

**CRANLEIGH VILLAGE HALL
VILLAGE WAY
CRANLEIGH
SURREY GU6 8AF**



THE SPECIFICATION OF WORKS FOR;

**THE REPAIR AND RENEWAL OF THE
EXISTING STAGE**

**OVERHAUL AND EXTENSION OF THE
SMALL KITCHEN AREA**

RE-LOCATION OF THE DDA WC

For: Beverley Bell FILCM
Parish Clerk
Cranleigh Parish Council
Village Way
Cranleigh
Surrey GU6 8AF

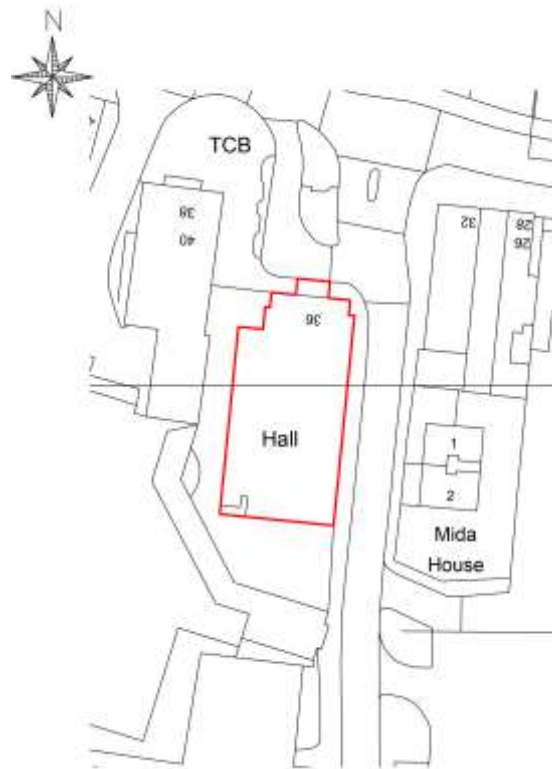
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CONTENTS

- PART A - PRELIMINARIES**
- PART B - PREAMBLES**
- PART C - GENERAL**
- PART D - THE SPECIFICATION OF WORKS – the repair and renewal of the stage**
- PART E - THE SPECIFICATION OF WORKS – overhaul and extend the small kitchen area**
- PART F - THE SPECIFICATION OF WORKS – relocation of the DDA wc**
- Collection
 - Form of Tender



Cranleigh Village Hall Site Plan

PART A: PRELIMINARY ITEMS**A PRELIMINARIES AND GENERAL CONDITIONS****A10 PROJECT PARTICULARS AND PERSONALITIES****110 DESCRIPTION OF THE WORKS**

There are three separate elements to the proposed Works at Cranleigh Village Hall, which the Employer wishes to receive separate costs for, for the purposes of budget allocation, but are intended to be undertaken as one project.

1. It is the Employers wish to repair and renew the existing stage which is currently supported from below by acrow props following advice from the Structural Engineer. To lay a new floor finish and include some electrical socket points within the stage floor.
2. They also wish to enhance the small kitchen facilities and enlarge it by extending into the room behind.
3. And to create a new DDA compliant toilet facility in a new location on the opposite side of the entrance foyer in the location of the existing plant room, of which the services will be relocated into the old location of the mobility wc.

120 EMPLOYER:

Parish Clerk
Cranleigh Parish Council, Village Way, Cranleigh, Surrey, GU6 8AF
Contact: Beverley Bell FSLCC
Tel: 01483 272311
E-mail: clerk@cranleigh-pc.gov.uk

130 ARCHITECT:

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Inspecting Architect
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West Sussex RH13 6QJ
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140 STRUCTURAL ENGINEER:

Tim Williams
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Smithbrook Barns, Cranleigh, Surrey, GU6 8 LH
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E-mail: tim.williams@hockleyanddawson.co.uk

150 PRINCIPAL DESIGNER:

Cooper & Withycombe, 3rd Floor, Norwich House, 14-15 North Street,
Guildford, Surrey, GU1 4AF
Contact: Louise Piper Tel: 01483 457373
E-mail: Louise@CW-consult.co.uk

160 PRINCIPAL CONTRACTOR

The Main Contractor will act as the Principal Contractor.

A20 TENDER PARTICULARS

110 TENDER: the Employer will not be bound to accept the lowest or any Tender. The Contract will be on the basis of a fixed price.

A21 TENDER AND CONTRACT DOCUMENTS

110 FORM OF CONTRACT: will be The JCT Minor Building Works Building Contract with Contractor Design 2016 (MW16) as published by the JCT. The Form will embody the additions and omissions listed in Appendix A at the end of the Part A.

120 THE CONTRACT AND TENDER DRAWINGS: will be as listed in the Appendix B to this Part and will together with the Specification be attached to the Form of Contract and constitute the Contract Documents.

A22 TENDER LIMITATION AND DETAILS

110 PERIOD FOR ACCEPTANCE: Tenders shall be open to acceptance for a period of not less than 90 days from the date for the receipt of Tenders.

115 TENDERING PROCEDURE: will be in accordance with the principles of the 'Code of Procedure for Single Stage Selective Tendering' 1996, Alternative 2 will apply.

120 THE SPECIFICATION: this is a performance specification. The Contractor is required to take for everything shown on the drawings or itemized in the Specification. Allow for executing the Works indicated and described and for all works not specifically mentioned but which can be reasonably inferred as being necessary for the proper execution of the Contract. Any matters which the Tenderer considers are not adequately described in the Specification or shown on the drawings must be brought to the attention of the Architect before the Tender is submitted. No extras will be considered in respect of items omitted from the drawings although itemized in the Specification or vice versa.

130 PRELIMINARY INVESTIGATIONS: The Tenderer shall visit the site and acquaint himself with all conditions appertaining to the site. He shall be deemed to have examined all of the tender documents and have acquainted himself with all aspects of the proposed works. No claim will be recognized in respect of want of knowledge.

131 PRICING: The Tenderer will be required to submit a priced copy of the Specification and a Schedule of Rates. The Tenderer shall allow for profit and attendance on all P.C. Sums. The prices in the Preliminaries shall be deemed to include compliance with any Enactment or Regulation appertaining and for everything necessary for the proper execution of the Contract.

140 BUILDER'S WORK: The Tenderer shall allow for all builder's work and making good in connection with the work of all sub-contractors.

150 STATUTES AND FEES: The Contractor shall comply with all Statutory Notices appertaining and shall give all Notices required. He shall comply

with all Enactments, Regulations and Working Rules relating to the Works. He shall pay all fees arising unless specified otherwise.

A30 THE SITE AND THE EXISTING BUILDINGS

- 110 THE SITE: Cranleigh Village Hall is located on the South side of the High Street, with direct access off Village Way.
- 111 The contractor shall note that Village Way is a busy road and that there is no on-site parking, but parking is available in the public pay and display car park in Village Way.
- 112 The site is limited for secure storage of materials, there are rooms backstage which can be used and locked with prior agreement with the Employer.
- 120 EXISTING SERVICES: service supplies exist within the site area, to be investigated on site:
- **electrical incoming main:** is located in the electricity cupboard by the Eastern fire exit within the main hall area by the stage.
 - **gas incoming main and boiler:** is located in the small cupboard behind the louvre doors at the rear of the building to the south.
 - **water incoming main:** is not found in the building and is located in the street in front of the millennium sculpture to the north.
 - **surface water underground drain:** is located under the stage.
 - **foul water underground drain:** is located to the rear south of the hall.
 - **Fire Alarm Panel and CCTV system:** located within the northern entrance foyer.
- 121 EXISTING BUILDINGS: the Contractor, his sub-contractors and suppliers will under no circumstance enter existing buildings or parts thereof which are not subject to the Works. If entry is required to enable execution of the Contract, such entry will be by prior agreement with the Employer beforehand.
- 121 SITE: the Contractor shall keep the building operations within the area of the site indicated on the site plan. The Contractor shall not use the site for any purpose other than the execution of the Works.
- 122 ADJOINING PROPERTY: the Contractor shall uphold and protect any adjoining property real or personal.
- 130 SURROUNDING LAND/BUILDING USES: the Contractor will maintain roads, footpaths, kerbs etc in their condition at the time of commencement of the Works and keep approaches clear of mud. He shall make good any damage caused by his own or any sub-contractors or supplier's transport at his own expense.

- 140 RISKS TO HEALTH AND SAFETY: The nature and condition of the site/buildings cannot be fully and certainly ascertained before it is opened up. However, the following risks are or may be present:
- unsound timber
 - flammable existing materials
 - unsafe electrical wiring to lighting and power circuits
 - underground vaults or voids.
 - asbestos

The accuracy and sufficiency of this information is not guaranteed by the Employer or the Architect and the Contractor must ascertain for himself any information he may require to ensure the safety of all persons and the Works.

- 145 RISKS TO HEALTH AND SAFETY: The Contractor will protect the working area against unauthorized access and shall recognize that the public will have access to the paths and all entrances during the course of the Works. No materials or equipment shall be left on any path and shall be placed in a secure compound in a location to be agreed before commencement of the Works.

A40 PROTECTION AND PRECAUTIONS

- 110 PROTECTION: provide dust sheets, temporary screens and/or other means to keep clean, wind and weather-tight other areas of existing buildings which are occupied but not part of the Works.
- 111 NUISANCE: Take precautions to limit nuisance from noise, dust, smoke, rubbish, etc. Smoking and use of radios is not allowed.
- 112 FIRE: the Contractor shall **not** use blow torches nor any similar heat generating equipment unless authorized by a 'Hot Works Permit'. Irrespective of whether hot work is authorized he shall keep at least three suitable fire extinguishers on site in suitable locations at all times.
- 113 SECURITY: The Contractor shall take all necessary steps to maintain the security of the existing buildings during the execution of the Works where the original security is reduced by the nature of the Works or any temporary structure thereto.
- 114 INCLEMENT WEATHER: cover up and protect all works, goods and materials from damage by weather or from other causes.
- 115 RUBBISH AND DEBRIS: Clear away from site to tip all rubbish and superfluous material during the progress of the Works and at completion. The Contractor may be required to provide evidence that such materials have been disposed of correctly.

A50 TENDERING/SUBLETTING/SUPPLY

- 110 SCOPE: these conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.

- 120 CDM REGULATIONS: The Contractor is to note that the Construction (Design & Management) Regulations 2015 apply:
- the Employer where required will have appointed a Principal Designer.

The Principal Designer will prepare a CPP and deliver it to the tenderer as part of the Tender Documents. The Contractor will assume all the responsibilities of Principal Contractor and shall comply with the provisions of the Enactment. It will be the Contractor's duty to submit to the Principal Designer a Construction Phase Plan for approval. No works shall commence until the Construction Phase Plan is approved.

The contractor will be required to provide all information and assist in the preparation of the Health & Safety File.

A60 DEFINITIONS AND QUALITY CONTROL

A61 DEFINITIONS

- 110 REMOVE means remove a specific item, associated accessories, fastenings, linings, bedding materials without damaging the adjacent work.
- 111 REFIX means carefully remove item, remove fastenings and beddings, clean and repair, set aside and protect, and refix to match existing.
- 112 MAKE GOOD means do local remedial work. Remove defective finishes or components (or parts thereof). Fill, dress down, piece-in, patch, extend existing finishes, make minor repairs and adjustments. Re-fix or re-stick. Redecorate.
- 113 SUPPLY AND FIX means that the contractor shall obtain, have delivered to site and to fix in the location specified. Unless otherwise stated all items in the Specification of Works and/or shown on the drawings are to be supplied and fixed complete.
- 114 KEEP FOR REUSE: means during removal prevent damage to stated components or materials, and clean off bedding and jointing materials. Stack neatly, adequately protected and stored until required by the Employer or for re-use in the works as instructed.
- 115 REPLACE: means remove stated existing component, features and finishes. Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed.
- 116 REPAIR: means carry out local remedial work to components, features and finishes as found in the existing building, re-secure or refix as necessary and leave in a sound and neat condition. It does not include replacement of components or part of components or redecoration.

- 117 EASE: means make minor adjustments to moving parts of stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.
- 118 TO MATCH EXISTING: means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to the approval of the Architect.

A62 QUALITY STANDARDS/CONTROLS

- 110 BRITISH STANDARDS: all work shall be executed in accordance with accepted building trades practices and shall comply with the British Standards Institution, Statutory Regulations and Bye-Laws.

Materials shall not vary from those specified by the Architect without his written consent and the Contractor shall at all times when required produce evidence that the materials are of the description specified. Samples of materials shall be submitted to the Architect, as reasonably requested, free of charge.

The term BS shall mean the current British Standard and the CP shall mean the current Code of Practice of the BSI.

The term ISO shall mean the current standard of the International Standards Organization.

Where works are carried out in respect to electrical, gas or water services such works shall be in accordance with the Enactment or Regulation of the appertaining Authority and/or Institution.

A70 CONTRACT ADMINISTRATION**A71 ADMINISTRATION**

- 110 SITE FOREMAN: The Contractor shall keep a competent foreman in charge of the site at all times.
- 111 COVERING UP: The Contractor shall give adequate notice to the Architect and Quantity Surveyor before covering up work which must be measured.
- 112 SETTING OUT: The Contractor will be responsible for errors in setting out and shall bring to the Architect's attention any errors on the drawings or in the Specification.
- 115 PROGRAMME: The Contractor shall prepare a programme before the commencement of the Works. He shall inform the Architect when the progress of the Works varies from the programme.
- 116 PROVISIONAL SUMS: shall be expended as the Architect may instruct.

- 120 INSTRUCTIONS: only the Architect is authorized to give instructions to the Contractor. In the event of the Contractor receiving a request from the Employer or from a consultant or from the Building Control Officer to carry out work or to vary from any work described in the Contract Documents issued under the Contract, then the Contractor will notify the Architect in writing of that request and seek confirmation that he should proceed.
- 121 VARIATIONS: If requested, the Contractor shall submit to the Architect the invoices and timesheets relating to the work which is the subject of the variation.
- 122 DAYWORKS: When required these will only be permitted when authorized in writing by the Architect, who will state when they will commence and end; the Contractor will maintain records of labour and materials and submit these records to the Architect weekly. If requested, the Contractor shall submit all necessary documentation to enable the works to be valued.
- 123 DISCREPANCIES: The Contractor shall notify the Architect of any discrepancy in the documentation and shall request instruction before proceeding with the work which is the subject of that discrepancy. The Contractor shall notify the Architect and seek instruction on any item which requires amendment as a result of findings upon opening up of the existing construction.

A72 FACILITIES/TEMPORARY WORKS

- 110 SITE ACCOMMODATION: The Contractor shall provide such site accommodation for his operatives as is required. Where suitable accommodation exists, the Contractor may make use of this but only with the prior consent of the Employer. The contractor shall note that public Rights of Way exist on all sides and is recommended for the purpose of security to arrange with the Employer a location of toilets and site welfare facilities.
- 111 STORAGE: Provide sufficient storage for the execution of the Works. Such storage shall be properly maintained throughout the Contract and cleared away upon completion.
- 115 WATER FOR THE WORKS: The Contractor may obtain water for the Works from the Hall. Use will be free of charge to the Contractor.
- 116 ELECTRICITY FOR THE WORKS: The Contractor may obtain power for the execution of the Works off the supply to the Hall. Provide all temporary wiring etc. and clear away upon completion. Use will be free of charge to the Contractor.
- 117 TELEPHONE: The Contractor shall provide a site telephone. The Contractor will pay all charges in connection arising.

118 PLANT, TOOLS ETC.: The Contractor is to provide and maintain all necessary tools, plant, scaffold etc. as required for the proper execution of the Works. Clear away upon completion.

119 ATTENDANCE: unload and get into site all goods and materials and store until required in the Works, and return all crates, containers, etc. carriage paid as required. The Contractor shall attend upon, cut away for, and make good for all trades and sub-contractors.

The Contractor shall allow all sub-contractors the use of lighting, power, water, plant and scaffold and other facilities as required by them.

A77 COMPLETION

110 DRYING OUT: The Contractor is to provide such equipment as is necessary for the drying out of the Works and pay all charges in connection.

120 CLEAN: Upon completion of the Works clean all surfaces using methods suitable for the surface being cleaned and leave the Works, the site and the existing buildings clean, neat and tidy to the satisfaction of the Architect.

130 MAINTENANCE INSTRUCTIONS AND GUARANTEES: forward to the Architect at Practical Completion all maintenance manuals, instructions and guarantees.

140 COMPLETION: Where it is agreed between the Contractor and the Employer that hand over of a part of the Works is acceptable, the Contractor shall request the Architect to conduct an inspection before the handover.

A90 STATUTORY CONSENTS

110 HISTORIC BUILDINGS LEGISLATION: This building is not included in the Statutory Register of Listed Buildings but is located within a Conservation Area.

All proposed Works are internal therefore no Planning Permission has been sought.

APPENDIX A: The Contract Particulars will be completed as follows-

- | | | |
|-----|--|--|
| 1. | ARTICLE 4: PRINCIPAL DESIGNER: | will be as set down in section A10 of Part A of this Specification under item 157. |
| 3. | ARTICLE 5: PRINCIPAL CONTRACTOR: | will be the main contractor. |
| 4. | ARTICLE 7: ARBITRATION:
apply. | Article 7 and Schedule 1 will |
| 5. | FOURTH RECITAL: BASE DATE: | will be the date of tender. |
| 6. | FOURTH RECITAL AND CLAUSE 4.2: | the Employer is not a contractor. |
| 7. | FIFTH RECITAL: CDM REGULATIONS: | the project is not notifiable. |
| 8. | SIXTH RECITAL: FRAMEWORK AGREEMENT: | not applicable. |
| 9. | SEVENTH RECITAL & SCHEDULE 3: | paragraphs 1 to 6 will not apply. |
| 10. | SEVENTH ARTICLE: ARBITRATION: | will apply. |
| 11. | CLAUSE 1.1: CDM PLANNING PERIOD: | to be agreed mutually. |
| 12. | CLAUSES 2.2: DATES FOR COMMENCEMENT & COMPLETION: | to be agreed mutually. |
| 13. | CLAUSE 2.8: LIQUIDATED DAMAGES: | £500 per week. |
| 14. | CLAUSE 2.10: RECTIFICATION PERIOD: | twelve months. |
| 15. | CLAUSE 4.3: INTERIM VALUATION DATES: | shall be one month after commencement of the Works and one month thereafter. |
| 16. | CLAUSE 4.3: PERCENTAGE OF TOTAL VALUE: | 95% until practical completion. |
| 17. | CLAUSE 4.3: PERCENTAGE OF TOTAL AMOUNT: | 97½% after practical completion. |
| 18. | CLAUSE 4.3 & 4.8: FLUCTUATIONS PROVISION: | no fluctuation provision applies. |
| 19. | CLAUSE 4.3 & 4.8: FLUCTUATION PROVISION: | schedule 2 does not apply. |
| 20. | CLAUSE 4.8.1: SUPPLY OF DOCUMENTATION: | 3 months. |
| 21. | CLAUSE 5.3: CONTRACTOR'S INSURANCE: | £10,000,000 (Ten million pounds) |
| 22. | CLAUSE 5.4: INSURANCE OF THE WORKS: | Clause 5.4B will apply. |
| 23. | CLAUSE 5.4 A & B : % FOR FEES: | 19%. |
| 24. | CLAUSE 5.4C: INSURANCE ARRANGEMENTS: | Clause B will apply |
| 25. | CLAUSE 7.2: ARBITRATION: | President of the RIBA. |
| 26. | SCHEDULE 1: ARBITRATION: | President of the RIBA |

APPENDIX B: DRAWINGS

Architect's: nos.

- 24865/100 – Existing Site Plan
- 24865/110 – Existing Floor Plan
- 24865/111 – Existing Stage Plan
- 24865/112 – Existing Entrance Foyer
- 24865/113 – Existing Small Kitchen
- 24865/200 – Proposed Site Plan
- 24865/210 – Proposed Floor Plan
- 24865/211 – Proposed Stage Plan
- 24865/212 – Proposed Entrance Foyer
- 24865/213 – Proposed Small Kitchen

Structural Engineer's: nos.

- 21995/101 Proposed Stage Floor

Further drawings and specification to be supplied following the opening up and exposure of the stage structure by the contractor.

RWN/gen/24865
March 2024

Revision:

- A 20.03.24
- B 22.04.24

PART B: TRADE PREAMBLES

Refer to relevant sections in Part C or other design consultant's details and where none exists:

B1.00 GENERAL**Notes**

B1.01 These TRADE PRE-AMBLES are to be read in conjunction with the clauses contained within the specifications for all works. The contents of this document do not limit the Contractor in his responsibilities to conform to all British and European standards of work.

B1.02 All works shall be of the best quality and not be limited to the minimum standards laid down within BS8000.

Workmanship and Materials

B1.03 All work shall be executed in accordance with the accepted buildings trades practice and shall comply with the British Standards of the B.S.I., Statutory Regulations and Bye-laws. Materials shall not vary from those specified by the CA without his written consent and the Contractor shall at all times when required produce evidence that the materials are of the description specified. Samples of the materials shall be submitted to the CA, as reasonably requested, free of charge.

B1.04 The term B.S. shall mean the current British Standard of the B.S.I.

B1.05 The term C.P. shall mean the current Code of Practice of the B.S.I.

B1.06 The term I.S.O. shall mean the current standards issued by the International organisation for standardisation.

B2.00 DISMANTLING AND PREPARATORY WORKS**General Clauses**

B2.01 Preparatory works by others: the Employer will have removed all fixtures and fittings and loose furniture before vacant possession is given to the contractor.

B2.02 Existing adjacent buildings: the adjacent buildings will remain in use. The contractor shall not interfere with the use of these.

B2.03 Contractor's compound: the contractor will be allowed to use the area within the site. The contractor shall erect 2.0m min. high fence to contain this area. His is warned that security is a difficulty in this location and shall not assume that this area can be made secure by this means.

B2.04 Access to the site: shall be from the side door to the East or West.

B2.05 Use of the site: do not use the site for any purpose other than carrying out the Works.

- B2.06 Risks to Health & Safety:** the buildings are believed to be structurally sound. The nature and condition of the site/building cannot be fully and certainly ascertained before it is opened up. Structural or material hazards may be present.
- B2.07 Security:** Adequately safeguard the site, the Works, materials arising, products, plant and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- B2.08 Noise:** comply with BS 5228.
- B2.09 Pollution:** Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways. If pollution occurs, inform the appropriate authorities and the Architect without delay and provide them with all relevant information.
- B2.10 Burning on site:** of materials arising from the Works will not be permitted.
- B2.11 Rubbish:**
- remove rubbish, debris and surplus material regularly and keep the site and Works clean and tidy.
 - Ensure that all non-hazardous materials and rubbish is disposed of at a tip approved by the Local Authority.
 - No skip shall be placed within 6.0m of any building or structure to prevent the spread of flame in the event of the skip being set alight.
 - Ensure that any skip containing inflammable material is removed from site at the end of each working day.
- B2.12 Roads and footpaths:** adequately maintain within and adjacent to the site and keep clear of mud, debris and obstructions. The contractor shall make good any damage caused by his own or any sub-contractor's or supplier's transport at his own expense.
- B2.13 Adjoining property:** the Contractor shall uphold and protect any adjoining property real or personal.
- B2.14 Protection:** provide dust sheets, temporary screens and/or other means to keep clean, wind and weather-tight other areas of existing buildings which are occupied but not part of the Works.
- B2.15 Nuisance:** Take precautions to limit nuisance from noise, dust, smoke, rubbish, radios etc.
- B2.16 Security:** The Contractor shall take all necessary steps to maintain the security of the existing buildings during the execution of the Works where the original security is reduced by the nature of the Works or any temporary structure thereto. When the existing building is vacant the Contractor will be responsible for keeping the building secure until such time that practical completion is achieved.

The Works - Dismantling structures

B2.19 Survey: before commencing the work examine all available information, carry out a survey of the structure(s), the site and the surrounding area, and submit a survey report and method statement to the Architect covering all relevant matters and in accordance with the Health & Safety Executive Guidance Note GS29/1 paragraph 32.

B2.20 Workmanship generally

- shall be in accordance with BS 6187 and the H&SE Guidance Notes GS29/1,2,3 & 4.
- all dismantling work is to be carried out without damage to the remaining parts of the existing structure and if such damage should occur the Contractor shall reinstate same and make good at his own expense.
- All dismantling work shall include for any cutting out or taking apart as may be necessary for getting out of the items described, for removing screws, nails, bolts, hooks, clips and other fastenings and for making good all work disturbed.
- Taking down walls and partitions shall include for removing and setting aside any attached skirtings, bearers, rails and joinery items.

B2.21 Location of existing services: establish route and location of existing services on site.

B2.22 Disconnection of existing services:

- carry out the work described in the specification, drawings and details.
- maintain services to adjacent premises at all times unless otherwise agreed with the adjoining user by prior arrangement through the Architect or Clerk of Works to the Estate.

B2.23 Services: refer to Construction Drawings for the details of the stripping out of the existing services to the extent of the Works area. Inspect all existing services thoroughly and locate prior to commencing the works.

B2.24 Site hazards

- prevent fire or explosion caused by gas or vapour.
- Reduce dust by periodically spraying with water.
- Take adequate precautions to protect site operatives and the general public from dangerous fumes and dust arising during the course of the works.

B2.25 Structures to be retained

- adequately protect parts of the existing building which are to be kept in place.
- Prevent debris from overloading any part of the building which is not to be demolished.

B2.26 Partly demolished structures

- leave in a stable condition with adequate temporary support at each stage to prevent risk of uncontrolled collapse.
- Prevent debris from overloading access platforms.
- Prevent access of unauthorised persons to partly demolished structures and to the works area.

B2.27 Asbestos based materials

- asbestos based materials are not thought to be present in the structure to be demolished by the contractor must proceed on the basis that such materials may be present.
- If found, the material shall be removed by a Contractor licensed by the H&SE and prior to any other work starting in these locations.
- Report immediate any suspected materials discovered.

B2.28 Dismantle

Carefully dismantle part of the existing building to the extent indicated taking particular care not to damage the walls which they abut.

B3.00 DRAINAGE WORKS**Materials**

- Pipes, fittings and accessories to BS 460.
- Plastic underground shall be to BS 4660 or BS 5481.
- Cast iron shall be to BS 416: Part 1.
- Clay pipes shall be to BS EN 295-1
- Copper pipes: shall be to BS 2871: Part 1.

B5.00 WALLS**B5.01 General clauses****Materials**

Pre-cast lintels: shall be to BS 5328.

Workmanship: shall comply with BS8000: Part3.

B7.00 TIMBERWORK**B7.01 General clauses****Materials****Timber**

- Timber preservative treatment: all timbers shall be Protimised. Cut ends shall be immersed in Cuprinol before fixing or building-in.
- Timber fixings: all fixings shall be stainless steel.
- Bolts, nuts and other fixings shall be to BS 916. Bolts shall be provided with washers of 3mm min. thickness.
- Softwood: shall be stress graded to BS4978.
- Wrot: shall be of quality to BS1168:Part 3.
- Plywood: shall be to BS6566. Internal quality shall be MR grade and external quality shall be WBP grade unless specified otherwise.

Workmanship**Timber**

- shall comply with BS8000:Part 5.
- Reduction to finished sizes: to be to BS4471 for softwoods and BS5450 for hardwoods.
- Moisture content of timber at time of fixing shall not be more than:
 - Under cover in generally unheated spaces: 24%
 - Under cover in heated spaces: 21%
 - Internally in continuously heated spaces: 18%
- Keep timber dry. Store timber and components under ventilated cover.
- Wall plates: ensure that plates are bedded fully, in lengths of not less than 3.0 with half-lap joints.
- Trimming openings: unless specified otherwise, trimming joists shall be doubled up and bolted at 1.2m ccs max staggered top and bottom.
- Joist hangers: bed directly on and hard against supporting construction. Rebate joist to lie flush with soffit of hanger. Fix joist to hangers with a nail in every hole.

B10.00 CEILINGS**Materials**

- plasterboard shall be to BS1230:Part1.
- screws: shall be BS1210.
- nails: shall be to BS1202:Part1.

Workmanship

- timber supports: ensure that noggings are provided to give support to all edges of plasterboards sheets to full length of all sides.
- plasterboard: shall be to BS1230: Part 1 with exposed surface suitable to receive decoration direct unless specified otherwise.
- cutting: cut boards neatly and accurately without tearing paper face.

B18.00 DECORATIONS**B18.01 General Clauses****Materials**

- Preparation: shall comply with BS 8000: Part 12.
- Paint: shall be Albany as supplied by Brewers Ltd, applied in accordance with the manufacturer's specifications.
- Exterior paint for rendered surfaces: shall be Keim applied in accordance with the manufacture's specification.
- Turpentine: shall comply with BS 244 and BS 290.
- White spirit: shall comply with BS 245.
- Knotting: is to be approved shellac knotting free from resin.
- Filling, stopping and cleaning agents and other ancillary materials shall be suitable for the surface being prepared and, where appropriate, shall be in accordance with the recommendations of the decorative coating manufacturer.

Workmanship

- All materials shall be delivery to site in the manufacturer's sealed containers bearing the name of the manufacturer and properly labelled as to the quality.
- Exterior quality paint shall be used for exterior work only.
- All paints, primers, sealers, undercoats, thinners etc are to be applied strictly in accordance with the manufacturer's specifications.
- No external painting is to be carried out in wet or misty weather or on surfaces which are not thoroughly dry.
- All coats shall be well rubbed down before the next coat is applied.
- Unless contrary to the manufacturer's instructions, the contents of the containers is to be stirred thoroughly before use.
- Finishing coats are to be well brushed out so as to be free from brush marks.

B18.02 Preparation – generally**New surfaces****Metalwork**

- surfaces are to be thoroughly rubbed down with a wire pad or brush as appropriate removing all grease, rust or scale before priming. Any rust marks must be removed and neutralized before painting.

Woodwork

- all knots are to be treated to prevent bleeding. Large, loose or black knots are to be cut out and replaced with sound timber or filled with a proprietary wood filler. Small knots and shallow filled knots are to received two coats of knotting.
- All defects or irregularities in timber surfaces shall be filled or stopped with appropriate filler and rubbed down smooth and flush.
- All joinery is to be rubbed down with glass paper.

Glazing rebates

- all are to be primed before glazing and all putties are to be primed within two weeks of glazing.

Existing painted surfaces**Plaster and plain face**

- draw all nails and screws, wash down surfaces and dry. Fill all nail and screw holes, cut out and cut back all cracks and similar minor defects and fill in and make good with an appropriate filler.
- Treat all areas of making good with one coat of approved sealer before painting.
- Where previous coatings are flaking or otherwise breaking down, the whole surface is to be brushed and scraped to provide a firm base, brought forward and painted one coat of approved sealer before decoration.

Woodwork

- rub down all surfaces removing flaking or otherwise defective coatings. Where the extent of the defects is such that removal is required, strip paint using a proprietary paint stripper. Wash down removing all grease, dirt, dust and residue of paint stripper.
- Fill all cracks, crevices and holes with an appropriate wood filler and rub down smooth and flush.

Metalwork

- rub down all surfaces removing flaking or otherwise defective coatings. Where the extent of the defects is such that removal is required, strip paint using a proprietary paint stripper. Wash down removing all grease, dirt, dust and residue of paint stripper.
- Fill all crevices and holes with an appropriate filler and rub down smooth and flush.

- Surfaces are to be thoroughly rubbed down with a wire pad or brush as appropriate removing all grease, rust or scale before priming. Any rust marks must be removed and neutralised before painting.

B18.03 Preparation

- Clean down all walls and ceilings to receive a paint finish and prepare and paint two coats limewash to specification of works.
- Prepare all woodwork to receive a paint finish, prepare, KSP and paint two undercoats and one gloss coat to colour in decorations schedule.
- Prepare all woodwork to receive a stained finish, prepare, and paint three coats to colour in decorations schedule in accordance with the manufacturer's specification.
- Prepare all metalwork to receive a paint finish, prime and paint two undercoats and one gloss coat to colour in decorations schedule.

B19.00 COMPLETION**B19.01 Clear Rubbish**

Clear away from site to tip all rubbish and superfluous material. The contractor may be required to provide evidence that such material has been correctly disposed of.

B19.02 Clean

A full clean is to be undertaken to remove all marks, stains and any debris left by the works. Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.

B19.03 Security

Leave the works secure with all accesses locked. Account for all keys and hand over to Employer.

B19.04 Maintenance Instructions and Guarantees

All maintenance instructions, guarantees and the like are to be handed to the CA and the PD.

B19.05 Final Inspection

Request Contract Administrators final inspection and approval before striking any access. However, please note that the completion of the works in accordance with the Contract Specification or any subsequent instructions is the contractor's responsibility. The Contract Administrator cannot guarantee to notice all items of unfinished work, and it will be the contractor's responsibility to make all careful and final checks on this aspect before he gives orders for access to be struck or labour to leave the site.

PART C: GENERAL**1.0 LIMITATIONS**

1.1 Vacant Possession: The Contractor shall have Vacant Possession of Cranleigh Village Hall from 22nd July to the end of August.

1.2 Tidy-up: The Contractor shall be required to tidy up all works which are in-hand to leave neat and tidy at the end of each working day to ensure the Hall and surrounding rights of way may be used fully unless agreed otherwise with the representative of the Employer.

1.3 Behaviour: The Contractor shall ensure that his staff conduct themselves and dress appropriate to the place in which they will be working. This shall include a ban on the use of radios and on smoking.

1.4 Use: The Employer lets the hall to various organizations including nursery schools. The programme of the hall will be discussed with the contractor prior to the commencement of the works. The Hall is to be closed from all bookings between 22nd July and the end of August.

1.5 Site area: the contractor shall note that the public has access to and uses all paths surrounding Cranleigh Village Hall. He shall properly contain the working area in such a way that the public may continue to use all paths except those within the working area. No materials or equipment shall be left on the paths or in any place that is not secure.

1.6 Car parking: the contractor shall park within the public carpark. The Employer may be able to provide day permits for the contractor.

2.0 TEMPORARY WORKS

2.1 Temporary facilities: the contractor will be allocated necessary space for the required storage facilities for materials and equipment throughout the Contract. The Contractor is recommended not to store any materials next to the Hall which can be thrown at windows.

c/f

	Quantity	Price £
	b/f	
<p>2.2 Facilities: The contractor will be allocated one of the changing rooms and toilet facilities located at the rear of the Hall for the duration of the Works.</p>		
<p>2.3 Access: The Contractor may enter the site from the West door to the committee room.</p> <p>He shall make sure that no damage is caused to the pathway or other surfaces or surrounding areas to the working area and shall make good any damage to the existing at his own expense.</p> <p>The Employer has had a stabilizing scaffold constructed below the existing stage which has been in place for the past 5 years in order for the stage to remain functional.</p>		
<p>2.4 Power and water: may be obtained from the points inside the Hall.</p>		
<p>2.5 Working area: The Contractor shall contain the working area to the minimum.</p>		
<p>2.6 Fixings: none shall be made into the ground other than in the working area.</p>		
<p>2.7 Rubbish: bag up and clear away to tip. The Contractor shall note the risk of leaving a skip on site. He shall ensure that when it is required it is placed at least 6.0m away from any building, fence or tree as is possible. Any flammable materials shall be removed from the site at the end of each day.</p>		
<p>2.8 Hot Work: NO hot work of any sort will be permitted unless authorized in writing by the Architect. Any such work will be carried out on a workbench outside the buildings. Where any such work is required inside the buildings they shall be accepted before noon on the basis that the contractor shall thereafter maintain a watch for at least five hours after cessation of any hot work.</p>		

c/f

	Quantity	Price £
	b/f	
2.9 Fire extinguishers: provide at least 2no. fire extinguishers within 3.0m of the working area, maintain and clear away upon completion.		
2.10 Access platforms - general: provide all necessary temporary platforms and structures to facilitate the execution of the Works in accordance with the safe working practices and regulations, maintain and clear away including all materials upon completion.		
2.11 Temporary protection: provide all necessary temporary protection to contain the works within the site area and prevent the spread of dust to the wider building. Before commencing Works on each element of the project, form a temporary internal partition to close off the site area from the rest of the building to prevent the spread of dust to other areas of the hall.		
3.0 DEMOLITIONS AND PREPARATORY WORKS		
3.1 Risks to Health & Safety: the building is believed to be structurally sound. The nature and condition of the site/building cannot be fully and certainly ascertained before it is opened up. Structural or material hazards may be present.		
3.2 Existing Surveys: An asbestos survey exists for the hall and is known to contain asbestos materials within the loft area. Asbestos materials were removed from some of the stage ceiling. See report		
3.3 Refurbishment and Demolition Survey: undertake an R&D survey in all areas affected by the works.		
3.4 Asbestos Survey: undertake an asbestos survey in all areas affected by the Works where a survey does not already exist.		
TOTAL COST OF THE WORKS TO FORM OF TENDER FOR PART C GENERAL		£

c/f

Quantity Price
£

b/f

**PART D: THE SPECIFICATION OF WORKS:
REPAIR AND RENWAL OF THE EXISTING STAGE**

4.0 THE WORKS OVERVIEW

4.1 Stage: dismantle the stage floor and undertake structural works to SE design and form a new stage floor and front steps at the existing floor height with associated electrical works.



5.0 DISMANTLEMENT

5.1 Survey: before commencing the work examine all available information.

- Existing stage structure: is supported by a scaffold substructure. Proceed with caution.

5.2 Existing services: the Employer does not have precise information on the existing services installations in the working areas.

Conduct site investigations by the appropriate trades and disconnect all services required for safe working practice for the duration of the works.

Reinstate same upon completion or upon completion of a working day as required by the Employer – co-ordinate with the Employer on dates and times of disconnections.

The contractor shall proceed with caution.

5.3 Existing stage flooring: at the appropriate stage of the Works carefully dismantle the existing stage flooring and sub deck to the full extent and clear away.

c/f

Quantity

Price
£

b/f

It is very damp within the under-stage area, with high ground water levels evident.

The structural engineer wishes to inspect the existing timber structure once the floor finish and plywood has been removed and the area can be fully accessed.

At the appropriate stage of the works, notify the Structural Engineer to attend site and conduct an inspection of the existing floor structure now fully exposed.

At this point the structural engineer will fully specify the structural design for the stage.

- 5.4 **Existing acrow props:** at the appropriate stage of the works carefully dismantle the existing acrow props below stage level and put aside.



- 5.4 **Existing stage structure:** at the appropriate stage of the Works carefully dismantle the existing stage structure to the extent required by the structural engineer, allow for 30%. Dismantle and clear away historic joists which have been doubled up with new. Retain steel joists subject to the structural engineer's drawings and details. If the engineer includes reuse place on one side stored protected.

c/f

	Quantity	Price £
	b/f	
6.0 STAGE FLOOR		
6.1 Structure: supply and install the structural design as per the structural engineer’s drawings, specification and calculations.		
6.2 Existing brick piers: are 215x215mm at 2.4m ccs both directions. Existing piers to be retained.		
6.3 steel joists: retain existing.		
6.4 timber joists: as 225x50 c24 timbers. Allow for 30% replacement. At the appropriate stage of the Works supply and install the joists as per the structural engineer’s drawings, specification and calculations. Allow for noggins as per SE drawing.		
6.5 Stage boarding: supply and lay new 18mm marine grade plywood to full extent of the new stage, and to the steps to the front of stage, installed in accordance with manufacturers specification.		
6.6 Access hatch and steps: allow to form new access hatch within the stage floor to provide sufficient access to the below stage space, to be finished to match the stage floor finish.		
<p>Allow to install 1.9m x 1.0m access hatch, to be https://www.cellaraccess.co.uk/External%20Beer%20Drop.html or similar approved.</p> <p>Allow for the supply and install of the structure proposed by the structural engineer to support the new access as per SE drawing</p> <p>Steps: Supply and install new stainless steel access steps to provide safe access beneath the stage. Design to be approved by the CA.</p>		
7.0 FINISHES		
7.1 Floor		
Refer to the F&F schedule. Supply and install birch plywood to full extent of the new stage, and to the steps to the front of stage, installed in accordance with manufacturers specification.		

c/f

	Quantity	Price £
	b/f	
7.2 Walls Refer to the F&F schedule. Include to repair or replace any wall paneling damaged during the course of the works.		
8.0 PIPED SERVICES		
8.1 Heating installation – Existing Retain the existing heating installation to the full extent. Leave in existing operable state. No changes proposed within the part of the Works.		
8.2 Sump Pump – Existing Whilst floor is removed inspect existing sump pump and test. If required the pump is to be repairs or replaced. Allow prov sum.		
9.0 WIRED SERVICES		
9.1 Services – wired installations: General: design, supply and install a new power circuit within the stage floor which shall be independent of the existing circuits in the hall with all new terminals/fuseboards as may be required to provide power and lighting circuits to the points indicated on the drawings. - compliance: all works shall be in accordance with IEE Regulations current edition, BS7673 and the Electricity Supplier’s Regulations, current edition - wiring: all shall be in Pirelli FP200 and install in accordance with the manufacturer’s specifications and the Employer’s insurer’s requirement. - the routes of all wires: shall be agreed on site with the Architect and the Employer’s representative before installation commences.		
9.2 Stage: install complete the services required by the Employer in the floor which will be wired in accordance with the schedule of services.		
9.3 Leak Sensor: supply and install MultiSafe floor leak sensor or similar approved to detect floor leaks beneath the stage area.		

c/f

	Quantity	Price £
	b/f	
9.4 Test: all installations and leave in full working order and certify accordingly.		
10.0 DECORATIONS		
10.1 Woodwork		
<p>If any woodwork is to receive a paint finish, KSP and paint two undercoats and one topcoat to new work externally. Paint one undercoat and one topcoat to existing internally.</p> <p>If any woodwork is to receive a stained finish, paint three coats in accordance with the manufacturer’s specification to the new and two coats to the existing.</p> <p>If any metalwork is to receive a paint finish, prime new surfaces and paint two undercoat and one topcoat.</p> <p>If any MDF is to receive a paint finish, prime new surfaces and paint two undercoat and two topcoat in accordance with the manufacturer’s specification</p> <p>Emulsion paint shall be Dulux Diamond applied in accordance with the manufacturer’s specification.</p>		
10.3 Walls above new stage level		
<ul style="list-style-type: none"> - make good: infill and make good any holes and cracks - decorate: all walls and woodwork in colour to match existing. 		
11.0 COMPLETION		
11.1 Completion		
Clean down to full extent removing all rubbish, packing cases, off-cuts and unwanted materials and leave the site including the basement of the stage area neat, clean and tidy. Employ a specialist cleaning contractor to leave the whole working are and access routes neat, clean and tidy to the satisfaction of the Contract Administrator.		
	_____	_____

c/f

	Quantity	Price £
	b/f	
12.0 PROVISIONAL AND CONTINGENCY SUMS		
12.1 Structure		
Allow the Provisional Sum of £3,000 for additional Works.		
12.2 Dayworks		
The Provisional Sums are for work to be carried out under and incidental to a building contract. Labour, materials, plant and overheads shall be as defined in the definition of Prime Cost Daywork carried out under a building Contract as issued by the RICS.		
The cost of plant will be allowed at the rates stated in the ‘Schedule of Basic Plant Charges’ last issued by the RICS. The contractor shall add the percentages addition he requires for overhead charges and profit on dayworks in accordance with the Conditions to the Contract.		
At the completion of the works the Provisional Sums will be omitted and the cost of labour, materials and plant will be added and the percentages adjusted pro-rata.		
12.2.1 Labour		
Overhead charges and profit:	%	
12.2.2 Materials		
Overhead charges and profit:	%	
12.2.3 Plant		
Overhead charges and profit:	%	
12.3 Contingency Sum		
To be expended in whole or in part as directed by the Architect. The whole or any part not so expended will be deducted from the Final Account.		4,000-00

TOTAL COST OF THE WORKS TO FORM OF TENDER FOR PART D THE REPAIR AND RENEWAL OF THE STAGE		£ _____

**PART E: THE SPECIFICATION OF WORKS:
OVERHAUL AND EXTENSION OF THE SMALL KITCHEN**

Quantity **Price**
£

13.0 THE WORKS OVERVIEW

Small Kitchen: strip out the existing small kitchen area, dismantle the existing partition wall to the rear and extend the small kitchen into this space. Block up the existing door access into the store area, and lay a new floor finish throughout the new room.



14.0 DISMANTLEMENT

14.1 Existing services: the Employer does not have precise information on the existing services installations in the working areas. Conduct site investigations by the appropriate trades and disconnect all services required for safe working practice for the duration of the works.

c/f

Quantity

Price
£

b/f

The services known to exist within the site area include:

- **Water:** there is an existing sink and incoming water supply to the small kitchen area.
- **Boiler:** there is an existing boiler which heats the hot water tap wall mounted below the sink.
- **Urn:** there is a wall mounted urn above surface level
- **Radiator:** there is a wall mounted radiator on the external wall
- **Electrical:** There a surface level and low-level power points and recessed spotlights within the ceiling.

Note: there is an internal manhole within the existing store room which is believed to be surface water drainage from the west side.



14.2 Disconnection of existing services: cover up and protect those to be retained and disconnect those to be made redundant. Maintain services to adjacent areas at all times unless otherwise agreed with the adjoining user by prior arrangement. The existing urn and boiler are to be replaced as part of the Works, at the appropriate stage of the works, decommission and remove.

14.3 Temporary protection: provide all necessary temporary protection to contain the works within the site area and prevent the spread of dust to the wider building.

c/f

Quantity Price
£

b/f

Prior to commencement of the works to the small kitchen area, form a temporary internal partition closing off the southern end of the corridor from the site area.

14.4 Dismantle, internally:

- **small kitchen area:** at the appropriate stage in the works carefully strip out the existing small kitchen, dismantling the fitted units and leave the room clear for the works.
- **services:** at the appropriate stage in the works cap off the existing services to be relocated as part of the works.
- **Door opening:** at the appropriate stage in the works carefully remove and dismantle the existing door set into the store room and leave clear for the works.
- **Internal wall:** at the appropriate stage in the Works carefully dismantle the existing internal partition brick wall to the extent shown on the drawings and make good.
Note: the wall at the rear of the small kitchen is not load bearing, but care should be taken when demolishing it as it provides a supporting edge for a timber which supports the plasterboard ceiling.

15.0 FLOOR

15.1 Levels

The floor will be a continuous floor level throughout the new enlarged area to the level of the existing within the small kitchen area.
 Access to the existing manhole must be retained.

16.0 WALLS

16.1 Internal walls – infill of door opening

- **studwork walls:** raise in studwork in accordance with the Construction Notes with plasterboard finish and insulations.

Aprox. 1.0 m-run

16.2 Structure

- supply and install all lintels and steelwork as proposed by the SE in their drawings and specification.

c/f

	Quantity	Price £
	b/f	
17.0 FINISHES		
17.1 Floor finish		
- small kitchen area: supply and install as per Drawings, Construction Notes and Fixtures, Fittings and Finishes Schedule. Allow for making good surrounding finishes.		
17.2 Walls		
Materials - plasterboard		
- plasterboard shall be to BS1230:Part1.		
- screws for fixing plasterboard: shall be BS1210.		
- nails for fixing plasterboard: shall be to BS1202:Part1.		
Materials - tiling		
- BAL products: shall be applied strictly in accordance with the manufacturer's specifications.		
- BAL- EXPOXY GROUT WF shall be used for grouting in food preparation/ catering areas.		
Workmanship - Ceramic wall tiling		
- background: ensure it is flat and has dry out for no less than:		
- gypsum plaster: 4 weeks		
- rendering: 2 weeks		
17.3 Walls		
- small kitchen:		
- new internal walls: supply and install as per Drawings, Construction Notes and Fixtures, Fittings and Finishes Schedule. Allow for making good surrounding finishes.		
- existing: make good existing walls and prepare for redecoration.		
17.4 Ceilings		
Materials		
- plasterboard shall be to BS1230:Part1.		
- screws: shall be BS1210.		
- nails: shall be to BS1202:Part1.		
Workmanship		
- timber supports: ensure that noggings are provided to give support to all edges of plasterboards sheets to full length of all sides.		

c/f

	Quantity	Price £
	b/f	
<ul style="list-style-type: none"> - plasterboard: shall be to BS1230: Part 1 with exposed surface suitable to receive decoration direct unless specified otherwise. - cutting: cut boards neatly and accurately without tearing paper face. <p>Existing – where required, make good to match existing and prepare for decoration.</p>		
18.0 DOORS		
18.1 General		
<ul style="list-style-type: none"> - refer to construction drawings and construction notes. 		
18.2 Doors		
<ul style="list-style-type: none"> - retain existing door. 		
19.0 JOINERY		
19.1 Skirtings		
<ul style="list-style-type: none"> - supply: and fix in accordance with the fixtures and fittings schedule to match existing. 		
19.2 small kitchen front		
<ul style="list-style-type: none"> - construct: supply and construct new bar front cabinetry units and worktop as per the construction drawings and finishes and fittings schedule. 		
19.3 Units and worktop		
<ul style="list-style-type: none"> - Supply and install all other units and worktop within the small kitchen area. Units required to be agreed with the Employer. 		
20.0 PIPED SERVICES		
20.1 Heating installation – Existing installation retained, relocation of radiator		
<p>Retain the existing heating system to the full extent. Allow for the replacement of 1no. radiator and associated pipework to relocate to another wall. Refer to the construction drawings and F&F schedule.</p>		
	c/f	_____

Quantity Price
£

b/f

Design, supply and install heating installation to connect into the existing to service the small kitchen area. The heating shall provide an internal temperature of 21 deg.C when the air temperature is -5deg.C. The design shall be in accordance with the design principles of the IHVE.

The installation shall include controls and TRVs. The waterborne radiator installation shall be extended.

Allow for U-values for new works as:
 Floors - 0.25 W/sq.m./deg.C
 External walls - 0.35
 Roofs (pitched) - 0.20
 Roofs (flat) - 0.16

Include all pipework, 1no. radiator, controls and accessories to provide an installation fully operational to meet the design performance requirements in compliance with Water Authority, Public Health, Building Regulations and Statutory Undertakers Regulations that appertain.

Refer to schedule and construction drawings for location.

Include all builder's, plumber's and electrician's works in connection with the extension and alterations to the installation.
 WARRANTY: the contractor will be required to provide a design warranty.

20.2 CWS and HWS: extend existing supplies to the fittings indicated and connect up operable.

20.3 small kitchen Fittings:
 - supply and install, and connect up operable new commercial stainless-steel free-standing sink.
 - supply and install and connect up operable boiler to heat hot water to sink.
 - supply install and connect up operable wall mounted hot water urn.

c/f

	Quantity	Price £
	b/f	
20.4 Test: all installations and leave in full working order and certify accordingly.		
21.0 WIRED SERVICES		
21.1 Electrical installation Extend existing installation with all new terminals/fuseboards as may be required to provide power and lighting circuits to the points indicated on the drawings. All work shall comply with the IEE Regulations current edition & BS7673. Refer to construction notes. Fittings: shall be MK or similar approved white recessed plastic to match existing. Refer to fixtures and fittings schedule. Power: shall be switched socket outlets. Allow for supply and connect up those indicated on the drawings and fixtures and fittings schedule. Lights: Allow to supply all spotlights and pendants and connect up those indicated on the drawings and fixtures and fittings schedule.		
21.2 Power - extend: existing by new circuits to points indicated in the fixtures and fittings schedule and the construction drawings.		
21.3 Lighting - extend: existing by new circuits to points indicated in the finishes schedule and on the construction drawings.		
21.4 Roller shutter door: - supply and install: electrically operated roller shutter door to front of bar to provide security to the room when not in use.		
21.5 Test All installations adjusted, extended or installed and leave in full working order. The electrician will provide a test certificate at practical completion.		
22.0 DECORATIONS		
22.1 Generally Clean down all walls and ceilings and prepare and paint one mist/sealing coat two coats top coat.		

c/f

	Quantity	Price £
<p style="text-align: center;">b/f</p> <p>Prepare all woodwork to receive a stained finish and paint three coats in accordance with the manufacturer’s specification to the new and two coats to the existing.</p> <p>Prepare all metalwork to receive a paint finish, prime new surfaces and paint two undercoat and one topcoat.</p> <p>Paint shall be Dulux applied in accordance with the manufacturer’s specification as per the Fixtures, Fittings and Finishes Schedule.</p>		
<p>22.2 Internally</p> <p>Paint all walls and ceilings 1 coat mist coat, 2 coats top coat. Woodwork to receive a varnish finish in new rooms, finish to the approval of the Employer and to manufacturers instructions. Refer to Fixtures, Fittings and Finishes Schedule.</p>		
<p>23.0 COMPLETION</p>		
<p>23.1 Completion</p> <p>Clear away all rubbish and leave the site neat and tidy to the satisfaction of the Contract Administrator.</p>		
<p>24.0 PROVISIONAL AND CONTINGENCY SUM</p>		
<p>24.1 Existing walls</p> <p>Allow the Provisional Sum of £2,000 for additional works.</p>		2,000-00
<p>24.2 Existing Services</p> <p>Allow the Provisional Sum of £2,000 for additional works.</p>		2,000-00
<p>24.3 Dayworks</p> <p>The Provisional Sums are for work to be carried out under and incidental to a building contract. Labour, materials, plant and overheads shall be as defined in the definition of Prime Cost Daywork carried out under a building Contract as issued by the RICS.</p> <p>The cost of plant will be allowed at the rates stated in the ‘Schedule of Basic Plant Charges’ last issued by the RICS.</p>		
c/f	_____	_____

Quantity	Price
	£

b/f

The contractor shall add the percentages addition he requires for overhead charges and profit on dayworks in accordance with the Conditions to the Contract. At the completion of the works the Provisional Sums will be omitted and the cost of labour, materials and plant will be added and the percentages adjusted pro-rata.

24.4.1 Labour

Overhead charges and profit: %

24.4.2 Materials

Overhead charges and profit: %

24.4.3 Plant

Overhead charges and profit: %

24.5 Contingency Sum

To be expended in whole or in part as directed by the Architect. The whole or any part not so expended will be deducted from the Final Account.

3,000-00

TOTAL COST OF THE WORKS TO FORM OF TENDER FOR PART E THE OVERHAUL AND EXTENSION OF THE SMALL KITCHEN AREA

£

Quantity Price
£

b/f

The services known to exist within the site area include:

- **Water supply:** are incoming water supplies to the existing male, female and mobility toilets.
- **Radiator:** there is a wall mounted radiator on the external wall to the existing mobility toilet.
- **Lighting:** there are electrical circuits located within all of the rooms.

NOTE:

- **Electrical generally:** the distribution board, emergency light switches, stage bell and millennium sculpture light switches, are all currently located within the ticket office. Prior to the start of the works these will have been relocated into a purpose-built fire rated locked cupboard within the entrance foyer.
- **Phone line:** broadband and fire panel are also currently located within the ticket office and on the external wall of this room, these will be relocated into the new cupboard prior to the works starting.
- **Security:** the fire panel, extension board and cctv same as above.

26.2 Disconnection of existing services: cover up and protect those to be retained and disconnect those to be made redundant. Maintain services to adjacent areas at all times unless otherwise agreed with the adjoining user by prior arrangement. The existing mobility toilet wc and sink are to be fully removed as part of the Works, at the appropriate stage of the works, cap off services and remove.

The existing electrical services located within the existing ticket office/plant room will be relocated before the start of these works on site.

26.3 Temporary protection: provide all necessary temporary protection to contain the works within the site area and prevent the spread of dust to the wider building.

Before commencing the appropriate stage of the Works, form a temporary internal partition closing off the entrance foyer from the rest of the village hall.

c/f

Quantity

Price
£

b/f

26.4 Dismantle, internally:

- **Existing mobility wc:** at the appropriate stage in the works cap off existing services and carefully strip out the sanitary fittings and leave the room clear for the works.



- **Entrance foyer:** at the appropriate stage in the works carefully dismantle the existing glazed entrance storm porch to the full extent and leave clear for the works.



c/f

Quantity

Price
£

b/f

- **Existing ticket office, new door opening:** at the appropriate stage in the works carefully form new door opening in the location shown on the construction drawings and to the structural engineers drawings, specification and calculations in preparation of the works.



26.5 Excavations - drainage

- **excavate:** to the lines indicated to required depths and dimensions for the drains, access chambers etc. The contractor shall establish the existing lines, inverts and agree the falls with the Building Control Officer before commencement of this work. Remove spoil to tip. Approx 3m.

26.6 Excavations – heating and other services

- **excavate:** to the lines indicated to required depths and dimensions for the drains, access chambers etc.

The contractor shall establish the existing lines, inverts and agree the falls with the Building Control Officer before commencement of this work. Remove spoil to tip.

c/f

	Quantity	Price £
	b/f	
27.0 DRAINAGE		
27.1 Existing drainage		
<ul style="list-style-type: none"> - verify the location: of the drain run to the circumference of the existing building - allow to cover up and protect during the course of the Works. Existing public FW manhole located to the west of the ticket office. NOTE: Ensure existing licenses are in place to connect up to the existing public foul water man house. This is outside the site area. - maintain services: at all times unless otherwise agreed with the Employer by prior arrangement through the Contract Administrator. 		
27.2 New foul drainage		
<ul style="list-style-type: none"> - construct new: in accordance with the Construction Notes to the lines and depths indicated on the drawings and details. Construct in the position indicated and connect to the existing drains. Connect to manhole, and form BIGs, other gulleys and branches as existing at a point to be agreed with the Building Control Officer. Form new drain to existing manhole and connect up operable to existing mains sewer services. Form 100mm SVP in cast iron and terminate at roof level in roof vent. 	Aprox. 3m run.	
28.0 FLOOR		
28.1 Existing external floor: make good and replace any damaged brick paviments to match existing. This site area is owned by the local council and is public land. Document the existing condition prior to commencing any works and upon completion match like for like.		
28.2 floor within entrance foyer: make good existing floor finish following the removal of the storm porch. Allow for tiles to match existing.		
29.0 WALLS		
29.1 Internal walls – infill of door opening		
<ul style="list-style-type: none"> - studwork walls: raise in 100mm studwork in accordance with the Construction Notes with plaster board finish and insulations. 	Aprox. 1.0 m-run	
	c/f	

	Quantity	Price £
	b/f	
29.2 Structure – over new opening		
- supply and install all lintels and steelwork as proposed by the SE in their drawings and specification.		
29.3 Timber preservative treatment		
- all roof softwood roof timbers shall be Protimised. All fixings shall be stainless steel.		
30.0 FINISHES		
30.1 finish and new floor: screed.		
Materials		
Sand and cement screed		
- cement: shall be Ordinary Portland cement to BS 12.		
- Fine aggregate: shall be to BS882, grading limit M, to pass a 3mm sieve.		
Workmanship		
Screeds		
- mix: shall be 1:4 total aggregate. Do not admixtures containing calcium chloride.		
- Thickness: 65mm min. unless specified otherwise.		
- finish: to be power floated.		
- bases: ensure are flat, clean and free from plaster, dirt, dust and oil.		
- unbonded construction: lay separating sheet of building paper not less than 250 gauge on base with 150mm min. lap joints.		
- flatness: shall be within the tolerances set down in BS 8204: Part 1, figure 3.		
- curing: immediately after laying protect surface from wind, draughts and strong sunlight. As soon as the screed has set closely cover with polythene sheet and keep in position for not less than 7 days. Do not heat screed or the building artificially during first 4 to 6 weeks after laying.		
- protect: to prevent damage from following trades. Make good all defective work in screed before applying finishes.		
	c/f	

	Quantity	Price £
	b/f	
<p>30.2 Floor</p> <ul style="list-style-type: none"> - DDA wc: supply and install as per finishes and fittings schedule. Allow for making good finishes. - Entrance foyer: supply and install as per finishes and fittings schedule. Allow for making good finishes. - old wc: supply and install as per finishes and fittings schedule. Allow for making good finishes. 		
<p>30.3 Walls</p> <p>Materials - plasterboard</p> <ul style="list-style-type: none"> - plasterboard shall be to BS1230:Part1. - screws for fixing plasterboard: shall be BS1210. - nails for fixing plasterboard: shall be to BS1202:Part1. <p>Materials - tiling</p> <ul style="list-style-type: none"> - BAL products: shall be applied strictly in accordance with the manufacturer's specifications. - BAL- EXPOXY GROUT WF shall be used for grouting in food preparation/ catering areas. <p>Workmanship - Ceramic wall tiling</p> <ul style="list-style-type: none"> - background: ensure it is flat and has dry out for no less than: <ul style="list-style-type: none"> - gypsum plaster: 4 weeks - rendering: 2 weeks <p>Walls - alterations:</p> <ul style="list-style-type: none"> - internal walls: refer to Construction Notes line in 12.7mm Gyproc wallboard and 15mm moisture plasterboard to bathrooms with dry joint finish and two coats Gyproc dry wall top coat. - make good: existing walls effected by the works in all areas and prepare for redecoration. 		
<p>30.4 Ceilings</p> <p>As item 17.5</p>		
<p>30.5 Ceilings Existing – allow for the redecoration of the ceilings within the new DDA wc, old mobility wc and the entrance foyer, make good in all areas effected by the works to match existing. Refer to F&F schedule.</p>		

c/f

	Quantity	Price £
	b/f	
31.0 DOORS		
31.1 General		
- refer to construction drawings and construction notes and F&F schedule.		
31.2 Doors		
- ID01: supply and install DDA compliant door set.		
32.0 JOINERY		
32.1 Architraves		
- supply: and fix in accordance with the fixtures and fittings schedule.		
- Details: as per the fixtures and fittings schedule.		
- Finish: to match existing		
32.2 Door linings		
supply: and fix in accordance with the fixtures and fittings schedule		
33.0 SANITARY FITTINGS		
33.1 DDA toilet:		
- DDA compliant M Doc pack sanitary fittings to be supplied and installed in accordance with the Fixtures, Fittings and Finishes Schedule and manufacturers specification. Contractor to provide all related pipework required to leave services operable.		
- install and connect up fittings in accordance with the construction notes and drawings and leave fully operable. Place on resilient pads on first floor.		
34.0 PIPED SERVICES		
34.1 Heating installation – Existing installation extended		
as item 20.1		
34.2 CWS and HWS:		
as item 20.2		
34.3 Test: all installations and leave in full working order and certify accordingly.		
	c/f	_____

	Quantity	Price £
	b/f	
35.0 WIRED SERVICES		
35.1 Electrical installation As item 21.1		
35.2 Power - extend: existing by new circuits to points indicated in the fixtures and fittings schedule and the construction drawings.		
35.3 Lighting - extend: existing by new circuits to points indicated in the finishes schedule and on the construction drawings. Allow to supply all spotlights and pendants and connect up those indicated on the drawings and fixtures and fittings schedule.		
35.4 Mechanical ventilation: allow to supply and install new mechanical extraction as per the construction drawings and notes. Include for forming new opening for the extractor to go within.		
35.4 Test All installations adjusted, extended or installed and leave in full working order. The electrician will provide a test certificate at practical completion.		
36.0 DECORATIONS		
36.1 Generally As item 22.1		
36.2 Internally Paint all walls and ceilings 1 coat mist coat, 2 coats top coat. Woodwork to receive a varnish finish in new rooms, finish to the approval of the Employer and to manufacturers instructions. Refer to finishes and fittings schedule.		
37.0 COMPLETION		
37.1 Completion Clear away all rubbish and leave the site neat and tidy to the satisfaction of the Contract Administrator.		
	c/f	_____

	Quantity	Price £
	b/f	
38.0 PROVISIONAL AND CONTINGENCY SUM		
38.1 Existing services		
Allow the Provisional Sum of £2,000 for additional works.		2,000-00
38.2 Drainage		
Allow the Provisional Sum of £3,000 for additional works.		3,000-00
38.3 Existing finishes		
Allow the Provisional Sum of £2,000 for additional works.		2,000-00
38.4 Dayworks		
<p>The Provisional Sums are for work to be carried out under and incidental to a building contract. Labour, materials, plant and overheads shall be as defined in the definition of Prime Cost Daywork carried out under a building Contract as issued by the RICS.</p> <p>The cost of plant will be allowed at the rates stated in the 'Schedule of Basic Plant Charges' last issued by the RICS.</p> <p>The contractor shall add the percentages addition he requires for overhead charges and profit on dayworks in accordance with the Conditions to the Contract. At the completion of the works the Provisional Sums will be omitted and the cost of labour, materials and plant will be added and the percentages adjusted pro-rata.</p>		
38.5.1 Labour		
Overhead charges and profit:	%	
38.5.2 Materials		
Overhead charges and profit:	%	
38.5.3 Plant		
Overhead charges and profit:	%	
38.6 Contingency Sum		
To be expended in whole or in part as directed by the Architect. The whole or any part not so expended will be deducted from the Final Account.		4,000-00

TOTAL COST OF THE WORKS TO FORM OF TENDER FOR THE RELOCATION OF NEW DDA WC FACILITIES	£	_____

**PART G: THE SPECIFICATION OF WORKS:
OTHER WORKS**

	Quantity	Price £
39.0 MAIN HALL AND COMMITTEE ROOM FLOORS		
39.1 Floors		
Sand existing floor finish to remove existing seal back to bare wood.		
Supply and apply 1 coat Juncker’s base prime and 3 coats Juncker’s HP seal. To approved sample.		
Approx. 226sqm.		
40.0 REDECORATION OF MAIN HALL, COMMITTEE ROOM AND FOYER		
40.1 Committee Room, Walls and ceiling		
Allow to clean down existing surfaces and apply 1 coat mist/sealing coat and 2 coats Dulux Trade emulsion vinyl matt permeable paint.		
Wall colour to match existing in Magnolia 10B15.		
Woodwork to match existing in Magnolia 10B15 vinyl gloss emulsion.		
Ceiling in brilliant white vinyl matt emulsion.		
Radiators in brilliant white vinyl gloss.		
40.2 Foyer, walls and ceiling		
Allow to clean down existing surfaces and apply 1 coat mist/sealing coat and 2 coats Dulux Trade emulsion vinyl matt permeable paint.		
Wall colour to match existing in Magnolia 10B15.		
Woodwork to match existing in Magnolia 10B15 vinyl gloss emulsion.		
Ceiling in brilliant white vinyl matt emulsion.		
Radiators in brilliant white vinyl gloss.		
40.3 Main Hall, Walls and ceiling		
Allow to clean down existing surfaces and apply 1 coat mist/sealing coat and 2 coats Dulux Trade emulsion vinyl matt permeable paint.		

c/f _____

	Quantity	Price £
<p style="text-align: right; margin-right: 20px;">b/f</p> <p>Wall colour to match existing in Magnolia 10B15. Woodwork to match existing in Magnolia 10B15 vinyl eggshell emulsion. Ceiling in Dulux trade vinyl matt natural paprika code 3225. Radiators in brilliant white vinyl gloss.</p> <p>Allow for sufficient access to reach the ceiling within the main hall.</p> <p>41.0 COMPLETION</p> <p>41.1 Completion</p> <p>Clear away all rubbish and leave the site neat and tidy to the satisfaction of the Contract Administrator.</p> <p>42.0 PROVISIONAL AND CONTINGENCY SUM</p> <p>42.1 Existing walls</p> <p>Allow the Provisional Sum of £2,000 for repairs.</p> <p>42.2 Dayworks</p> <p>The Provisional Sums are for work to be carried out under and incidental to a building contract. Labour, materials, plant and overheads shall be as defined in the definition of Prime Cost Daywork carried out under a building Contract as issued by the RICS.</p> <p>The cost of plant will be allowed at the rates stated in the 'Schedule of Basic Plant Charges' last issued by the RICS.</p> <p>The contractor shall add the percentages addition he requires for overhead charges and profit on dayworks in accordance with the Conditions to the Contract. At the completion of the works the Provisional Sums will be omitted and the cost of labour, materials and plant will be added and the percentages adjusted pro-rata.</p>	<p>_____</p> <p>_____</p>	<p>2,000-00</p>
c/f	<p>_____</p> <p>_____</p>	

	Quantity	Price £
	b/f	
42.2.1 Labour		
Overhead charges and profit:	%	
42.2.2 Materials		
Overhead charges and profit:	%	
42.2.3 Plant		
Overhead charges and profit:	%	
43.0 Contingency Sum		
To be expended in whole or in part as directed by the Architect. The whole or any part not so expended will be deducted from the Final Account.		2,000-00 _____
TOTAL COST OF THE WORKS TO FORM OF TENDER FOR THE OTHER WORKS	£	_____ _____

RWN/gen/24865
March 2024

COLLECTION

		£
Part A	Preliminaries	
Part B	Preambles	
Part C	General	
1.0	Limitations	
2.0	Temporary works	
3.0	Demolitions and Preparatory Works	

	Total to Form of Tender	£

Part D	The Specification of Works – repair and renewal of the stage	
4.0	The Works Overview	
5.0	Dismantlement	
6.0	Stage Floor	
7.0	Finishes	
8.0	Piped Services	
9.0	Wired Services	
10.0	Decorations	
11.0	Completion	
12.0	Provisional and Contingency Sums	

	Total to Form of Tender Part D	£

Part E	The Specification of Works – overhaul and extension of the small kitchen	
13.0	The Works Overview	
14.0	Dismantlement	
15.0	Floor	
16.0	Walls	
17.0	Finishes	
18.0	Doors	
19.0	Joinery	
20.0	Piped Services	
21.0	Wired Services	
22.0	Decorations	
23.0	Completion	
24.0	Provisional and Contingency Sums	

	Total to Form of Tender Part E	£

Part F	The Specification of Works – relocation of the DDA wc facilities
25.0	The Works Overview
26.0	Dismantlement
27.0	Drainage
28.0	Floor
29.0	Walls
30.0	Finishes
31.0	Doors
32.0	Joinery
33.0	Sanitary Fittings
34.0	Piped Services
35.0	Wired Services
36.0	Decorations
37.0	Completion
38.0	Provisional and Contingency Sums

Total to Form of Tender Part F		_____
	£	_____
		=====

Part G	The Specification of Works – other works
39.0	Main Hall and Committee Room Floors
40.0	Re-decoration of the Main Hall, Committee Room and Foyer
41.0	Completion
42.0	Provisional and Contingency Sums

Total to Form of Tender Part G		_____
	£	_____
		=====

Grand Total to Form of Tender		_____
	£	_____
		=====

FORM OF TENDER

To: Beverley Bell FILCM
Parish Clerk
Cranleigh Parish Council
Village Way
Cranleigh
Surrey GU6 8AF

Works: repair and renewals works to the stage, overhaul and extension of the small kitchen and the relocation of the DDA WC at Cranleigh Village Hall

Sirs -

I/We having read the Condition to the Contract and the Specification of Works delivered to us and having examined the drawings referred to therein do hereby offer to execute and complete in accordance with the Conditions to the Contract the whole of the Works described for the Sum of

£
(in words)

and within Weeks from the date for possession.

I/We will be able to commence the Works within Weeks from the date of acceptance of this Tender.

I/We agree that should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer these errors will be dealt with in accordance with Alternative 2 contained in Section 6 of the 'Code of Procedure for Single Stage Selective Tendering' 1994 edition:

'The Tenderer should be given an opportunity of confirming his offer or of amending it to correct genuine errors. Should he elect to amend his offer and the revise Tender is no longer the lowest, the offer of the firm now lowest in the competition should be examined.'

This Tender will remain open for consideration for 63 days from the date fixed for the submission of Tenders.

DATED THIS DAY OF 202

NAME

ADDRESS

.....

SIGNATURE

Form of Tender/MW