

**SCHEDULE OF WORK**

**CLIENT:** Miss Jade Vardy

**ADDRESS:** 10 Greenfield Drive, Bishops Cleeve, Cheltenham,  
Glos. GL52 8FQ

**CONTACT:** M/ 07340 161396, E/ jemvardy@outlook.com

**AGENT:** MAAS Design Services

**LA GRANT OFFICER:** Kath Henly (TBC)

**OCCUPATIONAL  
THERAPIST:** Kate Clempson,  
E/ Kate.clempson@ghc.nhs.uk

**PROJECT:** Adaptation Of Existing Cloakroom Into Wet Room & All  
Associated Works For Disabled Person

**DATE:** Jan 2024

**DRAWING  
REFERENCE NO:** 1428JV-01

**SCHEME  
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REVISIONS:** -



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you a final copy upon completion of works as agreed in the 'Agreement For MAAS Design Services' and/or all monies due to MAAS have been paid in full.

Item	Description	£
	<p style="text-align: center;"><b>PRELIMINARIES</b></p> <p><b>PROPERTY DESCRIPTION</b></p> <p>A end terrace property set in a large residential area in Bishops Cleeve. The property is set back from the road. There is parking for a vehicle at the rear of the property only. The Property is owned and managed by Bromford HA.</p> <p>Please note it is strongly advised that the contractor visit the site and will be deemed to have visited the site before submitting his/her tender and gained access to the dwelling to enable him/her to fully understand the proposed works, the construction and present condition of the dwelling and the nature of the site generally. No claim in respect of insufficient information will be allowed.</p> <p><b>CDM LEGISLATION</b></p> <p>The CDM Regulations 2015 require that a Designers Risk Assessment must be carried out for all works, which shall remain our file. Only "exceptional risks" are required to be highlighted and communicated to Contractors.</p> <p>"Exceptional risks" that were apparent at the time of inspection have been highlighted within these general preliminaries or within the specific and related schedule items.</p> <p>The works covered by this schedule are for a domestic customer and are not notifiable under the CDM Regulations</p> <p>The Contractor is responsible for carrying out a Health and Safety Risk Assessment to cover all operations involved under the works specified and prior to the works commencing on site.</p> <p>The Contractor may be required to produce this should the need arise.</p> <p><b>EXCEPTIONAL RISKS notifiable to Contractor under Designer Risk Assessment.</b></p> <ol style="list-style-type: none"> <li>1. Tenderer to note that the client and family will be in residence during the installation. Contractor to consider safety of client, family and any visitors. Notices and warning signs to be put up, warning client, family and any</li> </ol>	

visitors at all times and to ensure client, family and any visitors are in a safe situation or are accompanied when materials are brought into the property. Contractor to ensure clear and safe access to entrances at all times, all rubbish to be bagged up and removed from site at end of each day or placed in a skip and site to be left in a clean and tidy manner.

2. All work to be undertaken with due consideration so as to cause minimum disruption.
3. Where an essential service has to be terminated then the contractor to agree with the client the time and duration of the termination.
4. There are two WC's in the property and the contractor to ensure that at least one is kept working, and available at all times and privacy observed.
5. Materials carried through the property have a risk of damage to client property and belongings and hazardous to client and visitors. Contractor to ensure all access routes are maintained clear at all times and any furniture etc. moved, to be put back in its original position upon completion. Ensure materials carried into property are kept to a minimum.

There will be other hazards which should be within the capability of a competent contractor to manage and which will require appropriate precautions to be taken.

In carrying out the above works the contractor to take whatever precautions are appropriate to comply with CDM legislation particularly that the contractor's works and tools do not obstruct the client and others when entering or exiting the property.

#### **Asbestos Removal**

If asbestos is discovered then MAAS must be informed immediately, and all work shall cease until, if removal is required and authorised, the contractor will be required to submit a price for an HSE approved contractor to carry out the removal and disposal in accordance with The Control of Asbestos Regulations 2012.

#### **Waste**

All waste to be removed from site by licensed waste carrier to approved disposal site in accordance with category of waste.

#### **NOTES**

#### **Phone Contact Numbers**

The contractor shall on commencement of the works provide the client, mobile or other phone numbers for out of hours

emergencies that may arise from the works and whilst the works are on site.

### **Making Good**

All disturbed work is to be made good.

### **Compliance**

All work to comply with current construction legislation, Health and Safety regulations and MAAS preambles, terms & conditions.

### **Electrical Works**

All electrical works should comply with the latest Part P (Electrical Safety) Building Regulations, British Standard requirements for electrical installations and the current IEE Regulations published by the Institution of Electrical Engineers.

The works are to be carried out by a 'Competent Electrician' registered with a Government Approved Competent Person Scheme and able to supply an Electrical Installation Certificate on completion. This must be forwarded to MAAS with the final invoice.

Should the Electrician not be registered, they must submit a Building Notice to the Local Authority Building Control Dept, with the appropriate fee and provide evidence to MAAS that this has been done before commencing the work. The Local Authority will issue a Completion Notice and Electrical Installation Certificate on completion. This must be forwarded to MAAS with the final invoice.

### **Building Control**

Contact to note if building control notice is required for these works, it is the contractor's responsibility to do the application and contact the local building control department.

### **Sub-Contractors**

The contractor must not assign or sub-let the whole of the contract unless authorised in writing by MAAS Design Services.

The contractor may sub-contract certain trades, without further approval from MAAS. The contractor is to supervise the work of all sub-contractors to ensure their work is correctly executed. Should the contractor fail to do this, the onus to reinstate correctly will fall upon him/her, and the contractor will have to pay any reinstatement costs.

### **Tender Acceptance**

The employer is not bound to accept the lowest tender or any tender.

### **Contract/Agreement/Insurances**

The successful contractor will enter a contract for the works, which will be the **DOMESTIC CONTRACT FOR MINOR BUILDING WORK**, which will have a Defects Liability Period of 12 months. The contract must be in place and signed by the client and the contractor before any work is carried out.

It is the clients and contractor's responsibility to have their own insurances in place prior to the Works starting on site (adequate building and contents insurance, public liability insurance etc...)

### **VAT Exemption**

Tenderer to note that this work is for a disabled person and a VAT exemption Certificate will be issued with the Domestic Contract For Minor Building Work.

**It is the Contractors responsibility to get them completed and a full copy back to MAAS. No Work must commence without MAAS receiving the completed documents in full.**

It is conditional on submission of the tender that the tenderer state any item or items that VAT is not exempt and show the VAT amount accordingly.

### **Funding**

It is the client's responsibility to have the total funds in place for the Works and any unforeseen that may arise on site. Proof may be required if requested at Contract stage.

### **Invoices**

Any invoices shall be made out to the Client and rendered to the client's Agent, MAAS Design Services, who will pass on the invoice for payment. **Please note that invoices will only be accepted once a completion visit has been carried out by MAAS, if/any snagging issues have been resolved and all Certificates are sent into MAAS.**

Invoices will usually be paid at the end of the job unless the job is large and the duration of the Work is to take longer than a four week period. If this is the case, then a planned interim invoicing system will be put in place at contract stage. Any items that are proforma can be invoiced prior to starting on site to avoid delays of manufacturing/delivery lead times to site, these items must be confirmed at contract stage.

**It is the client's responsibility to make all payments for the Works by the invoice payment date, once requested by MAAS Design Services.**

**Programme & Method Statement**

Following award of the contract and prior to starting on site the contractor shall provide a detailed programme and sequence of working to maintain all services to the existing home whilst works proceed. Works shall not proceed until MAAS has approved the programme following a pre-contract meeting on site.

**Contractor to note that this work will not be able to start till 8.30am.**

If any item/s of work has been missed, please indicate them and include a cost for the required work at the end of this SOW (Additional Items). As no additional costs will be allowed once works have commenced except for unforeseen work on site, which must be approved by MAAS Design Services.

Preliminaries and general costs are deemed included within the costs for the below items.

In the case of an error, omission or discrepancies in the documents becoming apparent to the Contractor, the Contractor is to notify the MAAS Design Services immediately and prior to tendering.

## 1. PREPARATION

After Isolating and disconnecting, carefully remove the following items including all redundant services:

- Temporarily remove the pedestal basin and tap, this basin to be reused.
- WC.
- Light fitting.
- Radiator removed and stored for relocation.
- Remove all the existing skirting from around the perimeter of the room to allow for the flooring to be covered up the walls.



Create an opening in the exterior rear wall for the installation of a window, the opening to take a approx... 610mm wide White double glazed PVCu frosted window with top opening casement with a

stone ledge externally as elsewhere on the property. The window to be set at 1000mm high from the FFL internally. The height of the window to match as close to that of the others on the property. Contractor to install a lintel above the new window opening.



Make good the walls internally and externally.

Remove the existing wall tiles above the basin. Due to location of the new shower unit, basin and new WC and concealing pipework. Walls will require re-boarding and plastering; this must only be done with Aqua Board and sealed in the shower area and all joins sealed within the shower area and elsewhere with plaster board and then the walls will need to be plastered, ready for tiling/decor.

Alter, reroute and install new pipework for the new WC, basin, new shower locations and radiator.

Carefully remove existing flooring in location of the shower former area for the waste, taking away sufficient floor area and depth for the installation of the pipe work. **Contractor to note there may be a need for a Whale pump, if gravity waste can not be achieved.**

The WC will need to be moved over to the right to allow for the shower area.

Please alter, extend and reroute electrics and any pipework necessary for this work to be completed, all must be discreetly positioned within void, corners, walls and floor voids and in trunking.

Carefully take down and re-fix on completion the client's own fixtures and fittings, including existing grab rails, wall storage/mirror etc... where necessary.



**2. FLOOR PREPARATION**

Carefully remove the floor covering from the shower room and make good the floor prior to the floor being screeded ready for the Altro flooring installation.

### 3. WHITE PVCu WINDOW

1no, new window in total as follows, to be supplied and installed.

Supply and install 1no. 610mm approx. wide window to wet room. The wet room window to have obscure glazing. The window to be White PVCu double glazed unit, to match in height of the other windows on the house on ground floor and have a top opening casement and be of the same style. **Windows to achieve a WER Band B or better or have a 'U' value of at least 1.4w/m<sup>2</sup> k (Details to be sent to Building Control for approval).**

The window shall be supplied and installed by a member of The Fenestration Self-Assessment Scheme (FENSA) who is able to self-certify their work as being of an appropriate standard in compliance with Building Regulations Part L1.

The manufactured window to comply with BS 7412 or BBA Moat 17. The window system to be approved to BS7413. The window system design shall be thermally enhanced to comply with the current Building Regulations Part L.1. Window to be approved to BS6375 Part 1 window weather performance to achieve 600 Pascal's on water and air.

Frames and sills, ironmongery and locks in a style, pattern and profile match existing. New window to have secure controllable background 'trickle vents' built in at the top of frame providing an equivalent area of 5000mm<sup>2</sup> trickle ventilation to each habitable room and opening light size no less than 1/20th of the floor area to allow natural ventilation.

Window to be glazed using 24mm thick double-glazed sealed unit. Safety glass is to be incorporated where appropriate, to conform to the requirements of BS 6262: 1982.

External sills shall be PVCu from the same manufacturer/ system extruded as the PVCu window and must include end caps securely glued. Each sill shall project 25mm from the face of the wall. External sills shall be manufactured from 100% new PVCu, reworked or reground material shall not be used or permitted.

Provide and fix horizontal and vertical dpc's to openings. Seal with silicon internally and mastic or silicon external to a neat, weather-tight finish.

The supplier/ installer must ensure that all opening windows are not beyond the client's reach. Unless otherwise specified, all opening casements and lights shall be either top or side hung and outward opening. All opening casements and lights shall operate on stainless

	<p>steel friction hinges and shall be secured with a high security multi-point locking system, incorporating key operated locking handle(s), (ensure the leaver furniture is easily operated by the client), with an additional night vent setting. Allow for any cover strips, architraves, etc.</p> <p>Glazing to window in critical location to be toughened safety glass or similar, to meet N1 of building regulations.</p> <p>The window, frame and their installation shall be guaranteed by the manufacturer for a minimum of 10 years (to include all materials and labour).</p> <p>Guarantee certificates must be provided on completion of the works and prior to final payment.</p> <p>All disturbed work is to be made good in readiness for decorating.</p>	
<p><b>4.</b></p>	<p><b>SHOWER FORMER</b></p> <p>Supply and install a new 1200 x 1200mm Impey 'Level Dec Easy-Fit, shower Former with a Chrome gravity gully and connect into the existing waste run. The former will need to be trimmed down to be 1100mm length x 900mm in width.</p> <p>Supply and fit a 'Impey', White coloured 'U-Shaped', shower curtain rail and 2no. full length White breathable shower curtains with a weighted hem.</p>	
<p><b>5.</b></p>	<p><b>TILING</b></p> <p>Supply and install Bumpy White 200 x 250mm glazed tiling to 2no. walls forming the shower area, behind WC &amp; Basin area (tiled floor to ceiling), window reveal as shown on the proposed plan in green.</p> <p>Finish all tiling with waterproof, mould resistant grout, include for cleaning and polishing on completion.</p>	
<p><b>6.</b></p>	<p><b>MIRA 'ADVANCE' SHOWER UNIT (THEMOSTATICALLY CONTROLLED)</b></p> <p>Supply and fit a new Mira Advance 9.8Kw electric shower unit (lever style, push button preset controls, complete with adjustable hand spray handset, soap dish, and long riser bar at 1000mm and extra-long hose at 2000mm long with retaining hook all in accordance with manufacturer's instructions. Height of shower to be 1000mm to bottom of unit from top of shower floor level and riser bar to be positioned centrally to shower area length, shower unit to be positioned to the left-hand side of the riser bar <b>as agreed with the</b></p>	

**Client/OT.**

Alter and extend cold water supply pipe as required and connect to the new shower unit. New pipes work to be neatly routed, properly clipped and where exposed pipe work and fittings within wet room to be Chrome plated.

Connect the Mira shower to the new mini CCU unit. Allow for a ceiling mounted pull cord switch to operate shower in shower room and allow for making good.

7.	<p><b>GRAB RAILS</b></p> <p>Supply and install 2no. new 600mm White plastic fluted grab rail and securely fixed to a <b>position and height to be determined by OT</b> within the shower area.</p> <p>Supply and install 1no. new 600mm White plastic fluted grab rail and securely fixed to a <b>position and height to be determined by OT</b> on the right hand wall to the WC.</p>	
8.	<p><b>NEW LOW LEVEL COMFORT HEIGHT WC</b></p> <p>Supply and install a new low level Armitage Shanks Sandringham 21 Comfort height WC suite (480mm to top of seat), along with all working components and heavy-duty seat and cover.</p> <p>Alter and extend pipework as required for the installation of the new WC to the SVP and water to suit the WC.</p>	
9.	<p><b>REINSTATE 400W PEDESTAL BASIN &amp; TAP</b></p> <p>Reinstate the existing basin within the wet room in its new location.</p> <p>Carry out all alterations required to the pipe work and waste for the new location of the basin. All pipework to be chased into floor/walls where possible.</p>	
10.	<p><b>SPLASH PROOF LIGHT FITTING</b></p> <p>Supply and install 1no.new 24LV energy saving splash proof light fitting to the wet room and connect to a new pull cord switch. The new light fitting is to be positioned centrally to the wet room.</p>	
11.	<p><b>REINSTATE RADIATOR</b></p> <p>Reinstate the existing radiator within the wet room in its new location.</p> <p>Carry out all alterations required to the pipe work and waste for the new location of the radiator. All pipework to be chased into floor/walls where possible.</p>	
12.	<p><b>ELECTRICAL CERTIFICATION</b></p> <p>An electrical certificate will be required to cover the work specified in this schedule.</p> <p>Should the electrician discover faults during his testing of the circuits</p>	

	<p>associated with the scope of this schedule, but the fault(s) are associated with the original and untouched installation, which would prevent an Electrical Certificate being issued, then such faults are to be notified to MAAS Design Services together with fixed costs to rectify.</p> <p>Works must not proceed until MAAS confirms in writing that funding has been secured, which may take some time. Only works essential to enable a Certificate to be issued will be considered for authorisation.</p> <p>It is in the contractor's interest for an electrician to confirm and cost, early in the contract, if additional works are required to enable the maximum amount of time for MAAS to secure the additional funding.</p> <p>Without an Electrical Certificate the maximum the contractor can be paid for completed work is 90% of the contract sum until it is issued to MAAS, when the balance will be released.</p>	
<p>13.</p>	<p><b>WET ROOM - ALTRO FLOORING</b></p> <p>Ensure the new wet room floor is free from defects, advise MAAS Design Services of any defects prior to proceeding. <b>Check levels before installing the Altro.</b></p> <p>Contractor to advise of any remedial works to the new screed prior to laying the vinyl floor.</p> <p><b>Client to note that the whole floor is graded within the wet room area, it will be laid reasonably level beyond the shower curtain area following the contours of the existing floor.</b></p> <p>No work may commence until the moisture content of the floor is less than 75% RH unless the contractor applies a single coat of AltroProof Solo as this will provide a vapour barrier against residual moisture to a maximum of 95% RH.</p> <p>Provide 'Latex' (self-levelling compound) Arditex by Ardex or similar approved to the entire floor.</p> <p>Supply and install Altro - '<b>Pisces</b>', non-slip vinyl by manufacturer approved contractor to wet room floor (<b>colour to be: Shoreline SB2006</b>). All joints to be hot welded. Dress vertically up the walls to form skirting. Use 'Altro' cove former and finish edge under the existing 'Altro' captile C8 strip at junction with tiles. Fit all in accordance with manufacturer's instructions and leave all in watertight condition.</p> <p><b>The Altro flooring must be installed by an Altro approved flooring</b></p>	

	<p><b>contractor.</b></p> <p>Any perforations to be sealed with 'Altro' approved sealing compound.</p> <p>Altro to run over entire floor, seal joint to former with Altro mastic sealer. (Client to note that there will be joins in the flooring as it only comes in 2m widths, all joins will be hot welded and be as discrete as possible).</p> <p>The new WC and basin to be temporarily removed, allowing for the Altro to be laid across the entire floor. Seal joint with floor and any rising services.</p> <p>Seal any rising services with Altro sealant.</p> <p>On completion of the floor, the floor must be watertight, and all joins sealed. There will be areas where water may sit but this is within the normal parameters of wet room use. It is the client's responsibility to remove any water outside the main showering area after use and not to rely on the floor to do this of its own accord, as it is only self-draining within the main shower former area.</p> <p>Allow to fit a suitable threshold strip to the wet room door, suitable for wheelchair user.</p>	
<p><b>14.</b></p>	<p><b>WET ROOM DECORATING/ MAKING GOOD</b></p> <p>Apply a mist coat to all new plastered walls and ceiling areas affected by these works.</p> <p>Apply 2 coats of White matt emulsion to the ceiling. Paint to be suitable for bathroom application.</p> <p>Apply 2 coats of matt emulsion to the walls not covered by tiling in the wet room. Paint to be suitable for bathroom application. <b>Colour to be chosen by the client (only 1 colour to be chosen for the walls).</b></p> <p>Prime and paint all woodwork, pipes within the wet room with 2 coats of White satin wood/varnish.</p> <p>All paint to be from the Johnsons Trade Range.</p> <p>All surfaces that are disturbed by having items removed outside the wet room shall be made good to match surrounding areas. Such making good shall be limited to filling all holes to be flush with surrounding areas and spot painting with gloss or emulsion as appropriate. Other decorated disturbed surfaces beyond filling and spot painting shall be the responsibility of the Employer/Client.</p>	

	Externally unused waste holes in the house connected with these works to be filled and pointed with suitable material and neatly struck.	
	<b>TOTAL (ALL ITEMS ABOVE)</b>	<b>£</b>
	<b>ADDITIONAL ITEMS:</b>  <ul style="list-style-type: none"> <li>- Instant match Whale Pump to be supplied and installed if gravity waste can not be achieved. Extra Over cost required.</li> </ul>	
	<b>TOTAL (ALL ITEMS ABOVE INCL ADDITIONAL)</b>	

*Revisions:*

(This section to be signed by client only)

Please tick below the relevant box: -

I agree and accept the Schedule Of Works above and Drawings attached

\* I agree and accept the schedule of works above but wish to keep the Client Duties (my duties) under the CDM Regulations 2015

**Signed:** .....

**(Print):** .....

**Date:** .....