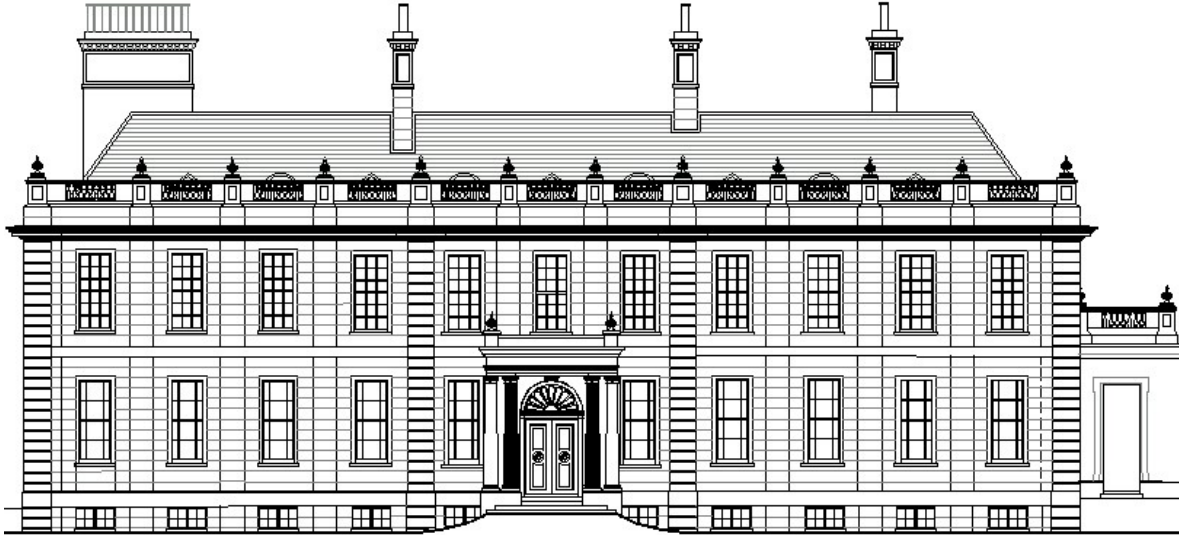


Simpson & Brown Architects

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Telephone: 0131 555 4678



Tender information, Preliminaries & Specification

Client: Poltimore House Trust

Project: Poltimore House, Porch Works

Date: November 2020

Revision: N/A

Written		November 2020
Checked		
Revision		

Sources:

NBS Building Update 2018-3

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A Drawings to which to this specification refers

PP L 01	Site Location
PP S 01	Front Elevation - as existing with scaffolding
PP S 02	Side Elevations - as existing with scaffolding
PP S 03	Sections and internal side elevations of porch - as existing
PP S 04	Sections and internal front and rear elevations of porch - as existing
PP S 05	Plans - floor roof and ceiling plans - as existing
PP P 01	Front Elevation - as proposed
PP P 02	Side Elevations - as proposed
PP P 03	Sections and internal side elevations of porch - as proposed
PP P 04	Sections and internal front and rear elevations of porch - as proposed
PP P 05	Floor Plan - as proposed
PP P 06	Roof & Ceiling Plans - as proposed
PP P 10	Detailed section through parapet and cornice, as proposed
PP P 20	Window plans, sections and elevations - as proposed

The drawings listed above shall constitute the contract drawings

The following drawings prepared by Apex Scaffolding (Exeter) Ltd are included as tender drawings for information only.

APEX 05opt282-1	Scaffold Installation, Plan
APEX 05opt282-2	Scaffold Installation, Sections

B Contract Details

<p>Client: The Poltimore House Trust Poltimore House Poltimore Exeter, Devon EX4 0AU</p> <p>info@poltimore.org</p>	<p>Architect & Principal Designer: Simpson & Brown Architects The Old Printworks 77a Brunswick Street Edinburgh, EH7 5HS</p> <p>Tel: 0131 555 4678</p>
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Provisional Contract Details:

Contract: JCT Minor Works Contract (MW), 2016 Edition, allow for the obligations, liabilities and services described therein.

Retention: 5%

Liquidated damages: not required

Date of possession 22nd March 2021

Date for completion 20th August 2021

Contract period 22 weeks

Length of Rectification Period: 12 months

Contractor's insurance - injury to persons or property: Not less than £2,000,000

Insurance of the Works: Existing structures insurance by Employer in own name.

Site Information:

The site details and access information are set out in the Pre-Construction Information Pack which is included with the tender documents and should be read in conjunction with this specification.

The Works:

The works comprise repairs and renovation of the front entrance porch along with two adjoining windows and areas closely associated with the porch.

Health & Safety Information:

Health & safety information is set out in the Pre-Construction Information Pack which is included with the tender documents and should be read in conjunction with this specification.

The Contractor should draw to the attention of all personnel working on the site the nature of health & safety issues on site and the need to take appropriate precautionary measures.

It is considered that this project will be notifiable under the CDM Regulations, the contractor should be aware of the implications of this and should make all necessary allowances for full compliance with the Regulations.

Use of the Site:

Do not use the site for any purpose other than carrying out the Works.

Insurance:

Before starting work on site the Contractor should submit documentary evidence for the insurances required by the Conditions of Contract.

Antiquities:

The Contractor must report immediately any antiquities or other objects of interest or value discovered during execution of the Works. Objects found should be kept in the exact position and condition in which they were found.

Existing Structures:

The Contractor should check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

Notwithstanding the presence of the existing scaffolding, which shall be monitored and maintained by others, during execution of the Works the Contractor should provide and maintain all other incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining that may be endangered or affected by the Works. Monitor and immediately report excessive movement. These measures should not be removed until new work is strong enough to support existing structure. Comply with BS 5975 and BS EN 12812.

Adjacent structures and the access routes: Carry out photographic dilapidations survey prior to the start of any works or deliveries and submit to the contract administrator.

Facilities:

Allow for all necessary welfare facilities for operatives. The Trust does not propose to permit general access to the House as part of the works except for the direct purposes of the works. It will allow the beneficial use of water services providing this use is solely connected with the works but the supply of electrical power will be the responsibility of the Main Contractor.

C General all trade preamble

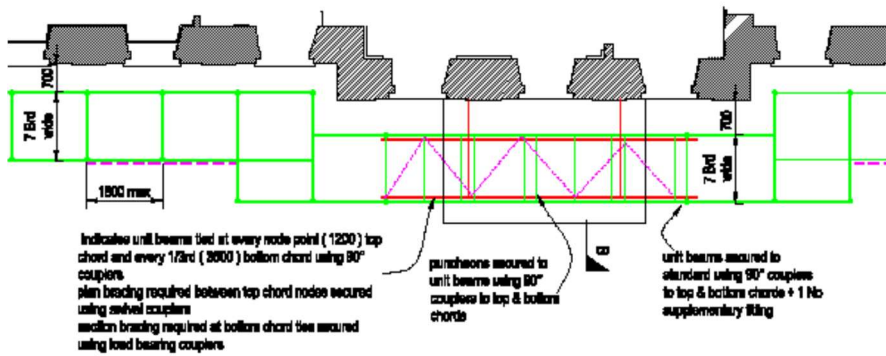
<p>Materials</p> <p>All materials shall be as specified or approved by the architect and shall comply with the relevant British Standard and Codes of Practice. They shall be of good quality, fit for the purpose intended and free from flaws. They shall be suitably stored and used in accordance with manufacturer's instructions.</p> <p>Where a proprietary product is specified the contractor is at liberty to propose an alternative of equivalent quality for approval and the contract administrator shall not withhold that approval without due cause.</p>	
<p>Workmanship</p> <p>Work shall be carried out by competent, qualified tradesmen skilled and experienced with the materials and procedures required. Evidence of training and previous experience to be provided on request.</p> <p>Workmanship shall be of a high standard, generally in accordance with the best practices of the trade and to the architect's reasonable satisfaction.</p> <p>All poor or faulty workmanship and all damaged or inferior materials although placed in position shall be rejected.</p>	
<p>Samples</p> <p>Where requested, samples of all materials and/or workmanship shall be submitted for approval before any orders are placed or extensive works completed. All materials supplied must be equal to the submitted samples. Samples are to be representative of the range of variation in appearance for each type of material to be matched.</p> <p>The following samples are required:</p> <ul style="list-style-type: none"> • Stucco repair area • Run cornice example • Stucco enrichment details • Replacement stone for floors <p>Protect samples from damage and retain on site for reference purposes unless otherwise instructed.</p>	
<p>Materials analysis</p> <p>Obtain samples of Stucco and submit for analysis to an approved local building materials laboratory to establish composition of the mixes used etc. Allow for 4No. separate samples</p>	
<p>Reviewing scope of the work</p> <p>In addition to the requirement for a dilapidations survey of the existing building, in conjunction with the client & contract administrator, carry out an inspection of those areas of the existing building directly affected by the works before starting work to confirm the extent of work required.</p> <p>Plants, root systems and associated soil/ debris to be carefully removed from joints, voids and face work. Minimise damage to existing surfaces.</p> <p>Where growths cannot be removed completely without disturbing masonry, seek instructions.</p>	

Structural stability

Maintain stability of the works. Report defects, including signs of movement that are exposed or become apparent during the works.

Scaffold Alteration

The contractor must engage with Apex Scaffolding (Exeter) Ltd. Apex House, Pinbrook Rd, Exeter EX4 8HH, to establish the necessary modifications to the present scaffold in place over the porch to enable safe working access to the porch and its roof and to execute these modifications prior to commencing the works.



Extract from Apex drawing 05/OPT/282-01



Other statutory duties

Comply with requirements relating to protected species.

Asbestos removal

Licensed contractor to safely remove materials containing asbestos as identified in the Asbestos Report.

D Fabric Repairs

<p>Facing Brick New work or repairs to brickwork to be executed using salvaged brickwork of a precise match to the existing material on site. If suitable salvaged bricks are unavailable use clay facing bricks to BS 3921:1985, without frogs or perforations. Mortar to be used, generally Hydraulic lime:sharp well graded sand mortar, type HL3.5, but adjust requirements of mix to accommodate site and exposure conditions, submit sand samples for approval. Bond: to suit existing. Coursing, line up with existing work, otherwise 4 courses including bed joints to 300mm. Joints: recessed to accept render or to match existing work if different. Ensure full length masonry units occur immediately under lintel ends. Observe standard restrictions relating to adverse weather, protect from freezing conditions and from rapid drying out in hot or windy conditions.</p>	
<p>New stonework The external cornice and coping stones are to be replaced with new stonework. Stone to be a local fine grained limestone, (Beer or a suitable alternative), which should closely match existing dressings, free from vents, cracks, fissures, discolouration, or other defects which may adversely affect strength, durability or appearance. It should be thoroughly seasoned, dressed and worked before delivery to site. All horizontal details to be edge bedded and with flush pointed joints not more than 5mm wide.</p> <p>Mortar for pointing Use moderately hydraulic lime, 1 part NHL 3.5 : 2.3 parts sharp well-graded sand, or seek approval to modify mix to suit local conditions. Add just enough water to achieve a lump free cohesive mix that will allow the mortar to bind sufficiently to be lifted on to a pointing key. Fill joints into direction of mortar, not to open face, ensuring adequate compaction, mortar pressed into joint should not squeeze out beyond key. Cure with light misting with clean potable water such that the mortar does not dry out at any time within the first 3-4 days where ambient temperatures are 15°C average and where protection is provided in circumstances where there is a risk of temperature fall. Should the average temperature drop by more than 5°C allow a further 3-4 days curing. Mortar that undergoes rapid drying or significant colour shift (whitening) will be condemned and must be removed and the joint re pointed. For further requirements for working with lime refer to section E.</p>	
<p>New finials The new finials shall be carved from a single piece of fine grained Portland stone, fixed in position using stainless steel dowels. Decorative spikes shall be seasoned hardwood, (Class 1 European Oak to BS 1186-3 or similar approved), and shall be tightly tenoned into carved pockets</p>	

<p>Structural metalwork Existing metal lintels shall be subject to inspection by a conservation engineer. Expose surface of the beam, if sound, brush down to remove any scale or surface rusting and apply Axalta Corroless paint system, ensuring that finish is compatible with any subsequent coating. If replacement of member required, seek instructions.</p>	
<p>Brickwork ties, frame cramps etc.: Where specified these should be manufactured from stainless steel, BBA certified & CE marked. Use products suitable for the application, fix and install at frequency recommended by manufacturer.</p>	
<p>Sealants: Polysulphide sealant to BS 4254 :1983, Fosroc Thioflex 600. Use surface primer on porous surfaces, use Hydrocell XL backing where necessary.</p>	
<p>Graded softwood for structural use Strength graded to BS 4978 or BS EN 519 or other national equivalent and so marked. Strength class to BS EN 338: C8 Preservative treatment: British Wood Preserving and Damp-proofing Association Commodity Specification C8, desired service life: 60 years Moisture content at time of erection to be an average value not more than 20% with no reading being in excess of 24%.</p>	
<p>Ungraded softwood for non-structural use Timber to be free from decay, insect attack (except pinhole borers) and with no knots wider than half the width of the section. Surface finish: Sawn for framing, battens etc., planed for finished items to receive paint finish. Moisture content at time of erection to be an average value not more than 20% with no reading being in excess of 24%.</p>	
<p>Plywood for structural use Material to meet the relevant national standards and quality control procedures specified in BS 5268-2, and to be marked accordingly. Type: Canadian Douglas Fir plywood or similar approved source. Grade: C throughout or equivalent. Nominal thickness/number of plies: 19mm/6ply but refer to drawings. Finish: Unsanded unless otherwise noted.</p>	
<p>Plywood for non-structural use Material to be to an approved national standard. Appearance class to BS EN 635: I if exposed, IV if concealed. Bond quality to BS EN 314-2: Class 2 for interior situations, Class 3 for exterior. Finish: Sanded where receiving paint finish or left exposed, otherwise unsanded.</p>	

Workmanship

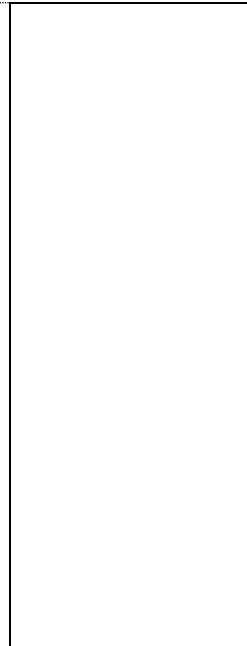
Provide temporary bracing as necessary to maintain structural timber components in position and to ensure complete stability during construction.

Where not shown on drawings, position and fix additional studs, noggins or battens for appliances, fixtures, edges of sheets, etc., in accordance with manufacturers' recommendations.

All additional studs, noggins or battens to be of adequate size and have the same treatment, if any, as adjacent timber supports.

Timber surfaces which are to transmit loads to be finished to ensure close contact over the whole of the designed bearing area. Packings, where necessary, to cover the whole of the designed bearing area, to have a crushing strength not less than the timber being supported and, in external locations, to be rot and corrosion proof.

All timbers which are in contact with masonry or concrete surfaces are to be protected by a suitably sized damp proof membrane fixed or wedged between the surfaces in contact.



E Plasterwork

Stucco repairs to external masonry walls

Substrate: Existing and new stonework in repairs.

Preparation: All friable materials, loose and debonded coatings and pointing shall be removed to leave a sound clean masonry face before any new render work commences. Substrates shall be free from loose areas and significant cracks and gaps. Free from dirt, dust, efflorescence and mould, and other contaminants incompatible with coatings. Surfaces should be well dampened but free of standing water.

The stucco work shall be carried out by experienced plasterers, the following mixes and application details are given as a guide for pricing, the final works specification shall be informed by materials testing to obtain an analysis of their content including the type and colour of aggregate, the grades of any aggregate and their relative proportions and agreed in conjunction with the architect prior to the commencement of works on site.

Mixes using cement such as 1 part Portland Cement, 1 part moderately hydraulic lime NHL 3.5 and 2.5 parts plasterer's sand should not be used unless materials analysis confirms their previous use.

Scrub coat: Apply 3-5mm thick layer consisting of moderately hydraulic lime NHL 3.5 and sand, ratio 1 part binder:1.5 parts sharp sand to BS EN 13139.

Mixing: add just enough water to achieve a consistency for hand application by trowel or slurry brush coat, avoid laitance, texture to be as close to single grain size as possible, minimum 90% of surface coverage.

Dubbing out coats: Apply in maximum 15mm layers consisting of moderately hydraulic lime NHL 3.5 and sand, ratio 1 part binder:2.3 parts sharp/plastering sand to BS EN 13139.

Mixing: add just enough water to achieve a consistency for hand application with a trowel, avoid laitance, thickness in coats of not more than 15mm as required to achieve level plains in layers.

Straightening coat: Apply not more than a 8-10mm layer consisting of moderately hydraulic lime NHL 3.5 and sand, ratio 1 part binder:2.5 parts sharp/plastering sand to BS EN 13139.

Mixing: add just enough water to achieve a consistency for trowel application. Ensure coat is straight and flat to accept finishing coat.

Finishing coat: Apply maximum 6-8mm consisting of feebly hydraulic NHL 2 lime and fine sand, ratio 1 part binder: 2.3 parts fine sand to BS EN 13139, fine sand.

When mixing add just enough water to achieve a consistency for trowel application, finish with a wood or plastic float to achieve an even, open texture free from laitance, the finished surface is required to incorporate rustication to match the existing site finishes in all respects, rusticated or incised joints should be formed using a site made wooden template. Increase the number of finishing coats to suit the rustication profile if necessary.

<p>Hydraulic lime</p> <p>Standard: To BS EN 459-1, natural hydraulic lime (NHL).</p> <p>Use on site: batch by volume (nominally). Use full bags only. Where part bags are required, half bags accurately proportioned or weigh with scales for smaller quantities. Seek manufacturer's recommendations on Packed Bulk Density. Use clean and accurate gauge boxes or buckets.</p> <p>Mix proportions: Based on damp sand. Adjust for dry sand. Mixing should be by pan, paddle or force action mixer; free fall rotating drum concrete mixers are not acceptable.</p> <p>Lime: sand: Mix thoroughly. Allow to stand, without drying out, for at least 16 hours before using.</p> <p>All mixes to be of uniform consistence and free from lumps. Do not retemper or reconstitute mixes.</p> <p>Contamination: Prevent intermixing with other materials.</p>	
<p>Cold weather</p> <p>General: Do not use frozen materials or apply coatings on frozen or frost bound substrates.</p> <p>Avoid external working when air temperature is at or below 5°C and falling or below 3°C and rising. Maintain temperature of work above freezing until coatings have fully hardened.</p>	
<p>Curing & Drying</p> <p>Prevent premature setting and uneven drying of each coat. Keep each coat damp by covering with damp hessian or polyethylene sheeting and spraying with water. Allow each coat to dry thoroughly, with drying shrinkage substantially complete before applying next coat. Thoroughly consolidate/ scour each coat one or more times as necessary to control shrinkage.</p> <p>Protect from frost and rain.</p>	
<p>Cornices & Pilaster Capitals</p> <p>The repair and recreation of stucco mouldings are required. For run cornices, use a mix identical to the body of the wall, build up to the approximate shape of the moulding in layers not exceeding 12mm, (using bent metal reinforcement for significant projections), then pull a running mould, (shaped to match site works), to achieve the final profile. Smooth with wooden float, form mitres & returns by hand.</p> <p>For new enrichments, reverse moulds of capitals and other embellishments should be made using Plaster of Paris, ensure that the source feature is sound, clean, free of paint and has been fully repaired before taking any mould. Seal the mould with PVA prior to casting, using 1 part Portland Cement, 1 part moderately hydraulic lime NHL 3.5 and 2.5 parts plasterer's sand. Fix in place using stainless steel dowels for capitals or hardwood dowels for smaller items.</p>	
<p>Lime plaster to internal masonry walls</p> <p>Finishes to existing masonry to be removed and the surface should be thoroughly swept down with a stiff broom and well wetted to control the suction. Any uneven areas to be 'dubbed out' and the plaster allowed to dry before damping prior to applying first undercoat.</p>	

<p>Undercoats (render coat and straightening coat). Apply in maximum 8-10mm layers consisting of 1 part lime putty : 5 parts sharp/plastering sand to BS EN 13139 & animal hair, (add hair to mix until hair is present around edge of trowel at 1-2mm intervals). The render coat to be applied in a diagonal direction commencing near the top of wall and progressing downwards. Once the work has 'steadied up', the surface should be scratched to leave a lattice of diamond shaped scratch marks. Sufficient pressure should be applied to cut into the surface of the work but not enough to reach the masonry. Once the first coat has dried out thoroughly, any dust should be swept off and surface lightly dampened down with clean water and the second, (or straightening), coat should be applied and levelled off until a perfectly straight surface is obtained. Once the work has stood long enough to give a firm surface, but not so long as to allow it to become dry, it should be well scoured over with a wooden hand float. This should be done twice on the same day as application and once on the next day if required. A 'devil float' should be passed over the surface to form a key for the finish coat.</p> <p>Finishing coats: Apply in three coats, each 3mm thick consisting of 1 part lime putty : 1-2 parts fine silica sand. The straightening coat should be damped down with water to control suction and the third (or finishing) coat should be applied in three successive layers, with time between for the work to 'steady up'. The first layer should be skimmed over the floating coat as tightly as possible with a steel laying trowel. The next layer to be laid on with a wooden skimming float in the opposite direction to the first. The third layer is applied in the same direction as the first, as tight as possible, with a steel trowel. When the work is firm enough, it should be well scoured with a cross grain float to compact and consolidate the surface. The work should finally be 'trowelled up' using a steel trowel and broad flat stock brush two or three times until the hardness of the plaster increases. Coursing line should be added at this stage. When the surface is hard enough, the whole of the work should be gone over with the stock brush in opposite directions to produce a fine surface.</p> <p>Admixtures will not be permitted unless specifically instructed by the Architect.</p>	
<p>Lime plaster run cornices, Form in lime plaster as previous section. All cornices shall be run in situ to match exactly originals or to suit detail drawings. Profiles shall be taken for each specific cornice from complete and undamaged sections of appropriate cornices. Cornices shall be cleaned of dirt and paint to allow accurate profiles to be taken. The contractor shall take adequate care with regard to setting out lines and fixing of running rules to ensure that all new cornices run perfectly straight or match the profile of the wall.</p>	
<p>Lime plaster ceiling, Background: New riven timber lath, nominal size 6x32mm in lengths to suit centres of framing and free from decay, insect attack (except pinhole borers), splits, shakes and with no knots wider than half the width of the section.</p>	

Space laths 8-10 mm apart in straight lines with 3 mm wide vertical butt joints centred accurately over supports. Stagger butt joints at not more than every eighth lath. Nails at every support using 25 mm long galvanised ringshank nails.

First Coat: Apply 6-15mm thickness, 1 part lime putty : 3 parts sharp/plastering sand to BS EN 13139 & animal hair.

Second or straightening coat: Apply 12-15mm thickness, materials as first coat.

Final/Finishing coat: Apply 3-5mm thickness. 1 part lime putty : 3 parts fine sand to BS EN 13139.

Thoroughly wet laths the day before, and again two hours before work proceeds. The first coat (coarse stuff with the addition of hair) shall be laid across the lath in a diagonal direction commencing in the centre and working outwards. Once the work has 'steadied-up', the surface should be scratched using a single lath and scratching diagonally crossing in both directions to leave a lattice of diamond shaped scratch marks. Sufficient pressure should be applied to cut into the surface of the work but not enough to reach the lath.

Once the first coat has dried out thoroughly, any dust should be swept off and the surface lightly dampened down with clean water and the second (or straightening) coat should be applied and levelled off until a perfectly straight surface is obtained. Once the work has stood long enough to give a firm surface, but not so long as to allow it to become dry, it should be well scoured over with a wooden hand float. This should be done twice on the same day as application and once on the next day if required. A 'devil float' should be passed over the surface to form a key for the finish coat.

The straightening coat should be damped down with water to control the suction and the third (or finishing) coat should be applied in three successive layers, with time between for the work to 'steady-up'. The first layer should be skimmed over the floating coat as tightly as possible with a steel laying trowel. The next layer shall be laid on with a wooden skimming float in the opposite direction to the first and the third layer applied in the same direction as the first as tight as possible with a steel trowel. When the work is firm enough, it should be well scoured with a cross grain float to compact and consolidate the surface.

The work should finally be 'trowelled up' using a steel trowel and broad flat stock brush two or three times until the hardness of the plaster increases. When the surface is hard enough, the whole of the work should be gone over with the stock brush in opposite directions to produce a fine surface. Fit plaster rose to centre of ceiling, details and profile to be confirmed.

Use of proprietary mixes,

The use of equivalent ready-mixed products may be permitted subject to obtaining the approval of the architect.

F Roofing & roof drainage

<p>Leadwork, general requirements</p> <p>Read this specification section in conjunction with the contract drawings and the contract preliminaries.</p> <p>All work to be carried out by a firm that is a member of the Lead Contractors Association and by suitably qualified operatives.</p> <p>Notwithstanding the requirements of this specification, all work should follow the guidance and details included in the latest edition of, 'Rolled Lead Sheet, The Complete Manual', a guide to good practice in the specification and use of rolled lead sheet to BS EN 12588:2006, published by the Lead Sheet Association. Contractors should advise the Contract Administrator if any discrepancy is encountered.</p> <p>All substrates shall be dry and free of dust, debris, grease and other deleterious matter. It is the responsibility of the contractor to satisfy himself that existing substrates can be made suitable for cladding prior to the installation of leadwork.</p>	
<p>Roofing</p> <p>The new substrate is to be a proprietary ventilated board, (Airtrak or similar).</p> <p>Code(s) of lead required: 6-8, (refer to details).</p> <p>Method of jointing to be wood cored rolls with splashlaps, spacing as detailed and not more than 750mm in accordance with requirements of BS 6915.</p> <p>All lead sheet to be pre-treated by application of chalk slurry coat to underside of lead and allowed to dry before laying, followed by chalk paste coat after bossing but before final fixing.</p>	
<p>Gutter lining</p> <p>Gutter supporting structure constructed as roof deck</p> <p>Code(s) of lead required: 7-8, (refer to details).</p> <p>Method of jointing to be drips without splash laps to base of gutters, clipped welts to sides. Maximum spacing of joints to be in accordance with requirements of BS 6915.</p> <p>Method of fixing to be lead wedges into bed joint with clips to bottom edge at laps and 500 mm centres</p> <p>For outlets, catchpits etc., refer to drawing.</p>	
<p>Underlay</p> <p>To be needle punched nonwoven polyester geotextile underlay 220 g/m² weight, BLM Standard Underlay from British Lead or an alternative supplier conforming to the guidelines set out by the Lead Sheet Association. Install in accordance with manufacturer's instructions, use Grade A1F Building Paper as additional underlay over ply substrates.</p> <p>Prevent tears and punctures when handling. Lay butt or overlap jointed onto a dry substrate. Fix edges with copper or stainless steel staples or clout nails.</p>	

<p>Do not lay over roof edges but do turn up at abutments. Keep underlay dry and cover with lead at the earliest opportunity.</p>	
<p>Timber for use with leadwork To be planed, free from wane, pitch pockets, decay and insect attack (ambrosia beetle excepted). Moisture content of the timber should be not more than 22% at time of covering, give notice if greater than 16%. Treat timber with organic solvent, (Wood Protection Association Commodity Specification C8). Nails to timber substrates to be copper clout nails to BS 1202-2, or stainless steel (austenitic) clout nails to BS 1202 not less than 2.65 mm diameter, length not less than 20 mm or equal to substrate thickness.</p>	
<p>Airtrak board system Leadwork to be installed on 18mm perforated hardwood, Nicholson Airtrak roof void ventilation board, or similar perforated wood with barrier coating achieving 14,800mm² /sq.m. Install boards with joints to co-inside with joist locations. Maintain a minimum ventilation void of 50mm below the board. Secure in place with non-ferrous fixing screws. Install building paper underlay, Grade 1AF or equal & approved, below lead. Proprietary ventilation fittings where indicated on drawings to be selected from the Nicholson Airtrak system or an equivalent approved range.</p>	
<p>Continuous clips for cross joints in roofing Lead continuous clips to be 50 mm wide, cut from sheets of same thickness/ code as sheet being secured. Leadweld top edge of clips to underlap sheet, 50 mm from lower edge of overlap. Lead sheet fixed with welted edge around continuous clip and dressed down.</p>	
<p>Wedge fixing into joints/ chases Rake out joint/ chase to a depth of not less than 25 mm. Dress lead into joint/chase. Fix with lead wedges at not more than 450 mm centres, at every change of direction and with at least two for each piece of lead. Use BLM Lead pointing sealant or other silicone rubber composition product compatible with lead and the associated substrate. Apply in accordance with manufacturer's guidelines.</p>	
<p>Forming details in lead Details to be formed by bossing or leadwelding except where bossing is specifically required. Leadwelded seams to be neatly and consistently formed. Do not undercut or reduce sheet thickness. Any filler strips to be of the same composition as the sheets being joined. Lap joints to be formed with 25 mm laps and two loadings to the edge of the overlap. Bossing to be carried out without thinning, cutting or otherwise splitting the lead sheet.</p>	

<p>Wood cored roll joints with splash lap</p> <p>Wood core to be 45 x 45 mm round section tapering to a flat base 25 mm wide. Use brass or stainless steel countersunk screws at not more than 300 mm centres for fixing to substrate.</p> <p>Undercloak to be dressed three quarters around core and nailed to core at 150 mm centres for one third length of the sheet starting from the head.</p> <p>Overcloak to be dressed around core and to extend on to main surface to form a 40 mm splash lap.</p>	
<p>Welted joints</p> <p>Joint allowances to be 50 mm overlap and 25 mm underlap.</p> <p>Copper or stainless steel clips must be fixed to substrate at not more than 450 mm centres.</p> <p>Overlaps should be welted around underlap and clips and then lightly dressed down.</p>	
<p>Patination oil</p> <p>Use Lead Patination Oil or other similar product conforming to the guidelines of the Lead Sheet Association. Apply as soon as practical, apply a smear coating to lead, evenly in one direction and in dry conditions.</p>	
<p>Rainwater installation</p> <p>Remove existing hopper and downpipe and remove from site.</p> <p>A new corner hopper and downpipe are required, in a revised location and raised to suit the new parapet height.</p> <p>New hopper: Take mould from similar cast iron component in place at the house and form new casting and fit. A manufacturer's standard casting may be used if a suitable match can be obtained, seek approval prior to ordering. Use Code 5 lead to make connection to hopper, leadwork to be dressed over ply substrate, cold worked with no joints except at the top of the fabrication. Ensure adequate laps and seals at junctions with dissimilar materials. All exposed edges to be welted and dressed flush. Apply patination oil upon completion. All leadwork to be executed by suitably qualified leadworkers and be in accordance with LSA details and guidance.</p> <p>New downpipe: 65mm cast iron socketed downpipe with separate ear bands to match main building. Fit rodding access at base and connect to existing drainage system below ground, replacing existing gully with side entry trapped gully if necessary.</p> <p>Upon completion, remove construction rubbish, debris, swarf, temporary caps and fine dust which may enter the rainwater system.</p>	

G Joinery

External doors

Refurbish existing bespoke doors, repair defective or decayed sections using temperate hardwood of strength class TH1 or equivalent, appearance grade 2, all materials to comply with standard BS EN 94.

Reglaze vision panels using safety glass to BS 6262, thickness to suit existing rebates, ensure all existing beads, mouldings etc. are reused or recreated to existing dimensions if missing.

Where present, existing security bars, ironmongery, butts, latches etc. are to be taken off, cleaned, eased as required and refitted. Refurbish and re-fix brass drop handles as supplied by client, ensure smooth operation

No works are required to the internal opening beyond any necessary works to the frame but care should be taken to avoid damage or disturbance arising from the door works.

Existing Windows,

Carry out thorough survey of defects to existing windows and present report to architect for approval of works. Overhaul requirements include the following:

- Cut out and renew any rotten or defective timber All new work to match existing sound examples. Timber species to be European Redwood, class 1 for glazing beads, drip mouldings and the like, class 2 for all other members. All new timber to be preservative treated using an organic solvent method. Moisture content on delivery to be 16% +/- 3.
- Check sash cords for wear and renew if necessary.
- Rake out beneath timber sill and form a drip if none present, any repairs should be carried out to ensure that water sheds to the exterior of the building.
- Renew any cracked panes of glass, these repairs should be carried out in a manner that avoids damage to any existing historical glass. Original crown glass damaged or broken during the course of the works should be replaced, at no cost, with a modern equivalent. Glazing to be carried out in the traditional manner using linseed oil putty to BS 544, see fanlight description for further re-glazing requirements.
- Hack off any defective putty and renew as above.
- Windows to be generally eased and adjusted and made to run smoothly.
- Renew mastic pointing using burnt sand and boiled linseed oil mastic made using a natural buff sand, ensure surrounds are clean and well packed prior to application.

Repairs should generally be in accordance with the techniques shown in the SPAB publication, 'Repairs to timber windows'.

Any new run mouldings should match existing. On no account should existing fabric be altered to match new works: where small areas only are required to match profile, new timber should be planed to original profile using traditional hand tools. Carefully remove paint locally from existing

<p>sections to allow take off of moulding. Existing coatings may contain lead and so follow HSE recommendations when working with lead-based paints. Limited works to reveal panelling are indicated on drawings but, notwithstanding this, the existing internal reveal details be preserved insitu as far as possible and care should be taken to avoid damage or disturbance arising from the window overhaul.</p>	
<p>Existing Fanlight Cut out and renew any rotten or defective timber taking care to reproduce any mouldings, sizes of rebates etc. Reglaze using 3mm Georgian Sheet period style window glass as supplied by the London Crown Glass Company Ltd, 21 Harpsden Road, Henley-on-Thames, Oxfordshire RG9 1EE Tel: 01491 413227 or equivalent approved. All timber to be primed before glazing with linseed oil putty to BS 544. Glazing method:</p> <ul style="list-style-type: none"> • Apply sufficient putty to produce not less than 1.5 mm finished thickness of back bedding after inserting glazing. • Locate glazing centrally in surround using setting and location blocks, and secure with glazing sprigs/cleats/clips at 300 mm centres. • Apply front putty and finish to a neat triangular profile stopping 2 mm short of sight line. Lightly brush surface to seal putty to glass and leave smooth with no brush marks. • Seal putty as soon as sufficiently hard but not within 7 days of glazing. Within 28 days apply the full final finish, suitably protected until completion and cleaned down and made good as necessary. • Keep opening lights in closed position until putty has set sufficiently to prevent displacement of glazing. 	
<p>Trims & facings generally Softwood profiles, quality of timber and fixing: in accordance with BS 1186-3, species: European Redwood, Class: 1. Hardwood profiles, quality of timber and fixing: in accordance with BS 1186-3, species: European Oak, Class: 1. Moisture content at time of fixing: 9 to 13 %. Finish as delivered: Prepared and primed. For sizes & profiles refer to drawings Fix by screwing to timber grounds at 450mm centres, heads countersunk & filled, sanded flush for subsequent decoration. Straight runs: Form in single lengths wherever possible. Running joints: Location and method of forming to be agreed where not detailed. Joints at angles: Mitre unless shown otherwise.</p>	

H Floor finishes

<p>Floors, protection</p>	
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Existing Portland stone tiled floor and entrance steps to be brushed clean and fully protected with ply sheet laid on building paper during the works.	
<p>Works to entrance steps</p> <p>Remove defective material and renew entrance steps as indicated on drawings, 2No. full steps, 1 No. partial indent. Material and nosing profile to match existing. Methods of working and bedding mortar as section D. Excavate / reduce ground levels locally to accommodate new 90mm deep Portland stone slab laid on 50mm deep well consolidated coarse sand bedding. Arises slightly rounded and slab set level with existing surfaces which shall be locally made good to eliminate any trip hazard.</p>	
<p>Repairs to floors</p> <p>Rake out loose pointing between flags and at margins taking care not to damage edges of existing flags, grout with lime putty mix. Carefully lift any loose flags and remove any unsound bedding residue without damaging the base, spread layer of lime mortar bedding to correct depth and relay flag ensuring that the flag lies flat and level with no trip hazard between adjoining flags.</p> <p>Replace missing square mosaic corner tiles with matching material, (slate or black marble), bed on lime mortar as main field flags.</p>	
<p>Skirtings</p> <p>Clean down & make good any defects with renovating plaster, recoat skirting zone with black oil based paint.</p>	

I Decorations

<p>Preparation generally To BS 6150, Section 4. All materials to be of a type recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared. Ensure substrates are sufficiently dry & suitable for coating, remove any efflorescence, dirt, grease and oil. Give notice if contamination of surfaces/substrates has occurred. Joints, cracks, holes and other depressions to be filled with stoppers/fillers. Work well in and finish off flush with surface. Abrade to a smooth finish and remove any dust, particles and residues from abrasion. Doors, opening windows and other moving parts to be eased before coating. Prime resulting bare areas.</p>	
<p>Limewash Traditional limewash, Contractor to submit preferred supplier for approval. Surfaces to be coated: All external walls, (stucco), internal lime plastered walls and ceilings. Colour: To be confirmed by Architect after trial samples. Surfaces to be free of any loose particles, dust, dirt, etc., cleaned by brushing using a natural bristle brush or by washing with clean potable water. Initial coat: Before applying first coat of lime wash spray an area of approximately 4 sq.m. at a time with clean water to prevent the water in the lime wash being drawn out into substrate when the lime wash is applied. Brush lime wash on to dampened area, working well into any cracks or joints but not allowing it to build up too thickly at any one point. Apply lime wash to give even coverage. Finishing coats: Four further coats of lime wash to be applied as above. Allow previous coat to dry out completely before applying next coat, preferably overnight. Lightly damp down previous coat before applying subsequent coat. Burnishing: After each coat of limewash brush the surface with a soft mason's brush in a circular movement to work the lime wash into any missed areas.</p>	
<p>Coating to external joinery Exterior Eggshell, satin finish, Contractor to submit preferred supplier for approval. Surfaces to be coated: All external timber windows, cills and doors. Colour: To be confirmed by Architect after trial samples. Surfaces must be sound, absorbent, dry, clean and free of dust and grease. Rub down with a suitable grade of abrasive paper and round sharp edges 1-3mm. Remove all dust. Timber with oils/extractives must be swabbed with clean methylated spirits, frequently changing the face of the cloths. Treat knots with two thin coats of fresh knotting. Fill any fixing holes, open joints and shallow surface defects with Sandtex Trade Mixed Filler. Rub down with a suitable grade of abrasive paper. Remove all dust. Initial coats: Primer undercoat, one full coat - two coats to cills .</p>	

<p>Finishing coats: Two coats of unthinned exterior eggshell.</p>	
<p>Coating to external metalwork Oil based exterior gloss, Contractor to submit preferred supplier for approval. Surfaces to be coated: New pre-primed cast iron rainwater goods. Colour: To be confirmed by Architect after trial samples. Initial coats: Compatible undercoat, one full coat. Finishing coats: Two full coats full oil gloss, brush applied.</p>	
<p>Application generally, To BS 6150, Section 5. Maintain suitable temperature, humidity and air quality during application and drying. All surfaces to be clean and dry at time of application. Thinning and intermixing of coatings is not permitted unless recommended by manufacturer. Priming coats to be of adequate thickness and to suit surface porosity. Apply as soon as possible on same day as preparation is completed. Finish to be even, smooth and of uniform colour, free from brush marks, sags, runs and other defects. Any cutting in shall be neatly executed.</p>	

J Services

Existing ceiling light service connection to be renewed, existing switching location retained, cable to be taken through new ceiling rose to serve lantern fitting, specification to be confirmed, allow provisional sum of £350.00 for supply & fitting.	
Take down existing plug in fire exit sign on transom, replace with slimline 5W LED non-maintained illuminated fitting, sized to fit depth of transom. Conceal new wiring and connect to lighting circuit. Signage to comply with ISO 7010 and show the running man through door legend with vertical arrow .	
<p>No further works involving services are proposed.</p> <p>Any additional existing services encountered within the porch during the works are to be regarded as live and should be safely capped and left in place unless otherwise instructed.</p>	

K Provisional sums

Lantern fitting	£350.00
Miscellaneous repairs to the building outside the site area	£1,500.00

L Summary

Contract overheads	
General all trade preamble	
Fabric repairs	
Plasterwork, (Stucco)	
Roofing & rainwater goods	
Joinery	
Floor finishes	
Decoration	
Services	

Total	
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Qualifications	
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Form of Tender

To : The Poltimore House Trust
Poltimore House
Poltimore
Exeter, Devon EX4 0AU

Dear Sirs

Poltimore House Porch Works

1. I/We have read the information provided in your Invitation to Tender and subject to and upon the terms and conditions contained in the Tender Documents, I/We offer to carry out the works described in these documents in such manner as may be required, for the sum of:

_____ (£ : p) exclusive of VAT

- 2. Terms and Conditions. I/We agree that this tender and any contract which may result, shall be based upon the Tender Documents, and that the Client is the Poltimore House Trust.
- 3. The contract documents as shown in the Invitation to Tender.
- 4. The prices to be inserted in the Contract shall be those given in our tender return unless subsequently varied by mutual consent.
- 5. Any qualifications set out by us in our tender return, shall also apply, although we understand that making a qualification may result in your disregarding our tender in total.
- 6. The prices quoted in this Tender are valid for a period of 3 calendar months from the fixed date for lodging tenders and I/We confirm that the terms of the Tender will remain binding upon me/us and may be accepted by you at any time before that date.
- 7. I/We understand that the any dates set for the works may be subject to alteration by mutual agreement should external factors prevent these dates from being met.
- 8. I/We understand that the lowest Tender may not be accepted.
- 9. I/We note that the contract shall be valid upon acceptance and signature by both parties of the Contract Documents.
- 10. Law. I/We agree that the construction, validity, performance and execution of any contract that may result from this tender shall be governed by and interpreted in accordance with English Law and shall be subject to the exclusive jurisdiction of the Courts of England and Wales.
- 11. I/We agree to bear all cost incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any contract.
- 12. I/We agree that any other terms or conditions of contract or any general reservation which may be printed on any correspondence emanating from me/us in connection with this tender or with any contract resulting from this tender, shall not be applicable to this tender or to the contract.

Dated this _____ day of _____ 2020

Signed _____ in the capacity of _____
duly authorised to sign Tenders for and on behalf of

IN BLOCK CAPITALS

Instructions to Tenderers

1. Introduction

1.1 The Poltimore House Trust wish to appoint a Contractor to carry out renovation and execute repairs to the porch at Poltimore House. The appointment will be by a process of competitive tender.

1.2 The requirement is set out in the tender drawings and specification, which forms part of this document.

1.3 Visiting the site is recommended. Due to the current situation appointments should be made with representatives of the Trust, contact carol.jobling@poltimore.org in first instance.

2. Completion of Tender

Your tender should comprise the form of tender and a clear description of any qualifications you wish to make. Where possible, these should be given on the form of tender or appended to it.

2.1 Form of Tender - Offer letter

Complete, sign and return the offer letter on the previous page.

2.2 Tenderer's Submission

Complete by inserting all of the detail requested.

The price(s) you quote should exclude VAT.

You are not required to submit any other documents, however, you may, if you wish, supply any other information you feel might legitimately support your tender such as previous experiences or references.

2.3 Qualification of the Contract

Include with your Tender any details of any areas where you will not be able to comply with the contract as set out in this Invitation to Tender. Qualifications should only be made if you cannot comply with the requirements of the contract at any price.

Note that if your tender is qualified we reserve the right to reject it in total.

3. Electronic Submission of tender documentation

Issue of tender documentation and submission of tenders will be carried out electronically. Attention is drawn to the instructions for the electronic submissions of tenders as outlined below. It should be noted that large attachments may not be accepted therefore the tenderer should ensure that when submitting large attachments the submission is divided into two or more elements to ensure they are received.

Please acknowledge receipt of tender documentation and confirm your intention to return a tender by the time and date indicated.

Tender submissions should be made to the following e-mail addresses and should be received before 12 noon on Monday 21st December 2020, late submissions will be deemed invalid unless a previous extension has been granted.

rgallie@simpsonandbrown.co.uk