

Repairs and Alterations to

MANOR FARM, WOOTTON BY WOODSTOCK, OXON

for Nancy Gibbs and Peter Douglas

SPECIFICATION & SCHEDULE OF WORKS

(DISCHARGE OF CONDITION 2 OF PARTIAL

APPROVAL OF LBC APPLICATION REF 21/04047/LBC)

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Job no 1276

September 2022 (Rev C 18.12.23)

Andrew Townsend Architects LLP
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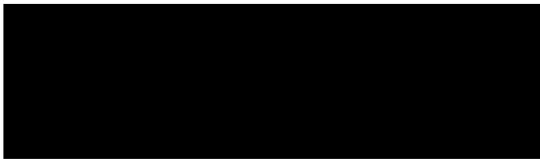


A N D R E W T O W N S E N D A R C H I T E C T S

1.00 PRELIMINARIES

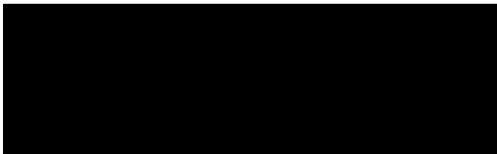
1.01 Employer

Nancy Gibbs and Peter Douglas
Manor Farm
Chapel Hill
Wootton
OX20 1DX



ARCHITECT

Andrew Townsend Architects
Marlborough House
2 Bromsgrove
FARINGDON
Oxon
SN7 7JQ



PRINCIPAL DESIGNER

Andrew Townsend Architects

Details as above

1.02 Description of Site

Manor Farm is located just off Chapel Hill on the south-western fringe of the small village of Wootton, located in rolling countryside north of Woodstock, Oxfordshire. The main building is grade II listed.

The Tenderer is strongly recommended to fully examine the site and access thereto before submitting the price as no claims for extras will be entertained for items that could reasonably have been foreseen by inspection.

1.03 Brief Description of Works

Alterations and repairs to grade II Cotswold farmhouse including: alterations to window opening; repointing; remedial works to rainwater goods; redecoration of external joinery.

1.04 Tendering Procedure

The prices are to be itemised in accordance with the Schedule of Works and the prices carried through to the collection summary. The Tenderer is responsible for including any costs he considers necessary to comply with the Preliminaries and Trade Preambles in this Specification and the absence of any price against these items shall not affect any Contract subsequently entered into.

The Tendering process will be conducted in accordance with the JCT Practice Note – Tendering (2012) available from www.jctcontracts.com. In the event that a genuine error in computation of the tender is found during examination of the priced documents by the architect, the procedure set out under *alternative provision 2* (Clause 68/69) in the Practice Note shall be followed.

The Employer is not bound to accept the lowest or any Tender.

1.05 Form of Contract

The AGREEMENT will be the Minor Works Building Contract 2016 with relevant current amendments (with all revisions current at the date of request to tender) issued by the Joint Contracts Tribunal. The Contractor will be bound to sign this form of Contract on acceptance of the Tender.

The Contract Agreement will be signed *under hand*.

The Conditions of Contract set out below, are to be read as incorporated hereunder:

- | | |
|----------|---|
| Section | <ol style="list-style-type: none">1. Definitions and Interpretation2. Carrying out the Works3. Control of the Works4. Payment5. Injury, Damage and Insurance6. Termination7. Settlement of Disputes |
| Schedule | <ol style="list-style-type: none">1. Arbitration2. Fluctuations – Contribution, levy and tax changes3. Supplemental Provisions |

The blanks in the Contract Clauses will be filled in as follows:

Conditions

- 4th Recital/
Schedule 2 – Base date is *one week before tender return date*
- 4th Recital/
Clause 4.2 – Employer at base date is *not a contractor*
- 5th Recital – CDM: the project is *not notifiable*
- 7th Recital – Paragraphs 1-6 *apply*
- Article 7 – Article 7 and Schedule 1 (Arbitration) *apply*
- Section 2.2 Date for Commencement of the Works – *4th March 2024*
Date for Completion – *to be confirmed*
- 2.8 Liquidated damages – *£NIL/week*
- 2.10 Rectification Period – *SIX MONTHS*
- 4.3 First Interim Valuation Date – *to be agreed*
and thereafter intervals of – *ONE MONTH*
- Progress Payment Certificate – *95% of total value of work*
- Penultimate Certificate – *97½% of Final Contract Sum*
- 4.3 and 4.8 Schedule 2 *no fluctuation provision applies*
Percentage addition for schedule 2: *N/A*
- 4.8.1 Documentation to be supplied within – *TWO MONTHS*
- 5.3 Insurance cover to be not less than *£5,000,000*
- 5.4 Alternative *5.4B applies*
- 5.4A and 5.4B Percentage to cover professional fees is *15 %*
- 5.4C Insurance arrangements – *not applicable*
- 7.2 Nominator of Adjudicator to be *none deleted*
- Schedule 1 Appointer of Arbitrator to be *none deleted*

1.06 Sub-Contractors

The Contractor shall supply with the Tender the names and addresses and trades of all sub-Contractors to be employed in carrying out the Contract.

1.07 Insurance

The Contractor is required under Section 5 of the Contract Agreement to produce evidence, if required, of appropriate cover in force at all material times.

1.08 Specification

The Contractor is required to take for everything shown on the Drawings and/or itemised in the Specification and Schedule of Works. No claims for extras will be considered in respect of items omitted from the Drawings but itemised in the Specification or vice-versa.

Except where it specifically states 'fix only' or 'supply only', it is implied throughout the Specification and Schedule of Works that all materials and labour for the satisfactory completion of the Works will be supplied by the Contractor.

This Specification was prepared in conjunction with the drawings as listed in the Drawings Schedule at the end of this document and should be read with them.

1.09 Drawings, etc

One complete set of the Contract Drawings, Schedule of Works and Specification (with up-to-date variations) should be kept on site in the possession of the Site Foreman for the duration of the Contract. Every tradesperson should be familiar with the relevant parts of the Specification (including prelims), Schedule of Works and Drawings.

1.10 Instructions

The contract is to be administered by the Architect who will issue written instructions for variations to the Contract documents which should be acted upon by the Contractor without delay. The Contractor is not to act upon the verbal instructions of the employer or other consultants without written confirmation from the architect.

1.11 Historic Fabric

The Contractor will be expected to impress upon his workforce and sub-Contractors the delicate and irreplaceable nature of the existing fabric and that they should at all times take every precaution to ensure a minimum amount of damage to the fabric. If in doubt about any aspect of the work, the Architect

should be contacted before proceeding. This especially applies to objects of interest or antiquity (e.g. painted wall decoration) which may be uncovered during the course of the work.

1.12 Treasure Trove

Any treasure trove, coins or objects of antiquity found on the site are to be reported immediately to the Architect and are to be handed to the Employer.

1.13 Plant, Tools and Vehicles

The Contractor shall provide all necessary plant, tools, equipment and vehicles required for the execution of the Works.

1.14 Progress Meetings

The Contractor shall hold progress meetings at monthly intervals as necessary for the proper management and co-ordination of the project which shall be attended by the Site Supervisor and Agent/Contract Manager. The Employer, Architect and other Consultants shall be informed of the time and date of each meeting at least ten working days before each meeting. A pre-Contract meeting will be held before work starts on site and this meeting shall be attended by the Employer (or their representative), the Contractor (or their representative), the Site Supervisor and the Architect.

The Contractor will be required to provide a report for each progress meeting to include the following: works completed to-date; works behind programme and reasons for delays; programme for remainder of Contract; confirmation of completion date or revised date if applicable; outstanding information required from Project Architect and by when; health and safety incidents. Site progress meetings will be held in the farmhouse.

1.15 Site Supervisor

The Contractor will be required to keep a responsible and able Supervisor, in constant attendance on the Works, as their representative, skilled in the trades and callings required by this Contract. The appointment of the Supervisor shall be subject to prior approval of the Architect. The Contractor shall provide the names of two referees for the proposed Supervisor (who shall preferably be Architects/Surveyors for projects the Supervisor has overseen in the two years prior to the current project). The Supervisor may also be employed as a tradesperson on the Works but is to have charge of no other works but this and is not to be replaced during the progress of the Contract without the agreement in writing of the Architect with references for the proposed new Supervisor to be provided for the Architect's approval prior to this.

1.16 **Setting out of Works**

All particulars and measurements for the general setting out of the Works shall be taken on the site in conjunction with the Drawings.

The Contractor shall accurately perform all setting out and shall provide all necessary instruments, templates, rods and setting out boards, etc as may be necessary for reference purposes during the progress of the Works.

The Contractor will be held responsible for the accuracy of the setting out and of all the Works including works by sub-Contractors and shall amend any error arising from inaccuracy at his own expense.

Figured dimensions are to be worked to, and not scaled from the Drawings. Before putting joinery and other work in hand, the Contractor is to check dimensions and relevant details on the site and agree measurements with the sub-Contractor or supplier.

1.17 **Health, Safety and Welfare Measures**

The Contractor shall ensure that all Health, Safety and Welfare measures, required under the provisions of any current enactment or regulation or the working rules of any relevant industry, are strictly complied with.

The Contractor shall comply with the duties of the 'Principal Contractor' under the Construction (Design and Management) Regulations 2015 including:

- i) taking account of health and safety issues when preparing and presenting tenders
- ii) preparing a Construction-phase Health and Safety Plan in time for the Principal Designer to advise the Employer of the adequacy of the plan before works commence
- iii) co-ordinating the activities of all sub-Contractors to ensure that they comply with health and safety legislation
- iv) ensuring the Construction-phase Health and Safety Plan is implemented and kept-up-to-date as the project progresses
- v) recording all works relevant to the future management of health and safety on the site in the form of a Health and Safety File to be handed to the Principal Designer before Practical Completion

A schedule of relevant health and safety information prepared by the Principal Designer is included in the Tender Documents.

The Tenderer will be assumed to have included for all the obligations of the Principal Contractor set out in the CDM Regulations 2015 when submitting the Tender.

A copy of the Construction-phase Health and Safety Plan and the Contractor's Health and Safety Policy must be forwarded to the Principal Designer at least five working days before work is due to start on site. Works shall not start on site until the Principal Designer has advised the employer of the adequacy of the Construction-phase Health and Safety Plan.

The Employer/Architect reserve the right to instruct the Contractor to suspend work if health and safety regulations are not being complied with. The Contractor is to ensure that the Architect and Principal Designer are informed immediately of any accidents occurring to the workforce or members of the public.

Safety helmets must be worn in accordance with the Construction (Head Protection) Regulations 1989. Other forms of protective clothing are to be worn, as necessary. Notices indicating hard hat areas must be displayed.

The Contractor shall be responsible for posting warning notices and for taking all reasonable measures to ensure that members of the public do not encroach on the working areas, including the provision of 2m high temporary security fencing around each external working area.

For a notifiable project, the Principal Designer acting on behalf of the Employer shall be responsible for notifying the Health and Safety Executive of the nature and duration of the Works by means of an F10 form.

The Contractor will be entirely responsible for the safety of the public and all persons lawfully using the site during the execution of the Works.

The Contractor will be responsible for providing a site hut and welfare facilities as required under safety and welfare legislation.

1.18 Transport and Workpeople

If the labour position in the district is or becomes unsatisfactory the Contractor will be required to augment the labour force by adequate recruitment from other districts.

Allow for the cost of importation of labour to the site including paying excess rates over local rates, travelling time, fares, or other costs of conveyance of workmen to and from the site, subsistence allowances and for providing all necessary living accommodation for the work personnel.

1.19 Safeguarding the Works, Materials and Plant against Damage and Theft

Allow for watching and lighting as may be required for the protection of the public and security of the Works, plant and materials on site and in the Contractor's workshops or depot.

The Contractor will also be held responsible for all materials and fittings delivered to the site for his own, and all sub-Contractor's use, except under conditions as specified in the Contract Agreement, and shall make good any damaged or missing materials and fittings at his own expense, and shall provide all necessary protection to such materials and fittings. All materials and fittings to be checked on arrival on site for defects or missing components. Any such defects must be reported to the Architect immediately.

Provide all necessary tarpaulins, sacking, boarding or other coverings, temporary gutters, down chutes, drains, soakaways, fences and storage compound, etc as required for the protection of material, works and site which may be damaged by storm, rain, snow and frost or other inclement weather and succeeding work and traffic. Clear away when required and make good all work so damaged as the result of the omission of all such protection, etc.

1.20 Maintenance of Public and Private Roads

The Contractor is to unload and stack materials immediately they arrive on site and is to ensure that all public and private roads and footways are kept clear at all times. Allow for making good damage (if any) to public and private roads and footways caused by or attributable in any way to the cartage of plant or materials by either the Contractor or any sub-Contractor and for indemnifying the Employer against loss or damage or claims by the Local Authority or others to the roads, paths, etc by reason of increased traffic and damages.

1.21 Local Bye-Laws and Police Regulations

The Contractor is recommended to ensure full acquaintance with the requirements of the Local Bye-Laws and Police Authority regarding any possible restrictions as to hours that compressors, drills, etc may be used and any other regulations that may affect the Tender. Any omissions to comply with these recommendations shall not form a basis of any claims for extra payment or time.

1.22 Overtime and Incentives

If the Contractor determines for any reason to permit the working of overtime, he/she must include for the same in the Tender – no extra payment will be allowed for this at the settlement of the account.

The Contractor must allow in the Tender for any additional cost above the standard rate of wages necessitated by any incentive or production bonus he/she may decide to operate or for any extra cost of wages paid at higher rates than standard time rates authorised by the recognised wage fixing board of the trade concerned.

1.23 Samples

Allow for providing samples of materials or methods as set out in the Schedule of Works and submit same to the Architect in sufficient time for him/her to consider the samples for approval before bulk orders are placed or the work is carried out. Samples of materials or methods are to be retained on site for the duration of the Works.

The person(s) preparing samples of workmanship should also be involved in carrying out the work to which the samples relate.

1.24 Statutory Requirements

The Contractor must include the cost of complying with all Statutory Requirements from Water, Gas, Electricity and Telephone Companies, pay all fees and charges legally demandable, including rates and taxes on site offices, sheds and other temporary structures.

1.25 Building Regulations and Planning/Listed Building Consents

Where relevant, Building Regulations approval and Planning/Listed Building Consent will have been obtained to the development and the Contractor is to include for complying with the regulations and conditions of the approvals/consents as administered by the Local Authority and for submitting all relevant notices and obtaining approvals as work proceeds.

The Contractor shall at all reasonable times allow access to the Works by representatives of the Local Authority and show courtesy to them but shall not act on any instruction received from these representatives unless agreed and confirmed in writing by the Architect.

1.26 Proprietary Products

In all cases where proprietary trade names or manufacturer's catalogue numbers are mentioned in the description of items or materials for incorporation into the Works, it is intended as a guide to the type or quality of the material required and a suitable alternative will be accepted, if the Contractor so desires, provided that it is in every respect at least equal to the specified material, its use involves no extra costs to the Employer and provided also that the Contractor obtains prior approval of the alternative materials from the Architect in writing before placing an order for the specified item.

1.27 Water for the Works

The Contractor may liaise with the Employer to negotiate access to the local water supply.

Allow for any temporary plumber's work and other necessary arrangements for storing water and distributing it about the site as required and for clearing away at completion and making good any damage.

All water must be clean and fresh for the whole of the Works.

The contractor must endeavour at all times to avoid wastage of water and the running of taps and hosepipes must be carefully controlled by the site foreman.

1.28 **Lighting and Power for the Works**

An electric supply will be available for use by the Contractor on site. Allow for providing all necessary temporary lighting and electric power required for the Works including that of sub-Contractors in the positions and at the times required, and for installing all temporary wiring, fittings, meters, and defraying the cost of all fees and charges in connection therewith.

The contractor must endeavour at all times to avoid wastage of power.

1.29 **Shoring and Strutting**

The Contractor shall provide and maintain during the execution of the Works all shoring, strutting, needling and other supports reasonably required to preserve the stability of the Works and the surrounding pavings and walls, etc.

The Contractor will be held responsible for all injuries to persons and for making good or reimbursing the cost of making good all damage to the building owner's or to any surrounding property caused by or arising out of any failure on his part to comply with the above requirements.

1.30 **Contractor's Liability**

The Contractor shall carry out the Works in such a way as to cause a minimum of annoyance, nuisance and disturbance to the owners and occupiers of surrounding property and undertake to indemnify the Employer against claims, demands and proceedings arising as a result of his failure to comply with the above requirements.

1.31 **Advertisements**

No advertisement or nameboards are to be exhibited on or around the site unless prior permission is obtained from the Employer/Architect.

1.32 Architect's Signboard

The Contractor should allow in the Tender for fixing an Architect's nameboard supplied to site by the Architect and for taking down and handing to the Architect at the completion of the Contract.

1.33 WC

The Contractor shall be responsible for the provision of temporary WC and washing facilities as required to comply with current Health, Safety and Welfare legislation for the duration of the Contract and for removal of same at Practical Completion. Siting of temporary WC to be agreed with Architect and Employer, provisionally to be on the west side of the drive to the south-west of the house.

1.34 Attendance on Sub-Contractors

The Contractor is to obtain from all sub-Contractors full particulars as to their requirements and is to supply them with all necessary dimensions and other information so that their work may be correctly executed. If the Contractor fails to do this, he is to effect all such alterations at his own expense or pay the sub-Contractors' charges therefore. Attend upon, cut away for and make good after all trades, by all other workmen, including affording facilities to all sub-Contractors and any other parties employed upon the building so that their work may proceed during the ordinary progress of the work.

Allow such persons the free use of ordinary scaffolding, ladders etc, provide and erect any additional scaffolds required and alter, shift and strike same when directed; un-loading if required all goods supplied by sub-Contractors and provide them with water, watching, lighting, storage. The Contractor must make arrangements with the sub-Contractors as to the time and manner of executing their work and for working in conjunction with them.

1.35 Removing Rubbish and Cleaning

Allow for clearing away all dirt and rubbish including the rubbish and waste materials of all specialists and sub-Contractors from time to time as it accumulates and maintain the site in a clean and orderly condition throughout the duration of the Contract.

The Contractor is to comply with current legislation regarding controlled tipping of refuse and disposal of contaminated water, etc.

1.36 Contingency Sum

The Contingency Sum included in the Tender Summary is to cover any unforeseen expenditure resulting from works found to be necessary as the work proceeds, and will be deducted or spent as the Architect directs, all such work

being agreed and instructions confirmed in writing together with costs prior to the work being carried out.

1.37 **Provisional Sums**

Provisional sums are included by the Architect in the Schedule of Works for items for which there is insufficient information at the time of tendering for the tenderer to be able to price accurately. All provisional sum items will be the subject of written architect's instructions for which the Contractor is likely to be asked to provide a fixed price before commencement of the work or alternatively will be required to provide details of time/materials relating to such items as the work proceeds. The contractor shall not place orders for items covered by provisional sums until specifically directed to do so in writing by the architect.

In the case of provisional sums for the supply of materials (eg stone slates), a copy of receipted invoices signed by the supplier should be provided by the Contractor for approval of the Architect with the relevant valuation. Receipted invoices should relate specifically to supply of materials for this project only and should itemise the quantities of materials supplied, date of supply, cost per unit, delivery costs as well as the total invoiced amounts.

1.38 **Damage to the Existing Fabric**

The Contractor shall take all reasonable steps to avoid damage to existing fabric during erection/dismantling of scaffolding, taking down and re-construction work. Any damage to existing work to be remedied with materials and standard of workmanship to match the existing at the Contractor's expense.

1.39 **Fire Precautions**

The use of flame-producing apparatus will not be allowed unless prior approval has been obtained from the Architect. All combustible waste such as shavings, packing, etc must be removed at the end of each working day. Do not light bonfires on site. The Contractor is to ensure that appropriate fire-fighting equipment (extinguishers, fire blankets) is available on site for the duration of the Contract and that the Site Foreman is familiar with their use and position on site at all times.

Smoking on site will not be allowed at any time.

1.40 **Use of Site by Contractor**

Work will be permitted only during normal working hours (8.00am-6.00pm, Monday-Friday) unless otherwise agreed beforehand by the Architect and Employer.

1.41 Unloading and Hoisting

The Contractor shall be responsible for unloading, placing in and removal from store and for hoisting all materials and plant for the Contract whether to be fixed by the Contractor or sub-Contractor.

1.42 Works at Completion

The Contractor shall remove all rubbish, plant and surplus materials from the site and leave the whole of the Works in a clean condition fit for immediate occupation and use to the satisfaction of the Architect.

1.43 Disposal and re-use of old Material

The whole of the materials from demolition and dismantling work shall become the property of the Contractor (except where otherwise specified) and shall be cleared away from site in a responsible fashion. Where material is specified as being suitable for re-use, it shall be carefully removed, overhauled and stored as necessary for re-use.

1.44 Second-hand Materials

Unless otherwise specified by the Architect in writing, the use of second-hand, 'salvaged' materials from other sites will not be allowed.

1.45 Working New to Old

Unless otherwise directed by the Architect, when fixing/splicing new material to existing always work new to fit existing rather than vice-versa. Do not remove any existing material unless specifically instructed to do so by the Architect.

1.46 Time Sheets/Variations

Detailed time sheets are to be kept by the Contractor for all tradesmen and labourers for the duration of the Contract. Where unpriced Variations to the Contract are ordered in writing by the Architect, weekly time sheets (detailing individual workmen and hours) should be presented to the Architect for approval within five working days of the completion of each month. Failure to conform with the above may result in non-allowance of claims for additional payment for Variations.

1.47 Site Instructions

The Contractor shall maintain for the duration of the Contract a site diary or site instruction book for the use of the Architect to confirm verbal instructions. A

copy of such handwritten instructions is to be forwarded immediately to the Architect in the form of a draft variation order.

1.48 **Hourly Rates**

Details of hourly rates for tradesmen/labourers are to be included with the Tender on the enclosed form.

1.49 **‘Allow for ...’ and ‘Nominal’ Items**

Where the term ‘allow for ...’ and/or ‘nominal’ is used in the Schedule of Works and/or Drawings, this implies that the item is included for the purpose of pricing and should not be executed (nor orders placed for materials) until the precise nature and extent of the work has been agreed with the Architect on site and confirmed in writing by them.

1.50 **Scaffolding and Ladders**

All scaffold contractors are to be members of NASC (National Access and Scaffolding Confederation). All scaffold to be designed to European Standards to comply with the latest scaffolding Technical Guidance Notes (TG20) and Safety Guidance Notes (SG04) issued by NASC and all relevant British Standards.

Provide all scaffolding, boarding, ladders, hoists, guard rails, toe-boards as necessary for carrying out the Works. All scaffolding to be designed to be without fixing to the fabric of the building unless otherwise agreed by the Architect. All scaffolding poles within 25mm of the surface of the building and otherwise where exposed ends may be a hazard to the workforce, to be fitted with plastic caps. Ladders giving access to the lowest stage of scaffolding are to be removed or made inaccessible at all times when the workforce is not on site or, alternatively, lockable hatches may be provided where each ladder terminates at a scaffold lift.

The Contractor is responsible for ascertaining the nature of ground conditions and the ability of the ground to support the access scaffolding and any applied loading and should allow for all necessary spreader boards, bridging ladder beams and other measures.

Scaffold platform loading to be appropriate to the designation of the scaffold but should be not less than:

Inspection, painting and access	0.75 kN/m ²
Plastering, rendering, pointing, light carpentry, joinery	2.00 kN/m ²
Brickwork, stonework, concrete blockwork, heavy building work,	

roofing (where materials stored/
sorted on scaffold platform). 3.00 kN/m²

Make provision to accept wind and snow loading without consequential damage to the structure. Boards to be secure against uplift due to wind forces.

Adequate precautions to be taken to protect both workmen and public from falling debris. Loose items are to be removed from the scaffold as the work proceeds. No spare fittings, poles or boards to be left above ground level. Scaffolding components to be transferred by hand, pulley or hoist. No dropping or throwing (up or down) of fittings or construction materials will be allowed.

Provide lightning protection to all separate sections of scaffolding, where any part of the scaffolding is higher than 8 metres above ground level, by bonding to earth electrodes at not more than 20m centres with the whole earth termination network having a combined resistance not greater than 10 Ohms. The Architect is to be informed if the required resistance is not achieved.

Ensure that all protective measures (eg sheeting over windows), security fencing and warning signs are provided prior to erection of the scaffolding and are left in place until after the scaffolding is struck.

Site Supervisor to be present on site at commencement of erection and dismantling of all scaffolding.

The contractor will be responsible for the maintenance of the temporary access scaffolding, temporary roof and all associated equipment for the duration of the contract and shall ensure that regular inspections of the temporary equipment take place to ensure safe working conditions at all times.

1.51 **Transistor Radios, etc**

The playing of transistor radios, personal music players, etc on site will not be allowed at any time unless otherwise agreed by the architect.

1.52 **Keys and Security**

The Contractor should contact Nancy Gibbs (see clause 1.01) to arrange access to the building.

1.53 **Programme and Cash Flow Analysis**

At least five working days before work starts on site or at the pre-contract meeting (whichever is the earlier), the Contractor is to submit to the Architect a detailed programme of works (bar chart) and an analysis of the estimated monthly valuations for the duration of the Contract.

1.54 Extension of Time

An extension of time will only be granted if confirmed in writing by the Architect following a written request by the Contractor to the Architect with acceptable supporting evidence. At the same time as the request is made, a statement of the costs of additional Preliminaries, on-going costs and any other general costs relating to the extension of time must also be provided by the Contractor to the Architect.

1.55 Mobile Telephone

The Contractor is to maintain a working mobile telephone on site for the duration of the Contract.

1.56 Rectification Period

The Contractor should allow in his price for attendance and provision of ladder access for the Architect to make a full inspection of the work at the completion of the rectification period and, if necessary, following making-good of defects.

1.57 Delivery and Storage of Valuable Materials

All valuable materials delivered to site are either to be delivered directly into a secure storage container/compound, located in a position agreed with the employer/architect, until ready for use or directly on to the scaffold.

The works should be programmed by the contractor so that new materials are to be fixed in place as soon as possible after delivery to site.

1.58 Sustainable Working Practices

The Contractor should ensure sustainable working practices throughout the course of the project including:

- a) Minimising carbon emissions by avoiding careless use of plant/machinery, by careful sourcing of materials and by limiting travel time and numbers of journeys both for operatives and materials.
- b) Maximising re-use of existing materials from the building work
- c) Responsible disposal of materials arising from the works which cannot be re-used during the project.

*Price each
clause
separately*

1.59 Temporary works

Unless otherwise indicated, the price allowed for all temporary works described in the schedule of works is to include for removal from site of such items at conclusion of the works or at such other time the architect directs they shall be removed.

TOTAL OF THIS SECTION

£ _____

TRADE PREAMBLES

2.00 MASONRY (INCLUDING BRICKWORK AND BLOCKWORK)

2.01 Removal of Organic Material/Dry Brushing

Remove lichens, moss and other organic growth from areas of masonry specified in the Schedule of Works using wooden spatulas or small bristle brushes. If at any stage the brushing process appears to be damaging the masonry (or surface finishes) consult the Architect before proceeding further with these areas.

Treat surface of masonry in these areas only with Microtech Biocide 25 made by

Wykamol
Knowsley Road Ind Est
Haslingden
Rossendale
Lancs
BB4 4RX
tel: 01706 831223,
E-mail: sales@lectros.com

or similar to Architect's approval

Follow manufacturer's instructions for preparation and application of biocide, taking care to avoid disturbance of masonry. Carry out biocide application at least one day before cleaning. Where surface of masonry is too fragile to be treated, carry out consolidation (see below) before treatment.

Where dry areas of organic growth are water repellent these should be spray-wetted before treatment to make them more receptive to the biocide.

Areas given in the Schedule of Works for removal of organic material/dry brushing are for pricing purposes only. Generally, removal of lichens, etc will only be carried out in areas where repairs to masonry are necessary and will be agreed beforehand with the Architect on site.

2.02 Re-pointing – General

After the approval of samples and agreeing the general extent of re-pointing work on site with the Architect, the Contractor shall be responsible for checking the condition of existing pointing and for selecting which joints are to be re-pointed.

The Contractor shall also be responsible for assessing the nature (width, thickness of joint, type of bond etc) of re-pointing work at the time of tendering.

The Contractor shall inform the Architect immediately if the extent of re-pointing carried out on site exceeds the allowances given in the Specification.

All re-pointing carried out will be re-measured and the prices adjusted accordingly.

2.03 **Re-pointing Masonry – Preparation**

Extent of all existing mortar to be removed to be agreed with the Architect before proceeding with the work.

Lime-based mortar to be removed by hand or with a churn brush or scraping (not striking) a chisel across the joint.

Cement-based mortar to be removed by scraping with a chisel where mortar is loose. Where directed by the Architect, firm cement-based mortar to be removed with a hammer and plugging chisel taking care not to damage surrounding stones or bricks.

Do not use mechanical chisels, angle grinders, etc to remove existing mortar, except as otherwise directed by Architect.

Remove all loose particles from joints and all organic growth (lichen, moss, etc) from area of masonry immediately adjacent to joint (25mm nom).

Thoroughly dampen down masonry before re-pointing allowing a period for free water to dry out. Repeat dampening down of un-pointed areas as the work proceeds as necessary to ensure masonry is damp when re-pointed.

2.04 **Re-pointing**

Point up raked out joints ensuring that mortar is forced well into joints to fill all voids. Face of mortar to be finished just proud or flush with surrounding masonry. Any mortar marks on the face of masonry must be removed immediately using a sponge and clean water.

Where joints are large (ie deeper or wider than 30mm) it may be necessary to point up in more than one application (to avoid slumping of mortar or excessive shrinkage) allowing each application to dry to a semi-set condition before applying more mortar.

Once mortar is semi-set, rub over the surface of the mortar with a wooden block to remove lumps and tool marks in the face of the mortar and thus creating a generally even plane of stone and mortar joints. Brush over the mortar lightly with a churn brush to remove loose particles but avoid exposing aggregate.

As directed by the Architect, use sections of stone slate, clay tile or similar material as ‘galletting’ in wider joints.

2.05 **Mortar Recipes**

Mortar for pointing and re-bedding rubblework to be comprised of:

- 1 part lime putty
- 1 -1½ parts sharp sand
- 1 part graded limestone stone dust (100 – 800 microns)

Mortar for pointing and re-bedding ashlar (joints finer than 5mm) to be comprised of:

- 1 part lime putty
- 2 parts sharp sand passed through a 1mm sieve

or, where directed by Architect, to be neat lime putty.

Mortar for re-bedding fractures and for grouting dowels to be comprised of:

- 1 part lime putty
- 1 part silver sand

or, where directed by Architect, to be neat lime putty.

Where directed by Architect, mixes to be gauged with a pozzolanic additive.

Mortar for repairs to high level, exposed areas of masonry, haunchings, etc to roofs and for bedding/re-bedding/pointing flagstones to be comprised of:

- 1 part hydraulic lime (NHL 2.0)
- 1½ or 2 parts sharp sand
- 1 part limestone ground stonedust (100 microns-1.5mm)

2.06 **Materials**

Lime putty to be formed by slaking non-hydraulic quicklime either on site or in the Contractor's yard to the Architect's approval or as supplied ready-slaked in putty form by:

The Traditional Lime Co
Church Farm
Leckhampton
Cheltenham
Glos, GL53 0QJ
Tel: 01242 525444
E-mail: info@traditionallime.co.uk

or

Limebase Products Ltd
Walronds Park
Isle Brewers
Taunton
Somerset, TA3 6QP
Tel: 01460 281921
E-mail: info@limebase.co.uk

or

Rose of Jericho
Horchester Farm
Holywell
Nr Evershot

Dorchester
Dorset, DT2 0LL
Tel: 01935 836760
E-mail: info@roseofjericho.co.uk

or similar supplier approved by Architect. Lime putty to be at least three months old when used.

Hydraulic lime to be NHL 2.0 French St. Astier supplied by:

Setra Marketing Ltd
Flat 1 Admirals Place,
East Cowes,
Isle of Wight,
PO32 6AH



or

The Traditional Lime Company
Church Farm
Leckhampton
Cheltenham
Glos, GL53 0QJ
Tel: 01242 525444
E-mail: info@traditionallime.co.uk

or similar to Architect's approval

Sand to be washed, well-graded local sharp sand to Architect's approval.

Stonedust to be ground limestone as supplied by Limebase Products Ltd or similar to Architect's approval.

Materials to be mixed on site or in the Contractor's yard or supplied as ready-mixed coarse stuff by Tradlym or similar.

2.07 **Preparation of Mixes**

Where mortar is to be mixed on site, mix up enough lime/sand mortar at start of Contract to complete the work set out in Schedule of Works. All coarse-stuff mortar (whether mixed on site or supplied to site) to be stored in plastic tubs (or dustbins) or on timber sheeting and protected from the weather and contamination by organic material by polythene sheeting/damp hessian. Coarse stuff to be re-mixed (and, if necessary, pozzolanic materials to be added) immediately before use.

2.08 **Dry and Inclement Weather Conditions**

During warm, dry weather new masonry work and pointing should be kept covered with polythene sheeting or dampened hessian to inhibit the rate of drying

out. During driving rain, similarly, the finished work should be kept covered with sheeting until set and for a minimum of seven days after at the Architect's discretion.

No work to masonry be carried out when temperature is +4°C or below on a falling thermometer or +2°C on a rising thermometer and all work is to be protected against damage by frost at night by being covered with insulating material (sacking, boarding, etc).

Any damage caused before the end of Practical Completion by dry, inclement or frosty weather to work executed under this Contract is to be raked out and made good at the Contractor's expense.

2.09 **Repairs to Fractured Masonry**

All repairs to masonry to be agreed in detail with the Architect before proceeding with the work.

Fractures in dressed masonry to be pinned using threaded or scored stainless steel (grade 316) or phosphor bronze stud of nominal diameter and length as indicated in the Schedule of Works. Pins to be positioned skew and grouted into holes drilled in stone with lime slurry or epoxy resin 'chemical mortar' by Wincro Metal Industries Ltd, Sheffield, Telephone: 01142 422171 or similar to Architect's approval. Take care not to cover surface of stone with grout and remove any grout on surface of stone immediately. Exposed face of holes to be pointed up with lime-based mortar.

Where surface cramps are specified, these are to be formed in stainless steel or phosphor bronze and are to be laid on the surface of the stone (not cut into channels), unless otherwise agreed with the architect. Cramps to be bedded in epoxy mortar as above.

Where fractured masonry is loose, drill holes for pins as above before carefully parting separate sections of stone to be cleaned, soaked in clean water (min. ten minutes), then re-affixed with butter coat of neat lime putty spread on inner face of two sections of stone. Following this, stainless steel pins to be inserted through fracture as above.

2.10 **Dismantling and Re-laying Stonework and Brickwork**

Precise extent of masonry to be dismantled to be agreed with the Architect before commencing with the work and to be recorded on a survey drawing by the Contractor for the Architect's approval. The line, coursing, thickness of joints of the re-built masonry or of any new work alongside the existing is to correspond with the existing unless otherwise agreed with the Architect.

Ensure all voids are filled with well compacted mortar and clean stone or brickwork as specified in the Schedule of Works.

When laying facing masonry, face of mortar should be finished just proud or flush with surrounding stone. Once the mortar has set 'green' – ie when it can be pressed in with pressure from the thumb – rub over the surface of the mortar with a wooden block to create a roughly even plane of masonry and mortar joints.

Brush over mortar briskly with a churn brush to remove loose particles. Take care not to leave brush marks in the mortar or smear marks on the surface of the masonry.

2.11 **‘Tile’ Repair to Stonework**

Voids in facing stonework to be repaired as directed by the Architect using stone slates or hand-made clay roofing tiles formed as a ‘tile’ repair. Stone slates/tiles to be laid in horizontal courses with staggered vertical joints, unless otherwise agreed with the architect. All joints to be nom 8-10mm in width and finished flush with the stone slates/tiles and surrounding stonework. Where surrounding stonework is eroded, the tile repair is to be formed to follow the line of the eroded surface as agreed with the Architect.

Clay tiles used in tile repairs to have ‘natural’ or ‘nibbled’ edges to visible face (not cut on a mechanical saw/cutter) and to be plain, hand-made gault roofing tiles supplied by:

Cambridgeshire Brick and Tile Co Ltd
Goosehall Farm
Rectory Road
Burwell
Cambridgeshire
CB25 0BN
Tel: 01638 743953
E-mail: bbt@bulmerbrickandtile.co.uk

2.12 **Replacement of Facing Stone – Preparation**

Where replacing decayed stone dressings (quoins, string course, cornice, window surround/tracery), cut out to full depth of existing block (unless otherwise directed by the Architect) using hand chisels taking care not to damage adjacent stones.

Remove all loose particles in area of cut out stone and thoroughly damped down before piecing-in new stone. New block also to be thoroughly dampened down before setting in position.

2.13 **New Facing Stone**

New stone to be pieced-in to follow line of coursing and perpend as existing with thickness of courses and perpend to correspond with existing. All voids between new stone and existing fabric to be packed thoroughly with mortar.

Avoid smearing mortar on face of stone. All mortar marks to be removed within one hour of stone being set in position with sponge and clean water.

2.14 New Facing Stone – Tolerance

All new stone blocks to be finished to not more than + or – 2mm deviation from dimensions of void cut out from existing block or from line of templates/maquettes/Architect's drawings.

2.15 New Stone Dressings – Finish

Provide light chiselled finish to all visible faces ensuring all machine marks are removed.

2.16 New Stone Dressings – Structural Integrity and Defects

Ensure that all blocks are free from defects that could affect the structural integrity of the stone in use. All blocks with vents, cracks or other structural defects will be rejected.

All stone which is chipped, pitted or cracked on the visible face will be rejected. Stone with chips/pits/cracks filled with stone dust/resin will not be accepted.

2.17 New Stone Dressings – Bedding

All quoins, window jambs, mullions to be laid on natural bed. All string courses, cornice blocks and copings to be edge-bedded, unless agreed otherwise with the Architect.

2.18 New Stone – Suppliers

New ashlar/dressed stone to be Hartham Park supplied by:

Hanson, Bath & Portland Stone Ltd
Monks Farm House
Monks Lane
Corsham
Wilts. SN13 9PH
Tel: 01225 811154

or

Cotswold Hill (Bed 3) supplied by:

Cotswold Hill Stone Ltd
Cotswold Hill Quarry
Ford
Temple Guiting
Cheltenham. GL54 5RU

or similar to Architect's approval.

2.19 **Jointing**

Joints in new ashlarwork and decorative masonry work to correspond with those in existing masonry but to be in the range of 1-4mm. Joints in ashlarwork and decorative masonry to be finished flush with surrounding stones.

2.20 **Lime Works and Drainage**

The Contractor is to take every possible precaution to prevent lime-based materials from being washed into private/public drainage systems, rainwater disposal systems and water supply systems. All run-off water from the works must be filtered to remove lime or, alternatively, water containing lime is to be collected and disposed of separately in a location to be agreed with the Architect.

3.00 **CARPENTRY AND JOINERY**

3.01 **Semi-Seasoned Oak**

Semi-seasoned oak to be English Oak air-seasoned to 15-20% moisture content to be supplied by:

Vastern Timber Company
Studley Sawmills
Calne
Wiltshire SN11 9NH
Tel: 01249 813173
E-mail: enquiries@vastern.co.uk

or

Venables Oak Ltd
Chipnall Sawmill
Cheswardine
Market Drayton
Shropshire
TF9 2RB
Tel: 01630 661775
E-mail: info@venbros.co.uk

or similar supplier to Architect's approval.

All wany edges, sapwood and bark to be removed from oak before use. Semi-seasoned oak to be free from splits, shakes and any form of decay or insect attack.

3.02 **Certification**

All new softwood and hardwood supplied by timber merchants is to be chain of custody audited under a fully responsible forest management certification scheme operated by either the *Forest Stewardship Council (FSC)* or *Programme for the*

Endorsement of Forest Certification Schemes (PEFC). Verified Legal Compliance (VLC) or Verified Legal Origin (VLO) schemes are not acceptable. Evidence for compliance with the approved schemes is to be supplied to the Architect in the form of a copy of an appropriately endorsed sales invoice for clearly marked timber delivered to site.

Home-grown timber sourced directly from local British sawmills is acceptable providing a statement of timber source is supplied in written form to the Architect. Any timber that has been sourced from outside the country should comply with either FSC or PEFC schemes detailed above.

3.03 **Softwood for Joinery**

The timber for joinery work is to be selected Douglas Fir (British Columbian, grade no. 2 clear and above) or Baltic Pine (grade 1-3 unsorted redwood) suitable for its purpose and in accordance with BS 4978. The timber is to be cut square, free from warf and discoloured sapwood and large, loose or dead knots and the moisture content is to be not more than 15% and not less than 10% of the dry weight at the time of fixing, unless otherwise directed by the Architect.

Timber for joinery use is to be Class II joinery quality.

All Baltic Pine softwood joinery to be supplied pre-treated with double-vacuum treatment with an organic solvent preservative to give protection against insect attack and fungal decay (30 year minimum guarantee). Avoid cutting and planing of timber following treatment. If this is unavoidable, subject to the Architect's agreement, brush treat exposed areas of timber with Permethrin-based preservative.

3.04 **Joinery Workmanship**

All exposed surfaces of joinery are to be planed and all arrises are to be slightly rounded.

All glued joints are to be cross or feather tongued and mouldings are to be properly mitred or scribed as required. All joinery is to be put in hand immediately upon receipt of details and is to be allowed to stand in an unfinished condition until required and then glued up. Allow the Architect to inspect joinery in workshop before gluing up takes place.

All framing is to be put together in the best and most substantial manner, with well fitting mortice-and-tenon joints accurately cut and carefully fitted and wedged-up solid.

3.05 **Sawmarks, Machine Marks**

All sawmarks and machine marks to be removed from new timber with a scraper or plane unless otherwise specified. Do not hack or mark new timber to imitate old.

3.06 **Shrinkage Defects**

Should any of the joinery work shrink, warp or wind excessively within the first three calendar months after Practical Completion of the Contract and be condemned by the Architect, this work is to be removed and new re-instated at the Contractor's expense.

3.07 **Protection**

All joinery is to be stored and protected from the weather after delivery on site.

All fixed work is to be protected against damage by weather and subsequent operations, all doors and fittings are to be eased and adjusted on completion in the best workmanlike manner to the satisfaction of the Architect.

3.08 **Adhesives**

General adhesive mortar for use in gluing repair joints, filling wedges to be 'Sikadur 31' Epoxy Adhesive Mortar supplied by:

Sika Ltd
Watchmead
Welwyn Garden City
Herts. AL7 1BQ
Tel: 01707 394444
E-mail: sales@uk.sika.com

or similar to Architect's approval. Follow manufacturer's instructions for use.

3.09 **Priming**

Softwood joinery to be primed with two coats primer at the joiner's shop before delivery to site.

3.10 **Fixings and Hinges**

All new screws, fixings and hinges to joinery/carpentry to be formed in non-ferrous metal or stainless steel Grade 316.

4.00 **ROOFING**

4.01 **Patch Repairs to Stone Slate Roofs**

Replacement slates are to correspond with course length, width and thickness of slate being replaced and to be fixed as existing (i.e. pegged slates to be re-pegged, nailed to be re-nailed).

Fixing for replacement slates to be non-ferrous (copper, aluminium) pegs/nails or hardwood timber pegs.

4.02 **Stone Slates**

New stone slates to have hammer-dressed side and bottom edges. Stone slates with sawn edging showing will not be acceptable. Some discrepancy in the line of the sides and bottom edges of new stone slates to correspond with existing stone slates is to be encouraged.

Replacement stone slates which are substantially thicker (nom. 10mm) or more uneven than surrounding slates (so as to leave bird-holes in the surface of the roof) will not be acceptable. All new and re-used stone slates to be sound without any form of delamination, spalling, cracking or exposed nail holes.

4.03 **Removal of Organic Material from Roofs and Gutters**

Remove lichens, moss and other organic growth from roof areas and gutters specified in the Schedule of Works using bristle brushes or wooden scrapers. If at any stage the brushing process appears to be damaging the slating, tiling or leadwork, consult the Architect before proceeding further with these areas.

4.04 **Stone Slates – Suppliers**

New stone slates to be supplied by:

Goldhill Quarry (Crudwell)
4 Haygarth Close
Cirencester
Gloucestershire GL7 1WY
Contact: Dave Cater
Mobile: 07966 517905
E-mail: enquiries@goldhillquarry.com

or

Cotswold Stone Quarries Ltd
Brock Hill Quarry
Naunton
Cheltenham
Glos GL54 3BA
Tel: 01451 850775
E-mail: cotswoldstone@lineone.net

or

Knockdown Stone
Halfway Bush Farm
Knockdown
Tetbury
Glos
GL8 8QY
Tel: 01666 840443

or

Natural Stone Market Ltd
Grange Hill Quarry
Naunton
Nr Cheltenham
Glos
GL54 3AY
Tel: 01242 820837

or similar to Architect's approval

NB stone slates supplied by some quarries may have sawn and partially hammer-dressed edges. The Contractor must ensure that all lower and side edges are fully hammer-dressed as specified in other clauses of this section of the Trade Preambles.

4.05 **Peg Fixings for Stone Slates**

Stone slates to be held with copper, stainless steel or oak pegs as set out in the schedule of works or contract drawings. Timber pegs to be pushed tight into holes in stone slates. All pegs to project beyond inner face of roofing battens by a minimum of 6mm. Stones slates to have single head fixing except larger slates near eaves to be twice fixed. Metal pegs to have large clout head. Timber pegs to be square-sectioned and tapered to give a tight fixing. Care must be taken not to use over-large pegs which will damage slate heads when driven in. Timber pegs are to be oven-dried overnight immediately before use.

Allow for re-drilling all existing stone slates to provide a close and secure fit for new pegs. New holes are to be at least 20mm from nearest edge of stone slate.

5.00 **RAINWATER GOODS**

5.01 **Materials**

New cast iron hoppers, downpipes and shoes to be supplied by:

J & JW Longbottom
Bridge Foundry
Bridge Lane
Holmfirth
Huddersfield
West Yorkshire
HD9 7AW
Tel: 01484 682141
Fax: 01484 681513

or

Tuscan Foundry Products Ltd
Units C1-C3
Oakendene Industrial Estate
Bolney Road
Cowfold
West Sussex
RH13 8AZ
Tel: 01403 860040
Fax: 0845 345 0215
E-mail: info@tuscanfoundry.co.uk

or similar supplier to Architect's approval.

New and existing sections of downpipe and shoe to be mounted on copper tube or steel bobbin spacers to give minimum gap of 25mm between downpipe and adjacent masonry.

5.02 **Gutter Brackets**

Replacement gutter brackets to be formed in galvanised mild steel as detailed in contract documents. Exact position and method of fixing to be agreed with the Architect. Maximum spacing of gutter brackets to be 1200mm.

5.03 **Finish**

All new and existing cast-iron rainwater goods, including inner face of gutters, to be finished in Dacrylate vehicle and machinery enamel paint (ref 97-line) with preparation/primer as manufacturer's instructions (see <http://www.dacrylate.co.uk/>)

5.04 **Practical Completion**

Immediately prior to practical completion of the works, the Contractor is to check and ensure that all new/existing rainwater goods have adequate falls and are running clear. Any defects are to be reported to the Architect and are to be made good by the Contractor.

5.05 **Final Completion**

At the end of the defects period the Contractor is to check and ensure all new/existing rainwater goods and gullies are running clear. Any defects are to be reported to the Architect and are to be made good by the Contractor.

6.00 GLAZING

6.01 New Glass

New glass to be 3mm thick machine drawn heritage glass as supplied by:

Tatra Glass
Duke Street
Loughborough
Leicestershire
LE11 1ED
Tel: 01509 235387
E-mail: contact@tatraglass.co.uk

or similar to Architect's approval.

Sample to be presented before use by Contractor to Architect for approval.

6.02 Putty/Glazing Compounds

The putty for glazing to rebates for single glazing is to be best linseed oil putty. Where double-glazed units are to be fitted, use hardwood glazing beads as indicated in the Working Drawings.

7.00 IRONMONGERY

7.01 Ironmongery

Specified ironmongery to be supplied by:

Hafele UK Ltd
Swift Valley Industrial Estate
Rugby
Warwickshire
CV21 1RD
Tel: 01788 542020
E-mail: info@hafele.co.uk

or similar to Architect's approval

8.00 PAINTING AND DECORATING

8.01 Preparation of Materials

All paint is to be supplied ready mixed for use and applied strictly in accordance with the manufacturer's instructions. The primers and undercoats are to be those made by the manufacturers for the respective finishing coats.

The contents of the drums or cans are to be thoroughly stirred prior to pouring into a kettle so as to thoroughly mix the ingredients. Under no circumstances will the addition of any thinners, driers or other materials be permitted.

8.02 **Protection**

Allow for protecting all painted and decorated work, clean and scrub floors, steps and pavings, clean all glass inside and out and leave the whole premises clean, sound and in perfect condition ready for immediate occupation.

8.03 **Preparation of Woodwork**

Allow for knotting, stopping, filling, rubbing down of surfaces before painting and for light rubbing down between coats. All surfaces should be clean, dry and free from dust before painting. All delaminating, loose, flaking paint to be removed with scraper.

All existing paint surfaces to be prepared by wetting with real turpentine and rubbed with fine wire-wool or wet-and-dry paper. All salts and dirt must be removed from existing joinery surfaces.

The Contractor should note that existing paintwork to joinery may be of lead-based type and that appropriate measures should be taken to protect the workforce during preparation. Do not use alkaline strippers to remove existing paint.

8.04 **Materials**

Paints generally to be selected from the following suppliers:

Nutshell Natural Paints
KBS House
41 Marsh Green Road
Marsh Barton
Exeter
Devon
EX2 8PN
Tel: 01392 421535

or

Natural Building Technologies (Ecotec Paints)
Cholsey Grange
Ibstone
High Wycombe
Bucks
HP14 3XT
Tel: 01491 638911

or

Auro UK
Cheltenham Road
Bisley
Nr Stroud
Glos
GL6 7BX
Tel: 01452 772020

Paint for external joinery to be external oil gloss paint selected from one of the above suppliers or similar to architect's approval.

Paint for external metalwork to be Dacrylate vehicle and machinery enamel paint (ref. 97-line) as supplied by:

Dacrylate Paints Limited
Lindley's Lane,
Kirkby-in-Ashfield
Mansfield
Nottingham NG17 8AL
Tel: 01623 753845
E-mail: enquiries@dacrylate.co.uk

All work to be prepared/primed as manufacturer's recommendations.

Colour to be from the RAL range, to be confirmed by the Architect.

9.00 ELECTRICAL INSTALLATION

9.01 Standards

Electrical installations must meet the following standards:

- i) Institute of Electrical Engineers Wiring Regulations (current edition) (BS 7671).
- ii) British Standard product specifications and Codes of Practice
- iii) Local Authority licensing stipulations
- iv) Electricity at Work Regulations 1989 (EWR)
- v) Health and Safety at Work etc Act 1974
- vi) Statutory Regulations in Appendix 2 of IEE Regulations
- vii) IEE supplementary guidance material, including: selection and erection of equipment; isolation and switching; inspection and testing; protection against electric shock; protection against fire; protection against over-current.

9.02 Temporary Installations

All temporary cabling for power tools and any other purpose during construction, renovation or repair work is to be properly protected and supplied from an isolation transformer with centre trapped and earthed secondary.

Temporary lighting is to be provided by means of totally enclosed robust fluorescent fittings securely fixed in position. The use of high temperature tungsten halogen floodlighting, whether open or enclosed, will not be permitted.

10.00 EXTERNAL RENDER

10.01 Preparation

Mask over all surfaces of building (roofing, masonry, windows, flat roof areas, etc) adjacent to areas to be treated with render and provide sheeting to ground areas at least 2m from the building. All sheeting/boarding to be removed at the completion of the Works.

10.02 Render Recipes – Rough-Cast

Mortar for base/laying-on coat for roughcast render to comprise:

- 1 part hydraulic lime (NHL3.5)
- 1 part soft sand or graded stonedust
- 1 ½ parts sharp sand

Mortar for cast coat to comprise:

- 2 parts hydraulic lime (NHL 3.5)
- 2 parts soft sand or graded stonedust
- 1 part sharp sand
- 2 parts pea shingle (9mm down)

10.03 Materials – Render

Materials to be supplied as Clause 2.06.

10.04 Preparation of Mixes

Coarse stuff mortar to be mixed in a mortar mill. All coarse stuff mortar (whether mixed on site or supplied to site) to be stored in plastic tubs (or dustbins) or on timber sheeting and protected from the weather and contamination by organic material. All coarse stuff to be re-mixed immediately before use.

10.05 Laying-on Coat – Roughcast Render

Apply laying-on coat with a steel float to a thickness of 9-12mm.

10.06 Cast Render Coats – Roughcast Render

Apply cast coat mix by throwing on to the exposed masonry with a dashing trowel or small coal shovel (whilst laying-on coat is still green). The mix should be wet enough to spread evenly without excessive splashing off the wall, aiming to achieve a roughly even thickness of 9-12mm.

Bunching of cast coat (caused by too dry a mix) should be removed and re-thrown.

10.07 Inclement Weather Conditions

No rendering to be carried out when temperature is +4°C or below on a falling thermometer or +2°C or below on a rising thermometer.

Any damage caused (before the date of Practical Completion) by dry, inclement or frosty weather to work executed under this Contract is to be made good at the Contractor's expense.

10.08 Protection of New Work

All new render to be protected for a minimum of five working days after execution, with hessian sheeting hung on timber battens (top and bottom) with nail fixings into joints in the masonry. In dry weather conditions, the hessian should be kept damp by being sprayed with water at regular intervals.

SCHEDULE OF WORKS**20.00 SCAFFOLDING AND TEMPORARY WORKS**

20.01 Provide fully boarded safe external access scaffolding as required to carry out works scheduled below. Include for provision of temporary hoist. Provide separate prices for the following:

- i) Access scaffolding to south elevation of house
- ii) Access scaffolding to north elevation of house
- iii) *Clause deleted*

20.02 Allow for provision of 2m high 'Heras'-type fencing to all external working areas for the duration of the contract.

20.03 Allow for additional period of four weeks hire of the following (price each item separately):

- Exterior – access scaffold to south elevation of house
- Exterior – access scaffold to north elevation of house
- Exterior – access scaffold to annexe roof areas
- Exterior – 'Heras' security fencing

Include for hire of all temporary lifting equipment.

20.04 Provide weekly rate for hire of the following (do not include in tender total/sub-total):

- Exterior – access scaffold to south elevation of house £...../wk
- Exterior – access scaffold to north elevation of house £...../wk
- Exterior – access scaffold to annexe roof areas of house £...../wk
- Exterior – 'Heras' fencing £...../wk

Include for the hire of all temporary lifting equipment.

*Price each
clause
separately*

20.05 Allow for provision of the following samples for approval of the Architect prior to commencement of the relevant section of the works (price each item separately):

- i) Sample of limestone to be used for new voussoirs
- ii) 3no sample mixes of bedding mortar for new masonry
- iii) 3no samples of paint finish to be used on exterior window joinery
- iv) 3no samples of paint finish to be used on internal face of window joinery and window-seat joinery
- v) 3no in situ sample mixes of mortar for external pointing, each 0.25m²
- vi) 1no stone roof tile from each of 2no suppliers (ie 2no total)
- vii) 1no sample of blacksmith-made gutter bracket
- viii) 3no samples of paint finish to be used for new rainwater goods

TOTAL OF THIS SECTION

£

*Price each
clause
separately*

21.00 ROOFING

21.01 Allow for the following patch repairs to existing roof slopes (price each item separately):

- i) 40no stone slates of varying sizes to south slope main roof to house
- ii) *clause deleted*
- iii) 20no artificial stone slates of varying sizes to north side of main roof of house

Fixing methods for patch repairs to correspond with existing.

21.02 Carefully remove moss growth to roof coverings in the following areas (price each item separately):

- i) *clause deleted*
- ii) *clause deleted*
- iii) *clause deleted*

21.03 Repair lead flashing to base of chimney in centre of north slope of the main roof.

TOTAL OF THIS SECTION

£

22.00 MASONRY

22.01 *Clause deleted*

22.02 *Clause deleted*

22.03 *Clause deleted.*

22.04 Allow for patch repairs to defective pointing to south elevation with lime mortar. For pricing purposes, allow total 20m² re-pointing. Include for raking out existing pointing as directed by the architect.

22.05 Extra-over to clause 22.04, allow for raking out and re-pointing all areas of the two-and-a-half storey section of the south elevation of the main house.

22.06 Allow for remedial work to external stone/concrete cills to first floor windows on south elevation to ensure adequate falls, as detailed in drawing no. 1276:WD02, as follows (price each item separately):

- i) Cut out and replace 2 no concrete cills with new stone cills to match existing
- ii) Re-dress top surface of 2 no stone cills to ensure adequate fall

22.07 Allow for remedial work to masonry at high level to east gable on north elevation. For pricing purposes, allow for 5m² patch repointing and for replacement of one missing stone.

22.08 Allow for removal/re-bedding of nom. 5m stretch of coping stones/lead flashings to the north wall of the 'Red House', a separate building immediately to the north of the main house. Allow for re-using existing coping stones and for provision of new code 5 lead cover flashing. Allow for re-pointing nom 3sqm of rubblework to outer face of the north wall of the Red House at ground floor level.

22.09 Allow for pointing-up all movement cracks in external masonry to east extension. For pricing purposes, allow for re-pointing 20 linear metres of existing joints.

*Price each
clause
separately*

22.10 Allow for raking out and re-pointing junction between french doors and adjacent masonry on north elevation of annexe as indicated on drawing no 1276:S02.

22.11 Allow for raking out and re-pointing verge to roof at south-west corner of annexe above garage door opening using lime-based mortar. Include for re-setting stone slates used for verge undercloak.

TOTAL OF THIS SECTION

£

23.00 JOINERY/CARPENTRY

23.01 *Clause deleted.*

23.02 *Clause deleted.*

23.03 *Clause deleted.*

23.04 Replace decayed timber cill to window immediately to the west of the entrance door at ground floor level to south elevation as indicated in drawing no. 1276:WD02.

23.05 Allow provisional sum of £500 for remedial work to timber structure adjacent to cellar stairs. 500.00

23.06 *Clause deleted.*

23.07 *Clause deleted.*

	<i>Price each clause separately</i>
23.08 Allow provisional sum of £750 for repairs to framework of dormer windows to south elevation of main house.	750.00
<hr/>	
TOTAL OF THIS SECTION	£ <hr/>
24.00 RAINWATER GOODS	
24.01 Remove all existing plastic rainwater goods to south elevation.	
24.02 Provide new cast iron rainwater goods to south elevation as detailed in drawing no. 1276:WD04. Include for provision of new goods to south elevation of east extension.	
24.03 Allow provisional sum of £750 for remedial works to r/w gullies and below-ground drainage serving downpipes to south elevation.	750.00
24.04 Allow provisional sum of £750 for repair/replacement of rainwater goods at high level to east gable of north elevation, if found to be defective on removal of vegetation.	750.00
24.05 Allow for provision of blacksmith-made gutter brackets for the new gutter on the south elevation as indicated in drawing no. 1276:WD04.	
24.06 Allow for removal and replacement of all rainwater goods on the north side of the main house shown as area B on drawing no 1276:S02. For pricing purposes, all new rainwater goods to be formed in cast iron and to be located as existing using the following:	
<ul style="list-style-type: none"> • 100 x 75mm gutters • 75mm dia downpipes • Stop ends, swan necks, shoes to suit 	

*Price each
clause
separately*

All downpipes to be mounted on cast-iron or copper tube spacers.

TOTAL OF THIS SECTION

£

25.00 PLASTERWORK

25.01 *Clause deleted.*

25.02 *Clause deleted.*

25.03 Allow for removal of existing cement render to gablets and cheeks of 2no dormers to south elevation of main house and for replacement of cement render with 3no coats pigmented limewash on 2no coats lime-based rough-cast render on new riven oak or chestnut laths on existing framing to dormers.

TOTAL OF THIS SECTION

£

26.00 DECORATION

26.01 Treat and remove mould growth at high level to the internal face of the north wall of the north-east bathroom.

26.02 Allow for redecoration of walls and ceiling in north-east bathroom including new laundry room with 2no coats vinyl emulsion.

26.03 *Clause deleted.*

*Price each
clause
separately*

26.04 *Clause deleted.*

26.05 *Clause deleted.*

26.06 Allow for decoration of the following rainwater goods:

i) South elevation of main house including east extension

ii) North side of main house

26.07 Re-decorate external face of all existing exterior window joinery to south elevation, colour to be agreed with employer/architect.

26.08 Allow provisional sum of £500 for additional work to wall tiling in north-east bathroom. 500.00

TOTAL OF THIS SECTION

£

27.00 PLUMBING

27.01 *Clause deleted.*

27.02 Provide connection for washing machine in new laundry room to existing drainage and hot/cold water supply in adjacent bathroom.

27.03 Allow provisional sum of £750 for provision of mechanical ventilation to laundry room/clothes dryer. 750.00

TOTAL OF THIS SECTION

£

*Price each
clause
separately*

28.00 IRONMONGERY

28.01 *Clause deleted.*

TOTAL OF THIS SECTION

£

SCHEDULE OF WORKING DRAWINGS

N.B. All drawings are A3 size unless otherwise indicated

Title	Drawing No.
Location plan as existing	1276: S01
Site plan as existing	1276: S02
Drawing deleted	1276: WD01A
South elevation as proposed	1276: WD02A
Drawing deleted	1276: WD03
Gutter bracket detail	1276: WD04
Drawing deleted	1276: WD05

SCHEDULE OF RATES

Trade: *Mason/Bricklayer*

Tradesman's rate:

Labourer's rate:

Trade: *Carpenter/Joiner*

Tradesman's rate:

Labourer's rate:

Trade: *Electrician*

Tradesman's rate:

Labourer's rate:

Trade: *Painter/Decorator*

Tradesman's rate:

Labourer's rate:

Trade: *Plasterer*

Tradesman's rate:

Labourer's rate:

Trade: *Roofer*

Tradesman's rate:

Labourer's rate:

Note: This sheet to be completed by Tenderer and submitted with tender to Architect. Please state hourly rates and whether rates include for preliminaries, profit and on-costs.

SCHEDULE OF SUB-CONTRACTORS

Sub-Contractor

Name:

Address:

Trade:

Clause (Schedule of Works):

Sub-Contractor

Name:

Address:

Trade:

Clause (Schedule of Works):

Sub-Contractor

Name:

Address:

Trade:

Clause (Schedule of Works):

Sub-Contractor

Name:

Address:

Trade:

Clause (Schedule of Works):

Note: This sheet to be completed by Main Contractor and submitted to Architect with priced Schedule of Works.

TENDER SUMMARY

FOR WORKS TO MANOR FARM, WOOTTON, OXON

Sub-totals brought forward:	Preliminaries	
	Clause 20.00	
	Clause 21.00	
	Clause 22.00	
	Clause 23.00	
	Clause 24.00	
	Clause 25.00	
	Clause 26.00	
	Clause 27.00	
	Clause 28.00	
	Sub-total	<hr/>
	Contingency	£8,000.00
	GRAND TOTAL	<hr/> £ <hr/> <hr/>

In consideration of the work described in the Specification and Schedule of Works our price of

£

(in words)

is hereby submitted for the Work to be carried out to the satisfaction of the Architect and in accordance with the terms of the Contract.

Contractor's provisional assessment of VAT on the above total: £

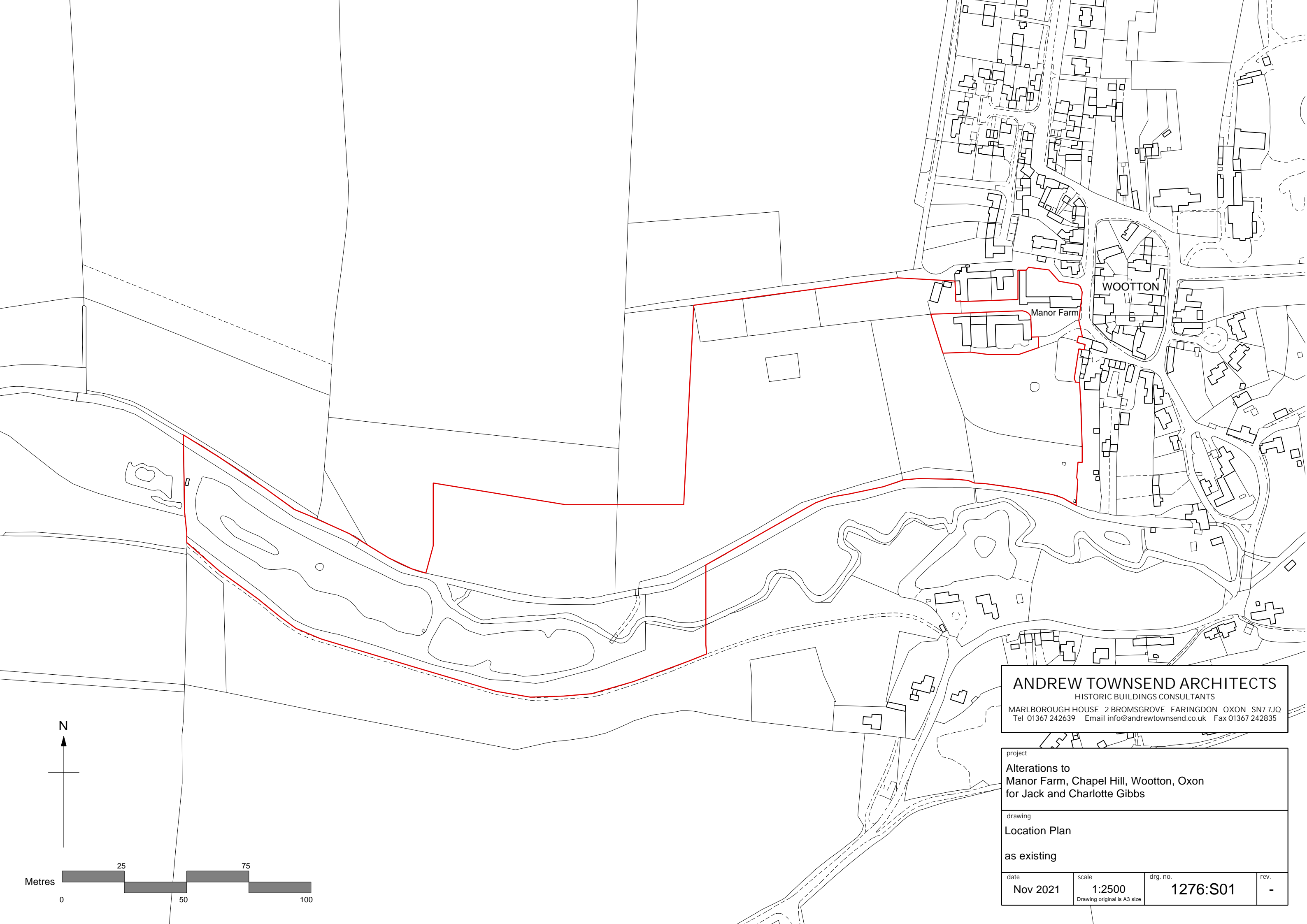
Our starting date will be: **4th March 2024** Duration of contract will be:

Price valid until: **THREE MONTHS FROM RECEIPT OF TENDER**

Signed:

Date:

For and on behalf of (name and address):



WOOTTON

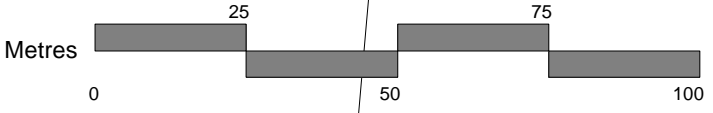
Manor Farm

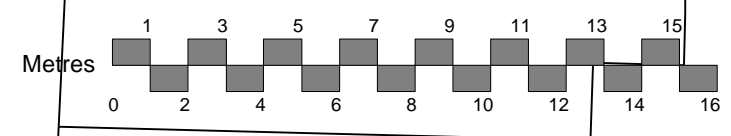
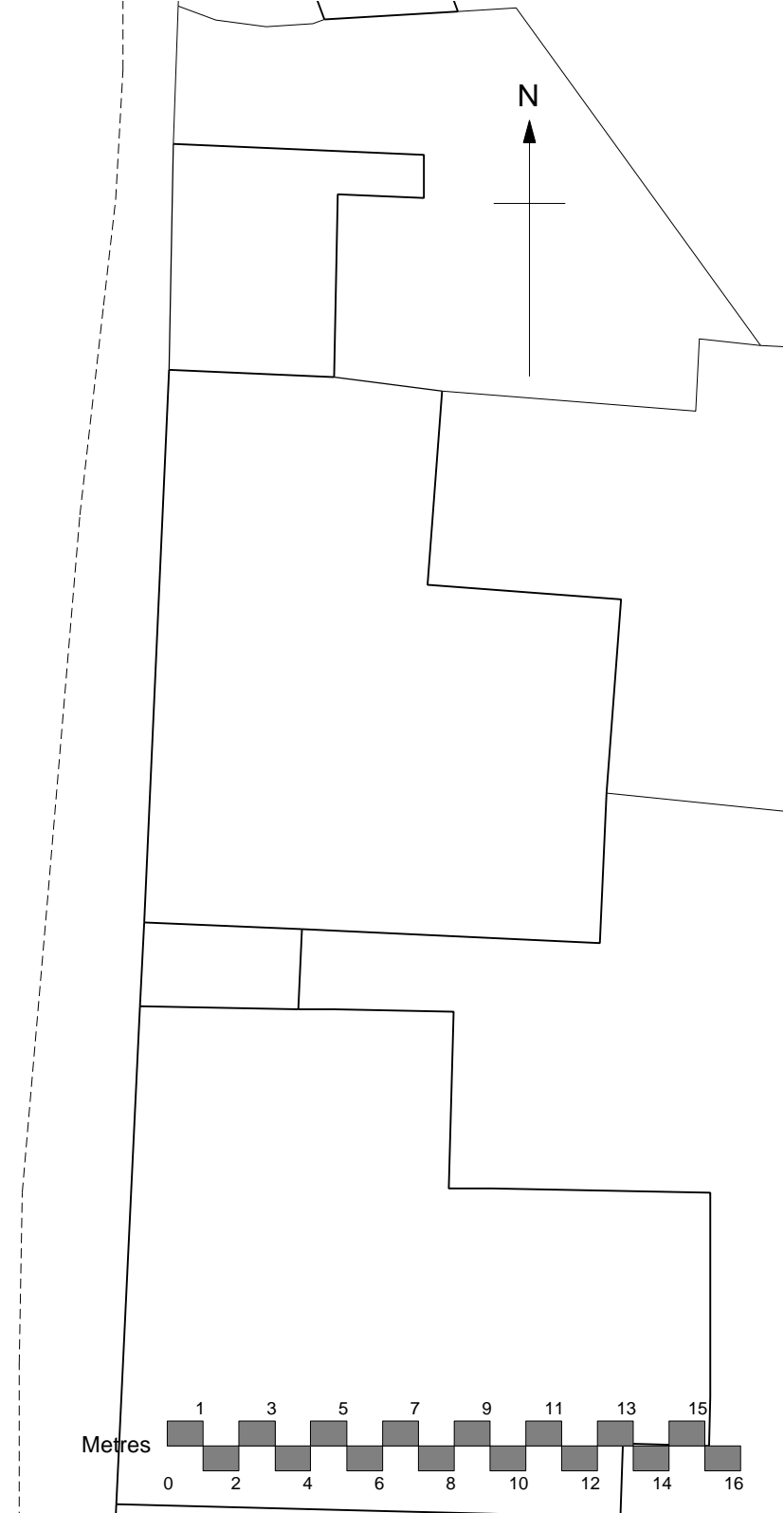
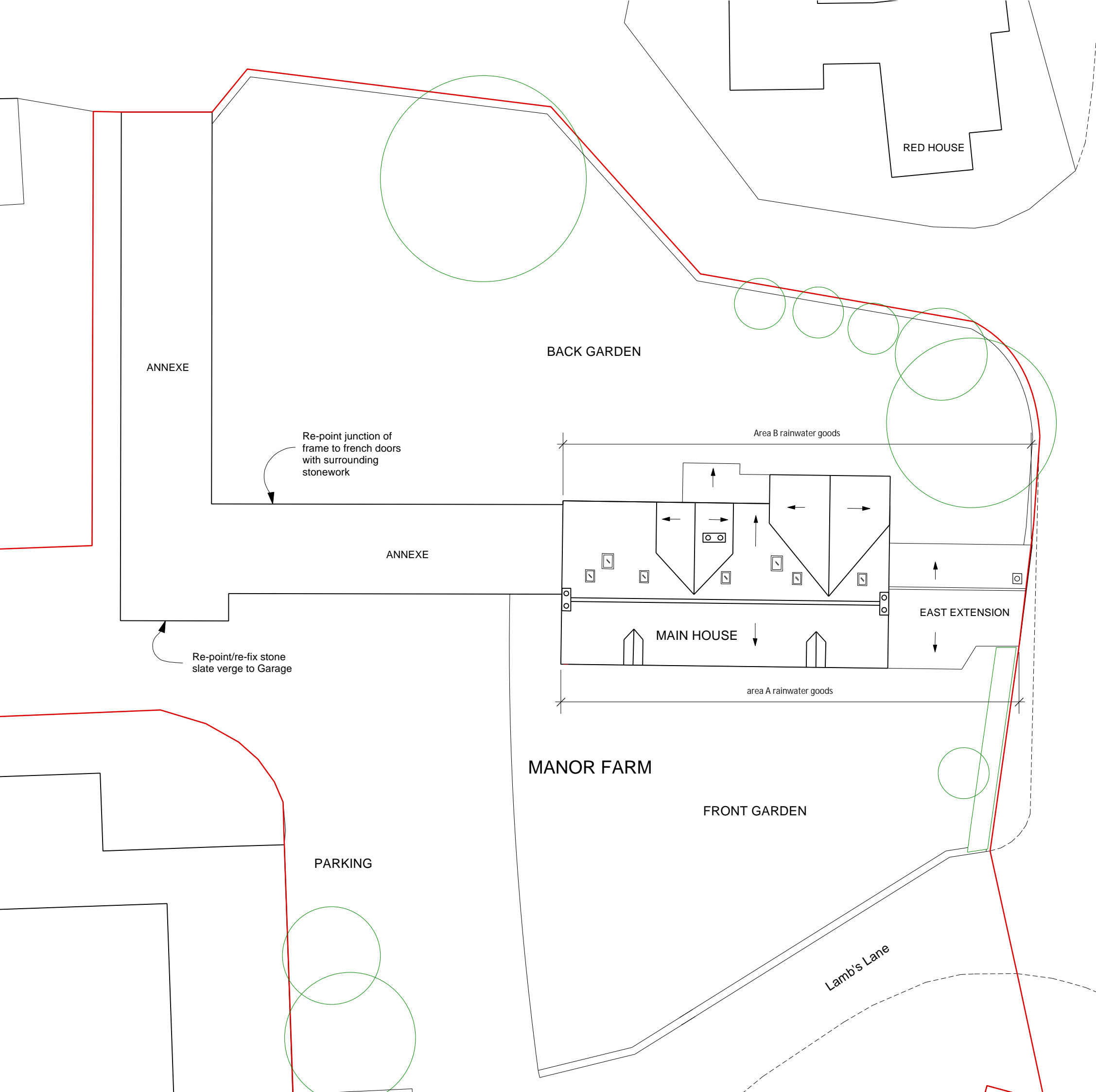
ANDREW TOWNSEND ARCHITECTS
HISTORIC BUILDINGS CONSULTANTS
MARLBOROUGH HOUSE 2 BROMSGROVE FARINGDON OXON SN7 7JQ
Tel 01367 242639 Email info@andrewtownsend.co.uk Fax 01367 242835

project
**Alterations to
Manor Farm, Chapel Hill, Wootton, Oxon
for Jack and Charlotte Gibbs**

drawing
Location Plan
as existing

date	scale	drg. no.	rev.
Nov 2021	1:2500 <small>Drawing original is A3 size</small>	1276:S01	-





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project			
Alterations to Manor Farm, Chapel Hill, Wootton, Oxon for Jack and Charlotte Gibbs			
drawing			
Block Plan			
as existing			
date	scale	drg. no.	rev.
Nov 2021	1:200 <small>Drawing original is A3 size</small>	1276:S02	-

Replace existing cement render to cheeks / gables of existing dormers with lime-rendered rough-cast render with pigmented limewash finish

Replace existing uPVC rainwater goods to south elevation with 100mm dia x 75mm deep eaves gutter and 2no 75mm dia. downpipes in cast iron

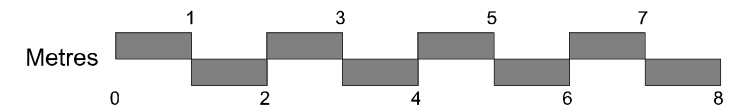
Retain existing sound lime mortar pointing in situ; rake out existing cement-based mortar to limestone rubblework; re-point all open/defective joints with 1:1:2 lime putty: graded ground limestone: sharp sand mix with flush pointed finish.



Replace existing uPVC rainwater goods to south elevation with 100mm dia x 75mm deep eaves gutter and 2no 75mm dia. downpipes in cast iron

stone/concrete window sills to be adjusted to ensure adequate falls

decayed hardwood sill to be replaced like-for-like



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project			
Alterations to Manor Farm, Chapel Hill, Wootton, Oxon for Jack and Charlotte Gibbs			
drawing			
South Elevation			
as proposed			
date	scale	drg. no.	rev.
August 2022	1:100 <small>Drawing original is A3 size</small>	1276:WD02	A

100 x 75mm deep cast iron gutter

2mm thick galvanised steel holding bracket for gutter

10 x 10mm steel drive-in pin bracket located in holes drilled in horizontal joint in masonry

cut off projecting end of rise and fall mechanism following adjustment

detail of brace in elevation

depth of gutter bracket and height of stay to vary according to eaves detail

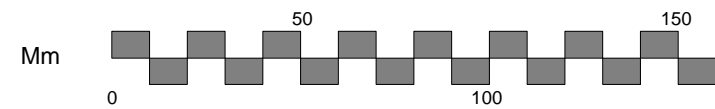
gutter brackets to be galvanised and mordant etched prior to finishing in two coats of paint and primer

paint colour to be agreed with architect

SD nom 175

nom

5mm dia brace with forged flat end fixed with non-ferrous screw into masonry



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project			
Alterations to Manor Farm, Chapel Hill, Wootton, Oxon for Jack and Charlotte Gibbs			
drawing			
Gutter bracket detail			
as proposed			
date	scale	drg. no.	rev.
August 2022	1:2 <small>Drawing original is A3 size</small>	1276:WD04	-