

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



**THE SPECIFICATION OF WORKS FOR
THE FABRIC REPAIRS TO CRANLEIGH
VILLAGE HALL**

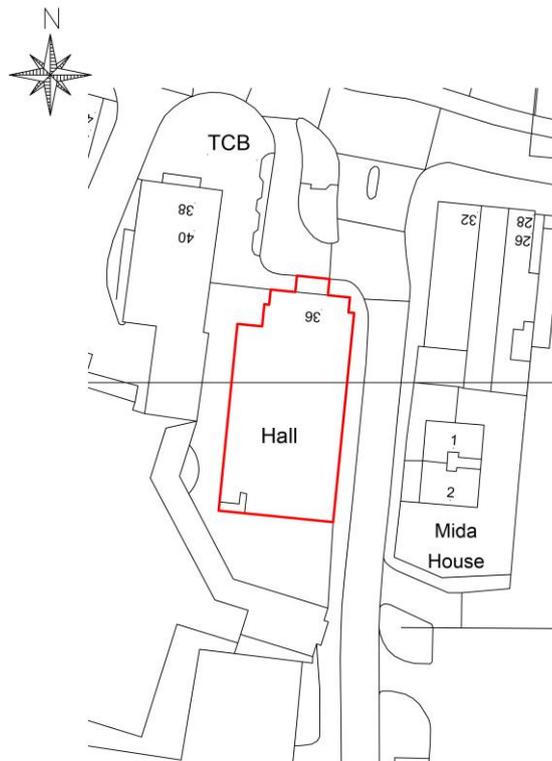
For: Beverley Bell FILCM
Parish Clerk
Cranleigh Parish Council
Village Way
Cranleigh
Surrey GU6 8AF

By: Robin W Nugent RIBA IHBC AABC RIBASCA
Jasmine Davey
Robin Nugent Architects
Castle Barn Castle Lodge
Sedgwick Horsham
West Sussex RH13 6QJ

FEBRUARY 2018
March 2018 – revA
March 2018 - revB

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Cranleigh Village Hall Site Plan

Revisions:

- revA Mar18 updated with client information provided 12/03/2018. JKD
- revB Mar18 additional information added. 14/03/2018 JKD

PART A: PRELIMINARY ITEMS

A PRELIMINARIES AND GENERAL CONDITIONS

A10 PROJECT PARTICULARS AND PERSONALITIES

110 DESCRIPTION OF THE WORKS

The Employer wishes to undertake repair and reconstruction Works to the Village Hall following a visual inspection by the Architect of the damage from water ingress from the East and West Elevation roof of the Village Hall and the subsequent damage to the interior. It is the Employers wish to overlay the external render finish to the South Elevation with tile hanging, and following investigations to undertake internal repair Works to the East and West walls.

Cranleigh Village Hall is located in Cranleigh town center on the South side of the B2128 on Village Way oppersite the Medical Centre.

The building in located within a Conservation Area.

120 EMPLOYER:

Parish Clerk
Cranleigh Parish Council, Village Way, Cranleigh, Surrey, GU6 8AF
Contact: Beverley Bell FILCM
Tel: 01483 272311
Mobile: -
E-mail: clerk@cranleighpc.org

140 ARCHITECT:

Robin Nugent RIBA IHBC AABC RIBASCA
Inspecting Architect
Robin Nugent Architects, Castle Barn, Castle Lodge, Sedgwick, Horsham,
West Sussex RH13 6QJ
Contact: Robin Nugent Tel: 01403 734858
Mobile: 07770 470396
E-mail:
robin.@robinnugentarchitects.co.uk

150 STRUCTURAL ENGINEER:

William Behan BENG(Hones) D.I.S C.ENG M.I.Struct.E M.I.E.I
Structural Engineer
William Behan Design, Chester House, 81-83 Fulham High Street, Fulham
Green, Fulham, SW6 3JA
Contact: William Behan Tel: 0203 5421515
Mobile: 079511 28598
E-mail: info@williambehandesign.com

**155 QUANTITY SURVEYOR:
(Not appointed)**

**157 PRINCIPAL DESIGNER:
(Not appointed)**

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 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 63 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' 1994, 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 of 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 also limited for secure storage of materials, on open brick-paved drive to the South of the Hall where sufficient space for site storage adjacent to the Hall main entrance. The contractor shall be deemed to have included in his tender all costs in connection with this.

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.
- **gas incoming main:** is located (in the small cupboard behind the louvre doors at the rear of the building.
- **water incoming main:** is not found in the building and is located in the street in front of the millennium sculpture.
- **surface water underground drain:** is located under the stage.
- **foul water underground drain:** is located to the rear of the hall.

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.

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 Internal 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. Such accommodation may be connected to the existing drainage system. 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.

Scaffold access is assumed is not required If required it is to be made secure within 3.0m min. high corrugated sheet metal fence fixed internally.

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 CONSERVATION AREA: This building is located within a Conservation Area.

CRANLEIGH VILLAGE HALL SURREY

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:** Article 7 and Schedule 1 will apply.
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 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. 17680/110, 111, 112, 113, 114, 115

RWN/gen/17680
February 2018

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.

Scaffolding

B1.07 Provide general scaffold and/or towers suitable to enable specified works to be carried out from within the boundaries of the site properly constructed by an approved sub-contractor. Dismantle and remove from site on completion. The purpose of the scaffold, any temporary roof coverings and other temporary structures is to enable works to be carried out without endangering the fabric of the building due to ingress of water, provide a safe working environment for personnel and protection to the public passing below.

B1.08 The scaffolding contractor shall take great care of the building whilst constructing his scaffold. The design of a scaffold to a Scheduled Ancient Monument or a Listed Structure needs special care and consideration, particularly on the method of attachment (if applicable). Approval of the supervising officer must be sought before any works start on site. None of his materials shall be thrown or dropped onto or off the building during erection or dismantling.

B1.09 Scaffold shall be constructed of sound tubing properly clamped together and braced back to the buildings. All open ends shall be plastic capped.

- B1.10** Boards shall be of good quality without twists or splits. Provide toe boards and guard rails to all lifts and a removable guard rail where the hoist rises (if provided) to maintain complete safety.
- B1.11** Provide boarded roofs over all accesses to the building as protection for tradesmen, site visitors and the public. Ensure the roof is properly drained to prevent water entry to the building including side sheeting as necessary to prevent water being blown into otherwise unprotected areas.
- B1.12** Where materials are stacked on the scaffold, ensure that stacks are of reasonable height and provide scaffold level screens for protection to those passing beneath.
- B1.13** All ladders shall be of good quality, sound in all rungs and tied to the scaffold at all times.
- B1.14** Construct the scaffold carefully so that no damage is done to the masonry, roofs or glazing.
- B1.15** Turn back all scaffold boards at night and in wet weather.
- B1.16** A hoist is not obligatory but the Contractor will be expected to have allowed for it within his price if he deems it necessary for the efficient execution of the work.
- B1.17** Keep a proper scaffold book on the site, keep it up to date and ensure that the Site Foreman is either trained in scaffold care or aware of the regulations.
- B1.18** At night-time or at weekends or holiday periods, ladders shall be taken down and locked in secure storage or padlocked to the scaffold, whichever may be agreed with the CA and Employer. There must not be any risk of unauthorised access to scaffold lifts at any time.
- B1.19** Allow for scaffold to enable all works to all areas mentioned in the Specification. It will be assumed that scaffold allowance has been made for carrying out all the work at all levels and for any necessary scaffold modifications during the contract in order to complete the work.
- B1.20** All materials used in scaffolding works are to comply with the following British standards:
- | | |
|-------------------------|--|
| Metal Scaffold: | BS1139 parts 1 to 4. |
| Timber scaffold boards: | BS2482. |
| Scaffolds: | Erect and maintain in accordance with BS5973, BS 5974 and all other statutory regulations. |

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 alley on the South.
- 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.

B2.17 Inclement weather: cover up and protect all works, goods and materials from damage by weather or from other causes.

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 a[art as may be necessary for getting out of the items described, for removing screws, nails, bolts, hooks, clips and other fastenings an 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: carry out the work described in the Service Engineer's specification, drawings and details.

B2.22 Disconnection of existing services:

- carry out the work described in the Service Engineer's 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 Services Consultant's Specification of Works and drawings for the details of the stripping out of the existing services to the extent of the Works area.

NOTE: all known underground services are recorded in the Engineer's schedules and the Health & Safety Plan.

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 since they are Listed and are of significant historic importance.

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.

Workmanship

Gutters:

- set out to a true line and even gradient of not less than 1:120.
- test complete installation to ensure that it is left fully operational.

Underground drainage:

- test complete installation to ensure that it is left fully operational.

Backfilling

- ensure that excavations to be filled are free from loose soil, rubbish and standing water.
- Do not use frozen materials for backfilling.
- Lay in layers not more than 200mm thick and consolidate each layer with equipment appropriate to the construction placed.

Above ground drainage

- shall be in accordance with BS 5572: 1978.

B3.01 Rainwater pipework and gutters

Cast iron pipework

- Pipes, fittings and accessories to BS .
- Manufacturer: Longbottom Ltd or similar approved.
- Type: half-round
- Size: 115 mm

Accessories:

- 76mm dia. rwps grouted into clay r.w. shoes with access plates.

Finish/colour:

- factory finish colour black to inside and outside faces of gutters and outside faces of rwps applied in accordance with manufacturer's specification and to match existing.

Method of fixing:

- gutters - gutterboard brackets.
- rwps - manufacturer's brackets

Fall:

- to fall to rwps.

B5.00 WALLS

B5.01 General clauses

Materials

Brickwork

- Clay facing bricks shall be to BS 3921.
- Calcium silicate bricks: shall be to BS 187.
- Clay common bricks shall be to BS3921.
- Second hand bricks: where specified shall be free from deleterious matter such as mortar, plaster, paint, bituminous materials and organic growths. Bricks shall be sound, clean and reasonably free from cracks and chipped arisses.

Mortar – cement (shall not be used unless found as the original work)

- shall be 1:2:9, OPC (not Masterecrete) :hydrated bag lime: aggregate to pass a 3mm sieve to a sample to be approved by the Architect before commencement.
- OPC shall mean Ordinary Portland Cement to BS 12.
- Lime shall comply with BS 890.
- Aggregate shall comply with BS1200.

Mortar – lime

- shall be 1:3 Nh13.5 lime:aggregate to pass a 3mm sieve to a sample to be approved by the Architect before commencement.
- Lime shall be obtained from either Chard’s of Somerset or Bleaklow Ltd of Derbyshire or the Lime Centre of Winchester.
- Aggregate shall comply with BS1200.

Mortar mixes – brickwork- cement laid

Location	Cold weather	Warm weather
Internal walls	1:2:9	1:2:9
Internal leaf cavity wall	1:2:9	1:2:9
External walls(sheltered)	1:2:9	1:2:9
External walls(exposed)	1:2:9	1:2:9
(dpc to eaves)		
Below dpc level	1:2:9	1:2:9
Chimneys	1:2:9	1:2:9
Copings and free standing and earth retaining walls	1:2:9	1:2:9

Mortar mixes – brickwork- lime laid

Location	Cold weather	Warm weather
Internal walls	1:3 Nh12.5	1:2:9 Nh13.5
External walls(sheltered)	1:3 Nh12.5	1:2:9 Nh13.5
External walls(exposed)	1:3 Nh13.5	1:2:9 Nh13.5
Copings and free standing and earth retaining walls	1:3 Nh12.5	1:2:9 Nh13.5

Mortar mixes - blockwork

General	1:2:9	1:2:9
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Wall ties: shall be to stainless steel vertical twist and placed at 900mm ccs horizontally and 450mm ccs vertically staggered and to reveals to all openings.

Pre-cast lintels: shall be to BS 5328.

Workmanship

- shall comply with BS8000: Part3.

Mortar

- materials for mortar shall be measured in approved gauge boxes and platforms or mechanical mixers of the approved type.

Brickwork

- shall be bonded as specified and carried up in level courses with each course well flushed up with mortar.
- brickwork shall be laid in whole bricks with bats and closers used only where necessary to keep bond.

Weather

- in hot weather all bricks shall be well soaked with clean water before being laid.
- in cold weather brickwork shall not be laid in frosty weather or when the temperature reaches 5 deg C on a falling thermometer.
- Adequately protect newly erected work against rain and snow by covering when rain occurs and at the end of each day's work.

Repointing

- where specified rake out existing joints by hand to form a square recess of 20-25mm depth. Remove dust, slightly wet and neatly point up using a re-pointing tool in a continuous operation.

Storage

- store bricks, blocks and stone clear of the ground on stagings, pallets etc and protect from inclement weather and keep dry. Prevent soiling, chipping and other damage to materials to be used in facework.

Laying

- lay bricks and blocks on a full bed of mortar and fill all cross joints. Do not use shell bedding.
- Lay stones on their natural bed on a full even bed of mortar with all joints filled and between 12-18mm wide. Evenly distribute different shapes, sizes and colours throughout the face of the wall to give a consistent overall appearance and good bond with no long continuous vertical joints.
- Keep courses level, true to line and evenly spaced using gauge rods. Accurately plumb all wall faces, angles and features. Set out carefully to ensure satisfactory junctions and joints with adjoining or built-in elements and components.

Coursing: shall be gauged four courses to 300m including joints or where in juxto-position with existing work the new shall course with the existing seamlessly.

Ground level: facework shall start at not less than 150mm below FGL as proposed.

Bonding: tooth and bond to existing unless specified otherwise.

Cavities: clean off surplus mortar from joints on cavity faces as works proceeds. Keep cavities, ties and dpcs free from mortar and debris with lathes or other suitable means.

Weep holes: leave perpends at 900mm ccs completely open in the brick course immediately above the base of the cavity, external openings and stepped dpcs. Provide not less than two weep holes per opening.

Sills and cappings: bed solidly in mortar with vertical joints completely filled.

Repointing: where specified carefully rake out existing joints by hand to form square recess of 15-20mm depth. Remove dust and lightly wet before re-pointing to the specification.

DPCs: shall be slate.

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.
- Wallplates: 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.

B9.00 ROOF

B9.01 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.

Roof finish

- clay tiles: shall be to BS 402.
- Slates: shall be to BS680: Part 2.
- Fixings: shall be stainless steel or non-ferrous clout nails of sufficient length to fix through the slates and to the full thickness of the battens.
- Battens: shall be to BS 5534: Part 1, clause 11.3.

Lead sheet

- shall be milled to BS1178 unless otherwise specified for cast lead.

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.
- Wallplates: 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 soffite of hanger. Fix joist to hangers with a nail in every hole.

Tiles

- store protected to keep clean and dry until laid.
- ensure laps in underlay are not less than 150mm in every direction and coincide with supports. Ensure underlay does not obstruct roof ventilation.
- Pointing and beds shall be in 1:3 hydraulic lime:select aggregate to pass a 3mm sieve. Ensure up ridge, hip and other tiles are fully bedded and pointed up flush.
- Verges: ensure verges are fully flushed up in mortar.

Lead

- shall comply with the latest edition of 'The Lead Sheet Manual' published by the Lead Sheet Association.
- Treat finished leadwork including the underside of sheet lead with patination oil.
- Ensure lead lining is fully supported by the valleyboard and dressed up and over tilting fillet and under roof tile underlay. Ensure girth of valley is not less than 250mm.
- At all abutments, ensure lead is dressed up to 150mm min. unless specified otherwise.
- Cover flashings shall be in Code 6 lead, with the lead turn up before dressing into chase in masonry. Ensure any lead dressed into a chase trip outward to shed water.

- Existing lead to be removed from the building: will become the property of the contractor. Credit the scrap value to the Contract.
- Bases: ensure all surfaces are flat without protrusions which might puncture the lead.

B18.02 Preparation – generally

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.

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: THE SPECIFICATION OF WORKS FOR THE FABRIC REPAIRS TO CRANLEIGH VILLAGE HALL

	Quantity	Price £
1.0 GENERAL		
1.1 The works		
<p>The Employer wishes to undertake repair and reconstruction Works to the Village Hall following a visual inspection by the Architect of the damage from water ingress from the East and West Elevation roof of the Village Hall and the subsequent damage to the interior. It is also the Employers wish to overlay the external render finish to the South Elevation with tile hanging.</p>		
<p>The Works will encompass:</p>		
<ol style="list-style-type: none">1. East Elevation: external investigations and repair Works to roof timbers as required.2. West Elevation: repairs to existing Louvre.3. South Elevation: tile hang over the external finish at first floor level which is paint render which is porous resulting in water ingress, with hand-made clay tile hanging,		
2.0 LIMITATIONS		
2.1 Stand down:		
<p>The Contractor shall recognize all functions and stand down the Works to allow the Hall to proceed without interruption.</p>		
2.2 Tidy-up:		
<p>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.</p>		
2.3 Behaviour:		
<p>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.</p>		
2.4 Use:		
<p>The employer does not anticipate concurrent use of the hall by children. In the event of this occurring refer to the clerk immediately for guidance.</p>		

c/f

	Quantity	Price £
	b/f	
2.5		
<p>Site area: the contractor shall note that the public has access to and uses all paths surrounding Cranleigh Hall. He shall properly contain the working area in such way that the public may continue to use all paths except those within the working area. No materials of equipment shall be left on the paths or in any place that is not secure.</p>		
2.6		
<p>Car parking: the contractor shall park in a location to be agreed with the Employer.</p>		
3.0		
<p>TEMPORARY WORKS</p>		
3.1		
<p>Temporary facilities: provide all necessary 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.</p>		
3.2		
<p>Facilities: The contractor may use the changing room toilet facilities located in the Hall.</p>		
3.3		
<p>Access: The Contractor may enter the site from the West door to the committee room and use the Eastern fire exit for access to the toilet facilities when the committee room is in use. 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>		
3.4		
<p>Power and water: may be obtained from the points inside the Hall.</p>		
3.5		
<p>Working area: The Contractor shall contain the working area to the minimum.</p>		
3.6		
<p>Fixings: none shall be made into the ground other than in the working area.</p>		
3.7		
<p>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>		

c/f

	Quantity	Price £
	b/f	
<p>3.8 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 excepted 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>		
<p>3.9 Fire extinguishers: provide at least 2no. fire extinguishers on all scaffold lifts and within 3.0m of the working area, maintain and clear away upon completion.</p>		
<p>3.10 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. All poles shall have plastic caps fitted where these will abut the masonry. Except for the reason of Health & Safety no fixings shall be made into the masonry for securing the scaffold and when they are required the positions at which the scaffold wishes to fix shall be referred to the Architect for comment in so far as the aesthetic and historic value of the stone.</p> <p>The scaffold shall be designed by the scaffolder in accordance with current Regulations – the contractor shall allow for all costs in connection. The contractor shall install an alarm installation to protect to the full extent. The alarm shall be automatically linked back to the central control of the alarm company who will be provided with the name and details of the Employer’s representative who will act as key holder. The details are indicated in Part A of this Specification item A10/120.</p>		

c/f

	Quantity	Price £
	b/f	
<p>3.10 Preparatory works – compliance with insurers requirements</p> <ul style="list-style-type: none"> - ground level scaffold: should the contractor wish to raise the access platforms from ground level he will be required to comply with the requirements of the Council's insurers. - access: the Employer will hand to the contractor the Council's insurance requirements for security of the scaffold which shall include: <ul style="list-style-type: none"> - enclosure: the foot of the external scaffold shall be enclosed in 3.0m height of corrugated sheet metal fence which shall be secured from the inside to prevent unauthorized release using scaffold clips to prevent damage. It shall extend to the full length of the scaffold from wall abutment to wall abutment. - access: where access is required to the space enclosed the contractor shall provide a door with a security door. The door shall be kept locked shut at ALL times. - ladders: shall not be left on site at night unless placed internally and locked. They may be placed on the first lift and secured by chains and padlocks. - scaffold protection: the contractor shall install an alarm installation to protect to the full extent. The alarm shall be automatically linked back to the central control of the alarm company who will be provided with the name and details of the Council's representative who will act as key holder. The details are indicated in Part A of this Specification item A10/120. 		
	c/f	

	Quantity	Price £
	b/f	
4.0 DEMOLITIONS, PREPARATORY WORKS AND EXCAVATIONS		
4.1 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.		
4.2 Asbestos: is not thought to exist in the working areas. An asbestos survey does not exist. If the contractor requires a survey to be conducted before commencement he shall commission a survey.		
DISMANTLING STRUCTURES		
General		
4.3 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. The extent, nature and construction of the ground drainage is not fully known.		
4.4 Survey: before commencing the work examine all available information. - Existing structure: is believed to be structurally sound. Proceed with caution.		
4.5 existing services: the Employer has no information on the existence of services installations in the rear wall of adjacent areas of work. The contractor shall proceed with caution.		
5.0 THE WORKS – GENERAL		
5.1 Preparations:		
- access: raise access platforms, scaffolds and ladders as required to facilitate the Works.		
5.2 East Elevation:		
- external investigations: access eaves and lift the lowest course of tiles to inspect the head of the wall, wall plate and the condition of the rafter feet. Report findings to the Architect.		

c/f

Quantity

Price
£

b/f



- allow provisional sum of £1,500.00 for repairs to timber work.
- **internal repair works:** repair spalled plaster and stained paintwork at the head of the wall by cutting back to sound plaster and making good in 2 coat gypsum. When dry paint mist and two coats emulsion paint.

£1,500-00

15sqm.

5.3 South Elevation:

- **external - gable tile hanging:** tile hang with hand-made clay plain tiles on 25x38mm preservative treated s/w battens on Tyvek membrane on 25x38mm s/w counter battens with 50x75mm s/w edge strips and proprietary eaves vent at foot and head.
- **external - rwg:** install Code 6 100x150mm lead deflector plate to HL rwp outlet and LL gutter at N end to retain rainwater.



c/f

	Quantity	Price £
	b/f	
<p>- internal repair works: repair spalled plaster and stained paintwork at the head of the wall.</p>	25sqm	
<p>5.4 West Elevation – Roof:</p> <p>- louvre: remove existing louvre and extend weatherboards to match with 150x150mm and proprietary galvanised vents.</p>		



6.0 PROVISIONAL AND CONTINGENCY SUMS

6.1 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.

c/f

	Quantity	Price
	b/f	£
6.2.1 Labour		
Overhead charges and profit:	%	
6.2.2 Materials		
Overhead charges and profit:	%	
6.2.3 Plant		
Overhead charges and profit:	%	
6.3 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.		
		3,000-00

TOTAL COST OF THE WORKS TO FORM OF TENDER		£

RWN-JKD/gen/17680
February 2018

Revision A 12/03/2018

SCHEDULE OF RATES

The following rates will be used for the adjustment of Provisional Sums and the pricing of dayworks and additional works:

Carpenter	£	/hr
Plasterer	£	/hr
Bricklayer	£	/hr
Stonemason	£	/hr
Roofer	£	/hr
Labourer	£	/hr
Electrician	£	/hr
Plumber/leadworker	£	/hr

APPENDIX A: CONSTRUCTION NOTES

REV Date Description

CRANLEIGH VILLAGE HALL SURREY

COLLECTION

Part A	Preliminaries		
Part B	Preambles		
Part C	The Specification of Works		
1.0	General Clauses		
2.0	Limitations		
3.0	Temporary works		
4.0	Demolitions, Preparatory Works and Excavations		
5.0	The Works		
6.0	Provisional and Contingency Sums		

£

c/f

Quantity

**Price
£**

b/f

Total to Form of Tender

£

FORM OF TENDER

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

Works: the fabric repairs to 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 201

NAME

ADDRESS

.....

SIGNATURE

Form of Tender/MW