESIGNED PORTION: Remove all existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	ix. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply, and fix new bird control and birdproofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	x. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF8		
	i. DECARBONISATION: - Cart away existing defective insulation and debris in roof space. Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes between and over existing retained ceiling joists, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
9	Fire Safety		
	Roof RF8		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF9
 Schedule No. SCH-01-RF9
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF9	
	i. Inspect existing iron finial and copper capping at high level to determine the extent of corrosion, patination, and general condition. Report condition and allow for localised/isolated repairs/dressing/bossing in situ.	
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	iii. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	iv. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF9	
	n/a	
3	Roof Coverings	
	Roof RF9	
	i. Allow for removing and refixing 50 no loose / detached existing plain clay tiles.	
	ii. Allow for the supply and fix of 50 no new plain clay tiles, to match existing, to replace defective / missing existing. Allow for the supply and fix of 50 No additional new plain clay tiles, to match existing, to replace any tiles damaged by the temporary scaffolding.	
	iii. Check condition of mitred / cut hip tiles along with flashing below and report.	
	iv. Clean existing retained roof tiles to remove heavy moss.	
4	Parapet and Valley Gutters	
	Roof RF9	
	i. Remove 100% existing asphalt and lead valley gutter coverings, lead and asphalt upstands, and lead flashings to valley and parapet gutters RF9-VGUT.01 and RF9-PGUT.01 and cart away.	
	ii. Remove 100% existing decking to valley and parapet gutters RF9-VGUT.01 and RF9-PGUT.01 and cart away.	
	iii. Inspect valley and parapet structures and report condition.	
	iv. Allow for localised/isolated repairs to gutter structures in full accordance with SE's (SFK) drawings, documents, and specification, following investigations.	
	v. Supply and fix new min. 22mm marine plywood decking over existing/repared valley and parapet gutters RF9-VGUT.01 and RF9-PGUT.01.	

	vi. DECARBONISATION: Allow for the supply and fix of new thermal insulation and associated vapour control layers and breather membranes over new valley and parapet gutter deckings prior to laying new flat roof coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be designed and detailed by specialist.		
	vii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new flat roof covering/lining/membrane system including new thermal insulation over new timber deckings to valley and parapet gutters, including all associated upstands and downstands to specialist design and specification.		
	viii. Supply and fix new min Code 4 lead linings / upstands to parapet gutter RF9-PGUT.01		
	ix. Supply and fix new min Code 4 lead flashings to valley and parapet gutters RF9-VGUT.01 and RF9-PGUT.01.		
5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF9		
	i. Retain existing cast aluminium eaves gutters RF9.EGUT.01, RF9.EGUT.02, RF9.EGUT.03 and RF9.EGUT.04 and inspect at high level to determine condition.		
	ii. Undertake isolated repairs to ensure all joints are watertight.		
	iii. Remove rust corrosion from all surfaces and treat.		
	iv. Repaint/decorate all previously painted rainwater goods.		
	v. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF9		
	i. Remove up to 10 no defective existing bricks from parapet wall RF9-PAR.01. Supply, bed and point 10 no new individual bricks to match existing.		
	ii. Allow for removing, re-bedding and pointing in lime mortar 10 no loose / displaced individual bricks to parapet wall RF9-PAR.01.		
	iii. Rake and repoint 0.5m ² existing open / defective mortar joints to parapet wall RF9-PAR.01.		
	iv. Rake out and repoint 1.5 linear metres of joints to brick/terracotta copings to parapet wall RF9-PAR.01.		
	v. Remove all moss from parapet wall and copings to RF9-PAR.01 using specialist DOFF cleaning system.		
	vi. Allow for raking out and repointing 3 linear metres of defect/open mortar joints to stone eaves course below RF9.		
	vii. Allow for raking out and repointing 3 linear metres of defect/open mortar joints to terracotta string course below RF9.		
	viii. Rake and repoint 1m ² existing open / defective mortar joints to brickwork below RF9.		
	ix. Rake and repoint 3m ² existing open / defective mortar joints to terracotta arches/colonnets below RF9.		
	x. Remove up to 10 no defective existing bricks from brickwork below RF9.		
7	Roof Access, Plant and Services		
	Roof RF9		
	i. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		

	ii. CONTRACTOR'S DESIGNED PORTION: Remove all existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	iii. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply, and fix new bird control and birdproofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	iv. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF9		
	i. DECARBONISATION: Cart away existing defective insulation and debris in roof space. Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes between and over existing retained ceiling joists, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
9	Fire Safety		
	Roof RF9		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF10
 Schedule No. SCH-01-RF10
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF10	
	i. Inspect existing iron finials and cresting along with lead capping to ridge at high level to determine the extent of corrosion, patination, and general condition. Report condition and allow for localised/isolated to ironwork, cresting and lead capping repairs. De-rust/treat and re-decorate/paint previously painted ironwork.	
	ii. Repair and redress 100% existing leadwork dressings / flashings over existing patent glazing to inline rooflights to RF10.PG01, RF10.PG02 and RF10.PG03. Cracked/defective glazing to be cleaned and repaired in situ using a resin sealant. All works to be undertaken by specialist contractor.	
	iii. Inspect existing retained historic structure from inside roof void and report. Allow for localised/isolated repairs to existing structure to inline rooflights from within the roof void to RF10.PG01, RF10.PG02 and RF10.PG03 in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.	
	iv. Allow for specialist cleaning to leaded lights and derusting and painting of iron saddle bars.	
	v. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	vi. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF10	
3	i. External facing dormer windows to be considered during subsequent phases of repair.	
	Roof Coverings	
	Roof RF10	
	i. Remove 100% existing ridge tiles to 4 No. dormer roofs. Re-bed and point existing retained ridge tiles in lime mortar.	
	ii. Allow for removing and refixing 50 no loose / detached existing plain clay tiles.	

	iii. Allow for the supply and fix of 50 no new plain clay tiles to replace defective / missing existing. Allow for the supply and fix of 50 No additional new plain clay tiles, to match existing, to replace any tiles damaged by the temporary scaffolding.		
	iv. Remove moss from existing roof tiles 100%.		
	v. Inspect and check condition of all mitred / cut hip tiles to hips and report. Allow for localised/isolated making good/repairs to existing in situ.		
	vi. Remove and replace 100% lead tilt fillet and refix plain clay tiles/ undercloak at eaves level above flat roof and replace existing lead apron flashings below to match existing.		
	vii. Inspect at high level the existing lead lined steep valley gutters/ intersections between roofs to 4 No. dormers and the main roof to the tower and report. Allow for localised/isolated making good/repairs to existing in situ.		
	viii. Inspect at high level the existing lead soakers/abutment flashings to the roof junction to the rear of the 4 No. dormer gables and report. Allow for localised/isolated making good/repairs to existing in situ.		
	ix. Remove 100% all exiting lead flashings and dressings associated with the flat roof. Redeem salvage value		
	x. Remove 100% existing rubber matting and insulation to the flat roof area and cart away.		
	xi. Remove 100% existing asphalt flat roof coverings and cart away.		
	xii. Remove 100% existing timber deck and cart away.		
	xiii. Survey/inspect the full extent of the exposed flat roof structure and report condition. Allow for isolated repairs in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers in flat roof (wall plates, flat roof joists, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction.		
	xiv. Supply and fix new min. 22mm marine plywood decking over existing/repaired roof structure.		
	xv. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers and breather membranes over new decking prior to laying new flat roof coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be designed and detailed by specialist.		
4	xvi. CONTRACTOR'S DESIGNED PORTION: Supply and fix new flat roof covering/lining/membrane system including new thermal insulation over new timber decking to flat roof including all associated upstands and downstands to specialist design and specification.		
	xvii. Supply and fix new min Code 4 lead cover flashings and dressings over upstands.		
	Parapet and Valley Gutters		
	Roof RF10		
5	i. Inspect 3 No. existing concealed parapet gutters between dormer window roofs and report condition.		
	ii. Allow for localised repairs to concealed parapet lead lined gutters between dormer window roofs and associated rainwater drainage channels/pipes through the dormer roof voids.		
	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF10		
	i. Inspect condition of internal rainwater channels, including existing timber boxing and support structure, that pass through the internal voids of the dormer windows and main roof space to roof RF10 and report condition.		
	ii. Allow for localised/isolated timber and lead repairs to ensure watertightness. Replace timber boxing to internal rainwater channels where required.		
	iii. Allow for re-dressing/bossing existing concealed lead gutter linings where lifting/deformed at 2 No. parapet gutter/channel outlets.		

	iv. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF10		
	i. Remove 100% moss growth using specialist DOFF cleaning system.		
	ii. Rake out and repoint 16 linear metres mortar joints to terracotta copings to all gables.		
	iii. Inspect at high level 2 No. pinnacles and 4 No. finials on coped gables and report condition. Allow for localised/isolated minor repair to terracotta and repointing of 2 linear metres of open and defective mortar joints to each.		
	iv. Rake out and repoint 2.5m ² open/defective mortar joints to decorative terracotta parapet wall and window aprons		
	v. Rake out and repoint 2.5m linear metres open/defective mortar joints to terracotta parapet copings		
7	Roof Access, Plant and Services		
	Roof RF10		
	i. All existing plant and ducting to be removed and carted away, including all plant located on the roof covering and all plant and ducting in roof void, to enable roof access to carry out works.		
	ii. Install new mounting system for replacement plant equipment over flat roof and in roof void in full accordance with the plant manufacturer's design and specification.		
	iii. Supply, install, and commission replacement plant and associated ducting on completion of the works, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	iv. Ensure areas of roof under / around all plant has sufficient space to allow rainwater to drain to outlets.		
	v. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	vi. CONTRACTOR'S DESIGNED PORTION: Remove all existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	vii. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply, and fix new bird control and birdproofing to roof including replacement bird-proof netting and/or anti-perch spikes. Allow for the supply and fix of additional bird prevention measures to gables and parapet gutters, including inlets/outlets to internal gable gutters. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	viii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF10		

	i. DECARBONISATION: Cart away existing defective insulation and debris in roof space. Allow for the supply and fix of new thermal insulation and associated vapour control layers and breather membranes over existing solid steel bar system, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	ii. Survey/ inspect timber structure in roof void and associated timber work to the internal faces of the dormer windows below cill level and report condition. Allow for localised/isolated joinery repairs in full accordance with SE's (SFK) drawings, documents, and specification, following investigations.		
9	Fire Safety		
	Roof RF10		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF11
 Schedule No. SCH-01-RF11
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF11	
	i. Remove 100% existing leadwork dressings, flashings and aprons over/to existing patent glazing to roof lantern RF11.RFL.01 and redeem salvage value.	
	ii. Remove existing patent glazing systems to roof lantern RF11.RFL.01 and cart away. H&S NOTE: ASBESTOS IDENTIFIED WITHIN EXISTING ROOF LANTERN'S TEXTILE COVERING. REFER TO RIVERSIDE'S REPORT 'Reading Town Hall Blagrove Street Reading - J330513 (1) - Roof Coverings'.	
	iii. Remove existing kerb upstands to existing roof lantern and cart away.	
	iv. Remove existing plastic blackout sheeting laid over horizontal ceiling glazed light and cart away.	
	v. Temporarily remove existing solid steel bar system and perspex sheets over existing historic ceiling glazing. Inspect existing retained historic ceiling glazing located under roof lantern RF11-RFL.01 from above and report condition. Allow for carrying out localised/isolated joinery and glazing repairs in situ to timber structure and glazing. Clean upper surface of glass/glazing in roof lantern void to RF11.RFL.01. Allow for reinstatement of existing solid steel bar system and perspex sheets over existing historic ceiling glazing.	
	vi. Allow for the existing ceiling glazing to be surveyed from above and below to identify all areas of potential air leakage. Install airtightness tape along all gaps in the existing ceiling glazing, including gaps between individual timber/joinery sections, gaps between the glazing's frame and the walls/roof/lantern (perimeter) and gaps between the glazing's frame and glazed panes, to reduce air leakage and minimise the risk of condensation forming on the top faces of the ceiling glazing. To be undertaken in full accordance with Building Physicist's (Etch) drawings, documents, and specification.	
	vii. Supply and fix new pre-treated softwood kerb upstand for new roof lantern patent glazing system min 150mm above new roof membrane/covering level.	
	viii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new double glazed patent glazing system with thermally broken glazing bars to existing structure to roof lantern RF11.RFL.01, in full accordance with Building Physicist's (Etch) drawings, documents, and specification. New patent glazing system to specialist's design and specification, and all works to be undertaken by specialist contractor. Refer to Architect's (MWA) design intent drawings '997-040-PL00 Section 1' and '997-049-PL00 Section Details' for information on double glazed patent glazed lantern and thermally insulated solid upstand.	
	ix. Supply and fix new lead dressings, flashings and aprons associated with new double-glazed patent glazing system and upstands to roof lantern RF11.RFL.01.	
	x. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / test certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	

	xi. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.		
	xii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.		
2	Dormer Windows Roof RF11 n/a		
3	Roof Coverings Roof RF11 i. Timber and steel flat roof structure, comprising timber flat roof joists, primary steel beams (assumed curved compound steel lattice sections), secondary steel edge beams, and timber ceiling joists, with a metal lath and plaster ceiling below. Lightweight aggregate forming a flat arch between timber flat roof joists, with boarded deckings over. Contractor to familiarise themselves and gain a good working knowledge of the existing roof structure. Refer to Architect's (MWA) drawing '997-281-PL00-Roof RF11 As Existing - Recording Of Investigations', SE's (SFK) drawings '24173-SFK-11-RF-DR-S-0110 P1', '24173-SFK-11-RF-DR-S-0111 P1', '24173-SFK-11-RF-DR-S-0112 P1', '24173-SFK-11-RF-DR-S-1110 P1', and '24173-SFK-11-RF-DR-S-1111 P1', and M&E Consultant's (Etch) drawing '011270-EAL-01-RF-D-M-5701'. ii. Remove 100% all exiting lead flashings and dressings associated with the flat roof. Redeem salvage value. iii. Remove 100% existing rubber matting and insulation to the flat roof areas around roof lantern RF11.RL01 and cart away. iv. Remove 100% existing asphalt flat roof coverings and cart away. v. Remove 100% existing timber flat roof decking and cart away. Notify Architect if any assumed historic flat roof decking materials are found on site. vi. Form 2no. Additional inspection areas to the north side of RF11, in full accordance with SE's (SFK) drawings, documents, and specification. Lightweight concrete aggregate will need to be removed to provide full access to the existing steel roof structure's bearing locations. vii. Carry out localised/isolated repairs to flat roof structure to SE specification following further investigations on the north side of RF11. Allow for 5no. Investigation areas to be repaired in full accordance with SE's (SFK) drawings, documents, and specification. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers (wall plates, flat roof joists, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction. viii. Supply and fix new min. 22mm marine plywood decking over existing/repaired roof structure. ix. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes over new decking prior to laying new flat roof coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specificaton. To be designed and detailed by specialist. x. CONTRACTOR'S DESIGNED PORTION: Supply and fix new flat roof covering/lining/membrane system including new thermal insulation over new timber decking to flat roof and plant plinths, including all associated upstands and downstands to specialist design and specification. xi. Supply and fix new min Code 4 lead cover flashings and dressings over upstands.		
4	Parapet and Valley Gutters Roof RF11 i. Remove existing asphalt parapet gutter coverings, asphalt upstands, and lead flashings to valley gutter RF11.PGUT.01 and cart away.		

	ii. Remove existing decking for parapet gutter RF11.PGUT.01 and cart away.		
	iii. Survey/inspect exposed gutter structure, particularly in locations where rainwater ingress has historically occurred, and in full accordance with SE's (SFK) additional areas of investigations. Report condition.		
	iv. Repair parapet gutter structure below in full accordance with SE's (SFK) drawings, documents, and specification, following investigations.		
	v. Supply and fix new min. 22mm marine plywood decking over existing/repared parapet gutter structure.		
	vi. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes over new parapet gutter decking prior to laying new gutter coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be designed and detailed by specialist.		
	vii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new parapet gutter covering/lining/membrane system including new thermal insulation to parapet gutter including all associated upstands and downstands to specialist design and specification. Ensure the new parapet gutter has a min. 25mm downstand from the flat roof covering. Specialist contractor to design and install falls to all parapet gutters in full accordance with British Standards and Building Regulations.		
	viii. Supply and fix new min Code 4 lead cover flashings over upstands.		
5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF11		
	i. Clear debris from 2 No. existing rainwater outlets RF11.OUT.01 and RF11.OUT.02, including associated discharge pipework.		
	ii. Confirm if the existing diameters of outlets RF11.OUT.01 and RF11.OUT.02 are of sufficient size and capacity to rain the roof adequately to avoid overwhelming the roof.		
	iii. Conduct CCTV survey of both outlets RF11.OUT.01 and RF11.OUT.02 and associated discharge pipework down to below ground drainage system and report size and condition. Note: Anticipated to be completed by design team prior to tendering.		
	iv. Undertake localised isolated repairs to existing internal rainwater downpipes in accordance with CCTV survey's findings and recommendations.		
	v. Carry out further inspections and investigations of the existing external rainwater downpipes.		
	vi. Undertake localised isolated repairs to existing external rainwater downpipes in accordance with further inspections and investigations on site, and the CCTV survey's findings and recommendations. Install a new cast iron hopper (including overflow chute) at the head of the rainwater downpipe below outlet RF11-OUT.01.		
	vii. CONTRACTOR'S DESIGNED PORTION: Ensure levels of the outlets are below the level of the new gutters to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.		
	viii. CONTRACTOR'S DESIGNED PORTION: Lead lined gargyle overflow to be installed above rainwater outlet RF15-OUT.01 for emergency drainage. Specialist drainage contractor to design, detail, and undertake the works.		
	ix. CONTRACTOR'S DESIGNED PORTION: Investigate possibility of creating new additional outlets in the parapet gutters to increase rainwater drainage, following further investigations on site and input from specialist drainage contractor.		
	x. Allow for BWIC with installing new hoppers and forming new lead lined gargyle overflow, including any potential alterations or connections to existing rainwater goods, removing whole bricks from external walls, installation of new support brackets, and repointing and making good the brickwork surrounding removed whole bricks.		

	xi. CONTRACTOR'S DESIGNED PORTION: Specialist drainage contractor to design, detail, supply, fix, and install new junctions/connections between new flat roof gutter membranes and flat roof rainwater outlets RF11-OUT.01 and RF11-OUT.02. Existing rainwater outlet units and associated ductile grates for outlets RF11-OUT.01 and RF11-OUT.02 to be removed and replaced with new rainwater outlet units and associated ductile grates which are fully compatible with the new flat roof gutter membranes. Collateral warranties to be provided for these works.		
	xii. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables Roof RF11 i. Remove 100% moss/vegetation growth by specialist DOFF cleaning system. ii. Rake out and repoint 22 linear metres mortar joints to terracotta copings to parapet wall (including underside to open sections). iii. Rake out and repoint 30m² mortar joints to internal and external faces and open sections/returns of terracotta decorative parapet wall. iv. Allow for removing, rebedding and pointing up to 5 No. existing individual loose/detached terracotta copings to parapet wall. v. Inspect at high level and allow for raking out and repoint up to 2m² of mortar joints to 6 No. existing terracotta pinnacles to parapet wall. vi. Rake out and repoint up to 5m² of open/defective mortar joints to brickwork parapet piers vii. Allow for removing and replacing up to 5 No. existing defective bricks with new bricks to parapet piers. Bed and point in mortar to match existing.		
7	Roof Access, Plant and Services Roof RF11 i. All existing plant, ducting, and waterproof sheathing to be removed and carted away, including all plant located on the roof covering and all plant and ducting in roof lantern void, to enable roof access to carry out works. ii. Install new mounting system for replacement plant equipment over flat roof and in roof void in full accordance with the plant manufacturer's design and specification. iii. Supply, install, and commission replacement plant and associated ducting on completion of the works, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. iv. Ensure areas of roof under / around all plant has sufficient space to allow rainwater to drain to outlets. v. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated staircases, balustrades and handrails are to be temporarily removed to enable roof access to carry out works. vi. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor. vii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away. viii. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		

	ix. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF11		
	i. Supply and fix new high performance foil faced insulation blanket over the existing single glazed ceiling glazing, in full accordance with Building Physicist's (Etch) drawings, documents, and specificaton.		
9	Fire Safety		
	Roof RF11		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF12
 Schedule No. SCH-01-RF12
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF12	
	i. CONTRACTOR'S DESIGNED PORTION: Remove existing flat roof domed plateau rooflight RF12-RL.01 and cart away. Inspect associated structure below and carry out isolated/localised repairs in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and fix new double-glazed flat roof domed plateau rooflight. Specialist to design and specify replacement double-glazed flat roof domed plateau rooflight. All works to be undertaken by specialist contractor.	
	ii. Ensure kerb heights and associated upstands and waterproofing are min. 150mm above the finish level of the highest point of the flat roof membrane covering.	
	iii. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / test certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	iv. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	v. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF12	
	n/a	
3	Roof Coverings	
	Roof RF12	
	i. Remove existing lead cover flashings. Redeem salvage value.	
	ii. Remove chippings, all vegetation/debris, existing roof membrane/lining and associated upstands and cart away. H&S NOTE: POTENTIAL ASBESTOS IDENTIFIED WITHIN EXISTING FELT LINING TO ROOF. REFER TO RIVERSIDE'S REPORT 'Reading Town Hall Blagrove Street Reading - J356435 (2) - Opening Up Investigations'.	
	iii. Remove existing flat roof decking and cart away and inspect existing structure below.	
	iv. Allow for carrying out localised/isolated carpentry repairs to flat roof structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.	
	v. Supply and fix new min. 22mm marine plywood decking over existing/repared roof structure.	

	vi. CONTRACTOR'S DESIGNED PORTION: Supply and fix new flat roof covering/lining/membrane system over new timber decking, including all associated upstands (to parapet walls and new roof lantern) and downstands to specialist design and specification.		
	vii. Supply and fix new min Code 4 lead cover flashings over parapet upstands.		
4	Parapet and Valley Gutters		
	Roof RF12		
	n/a		
5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF12		
	i. Remove all debris/vegetation growth from flat outlet RF12.OUT.01 and associated internal rainwater downpipe below.		
	ii. Confirm if the existing diameter of outlet RF12-OUT.01 is of sufficient capacity to drain flat roof area.		
	iii. Conduct CCTV survey of associated outlet and discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering.		
	iv. Carry out further inspections and investigations of the existing internal rainwater downpipe from within the tower below RF12.		
	v. Undertake localised isolated repairs to existing internal rainwater downpipe in accordance with further inspections and investigations on site, and the CCTV survey's findings and recommendations.		
	vi. Allow for BWIC with altering the existing rainwater downpipe, including any potential alterations or connections to existing rainwater goods, careful core drilling through external walls (drilling from the external face of the external wall into the roof void) to form new penetrations for the rainwater drainage pipe, repointing and making good the brickwork surrounding new core drilled penetrations, and the trimming of structural timbers within roof voids.		
	vii. CONTRACTOR'S DESIGNED PORTION: Prior to laying new roof coverings and/or fixing associated upstands and cover flashings to parapet wall, re-open former chute outlet. Allow for re-lining with min Code 4 lead and form 50mm high weir to form emergency overflow to flat roof. Dress new flat roof membrane/lining system into new chute outlet ensuring a watertight seal. All details and junctions to specialist's design and specification. All works to be undertaken by specialist contractor.		
	viii. CONTRACTOR'S DESIGNED PORTION: Specialist drainage contractor to design, detail, supply, fix, and install new junctions/connections between new flat roof gutter membrane and flat roof rainwater outlet RF12-OUT.01. Existing rainwater outlet unit and associated ductile grate for outlet RF12-OUT.01 to be removed and replaced with a new rainwater outlet unit and associated ductile grate which is fully compatible with the new flat roof gutter membranes. Collateral warranties to be provided for these works.		
	ix. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF12		
	i. Remove 100% all moss and vegetation using specialist DOFF cleaning system.		
	ii. Rake out and repoint 3m ² mortar joints to coping stones to crenelated parapet.		
	iii. Rake out and repoint 3m ² mortar joints to terracotta internal and external faces of crenelated parapet, including horizontal joint to internal lead cover flashing.		
	iv. Allow for removing and rebedding up to 8 no. existing loose/displaced merlons and 8 no. crenelated coping stones to parapet in former positions.		
	v. Allow for raking out and repointing 9 linear metres of defective/open terracotta mortar joints to 4 no. external projecting string courses and decorative tablet motifs.		

	vi. Allow for 12 no. specialist conservation pin and glue repairs to merlons and crenels, using 6mm stainless steel dowels in 10mm holes.		
	vii. Rake out and repoint up to 6m ² of open/defective mortar joints to brickwork across all faces of tower RF12		
	viii. Allow for removing and replacing up to 5 No. existing defective bricks with new bricks across all faces of tower RF12. Bed and point in mortar to match existing.		
	ix. Review and report condition of surface level erosion to broaches and decorative stone surrounds		
	x. Rake and repoint 2m ² of open/defective mortar joints to broaches and decorative stone surrounds		
	xi. Rake and repoint 1m ² of open/defective mortar joints to arches and colonettes		
	xii. Check security of slate louvers		
	xiii. Derust, prime and paint patch plate, tie rod, and bolt.		
	xiv. Remove salts/efflorescence around overflow pipe and investigate. Allow for removal (if redundant) and replacement with brick and pointing to match existing. If in use, allow for mortar patch repair.		
7	Roof Access, Plant and Services		
	Roof RF12		
	i. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated ladders, staircases, balustrades and handrails are to be temporarily removed to enable roof access to carry out works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated ladders, staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	iii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	iv. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	v. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF12		
	n/a		
9	Fire Safety		
	Roof RF12		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF13
 Schedule No. SCH-01-RF13
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF13	
	i. Remove 100% existing leadwork dressings, flashings and aprons over/to existing patent glazing to roof lantern RF13.RFL.01 and redeem salvage value.	
	ii. Remove existing patent glazing systems to roof lantern RF13.RFL.01 and cart away. Inspect existing retained historic structure and report. H&S NOTE: ASBESTOS IDENTIFIED WITHIN SIMILAR ROOF LANTERN TEXTILE COVERINGS ON OTHER ROOFS. SAMPLES NOT TAKEN FOR THIS ROOF LANTERN. BEFORE ANY WORKS COMMENCE, ASBESTOS SURVEYOR TO CONFIRM THAT NO MATERIALS ON RF13 CONTAIN ASBESOTOS.	
	iii. Remove existing pitched roof lead apron at the eaves directly below the roof lantern. Redeem salvage value.	
	iv. Remove the existing decking over the rafters to the apron below the roof lantern and cart away. SE (SFK) to inspect the existing rafters/roof structure below and report condition.	
	v. Repair, upgrade and strengthen existing structure to roof lantern along with the timber rafters/roof structure below RF13.RFL.01 in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.	
	vi. DECARBONISATION: Allow for the supply and fix of new thermal insulation and associated vapour control layers, breather membranes and void ventilation below apron decking level prior to laying new roof decking below the apron at the bottom of the roof lantern RF13.RFL.01, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.	
	vii. Supply and fix new min. 22mm marine plywood decking prior to laying new lead aprons and gutter covering and insulation systems.	
	viii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new double glazed patent glazing system with thermally broken glazing bars to existing structure to roof lantern RF13.RFL.01, in full accordance with Building Physicist's (Etch) drawings, documents, and specification. New patent glazing system to specialist's design and specification, and all works to be undertaken by specialist contractor. Refer to Architect's (MWA) design intent drawings '997-041-PL00 Section 2', '997-048-PL00 Section 6 West', and '997-049-PL00 Section Details' for information on double glazed roof lantern.	
	ix. Supply and fix new min Code 5 lead aprons below the new double-glazed patent glazing system to roof lantern RF13.RFL.01. over new deckings.	
	x. Supply and fix new lead dressings and flashings associated with new double-glazed patent glazing system to roof lantern RF13.RFL.01.	
	xi. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	

	xii. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor. xiii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.		
2	Dormer Windows Roof RF13 n/a		
3	Roof Coverings Roof RF13 n/a		
4	Parapet and Valley Gutters Roof RF13 i. Remove 100% existing asphalt valley gutter coverings, upstands, and lead flashings to valley gutters RF13-VGUT.01, RF13-VGUT.02 and RF13-VGUT.03 and cart away. Redeem salvage value for all lead. ii. Remove 100% existing decking to valley gutters RF13-VGUT.01, RF13-VGUT.02 and RF13-VGUT.03 and cart away. iii. Inspect existing gutter structures below and report. iv. Repair valley gutter structures below in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. v. Supply and fix new min. 22mm marine ply valley gutter deckings to valley gutter structures to valley gutters RF13-VGUT.01, RF13-VGUT.02 and RF13-VGUT.03. vi. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers and breather membranes over new valley gutter decking prior to laying new gutter coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be designed and detailed by specialist. vii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new covering/lining/membrane system including new thermal insulation and associated upstands to valley gutters RF13-VGUT.01, RF13-VGUT.02 and RF13-VGUT.03 to specialist design and specification. viii. Supply and fix new min Code 4 lead cover flashings to valley gutters RF13-VGUT.01, RF13-VGUT.02 and RF13-VGUT.03.		
5	Rainwater Discharge Outlets and Eaves Gutters Roof RF13 i. Clear debris from 2 No. existing rainwater outlets RF13.OUT.01 and RF12.OUT.02, including associated discharge pipework. ii. Confirm if the existing diameters of outlets RF13.OUT.01 and RF13.OUT.02 are of sufficient size and capacity to rain the roof adequately to avoid overwhelming the roof. iii. Conduct CCTV survey of both outlets RF13.OUT.01 and RF13.OUT.02 and associated discharge pipework down to below ground drainage system and report size and condition. Note: Anticipated to be completed by design team prior to tendering. iv. Carry out further inspections and investigations of the existing external rainwater downpipes. v. Undertake localised isolated repairs to existing external rainwater downpipes in accordance with further inspections and investigations on site, and the CCTV survey's findings and recommendations. vi. CONTRACTOR'S DESIGNED PORTION: Ensure levels of the outlets are below the level of the eaves gutters to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.		

	vii. Inspect existing cast metal eaves gutters RF8.EGUT.01 which continues across the north elevation of RF13-RFL.01.		
	viii. Undertake isolated repairs to ensure all joints are watertight.		
	ix. Remove rust corrosion from all surfaces and treat.		
	x. Repaint/decorate all previously painted rainwater goods.		
	xi. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF13		
	i. Allow for raking out and repointing 20m ² defect/open brickwork mortar joints to the west facing brickwork gable walls over valley gutter RF13.VGUT.02 (below the copings to west gables to roofs RF16 and RF17).		
	ii. Allow for raking out and repointing 5m ² defect/open brickwork mortar joints to the north facing brickwork walls and window reveals over valley gutter RF13.VGUT.03 (below the eaves to part of the north wall to the Concert Hall).		
	iii. Allow for removing and replacing up to 20 No. existing defective bricks with new bricks to the west facing brickwork gable walls over valley gutter RF13.VGUT.02 (below the copings to west gables to roofs RF16 and RF17). Bed and point in mortar to match existing.		
	iv. Allow for raking out and repointing 8 linear metres defect/open vertical mortar joints to stone eaves course over valley gutter RF13.VGUT.03 (below the eaves to part of the north wall to the Concert Hall).		
7	Roof Access, Plant and Services		
	Roof RF13		
	i. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated staircases, balustrades, and handrails are to be temporarily removed to provide roof access to carry out works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	iii. CONTRACTOR'S DESIGNED PORTION: Remove all existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	iv. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply, and fix new bird control and birdproofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	v. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF13		
	n/a		
9	Fire Safety		
	Roof RF13		

	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF14
 Schedule No. SCH-01-RF14
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF14	
	i. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / test certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	ii. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	iii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
	iv. Install new 200mm x 200mm air bricks (1no. air brick per chimney flue) on the non-visible elevation of chimneys RF14-CH.01 and RF14-CH.02, to vent the heads of all chimneystacks. Exact location TBC on site with Architect.	
	v. Remove mortar flaunching from RF14-CH.01 and inspect chimney for slate DPC or equivalent. Replace / install new slate DPC at chimney head and re-cover with mortar flaunching. Report findings to Architect. Allow provisional sum to remove flaunching and install new slate DPC's and flaunching to head of RF14-CH.02.	
	vi. Rake and Repoint 2m2 open/defective brickwork mortar joints to RF14-CH.01 and RF14-CH.02	
2	vii. Remove 100% moss and vegetation from RF14-CH.01 and RF14-CH.02 using specialist DOFF cleaning system.	
	Dormer Windows	
	Roof RF14	
3	n/a	
	Roof Coverings	
	Roof RF14	
	i. Timber flat roof structure, comprising flat roof joists, trimming, nogging, and boarded decking, with plasterboard ceiling below. Contractor to familiarise themselves and gain a good working knowledge of the existing roof structure. Refer to Architect's (MWA) drawing '997-284-PL00-Roof RF14 As Existing - Recording Of Investigations', SE's (SFK) drawings '24173-SFK-14-RF-DR-S-0140 P1' and '24173-SFK-14-RF-DR-S-1140 P1', and M&E Consultant's (Etch) drawing '011270-EAL-01-RF-D-M-5701'.	
	ii. Remove gravel, protective cobbles, and all vegetation/debris and cart away.	
	iii. Remove 100% lead flashings to parapet walls/abutments and redeem salvage value.	
	iv. Remove existing rubber matting and associated insulation below and cart away.	
	v. Remove existing asphalt roof covering and associated upstands and cart away.	

	vi. Remove existing plant upstand plinths and cart away.		
	vii. Remove existing flat roof deckings and cart away.		
	viii. Supply and fix new structural roof timbers and steels in full accordance with SE's (SFK) drawings, documents, and specification.		
	ix. Carry out localised/isolated repairs to flat roof structure to SE specification. Refer to SFK's detailed drawings and specification. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers (wall plates, flat roof joists, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction.		
	x. Supply and fix new min. 22mm marine plywood decking over upgraded/new furring pieces over existing/repared roof structure.		
	xi. Supply and fix new galvanised steel plant support structure off existing roof structure in full accordance with SE's (SFK) drawings, documents, and specification.		
	xii. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes over new decking prior to laying new flat roof coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specificaton. To be designed and detailed by specialist.		
	xiii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new flat roof covering/lining/membrane system including new thermal insulation over new timber decking to flat roof and plant plinths, including all associated upstands and downstands to specialist design and specification.		
	xiv. Supply and fix new min Code 4 lead cover flashings and dressings over upstands.		
4	Parapet and Valley Gutters		
	Roof RF14		
	i. Remove existing asphalt parapet gutter coverings, asphalt upstands, and lead flashings to valley gutter RF14.PGUT.01 & RF14.PGUT.02 and cart away.		
	ii. Remove existing decking for parapet gutter RF14.PGUT.01 & RF14.PGUT.02 and cart away.		
	iii. Supply and fix new structural roof timbers for parapet gutters in full accordance with SE's (SFK) drawings, documents, and specification.		
	iv. Repair parapet gutter structure below to SE's (SFK) drawings, documents, and specification.		
	v. Allow for any BWIC with forming new box gutters and achieving the required falls.		
	vi. Supply and fix new min. 22mm marine plywood decking over existing/repared parapet gutter structure.		
	vii. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes over new parapet gutter decking prior to laying new gutter coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specificaton. To be designed and detailed by specialist.		
	viii. CONTRACTOR'S DESIGNED PORTION: Form new parapet gutters for RF14-PGUT.01 and RF14-PGUT.02 with a min. 25mm downstand from the flat roof covering. Specialist contractor to design and install falls to all parapet gutters in full accordance with British Standards and Building Regulations.		
	ix. CONTRACTOR'S DESIGNED PORTION: Form new parapet gutter RF14-PGUT.03 / extend existing parapet gutter RF14-PGUT.02 along the east parapet (across the base of chimney RF14-CH.02). New/extended parapet gutter to have a min. 25mm downstand from the flat roof covering. Specialist contractor to design and install falls to all parapet gutters in full accordance with British Standards and Building Regulations.		
	x. CONTRACTOR'S DESIGNED PORTION: Supply and fix new parapet gutter covering/lining/membrane system including new themal insulation to parapet gutter including all associated upstands and downstands to specialist design and specification.		
	xi. Supply and fix new min Code 4 lead cover flashings over upstands.		

5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF14		
	i. Clear debris from flat roof outlet RF14-OUT.01, check associated rainwater discharge pipework for debris.		
	ii. Confirm if the existing diameter of outlet RF14-OUT.01 is of sufficient capacity to discharge water from roof to the below ground drainage system.		
	iii. Conduct CCTV survey of associated outlet and discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering.		
	iv. Undertake localised isolated repairs to existing internal rainwater downpipes in accordance with CCTV survey's findings and recommendations.		
	v. Carry out further inspections and investigations of the existing external rainwater downpipes.		
	vi. Undertake localised isolated repairs to existing external rainwater downpipes in accordance with further inspections and investigations on site, and the CCTV survey's findings and recommendations. Install new cast iron hoppers (including overflow chutes) at the heads of the rainwater downpipes below outlets RF14-OUT.01 and RF14-OUT.02.		
	vii. CONTRACTOR'S DESIGNED PORTION: Design, detail, form, supply, and fix new rainwater outlet RF14-OUT.02 from flat roof to connect with new external rainwater downpipe. All works to be undertaken by specialist contractor.		
	viii. CONTRACTOR'S DESIGNED PORTION: Lead lined gargoyle overflows RF14-GAR.01 and RF14-GAR.02 to be installed above rainwater outlets RF14-OUT.01 and RF14-OUT.02 for emergency drainage. Specialist drainage contractor to design, detail, and undertake the works.		
	viii. Allow for BWIC with installing the new rainwater downpipe associated with the new rainwater outlet RF14-OUT.02 and forming new lead lined gargoyle overflows, including any potential alterations or connections to existing rainwater goods, careful core drilling through external walls (drilling from the external face of the external wall into the roof void) to form new penetrations for the new rainwater drainage pipe, removing whole bricks from external walls, repointing and making good the brickwork surrounding new core drilled penetrations/removed whole bricks, and the trimming of structural timbers within roof voids. The internal segment of the new rainwater drainage pipe must be fully concealed within the roof void and must not penetrate the ceiling finish internally.		
	ix. CONTRACTOR'S DESIGNED PORTION: Specialist drainage contractor to design, detail, supply, fix, and install new junctions/connections between new flat roof gutter membrane and flat roof rainwater outlets RF14-OUT.01 and RF14-OUT.02. Existing rainwater outlet unit and associated ductile grate for outlet RF14-OUT.01 to be removed and replaced with a new rainwater outlet unit and associated ductile grate which is fully compatible with the new flat roof gutter membranes. Collateral warranties to be provided for these works.		
	x. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF14		
	i. Allow for removing and replacing up to 10 No. existing defective bricks with new bricks from the internal face of parapet walls RF14-PAR.01 and coped gables RF14-CG.01 and RF14-CG.02. Bed and point in mortar to match existing.		
	ii. Allow for removing and rebedding/pointing up to 10 No. loose/displaced existing defective bricks from the internal face of parapet walls RF14-PAR.01 and coped gables RF14-CG.01 and RF14-CG.02. Bed and point in mortar to match existing.		

	iii. Rake and repoint up to 10m ² open / defective existing brickwork mortar joints the internal face of parapet walls RF14.PAR.01, coped gables RF14-CG.01 and RF14-CG.02, and brickwork below parapet walls RF14.PAR.02, RF14.PAR.03 and RF14.PAR.04 in mortar to match existing.		
	iv. Rake and repoint up to 4m ² open / defective existing terracotta mortar joints the external, internal and open face of parapet walls RF14.PAR.02, RF14.PAR.03, and RF14.PAR.04 and to central pediment in mortar to match existing.		
	v. Allow for removing, rebedding and pointing up to 4 No. existing coping stones to parapet wall RF14.PAR.01.		
	vi. Allow for removing, rebedding and pointing up to 4 No. existing terracotta coping stones to parapet walls RF14.PAR.02, RF14.PAR.03, and RF14.PAR.04 and to central pediment.		
	vii. Allow for raking out and repointing up to 1.5 linear metres of stonework mortar joints to coping stones to parapet wall RF14.PAR.01 and coped gables RF14-CG.01 and RF14-CG.02.		
	viii. Allow for raking out and repointing up to 13 linear metres of terracotta mortar joints to coping stones to parapet walls RF14.PAR.02, RF14.PAR.03, and RF14.PAR.04 and to central pediment.		
	ix. Remove 100% moss/vegetation growth using specialist DOFF cleaning system.		
	x. Alterations to parapet wall RF14-PAR.01 to adjust existing opening for relocated service ducting. Install new precast concrete lintel/steel plate to provide structural support for coping stones above, in full accordance with SE's (SFK) drawings, documents, and specification.		
	xi. Condition of brickwork below RF14.PAR.03 (adjacent to RF11) to be investigated following removal of plant equipment. Allow for removing and replacing up to 15 No. existing defective bricks with new bricks. Bed and point in mortar to match existing.		
7	Roof Access, Plant and Services		
	Roof RF14		
	i. All existing plant, ducting, and waterproof sheathing to be removed and carted away to enable roof access to carry out works.		
	ii. Install new waterproofed and thermally broken steel upstands and channel to support new plant equipment, in full accordance with SE's (SFK) drawings, documents, and specification.		
	iii. Install new bearing plate between new plant and new steel upstands and channel, in full accordance with the plant manufacturer's design and specification.		
	iv. Supply, install, and commission replacement plant and associated ducting on completion of the works, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	v. Ensure areas of roof under / around all plant has sufficient space to allow rainwater to drain to outlets.		
	vi. Relocate existing service ducting for RF14-PLANT.02 in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	vii. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated staircases, balustrades, and handrails are to be temporarily removed to provide roof access to carry out works.		
	viii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	ix. CONTRACTOR'S DESIGNED PORTION: Remove all existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		

	x. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply, and fix new bird control and birdproofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	xi. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF14		
	n/a		
9	Fire Safety		
	Roof RF14		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF15
 Schedule No. SCH-01-RF15
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF15	
	i. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	ii. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	iii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
	iv. Install new 200mm x 200mm air bricks (1no. air brick per chimney flue) on the non-visible elevation of chimney RF15-CH.01, to vent the heads of all chimneystacks. Exact location TBC on site with Architect.	
	v. Allow provisional sum to remove flaunching and install new slate DPC and flaunching to head of RF15-CH.01, following further investigations on site to other chimenys. Report findings to Architect and receive written instruction before commencing works.	
	vi. Remove 100% moss and vegetation from RF15-CH.01 using specialist DOFF cleaning system.	
2	vii. Allow for removing and replacing up to 5 No. existing defective bricks with new bricks to RF15-CH.01. Bed and point in mortar to match existing.	
	Dormer Windows	
	Roof RF15	
3	n/a	
	Roof Coverings	
	Roof RF15	
	i. Timber flat roof structure, comprising flat roof joists, nogging, and boarded decking, with plasterboard ceiling below. Contractor to familiarise themselves and gain a good working knowledge of the existing roof structure. Refer to Architect's (MWA) drawing '997-285-PL00-Roof RF15 As Existing - Recording Of Investigations', SE's (SFK) drawings '24173-SFK-15-RF-DR-S-0150 P1' and '24173-SFK-15-RF-DR-S-1150 P1', and M&E Consultant's (Etch) drawing '011270-EAL-01-RF-D-M-5701'.	
	ii. Remove gravel, protective cobbles, and all vegetation/debris and cart away.	
	iii. Remove 100% lead flashings to parapet walls/abutments and redeem salvage value.	
	iv. Remove existing rubber matting and associated insulation below and cart away.	
	v. Remove existing asphalt roof covering and associated upstands and cart away.	

	vi. Remove existing plant upstand plinths and cart away.		
	vii. Remove existing flat roof deckings and cart away.		
	viii. Survey/inspect the full extent of the exposed flat roof structure and report condition.		
	ix. Carry out localised/isolated repairs to flat roof structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers (wall plates, flat roof joists, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction.		
	x. Supply and fix new min. 22mm marine plywood decking over existing/repaired roof structure.		
	xi. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes over new decking prior to laying new flat roof coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be designed and detailed by specialist.		
	xii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new flat roof covering/lining/membrane system including new thermal insulation to flat roof and plant plinths, including all associated upstands and downstands to specialist design and specification.		
	xiii. Supply and fix new min Code 4 lead cover flashings and dressings over upstands.		
4	Parapet and Valley Gutters		
	Roof RF15		
	n/a		
5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF15		
	i. Clear debris from flat roof outlet RF15-OUT.01, check associated rainwater discharge pipework for debris.		
	ii. Confirm if the existing diameter of outlet RF15-OUT.01 is of sufficient capacity to discharge water from roof to the below ground drainage system.		
	iii. Conduct CCTV survey of associated outlet and discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering.		
	iv. Undertake localised isolated repairs to existing internal rainwater downpipes in accordance with CCTV survey's findings and recommendations.		
	v. Carry out further inspections and investigations of the existing external rainwater downpipes.		
	vi. Undertake localised isolated repairs to existing external rainwater downpipes in accordance with further inspections and investigations on site, and the CCTV survey's findings and recommendations. Allow for rerouting of existing external rainwater downpipes and for the installation of a new separate rainwater downpipe to serve RF15-OUT.01 only.		
	vii. CONTRACTOR'S DESIGNED PORTION: Ensure levels of the outlets are below the level of the new gutters to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.		
	viii. CONTRACTOR'S DESIGNED PORTION: Lead lined gargoyle overflow RF15-GAR.01 to be installed above rainwater outlet RF15-OUT.01 for emergency drainage. Specialist drainage contractor to design, detail, and undertake the works.		

	ix. Allow for BWIC with rerouting existing / installing new rainwater downpipes associated with the existing rainwater outlet RF15-OUT.01 and forming new lead lined gargyle overflow, including any potential alterations or connections to existing rainwater goods, careful core drilling through external walls (drilling from the external face of the external wall into the roof void) to form new penetrations for the new rainwater drainage pipe, removing whole bricks from external walls, repointing and making good the brickwork surrounding new core drilled penetrations/removed whole bricks, and the trimming of structural timbers within roof voids. The internal segment of the new rainwater drainage pipe must be fully concealed within the roof void and must not penetrate the ceiling finish internally.		
	x. CONTRACTOR'S DESIGNED PORTION: Specialist drainage contractor to design, detail, supply, fix, and install new junctions/connections between new flat roof gutter membrane and flat roof rainwater outlet RF15-OUT.01. Existing rainwater outlet unit and associated ductile grate for outlet RF15-OUT.01 to be removed and replaced with a new rainwater outlet unit and associated ductile grate which is fully compatible with the new flat roof gutter membranes. Collateral warranties to be provided for these works.		
	xi. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF15		
	i. Allow for removing and replacing up to 5 No. existing defective bricks with new bricks form the internal face of parapet wall RF15-PAR.01. Bed and point in mortar to match existing.		
	ii. Allow for removing and replacing up to 10 No. existing defective bricks with new bricks form the internal face of parapet wall RF14.PAR.01 (facing roof RF15). Bed and point in mortar to match existing.		
	iii. Rake and repoint up to 0.5m ² open / defective existing brickwork mortar joints the internal face of parapet wall RF15.PAR.01 in mortar to match existing.		
	iv. Rake and repoint up to 2.0m ² open / defective existing brickwork mortar joints the internal face of parapet wall RF14.PAR.01 (facing roof RF15) in mortar to match existing. Allow for making good mortar/brickwork around adjusted existing opening for relocated service ducting.		
	v. Investigate the cause of damp/efflorescence to the face lower brickwork to west wall at base of tower to roof RF12. Carry out remedial works. Remove salts/efflorescence. Allow for removing and replacing up to 5 No. existing defective bricks with new bricks. Bed and point in mortar to match existing. Rake and repoint up to 3.0m ² open / defective existing brickwork mortar joints in mortar to match existing.		
	vi. Remove existing dropped / angled coping stones at the ends of parapet wall RF15.PAR.01. Rebed existing coping stones to be level and repoint to match existing on a like for like basis.		
	vii. Remove all algae, moss, and staining, and clean existing brickwork and stonework along parapet wall RF15.PAR.01 using specialist DOFF cleaning system.		
7	Roof Access, Plant and Services		
	Roof RF15		
	i. Remove all plant, plant coverings, ducting, frames, waterproof sheathing, and associated plant debris and cart away.		
	ii. CONTRACTOR'S DESIGNED PORTION: Install new unistrut frames to support new plant equipment, in full accordance with the plant manufacturer's design and specification.		

	iii. Supply, install, and commission replacement return air / extract fan and associated ducting on completion of the works. Allow sufficient space below new return air / extract fan and associated frame for future installation of an air handling unit and associated structural support steels, in full accordance with SE's (SFK) and M&E consultant's (Etch) drawings, documents, and specification.		
	iv. Ensure areas of roof under / around all plant has sufficient space to allow rainwater to drain to outlets.		
	v. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated staircases, balustrades and handrails to be temporarily removed to enable roof access to carry out works. Reinstate on completion of the roof works.		
	vi. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	vii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	viii. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	ix. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF15		
	n/a		
9	Fire Safety		
	Roof RF15		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF16
 Schedule No. SCH-01-RF16
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF16	
	i. Remove 100% existing leadwork dressings / flashings over existing patent glazing and redeem salvage value.	
	ii. Remove existing patent glazing system RF16-PG.01 and existing north light RF16-NL.01 and cart away. SE (SFK) to inspect existing retained historic structure and report.	
	iii. Repair and/or upgrade/strengthen existing structure to patent glazing RF16-PG.01 and north light RF16-NL.01, and raise upstand below north light RF16-NL.01 in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.	
	iv. Remove and replace defective / lifting stepped lead flashings to coped gable RF16.CG.01 and chimney RF15.CH.01. Redeem salvage value for lead.	
	v. CONTRACTOR'S DESIGNED PORTION: Supply and fix new double glazed patent glazing system with thermally broken glazing bars in existing opening to RF16-PG.01 and new double glazed timber framed north light system in existing opening to RF16-NL.01 to specialist design and specification. New glazed systems to be in full accordance with Building Physicist's (Etch) drawings, documents, and specification. New patent glazing system to specialist's design and specification, and all works to be undertaken by specialist contractor. Refer to Architect's (MWA) design intent drawings '997-042-PL00 Section 3' and '997-049-PL00 Section Details' for information on new patent glazing and north lights.	
	vi. Supply and fix new Code 4 lead flashings associated with new patent glazing and north light system.	
	vii. Allow for Inspecting 2 No. existing metal vents RF16.VENT. 01 and RF16.VENT.02 at high level to determine condition and the nature of the discolouration.	
	viii. Vents to be retained in their existing finish, check for surface level corrosion, weakening, and loose fixings. Allow for localised repairs / making good including lead flashings.	
	ix. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
2	x. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	xi. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
	Dormer Windows	
	Roof RF16	

	n/a		
3	Roof Coverings Roof RF16 i. Remove and cart away existing lifting lead capping along RF16 ridge, abutment lead cover flashings, and lead lined secret gutters and redeem salvage value. ii. Remove all existing slates, battens, and roofing felt and cart away. iii. Survey/inspect the full extent of the exposed pitched roof structure and report condition. iv. Carry out localised/isolated repairs to pitched roof structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers (wall plates, rafters, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction. v. DECARBONISATION: Supply and fix new thermal insulation and associated vapour control layers and breather membranes between and over existing rafters, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. vi. Supply and fix new roof breather membrane, new pre-treated softwood battens, and new natural slates. vii. Supply and fix new code 4 lead capping along ridge, soakers, abutment cover flashings, and lead lined secret gutters.		
4	Parapet and Valley Gutters Roof RF16 i. Remove existing asphalt valley gutter coverings, asphalt upstands, and lead flashings to valley gutter RF16.VGUT.01 and cart away. Redeem salvage value for all lead. ii. Remove existing decking for valley gutter RF16.VGUT.01 and cart away. iii. Survey/inspect exposed valley structure and report condition. iv. Carry out localised/isolated repairs to valley gutter structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. v. Supply and fix new min. 22mm marine plywood decking over existing/repaired valley gutter structure. vi. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers and breather membranes over new decking prior to laying new gutter coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be designed and detailed by specialist. vii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new valley gutter covering/lining/membrane system including new thermal insulation and associated upstands and downstands to specialist design and specification. Ensure the new parapet gutter has a min. 25mm downstand from the adjacent roof coverings. Specialist contractor to design and install falls to all parapet gutters in full accordance with British Standards and Building Regulations. viii. Supply and fix new min Code 4 lead cover flashings. ix. Remove existing lead coverings, upstands, and flashings to back gutter RF16.BGUT.01 and redeem salvage value. x. Remove back gutter RF16.BGUT.01. SE (SFK) to inspect structure and gutter detail below. xi. Repair / replace structure to back gutter RF16.BGUT.01 in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. xii. CONTRACTOR'S DESIGNED PORTION: Reconfigure existing back gutter formation for back gutter RF16.BGUT.01 to improve drainage and to reduce the likelihood of standing water within the gutter. To be designed and detailed by specialist. xiii. Apply new Code 5 lead covering and upstand to/ over back gutter RF16-BGUT.01.		

	xiv. Supply and fix new min Code 4 lead flashings to back gutter RF16-BGUT.01.		
5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF16		
	i. Inspect condition of existing eaves gutter RF16.EGUT.01 and associated downpipes. Allow for localised/isolated repairs to ensure eaves gutter is watertight.		
	ii. Clear debris and moss from outlet RF16.OUT.02 and eaves gutter RF16.EGUT.01, check associated rainwater discharge pipework for debris and moss.		
	iii. Confirm if the existing diameters of outlets RF16.OUT.01 and RF16.OUT.02 are of sufficient capacity to discharge water from roof to the below ground drainage system.		
	iv. Conduct CCTV survey of associated outlet RF16.OUT.01 and discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering.		
	v. Undertake localised isolated repairs to existing internal rainwater downpipes in accordance with CCTV survey's findings and recommendations.		
	vi. Carry out further inspections and investigations of the existing external rainwater downpipes.		
	vii. Undertake localised isolated repairs to existing external rainwater downpipes in accordance with further inspections and investigations on site, and the CCTV survey's findings and recommendations.		
	viii. Remove rust corrosion from all surfaces of external rainwater goods and treat.		
	ix. Repaint/decorate all previously painted external rainwater goods.		
	x. CONTRACTOR'S DESIGNED PORTION: Ensure level of outlet RF16.OUT.01 is below the level of the valley gutter, and outlet RF16-OUT.02 is below the level of the eaves gutter , to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.		
	xi. CONTRACTOR'S DESIGNED PORTION: Lead lined gargoyle overflow RF16-GAR.01 to be installed above rainwater outlet RF16-OUT.01 for emergency drainage. Specialist drainage contractor to design, detail, and undertake the works.		
	xii. Allow for BWIC with installing new hoppers and forming new lead lined gargoyle overflow, including any potential alterations or connections to existing rainwater goods, removing whole bricks from external walls, installation of new support brackets, and repointing and making good the brickwork surrounding removed whole bricks.		
	xiii. CONTRACTOR'S DESIGNED PORTION: Specialist drainage contractor to design, detail, supply, fix, and install new junctions/connections between new flat roof gutter membrane and flat roof rainwater outlet RF16-OUT.01. Existing rainwater outlet unit and associated ductile grate for outlet RF16-OUT.01 to be removed and replaced with a new rainwater outlet unit and associated ductile grate which is fully compatible with the new flat roof gutter membranes. Collateral warranties to be provided for these works.		
	xiv. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenane and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF16		
	i. Remove moss/vegetation from coping stones to gable coped parapets RF16.CG.01, RF16.CG.02, RF16.CG.03, RF16.CG.04, RF16.PAR.01 and RF16.PAR.02 using specialist DOFF cleaning system.		
	ii. Check the security/fixings of all existing coping stones at high level and report.		

	iii. Rake out and repoint 13 linear metres existing mortar joints to coping stones to gable coped parapets RF16.CG.01, RF16.CG.02, RF16.CG.03, RF16.CG.04, RF16.PAR.01 and RF16.PAR.02 with lime mortar.		
	iv. Remove previous damaged remedial works to coping stone joints along RF16.CG.04 with mortar to match existing.		
	v. Rake and repoint open/defective brickwork mortar joints below RF16-CG.01 stone kneeler		
7	Roof Access, Plant and Services		
	Roof RF16		
	i. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated ladders, staircases, balustrades and handrails are to be temporarily removed to enable roof access to carry out works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated ladders, staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	iii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	iv. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	v. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF16		
	n/a		
9	Fire Safety		
	Roof RF16		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF17
 Schedule No. SCH-01-RF17
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF17	
	i. Remove 100% existing leadwork dressings / flashings over existing patent glazing and redeem salvage value.	
	ii. Remove existing patent glazing system RF17-PG.01 and cart away. SE (SFK) to inspect existing retained historic structure and report.	
	iii. Repair and/or upgrade/strengthen existing structure to patent glazing RF17-PG.01, and raise upstand below patent glazing RF17-PG.01 in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.	
	iv. CONTRACTOR'S DESIGNED PORTION: Supply and fix new double glazed patent glazing system with thermally broken glazing bars in existing opening to RF17-PG.01 to specialist design and specification. New glazed systems to be in full accordance with Building Physicist's (Etch) drawings, documents, and specification. New patent glazing system to specialist's design and specification, and all works to be undertaken by specialist contractor. Refer to Architect's (MWA) design intent drawings '997-042-PL00 Section 3' and '997-049-PL00 Section Details' for information on new patent glazing and north lights.	
	v. Supply and fix new Code 4 lead flashings associated with new patent glazing system to rooflights. Incorporate 2 No. new electrically operated mechanical extract vents in new patent glazing to replace existing extract vents, in full accordance with M&E Consultant's (Etch) drawings, documents, and specification.	
	vi. Allow for Inspecting 3 No. existing metal vents RF17.VENT.01, RF17.VENT.02, and RF17.VENT.03 at high level to determine condition and the nature of the discolouration.	
	vii. Vents to be retained in their existing finish, check for surface level corrosion, weakening, and loose fixings. Allow for localised repairs / making good including lead flashings.	
	viii. Allow option to re-route mechanical extract ventilation through the existing metal vents RF17.VENT.01 and RF17.VENT.02, including new extract fans, ducting, and terminals. To be installed in full accordance with M&E Consultant's (Etch) drawings, documents, and specification, following further investigations.	
	ix. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	x. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	xi. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	

2	Dormer Windows		
	Roof RF17		
	n/a		
3	Roof Coverings		
	Roof RF17		
	i. Remove and cart away existing lifting lead capping along RF17 ridge, abutment lead cover flashings, and lead lined secret gutters and redeem salvage value.		
	ii. Remove all existing slates, battens, and roofing felt and cart away.		
	iii. Survey/inspect the full extent of the exposed pitched roof structure and report condition.		
	iv. Carry out localised/isolated repairs to pitched roof structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers (wall plates, rafters, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction.		
	v. DECARBONISATION: Supply and fix new thermal insulation and associated vapour control layers and breather membranes between and over existing rafters, in full accordance with M&E consultant's (Etch) drawings, documents, and specificaton.		
	vi. Supply and fix new roof breather membrane, new pre-treated softwood battens, and new natural slates.		
4	Parapet and Valley Gutters		
	Roof RF17		
	i. Remove existing asphalt valley gutter coverings, asphalt upstands, and lead flashings to valley gutters RF17.VGUT.01 and RF17.VGUT.02 and cart away. Redeem salvage value for all lead.		
	ii. Remove existing decking for valley gutters RF17.VGUT.01 and RF17.VGUT.02 and cart away.		
	iii. Survey/inspect exposed valley structure and report condition.		
	iv. Carry out localised/isolated repairs to valley gutter structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.		
	v. Supply and fix new min. 22mm marine plywood decking over existing/repared valley gutter structure.		
	vi. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers and breather membranes over new decking prior to laying new gutter coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specificaton. To be designed and detailed by specialist.		
	vii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new valley gutter covering/lining/membrane system including new thermal insulation and associated upstands and downstands to specialist design and specification. Ensure the new parapet gutter has a min. 25mm downstand from the adjacent roof coverings. Specialist contractor to design and install falls to all parapet gutters in full accordance with British Standards and Building Regulations.		
5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF17		
	i. Clear debris and moss from outlet RF17.OUT.01. Check associated rainwater discharge pipework for debris and moss.		
	ii. Confirm if the existing diameters of outlets RF17.OUT.01 are of sufficient capacity to discharge water from roof to the below ground drainage system.		

	iii. Conduct CCTV survey of associated outlet RF17.OUT.01 and discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering.		
	iv. Undertake localised isolated repairs to existing internal rainwater downpipes in accordance with CCTV survey's findings and recommendations.		
	v. CONTRACTOR'S DESIGNED PORTION: Ensure level of outlet RF17.OUT.01 is below the level of the valley gutter to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.		
	vi. CONTRACTOR'S DESIGNED PORTION: Lead lined gargyle overflow RF17-GAR.01 to be installed above rainwater outlet RF17-OUT.01 for emergency drainage. Specialist drainage contractor to design, detail, and undertake the works.		
	vii. Allow for BWIC with forming new lead lined gargyle overflow, including removing whole bricks from external walls and repointing and making good the brickwork surrounding removed whole bricks.		
	viii. CONTRACTOR'S DESIGNED PORTION: Specialist drainage contractor to design, detail, supply, fix, and install new junctions/connections between new flat roof gutter membrane and flat roof rainwater outlet RF17-OUT.01. Existing rainwater outlet unit and associated ductile grate for outlet RF17-OUT.01 to be removed and replaced with a new rainwater outlet unit and associated ductile grate which is fully compatible with the new flat roof gutter membranes. Collateral warranties to be provided for these works.		
	ix. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF17		
	i. Remove moss/vegetation from coping stones to gable coped parapets RF17.CG.01, RF17.CG.02, RF17.CG.03, RF17.CG.04, RF17.PAR.01 and RF17.PAR.02 using specialist DOFF cleaning system.		
	ii. Check the security/fixings of all existing coping stones at high level and report.		
	iii. Rake out and repoint 18 linear metres existing mortar joints to coping stones to gable coped parapets RF17.CG.01, RF17.CG.02, RF17.CG.03, RF17.CG.04, RF17.PAR.01 and RF17.PAR.02 with lime mortar.		
	iv. Allow for raking out and repointing 4m² defect/open brickwork mortar joints to the north facing brickwork walls and window reveals over valley gutter RF17.VGUT.01 and RF17.VGUT.02 (below the eaves to part of the north wall to the Concert Hall).		
	v. Allow for raking out and repointing 8 linear metres defect/open vertical mortar joints to stone eaves course over valley gutter RF17.VGUT.01 and RF17.VGUT.02 (below the eaves to part of the north wall to the Concert Hall).		
7	Roof Access, Plant and Services		
	Roof RF17		
	i. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated ladders, staircases, balustrades and handrails are to be temporarily removed to enable roof access to carry out works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated ladders, staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		

	iii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	iv. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	v. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF17		
	n/a		
9			
	Fire Safety		
	Roof RF17		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF18
 Schedule No. SCH-01-RF18
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF18	
	i. Allow for Inspecting 2 No. existing metal vents RF18.VENT.01 and RF18.VENT.02 at high level to determine condition and the nature of the discolouration.	
	ii. Vents to be retained in their existing finish, check for surface level corrosion, weakening, and loose fixings. Allow for localised repairs / making good including lead flashings .	
	iii. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	iv. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	v. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
	vi. Remove existing 'Velux' style access rooflight from east roof slope and cart away.	
	vii. Supply and fix new proprietary external roof slope access hatch in/through existing roof structure to provide maintenance access into roof void. Allow for adjusting existing opening in roof structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Allow for making good existing roof coverings to perimeter. Supply and fix associated perimeter lead soakers and flashings. Supply and fix associated new internal aluminium access ladder from access hatch down on to roof void floor for safe maintenance access.	
2	Dormer Windows	
	Roof RF18	
	n/a	
3	Roof Coverings	
	Roof RF18 (roof slopes RF18A, RF18B and RF18C)	
	i. Remove 100% existing ridge tiles. Re-bed and point existing retained ridge tiles in lime mortar.	
	ii. Allow for the supply and fix of 5 No new ridge tiles, to match existing, to replace defective existing.	
	iii. Remove 25 No loose / detached existing hip tiles. Re-bed and point in lime mortar.	
	iv. Allow for removing and refixing 100 No loose / detached existing plain clay tiles.	
	v. Allow for the supply and fix of 10 No new hip tiles, to match existing, to replace defective existing.	

	vi. Allow for the supply and fix of 100 No new plain clay tiles, to match existing, to replace defective / missing existing. Allow for the supply and fix of 100 No additional new plain clay tiles, to match existing, to replace any tiles damaged by the temporary scaffolding.		
4	Parapet and Valley Gutters		
	Roof RF18		
	i. Remove existing asphalt parapet and valley gutter coverings, asphalt upstands, and lead flashings to parapet gutter RF18.PGUT.01 and valley gutters RF18.VGUT.01 and RF18.VGUT.02 and cart away. Redeem salvage value of lead.		
	ii. Remove existing decking for parapet gutter RF18.PGUT.01 and valley gutters RF18.VGUT.01 and RF18.VGUT.02 and cart away.		
	iii. Survey/inspect exposed parapet and valley gutter structures and report condition.		
	iv. Carry out localised/isolated repairs to valley gutter structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.		
	v. Supply and fix new min. 22mm marine plywood decking over existing/repaired valley gutter structure.		
	vi. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers and breather membranes over new parapet and valley gutter decking prior to laying new gutter coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be designed and detailed by specialist.		
	vii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new parapet and valley gutter covering/lining/membrane system including new thermal insulation and associated upstands and downstands to specialist design and specification. Ensure the new parapet and valley gutters have a min. 25mm downstand from the adjacent roof coverings. Specialist contractor to design and install falls to all parapet gutters in full accordance with British Standards and Building Regulations.		
	viii. Supply and fix new min Code 4 lead cover flashings.		
	ix. Remove all debris from secret gutters RF18.SGUT.01 and RF18.SGUT.02.		
5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF18		
	i. Confirm if the existing diameter of outlet RF18.OUT.01 in parapet gutter RF18-PGUT.01, is of sufficient capacity to discharge water from roof to the below ground drainage system.		
	ii. Confirm if the existing diameter of outlets RF18-OUT.02 and RF18-OUT.03 in eaves gutter RF18-EGUT.01 are of sufficient capacity to discharge water from roof to the below ground drainage system.		
	iii. Clear debris and vegetation from outlet RF18-OUT.01, check associated rainwater discharge pipework for debris.		
	iv. Conduct CCTV survey of associated outlet RF18.OUT.01 and discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering.		
	v. Carry out further inspections and investigations of the existing external rainwater downpipes.		
	vi. Undertake localised isolated repairs to existing external rainwater downpipes in accordance with further inspections and investigations on site, and the CCTV survey's findings and recommendations. Install new cast iron hopper (including overflow chutes) at the head of the rainwater downpipe below outlet RF18-OUT.01.		
	vii. Remove and refix existing eaves gutter RF18-EGUT.01, with greater falls to improve drainage and to reduce the likelihood of standing water within the eaves gutter.		
	viii. Remove rust corrosion from all surfaces to eaves gutter RF18.EGUT.01 and associated external rainwater downpipes and treat.		

	ix. Repaint/decorate all previously painted external rainwater goods (eaves gutter and 2 No. downpipes).		
	x. CONTRACTOR'S DESIGNED PORTION: Ensure level of outlet RF18.OUT.01 is below the level of the valley gutter, and outlets RF18-OUT.02 and RF18-OUT.03 are below the level of the eaves gutter, to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.		
	xi. CONTRACTOR'S DESIGNED PORTION: Lead lined gargyle overflow RF18-GAR.01 to be installed above rainwater outlet RF18-OUT.01 for emergency drainage. Specialist drainage contractor to design, detail, and undertake the works.		
	xii. Allow for BWIC with installing new hoppers and forming new lead lined gargyle overflow, including any potential alterations or connections to existing rainwater goods, removing whole bricks from external walls, installation of new support brackets, and repointing and making good the brickwork surrounding removed whole bricks.		
	xiii. CONTRACTOR'S DESIGNED PORTION: Specialist drainage contractor to design, detail, supply, fix, and install new junctions/connections between new flat roof gutter membrane and flat roof rainwater outlet RF17-OUT.01. Existing rainwater outlet unit and associated ductile grate for outlet RF17-OUT.01 to be removed and replaced with a new rainwater outlet unit and associated ductile grate which is fully compatible with the new flat roof gutter membranes. Collateral warranties to be provided for these works.		
	xiv. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF18		
	i. Remove all moss and vegetation from parapet wall RF18-PAR.01 using specialist DOFF cleaning system.		
	ii. Rake and repoint up to 22 linear metres (10mm wide, 25mm deep) open / defective mortar joints for terracotta coping stones along parapet wall RF18-PAR.01 with mortar to match existing.		
	iii. Remove algae and efflorescence.		
	iv. Rake out and repoint 20m ² mortar joints to internal and external faces and open sections/returns of terracotta decorative parapet wall.		
	v. Rake out and repoint 11 linear metres open/defective brickwork mortar joints to projecting brick eaves courses below RF18-EGUT.01 (above RF21/RF22).		
7	Roof Access, Plant and Services		
	Roof RF18		
	i. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated ladders, staircases, balustrades and handrails are to be temporarily removed to enable roof access to carry out works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated ladders, staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	iii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		

	iv. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	v. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF18		
	i. DECARBONISATION: Cart away existing defective insulation and debris in roof space. Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes between and over existing retained ceiling joists, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
9	Fire Safety		
	Roof RF18		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF19
 Schedule No. SCH-01-RF19
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF19	
	i. Inspect existing iron finials and cresting along with lead capping to ridge at high level to determine the extent of corrosion, patination, and general condition. Allow for localised/isolated to ironwork, cresting and lead capping. De-rust/treat and re-decorate/paint previously painted ironwork.	
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	iii. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	vi. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF19	
	n/a	
3	Roof Coverings	
	Roof RF19	
	i. Allow for removing and refixing up to 50 No loose / detached existing plain clay tiles.	
	ii. Allow for the supply and fix of 50 No new plain clay tiles to replace defective / missing existing. Allow for the supply and fix of 50 No additional new plain clay tiles, to match existing, to replace any tiles damaged by the temporary scaffolding.	
	iii. Remove moss from existing roof tiles 100%.	
	iv. Inspect and check condition of all mitred / cut hip tiles to hips and report. Allow for localised/isolated making good/repairs to existing in situ.	
4	Parapet and Valley Gutters	
	Roof RF19	
	n/a	
5	Rainwater Discharge Outlets and Eaves Gutters	
	Roof RF19	
	i. Inspect at high level existing moulded metal eaves gutters RF19-EGUT.01, RF19-EGUT.02, RF19-EGUT.03, and RF19-EGUT.04 and outlet RF19-OUT.01 and all associated brackets, downpipe and fixings, and report condition.	
	ii. Allow for carrying out localised/isolated repairs including remaking defective joints to gutters, outlets and downpipes.	

	iii. Remove rust corrosion from all surfaces to eaves gutters RF19.EGUT.01, RF19.EGUT.02, RF19.EGUT.03, and RF19.EGUT.04 and treat. iv. Repaint/decorate all previously painted rainwater goods (eaves gutter and 1 No. downpipes). v. Clear debris from existing rainwater outlet RF19.OUT.01, including associated discharge pipework. vi. Confirm if the existing diameter of outlet RF19.OUT.01 is of sufficient size and capacity to drain the roof adequately to avoid overwhelming the eaves gutters. vii. Conduct CCTV survey of outlet RF19.OUT.01 and associated discharge pipework down to below ground drainage system and report size and condition. Note: Anticipated to be completed by design team prior to tendering. viii. CONTRACTOR'S DESIGNED PORTION: Ensure level of outlet RF19.OUT.01 is below the level of the eaves gutter to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels. ix. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables Roof RF19 i. Rake out and repoint 20 linear metres open/defective horizontal and vertical mortar joints to decorative dog tooth terracotta band to all faces of tower below RF19. ii. Rake out and repoint 12 linear metres open/defective horizontal and vertical mortar joints to 2 no. eaves corbel courses to all faces of tower below RF19. iii. Rake out and repoint 16 linear metres open/defective horizontal and vertical mortar joints to corbel course below gutter to all faces of tower below RF19. iv. Rake out and repoint 7.5m² open/defective brickwork mortar joints to East, South and West faces of tower below RF19.		
7	Roof Access, Plant and Services Roof RF19 i. Remove existing external boarded timber access door and associated doorframe which provides access from the intermediate roof void out onto roof RF18 and cart ii. Supply and fix new painted boarded Accoya external access door and associated doorframe in existing opening. Include for all new door ironmongery/furniture and lock. iii. Decorate all exposed surfaces to new access door and associated doorframe. iv. Supply and fix associated new internal and external aluminium access ladders from access door down on to roof void floor and onto RF18 for safe maintenance access. v. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated ladders, staircases, balustrades and handrails are to be temporarily removed to enable roof access to carry out works. vi. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated ladders, staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor. vii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		

	viii. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	ix. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF19		
	i. Allow for forming new min 800x800mm opening in existing ceiling over intermediate roof void to provide maintenance access to the pitched roof void above. Remove lathe and plaster, form opening in existing timber roof structure and trim existing ceiling joists. Supply and fix new pre-treated softwood access lining. Supply and fix new roof void access hatch cover. Works to be undertaken in full accordance with SE's (SFK) drawings, documents, and specification.		
	ii. Supply and fix new mechanically operated roof void access ladder in intermediate roof void to provide access up from museum space at level 2. Allow for adjusting and enlarging the existing floor access hatch to allow for the new roof void ladder, in full accordance with SE's (SFK) drawings, documents, and specification.		
	iii. Supply and fix new mechanically operated roof void access ladder in upper pitched roof void to provide access up from intermediate roof void below.		
	iv. DECARBONISATION: Cart away existing defective insulation and debris in roof space. Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes between and over existing retained ceiling joists, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
9	Fire Safety		
	Roof RF19		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF20
 Schedule No. SCH-01-RF20
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF20	
	i. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	ii. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	iii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF20	
	n/a	
3	Roof Coverings	
	Roof RF20	
	i. Timber flat roof structure, comprising flat roof joists, trimming, firrings, and boarded decking, with a modern suspended plasterboard ceiling below. Contractor to familiarise themselves and gain a good working knowledge of the existing roof structure. Refer to Architect's (MWA) drawing '997-290-PL00-Roof RF20 As Existing - Recording Of Investigations', SE's (SFK) drawings '24173-SFK-20-RF-DR-S-0200 P1' and '24173-SFK-20-RF-DR-S-1200 P1', and M&E Consultant's (Etch) drawing '011270-EAL-01-RF-D-Z-9901'.	
	ii. Remove paving slabs and all vegetation/debris and cart away.	
	iii. Remove 100% lead flashings to parapet walls/abutments and redeem salvage value.	
	iv. Remove existing rubber matting and associated insulation below and cart away.	
	v. Remove existing asphalt roof covering and associated upstands and cart away.	
	vi. Remove existing flat roof deckings and cart away.	
	vii. Survey/inspect the full extent of the exposed flat roof structure and report condition.	
	viii. Carry out localised/isolated repairs to flat roof structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers (wall plates, flat roof joists, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction.	
	ix. Supply and fix new min. 22mm marine plywood decking over existing/repaired roof structure.	

	x. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes over new decking prior to laying new flat roof coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specificaton. To be designed and detailed by specialist.		
	xi. CONTRATOR'S DESIGNED PORTION: Supply and fix new flat roof covering/lining/membrane system including new thermal insulation over new timber decking to flat roof and plant plinths, including all associated upstands and downstands to specialist recommendations and specification.		
	xii. Supply and fix new min Code 4 lead cover flashings and dressings over upstands.		
4	Parapet and Valley Gutters Roof RF20 i. Necessary repair works (where condition of parapet gutter in neighbouring ownership) associated with parapet gutter RF20-PGUT.01 are to be undertaken by the neighbouring building owner, as it is the property of the neighbouring building. ii. Remove dirt and debris. iii. Inspect parapet gutter RF20.PGUT.01 from neighbouring property to confirm condition. Allow for localised/isolated repairs to existing gutter covering/lining, upstands, flashings and outlet to ensure watertightness and uninterrupted rainwater discharge to above ground drainage system.		
5	Rainwater Discharge Outlets and Eaves Gutters Roof RF20 i. Inspect at high level existing moulded metal eaves gutter RF20.EGUT.01 and associated outlet RF20.OUT.01, brackets, associated downpipe and fixings, and report condition. ii. Allow for carrying out localised/isolated repairs including remaking defective joints to existing eaves gutter, outlet and downpipe. iii. Clear debris from outlet and confirm if the existing diameter of outlet RF20.OUT.01 is sufficient diameter/capacity to discharge rainwater from roofs RF19 and RF20. Conduct CCTV survey of outlet RF20.OUT.01 and discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering. iv. Remove rust corrosion from all surfaces to eaves gutter RF20.EGUT.01 and associated downpipe and treat. v. Repaint/decorate all previously painted rainwater goods (eaves gutter and 2 No. downpipes) Confirm diameter of outlet RF20.OUT.01 is sufficient. vi. Inspect outlet RF20-OUT.02 from neighbouring property to confirm condition and to confirm if the diameter/capacity is sufficient to discharge rainwater from parapet gutter RF20-PGUT.01. vii. CONTRACTOR'S DESIGNED PORTION: Design, detail, supply, and fix new rainwater outlet RF20-OUT.03 in eaves gutter RF20-EGUT.01 with new external rainwater downpipe to ground in courtyard below. Connection into existing below ground drainage system to be determined on site by specialist contractor. All works to be undertaken by specialist contractor. viii. Allow for BWIC with installing the new external rainwater downpipe associated with the new rainwater outlet RF20-OUT.03, including any potential alterations or connections to existing rainwater goods, installation of new support brackets, and repointing and making good the surrounding brickwork. ix. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenane and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables Roof RF20		

	i. Remove vegetation/moss from parapet walls (wall face and copings) RF20.PAR.01, RF20.PAR.02, RF20.PAR.03, and RF20.PAR.04 using specialist DOFF cleaning system.		
	ii. Rake and repoint 3.0m ² brickwork to west face (inwards facing) parapet walls RF20.PAR.01, RF20.PAR.02, and RF20.PAR.03, chimney stacks RF20.CH.01 and RF20.CH.02, and east face (inwards facing) parapet wall RF20.PAR.04 with lime mortar.		
	iii. Remove 4.5 linear metres existing stone copings, and 6 linear metres existing terracotta copings to parapet walls RF20.PAR.01, RF20.PAR.02 and RF20.PAR.03 and chimney stacks RF20.CH.01 and RF20.CH.02, supply and lay new horizontal dpc and rebed and point in lime mortar existing copings in former positions.		
	iv. Allow for removing, rebedding and pointing up to 50 No. existing loose/displaced bricks in west face (inward facing) to parapet walls RF20.PAR.01, RF20.PAR.02, and RF20.PAR.03, chimney stacks RF20.CH.01 and RF20.CH.02, and east face (inwards facing) parapet wall RF20.PAR.04 in former positions bedded and pointed in lime mortar.		
	v. Allow for replacing up to 50 No. existing defective/missing bricks in west face (inward facing) to parapet walls RF20.PAR.01, RF20.PAR.02, and RF20.PAR.03, chimney stacks RF20.CH.01 and RF20.CH.02, and east face (inwards facing) parapet wall RF20.PAR.04 in former positions bedded and pointed in lime mortar.		
	vi. Allow for replacing up to 5no. terracotta coping stones to RF20.PAR.02 and RF20.PAR.03.		
	vii. Rake and repoint 10 linear metres projecting eaves corbel course below RF20-EGUT.01 (above RF21)		
	viii. Investigate the cause of damp/efflorescence to the brickwork to wall below RF20-EGUT.01 (above RF21). Carry out remedial works. Remove salts/efflorescence. Allow for removing and replacing up to 5 No. existing defective bricks with new bricks. Bed and point in mortar to match existing. Rake and repoint up to 2.0m ² open / defective existing brickwork mortar joints in mortar to match existing.		
7	Roof Access, Plant and Services		
	Roof RF20		
	i. Existing chiller unit to be temporarily removed to enable roof access to carry out works, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be inspected for refrigerant leaks by specialist once removed from roof. H&S NOTE: ASBESTOS IDENTIFIED ON EXISTING PIPEWORK. REFER TO RIVERSIDE'S REPORT 'Reading Town Hall Blagrove Street Reading - J330513 (1) - Roof Coverings'.		
	ii. All other plant, ducting, plant controls, and waterproof sheathing to either be temporarily removed and set aside, or permanently removed and carted away, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. H&S NOTE: ASBESTOS IDENTIFIED ON EXISTING PIPEWORK. REFER TO RIVERSIDE'S REPORT 'Reading Town Hall Blagrove Street Reading - J330513 (1) - Roof Coverings'.		
	iii. Temporarily remove all existing steel plant support frame and set aside for reuse, in full accordance with SE's (SFK) drawings, documents, and specification.		
	iv. Allow for all the temporarily removed existing steel plant support frame to be reinstated on completion of the works, in full accordance with SE's (SFK) drawings, documents, and specification.		
	v. Allow for the existing chiller plant to be reinstated and commissioned on completion of the works in full working order, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be inspected for refrigerant leaks by specialist once reinstated on roof.		
	vi. Allow for all temporarily removed and set aside plant, ducting, plant controls, and waterproof sheathing to be reinstated and commissioned, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		
	vii. Supply, install, and commission replacement plant, ducting, plant controls, and waterproof sheathing which was permanently removed, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.		

	viii. Ensure areas of roof under / around all plant and ducting has sufficient space to allow rainwater to drain to gutters/outlets.		
	ix. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated staircases, balustrades and handrails to be temporarily removed to enable roof access to carry out works.		
	x. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor. To include local adjustments to the raised walkway around the southeast corner of the chiller unit to provide improved access to the control panel, in full accordance with SE's (SFK) and M&E consultant's (Etch) drawings, documents, and specificaton.		
	xi. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	xii. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propse alternative bird proofing measures that lessen the impact on the historically significant structure.		
	xiii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full accordance with British Standards and specialist recommendations and design scheme to enable access for maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF20		
	n/a		
9	Fire Safety		
	Roof RF20		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF21
 Schedule No. SCH-01-RF21
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF21	
	i. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	ii. CONTRACTOR'S DESIGNED PORTION: Locally remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	iii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF21	
	n/a	
3	Roof Coverings	
	Roof RF21	
	i. Timber flat roof structure, comprising flat roof joists, trimming, nogging, and boarded decking, with plasterboard ceiling below. Contractor to familiarise themselves and gain a good working knowledge of the existing roof structure. Refer to Architect's (MWA) drawing '997-291-PL00-Roof RF21 As Existing - Recording Of Investigations' and SE's (SFK) drawing '24173-SFK-21-RF-DR-S-0210 P1.	
	ii. Remove existing vegetation and cart away.	
	iii. Remove 100% all existing roof covering and cart away.	
	iv. Remove 100% lead flashings to parapet walls/abutments and redeem salvage value.	
	v. Remove 100% existing assumed asphalt roof covering (below paving slabs) and associated upstands and cart away.	
	vi. Remove existing flat roof deckings and cart away.	
	vii. Survey/inspect the full extent of the exposed flat roof structure and report condition.	
	viii. Carry out localised/isolated repairs to flat roof structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers (wall plates, flat roof joists, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction.	
	ix. Supply and fix new min. 22mm marine plywood ventilated decking over existing/ repaired roof structure.	

	x. CONTRACTOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers, and breather membranes over new decking prior to laying new flat roof coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specificaton. To be designed and detailed by specialist.		
	xi. CONTRATOR'S DESIGNED PORTION: Supply and fix new flat roof covering/lining/membrane system including new thermal insulation over new timber decking to flat roof and plant plinths, including all associated upstands and downstands to specialist recommendations and specification.		
	xii. Supply and fix new min Code 4 lead cover flashings and dressings over upstands.		
4	Parapet and Valley Gutters Roof RF21 n/a		
5	Rainwater Discharge Outlets and Eaves Gutters Roof RF21 i. Inspect at high level existing moulded metal eaves gutter RF21.EGUT.01 and associated outlet RF21.OUT.01, brackets, associated downpipe and fixings, and report condition. ii. Allow for carrying out localised/isolated repairs including remaking defective joints to existing eaves gutter, outlet and downpipe. iii. Clear debris from outlet and confirm diameter of outlet RF21.OUT.01 is sufficient diameter/capacity to discharge rainwater from roofs above. Conduct CCTV survey of outlet RF21.OUT.01 and discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering. iv. Remove rust corrosion from all surfaces to eaves gutter RF21.EGUT.01 and associated downpipe and treat. v. Repaint/decorate all previously painted rainwater goods (eaves gutter and 2 No. downpipes). vi. CONTRACTOR'S DESIGNED PORTION: Ensure level of outlet RF21.OUT.01 is below the level of the eaves gutter to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels. vii. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenane and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables Roof RF21 i. Remove 100% all brick copings and tile creasing to parapet RF21.PAR.01 and cart away. ii. Remove all associated lead flashings and inspect brickwork wall below. Allow for carrying out localise isolated brickwork repairs and repoint brickwork to parapet brickwork wall directly below the coping brick level (max 8 No. brickwork courses for entire length of parapet wall RF2.PAR.01). iii. Allow for raising the height of existing parapet wall RF21.PAR.01 up to 4 No. brick course, prior to laying coping bricks, needed and pointed in mortar to match existing brickwork wall below. iv. Supply and lay new dpc to entire length of parapet wall RF21.PAR.01. v. Form new plain clay tile creasing, min 2 No. tiles thick over horizontal DPC to match existing detail with new clay tiles bedded and pointed in mortar to match existing. vi. Supply and lay new brick on edge coping bricks over new dpc to parapet wall RF21.PAR.01, bedded and pointed in mortar to match existing. vii. Allow for carrying out localised/isolated brickwork repairs to former chimney/projection RF21.CH01. Rake out and repoint 1.0m² brickwork mortar joints to full height.		

	viii. Remove existing plain tile sloping coverings/tops to chimney RF21.CH01 and associated and adjacent offset and cart away. Make good brickwork tops. Supply and lay new timber grounds, membrane, pre-treated timber battens, plain clay tile covering. Form verge and point with lime mortar.		
	ix. Supply and fix min Code 4 lead cover flashings at abutment with roof covering.		
	x. Investigate the cause of damp/efflorescence to the brickwork on pitched section of chimney RF21.CH.01. Carry out remedial works. Remove salts/efflorescence. Allow for removing and replacing up to 20 No. existing defective bricks with new bricks. Bed and point in mortar to match existing.		
	xi. Inspect brick courses above lead flashing between RF21 and museum wall below RF18. Allow for 0.5m ² rake and repoint to open/defective brickwork mortar joints.		
7	Roof Access, Plant and Services		
	Roof RF21		
	i. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated ladders, staircases, balustrades and handrails are to be temporarily removed to enable roof access to carry out works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated ladders, staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	iii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		
	iv. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	v. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF21		
	n/a		
9	Fire Safety		
	Roof RF21		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF22
 Schedule No. SCH-01-RF22
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF22	
	i. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	ii. CONTRACTOR'S DESIGNED PORTION: Locally remove the existing lightning protection system where required to undertake works to the roof, and refix existing system / replace with new system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	iii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF22	
	n/a	
3	Roof Coverings	
	Roof RF22	
	i. Remove and cart away existing ridge tiles, hip tiles, slates, battens, and roofing felt and cart away.	
	ii. Survey/inspect the full extent of the exposed pitched roof structure and report condition.	
	iii. Carry out localised/isolated repairs to pitched roof structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and apply min. 2no. coats of preservative treatment to all existing retained structural timbers (wall plates, rafters, noggins, trimmers, gutter structures etc.) in full accordance with the manufacturer's strict written instruction.	
	iv. Form new min. 750mm x 450mm trimmed opening for a new access hatch into the roof void on the north roof slope, in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations. Supply and fix new gas strut operated thermally insulated proprietary powder coated aluminium external roof slope access hatch in/through existing roof structure to provide maintenance access into roof void. Supply and fix associated perimeter lead soakers and flashings over new min. 150mm high upstands. Supply and fix associated new internal aluminium access ladder from access hatch down on to roof void floor for safe maintenance access.	
	v. DECARBONISATION: Supply and fix new thermal insulation and associated vapour control layers and breather membranes between and over existing rafters, in full accordance with M&E consultant's (Etch) drawings, documents, and specification.	
	vi. Supply and fix new roof breather membrane, new pre-treated softwood battens, new natural slates, new hip tiles, and new ridge tiles.	

4	Parapet and Valley Gutters		
	Roof RF22		
	i. Remove existing lead flashings to 3 No. abutment/valley perimeter gutters RF22.VGUT.01, RF22.VGUT.02 and RF22.VGUT.03 and redeem salvage value.		
	ii. Remove existing abutment/valley gutter coverings and associated upstands from 3 No. abutment/valley perimeter gutters RF22.VGUT.01, RF22.VGUT.02 and RF22.VGUT.03 and cart away.		
	iii. Remove existing abutment/valley gutter deckings (including pitched roof sections at eaves) from 3 No. abutment/valley perimeter gutters RF22.VGUT.01, RF22.VGUT.02 and RF22.VGUT.03 and cart away.		
	iv. Survey/inspect exposed valley structure and report condition.		
	v. Carry out localised/isolated repairs to valley gutter structure in full accordance with SE's (SFK) drawings, documents, and specification, following further investigations.		
	vi. Supply and fix new min. 22mm marine plywood decking over existing/repaired abutment/valley gutter structures.		
	vii. CONTRATOR'S DESIGNED PORTION: Allow for the supply and fix of new thermal insulation and associated vapour control layers and breather membranes over abutment/valley gutter decking prior to laying new gutter coverings, in full accordance with M&E consultant's (Etch) drawings, documents, and specification. To be designed and detailed by specialist.		
	viii. CONTRATOR'S DESIGNED PORTION: Supply and fix new abutment/valley gutter covering/lining/membrane system including new thermal insulation and associated upstands and downstands to specialist design and specification. Ensure the new parapet gutter has a min. 25mm downstand from the adjacent roof coverings. Specialist contractor to design and install falls to all parapet gutters in full accordance with British Standards and Building Regulations.		
	ix. Supply and fix new min Code 4 lead cover flashings.		
5	Rainwater Discharge Outlets and Eaves Gutters		
	Roof RF22		
	i. Inspect at high level existing moulded metal eaves gutter RF22.EGUT.01 and associated outlets RF22.OUT.01 and RF22.OUT.02, brackets, associated 2 No. downpipes and fixings, and report condition.		
	ii. Allow for carrying out localised/isolated repairs including remaking defective joints to existing eaves gutters, outlets and downpipes.		
	iii. Confirm if the existing diameter of outlets RF22.OUT.01 and RF22.OUT.02 are sufficient diameter/capacity to discharge rainwater from roofs RF22.EGUT.01 and rainwater from upper roofs. Conduct CCTV survey of outlet RF22.OUT.01 and RF22.OUT.02 and discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering.		
	iv. Remove rust corrosion from all surfaces to eaves gutter RF22.EGUT.01 and associated downpipe and treat.		
	v. Repaint/decorate all previously painted rainwater goods (eaves gutter and 2 No. downpipes).		
	vi. CONTRACTOR'S DESIGNED PORTION: Ensure levels of outlets RF22.OUT.01 and RF22.OUT.02 are below the level of the eaves gutter to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.		
	vii. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF22		
	i. Rake out and repoint 7.5 linear metres open/defective horizontal and vertical mortar joints to corbel course below RF22-EGUT.01		

	ii. Investigate the cause of damp/efflorescence to the brickwork to wall above RF22-VGUT.01. Carry out remedial works. Remove salts/efflorescence and algae using specialist DOFF cleaning system. Allow for removing and replacing up to 20 No. existing defective bricks with new bricks. Bed and point in mortar to match existing. Rake and repoint up to 3.0m² open / defective existing brickwork mortar joints in mortar to match existing.		
	iii. Inspect brick courses above lead flashing between RF22 and museum wall below RF18. Allow for 2.0m² rake and repoint to open/defective brickwork mortar joints.		
7	Roof Access, Plant and Services Roof RF22 i. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated ladders, staircases, balustrades and handrails are to be temporarily removed to enable roof access to carry out works. ii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated ladders, staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor. iii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away. iv. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure. v. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation Roof RF22 (existing roof void to be confirmed – assume roof void exists) i. Remove and cart away loose debris in roof space.		
9	Fire Safety Roof RF22 i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works. ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF23
 Schedule No. SCH-01-RF23
 Issue Date 20th March 2026
 Issue/Revision PL00 - issued 20th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF23	
	i. Remove existing smoke vent RF23-VENT.01 and cart away.	
	ii. CONTRACTOR'S DESIGNED PORTION: Supply and fix new double glazed domed flat roof smoke vent/roof access rooflight to specialists design and specification. Specialist to design and specify replacement double-glazed flat roof domed smoke vent rooflight. All works to be undertaken by specialist contractor.	
	iii. Remove existing lean-to protective canopy over smoke vent RF23-VENT.01 and cart away.	
	iv. Clean existing patent glazing RF23-PG.01 to remove algae, staining dirt.	
	v. CONTRACTOR'S DESIGNED PORTION: Specialist to inspect existing lightning protection system and review installation / testing certificates to ensure it is in accordance with current standards and regulations (in collaboration with all roofs RF7 to RF23). Specialist's design for alterations or removal / replacement.	
	vi. CONTRACTOR'S DESIGNED PORTION: Locally temporarily remove the existing lightning protection system where required to undertake works to the roof, and refix existing system when roof works are finished. Ensure there is a sufficient bond between lightning protection system and all metalwork on roof in accordance to specialists recommendations. All works to be undertaken by specialist contractor.	
	vii. CONTRACTOR'S DESIGNED PORTION: Refix existing lightning conductor tape to roof covering. All works to be undertaken by specialist contractor.	
2	Dormer Windows	
	Roof RF23	
	n/a	
3	Roof Coverings	
	Roof RF23	
	i. Remove all dirt, debris, vegetation and algae from the flat roof and associated concealed box gutter to eaves.	
	ii. Clean modern sheet flat roof covering to remove staining.	
	iii. Existing roof coverings to be retained in situ	
	Note: it is assumed that as this is a relatively modern roof structure and covering that insulation and roof void ventilation is present. This is to be confirmed on site.	
4	Parapet and Valley Gutters	
	Roof RF23	
	n/a	
5	Rainwater Discharge Outlets and Eaves Gutters	
	Roof RF23	

	i. Locate existing outlets in secret/concealed eaves gutter RF23-SGUT.01. Remove all dirt, debris and vegetation from gutter and associated outlets. Check condition, including associated rainwater discharge pipework/ rainwater downpipes and report.		
	ii. Confirm if the existing gutter outlets are of sufficient diameter and capacity.		
	iii. Conduct CCTV survey of associated outlets and associated discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering.		
	iv. Undertake localised isolated repairs to existing internal rainwater downpipes in accordance with CCTV survey's findings and recommendations.		
	v. CONTRACTOR'S DESIGNED PORTION: Ensure levels of the outlets are below the level of the new gutters to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.		
	vi. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF23		
	i. Remove previous localised remedial repairs to copings on all parapet walls.		
	ii. Retain in situ existing aluminium cappings to parapet walls RF23-PAR.01 and RF23-PAR.02. Inspect at high level and check condition, fixings, security and water tightness and report.		
	iii. Inspect all existing flashings and inspect upstands below. Allow for localised/isolated repair, re-dressing/bossing to ensure cover and watertightness.		
	iv. Remove defective modern sheet upstand to parapet wall RF23-PAR.02 and replace with new sheet upstand to match existing material/detail.		
	v. Remove detached/defective and/or aged sealants to horizontal joint to full length of sheet upstands to parapet gutters RF23-PAR.01 and RF23-PAR.02 and supply and apply new replacement sealant seal.		
	vi. Allow for raking out and repointing 2.5m² defect/open brickwork mortar joints to the north facing brickwork walls and window reveals over valley gutter RF17.VGUT.01 and RF17.VGUT.02 (below the eaves to part of the north wall to the Concert Hall).		
	vii. Allow for raking out and repointing 14 linear metres defect/open vertical mortar joints to stone eaves course over valley gutter RF17.VGUT.01 and RF17.VGUT.02 (below the eaves to part of the north wall to the Concert Hall).		
7	Roof Access, Plant and Services		
	Roof RF23		
	i. CONTRACTOR'S DESIGNED PORTION: All existing access walkways and associated ladders, staircases, balustrades and handrails are to be temporarily removed to enable roof access to carry out works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated ladders, staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor.		
	iii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away.		

	iv. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure.		
	v. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor.		
8	Internal Features and Insulation		
	Roof RF23		
	n/a		
9	Fire Safety		
	Roof RF23		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		

Schedule of Works

Job No. 997
 Job Name Reading Town Hall
 Project Conservation and Improvement Works
 Roof RF24
 Schedule No. SCH-01-RF24
 Issue Date 30th March 2026
 Issue/Revision PL00 - issued 30th March 2026



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PLANNING ISSUE - FOR COSTING AT END OF RIBA STAGE 3

Item	Works	Costs - £.p.
1	Roof Features and Chimneys	
	Roof RF24	
	n/a	
2	Dormer Windows	
	Roof RF24	
	n/a	
3	Roof Coverings	
	Roof RF24	
	n/a	
4	Parapet and Valley Gutters	
	Roof RF24	
	n/a	
5	Rainwater Discharge Outlets and Eaves Gutters	
	Roof RF24	
	i. Locate existing outlets in eaves gutter RF24-EGUT.01. Remove all dirt, debris and vegetation from gutter and associated outlets. Check condition, including associated rainwater discharge pipework/ rainwater downpipes and report.	
	ii. Confirm if the existing gutter outlets are of sufficient diameter and capacity.	
	iii. Conduct CCTV survey of associated outlets and associated discharge pipework down to the below ground surface water drainage system and report condition. Note: Anticipated to be completed by design team prior to tendering.	
	iv. Option: Undertake localised isolated repairs to existing external rainwater downpipes and eaves gutters in accordance with further inspections and investigations on site, and CCTV survey's findings and recommendations.	
	v. Option: Remove and cart away existing eaves gutters and replace with new cast iron eaves gutters with greater diameter.	
	vi. CONTRACTOR'S DESIGNED PORTION: Ensure levels of the outlets are below the level of the existing/new gutters to avoid standing water. Specialist drainage contractor to design, detail, and undertake any necessary amendments to outlet levels.	
	vii. CONTRACTOR'S DESIGNED PORTION: Design, detail, supply, and fix new rainwater outlet RF24-OUT.03 in eaves gutter RF24-EGUT.01 with new external rainwater downpipe to ground in courtyard below. Connection into existing below ground drainage system to be determined on site by specialist contractor. All works to be undertaken by specialist contractor.	
	viii. Allow for BWIC with installing the new external rainwater downpipe associated with the new rainwater outlet RF24-OUT.03, including any potential alterations or connections to existing rainwater goods, installation of new support brackets, and repointing and making good the surrounding brickwork.	

	ix. CONTRACTOR'S DESIGNED PORTION: Option to install wireless rainwater sensors above all outlets to detect when outlets are blocked. To provide an early warning system of standing water before upstands are overwhelmed, to help with ongoing building maintenance and reduce the risk of future rainwater ingress.		
6	Parapet Walls and Coped Gables		
	Roof RF24		
	n/a		
7	Roof Access, Plant and Services		
	Roof RF24		
	i. CONTRACTOR'S DESIGNED PORTION: Existing access provisions to be reviewed and altered by an access and fall protection specialist. Recommendations to be provided to improve the existing access situation and comply with all current British Standards and Building Regulations. Existing access walkways and associated ladders, staircases, balustrades, and handrails to be reinstated with all recommended and specified improvements, or a new access system is to be installed. All works to be undertaken by specialist contractor. TBC by Client.		
	ii. CONTRACTOR'S DESIGNED PORTION: Remove existing bird-proof netting and anti-perch spikes, including adhesive residue off the existing structure and fabric, and cart away. TBC by Client.		
	iii. CONTRACTOR'S DESIGNED PORTION: Specialist to design, supply and fix new bird control and bird proofing to roof including replacement bird-proof netting and/or anti-perch spikes. Contractor / specialist contractor to propose alternative bird proofing measures that lessen the impact on the historically significant structure. TBC by Client.		
	iv. CONTRACTOR'S DESIGNED PORTION: Supply and fix new mansafe fall arrest system in full compliance with British Standards, Building Regulations, Health & Safety requirements, and specialist recommendations. Design a safe access scheme which enables full access to all areas of the roof for future maintenance. All works to be undertaken by specialist contractor. TBC by Client.		
8	Internal Features and Insulation		
	Roof RF24		
	n/a		
9	Fire Safety		
	Roof RF24		
	i. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to propose and design all fire safety measures, including fire separation / stopping to ensure existing and proposed compartmentation / separation is achieved. Collateral warranties to be provided for all works.		
	ii. CONTRACTOR'S DESIGNED PORTION: Specialist Consultant / Subcontractor to specify all fire stopping to services which pass through all designated fire protected floors, walls, and ceilings. Inspect and monitor installation and certify the installation on site to ensure it meets all fire safety standards and requirements. Collateral warranties to be provided for all works.		