

Schedule of Works

Wesleyan Chapel, Hugh Town

External redecoration

Client:	Council of the Isles of Scilly	Site Address:	Wesleyan Chapel, Hugh Town, St Mary's, Isles of Scilly
Contract Administrator:	Corporate Properties, Council of the Isles of Scilly	Contractor:	To be confirmed
		Issue date:	May 2024

ITEM DESCRIPTION COST

1.0 SECTION 1 – GENERAL PROVISIONS AND CONTRACT DETAILS

Refer to preliminaries section of the tender package

1.1 Scope of Works by the Contractor:

The Contractor shall:

- Carry out everything necessary for the proper execution and completion of the works, whether or not described in this specification or in the attached drawings, provided the same may reasonably be inferred therefrom and is to include all necessary allowances when tendering.
- Provide general attendance of one trade upon another and upon all sub-contractors, including the provision of facilities, plant etc, carrying out all sundry and jobbing works and making good etc, necessary for the proper execution of the works.
- Be responsible for liaison with and co-ordination of all works by the various trades and Sub Contractors and. put in hand any works such as cutting chases, holes or mortices, providing fixings, plant or temporary services to avoid conflict with other work.
- Provide and install all necessary plant, scaffolding, temporary shoring and supports, tools etc. including hoists, ladders, planking, tackle, trestles, storage facilities, vehicles etc. together with all fixings and fittings and is to alter, adapt and maintain as necessary for the use of all trades including those required by Sub-Contractors, for proper execution of the work and shall remove them and make good any damage before completion.

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	<ul style="list-style-type: none"> • Provide and maintain during the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the Site or adjoining that may be endangered or affected by the Works. • Provide and install all necessary temporary services including artificial lighting, electrical power etc. required for the works together with all fixings and fittings and is to alter, adapt, move and maintain as necessary and shall remove them and make good any damage before completion. Where existing supplies can be used, the Contractor shall check their adequacy for his use and where inappropriate, make all necessary arrangements and pay all charges to enable him to use them if he so requires. • Comply with and give all notices required by any Act of Parliament, By-Laws and Regulations of Local Authorities and Statutory Undertakings, together with any local Police requirements and pay all those charges legally demandable and incurred in respect of these works, except for the Building Regulations which will be paid by the Employer. • Ascertain the location of all services (including those underground or overhead) drains or sewers, etc within the vicinity of the works before commencing site operations and shall maintain and protect the same at all times during the contract and make good any damage or pay any costs or charges in connection therewith. • Inform the Contract Administrator of any additional repairs which are outside the scope of this specification before the specified works are carried out, however, no additional work is to be carried out without his written instructions. provide all safety, health and welfare measures and amenities for his own workmen and for those of any Sub Contractors as laid down in all Health & Safety Legislation applicable to this contract and maintain all safety measures required thereunder. • Remove all rubbish, debris and surplus materials from the site as work proceeds including any existing or occasioned by Sub Contractors, and shall keep the site and surrounds clean and tidy at all times. • Ensure that the structure and services of the property including all fixtures, fittings and finishes etc., (whether new or existing to be retained) are protected against falling objects, dust, damage, frost, inclement weather or other hazards throughout the contract by providing all necessary covering, guards, dust sheets, screens, tarpaulins etc. and making good at his own expense any damage caused the inadequacy thereof • Move all furniture and take up and relay any carpet in occupied premises as necessary in order to facilitate the works. • On completion of the works, dismantle and remove all plant and temporary work, clear away all rubbish, debris and surplus materials and shall thoroughly clean all surfaces including any affected portions of the existing premises, both internally and externally including removing all stains and paint splashes, touching up any damaged decoration and 	

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	cleaning all parts, to leave the site clean and perfect to the satisfaction of the Contract Administrator.	
1.2	Site Administration:	
	The Contractor must:	
	<ul style="list-style-type: none"> • Ensure that all work, including that of Sub-Contractors, is adequately supervised at all times by a competent foreman. • Take all reasonable care in order to confine the area of building operations to a minimum necessary for completion of the works. • Keep all persons (including those employed by the Sub Contractors), under his control and within the boundaries of the site. • Obtain all necessary permissions where the execution of the works requires workmen to enter upon adjoining properties prior to such works being executed. • Safeguard the Site, the Works, products, materials and any parts of the existing building affected by the works from unauthorised access, damage and theft and provide all necessary facilities to do so. • Indemnify the Employer against all claims or actions for damages arising from failure to comply with the above. • Allow for attending meetings as notified by the Contract Administrator. • Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes. • Make every effort to keep noise and disturbance to the occupier of the site and surrounding premises to a minimum. • Retain copies of maintenance instructions and guarantees delivered with components and equipment and keep safe for handover to the CA on completion. • Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation and the Loss Prevention Council. 	
2.0	SECTION 2 – CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS & PREAMBLES	
2.1	The contractor is to allow for following the procedures of the CDM Regulations and performing the duties of principle contractor.	Item
2.2	All work implemented to the premises as specified within Section 3 of this report are to be undertaken in accordance with good building practice and in compliance with current British Standards and Code of Practices.	Item
2.3	All works are to be undertaken to ensure compliance with current Building Regulations where applicable and the Contractor will be responsible for submitting a Building Notice if necessary and to	Item

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	obtain a Completion Certificate prior to Practical Completion being issued.					
2.4	<p>Materials Generally:</p> <p>Materials and goods shall be of the best quality of their respective kinds, British Standard Specifications (referred to herein as BS) shall apply unless otherwise stated.</p> <p>Where the name of a proprietary material has been used or referred to in a preamble note or in descriptions, unless otherwise described that proprietary material shall be handled, stored and used strictly in accordance with the manufacturer's recommendations, instructions or specifications. It is the Contractor's responsibility to obtain such details and inform all Sub Contractors and operatives of the requirements and restrictions contained therein.</p>					
2.5	<p>Substitution of Products:</p> <p>No substitution of specified products will be permitted without approval. Such approval will only be granted if the contractor submits documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, fitness for purpose, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance.</p> <p>Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, fitness for purposes and appearance of the construction as a whole.</p>					
2.6	<p>Workmanship Generally:</p> <p>Where not fully described herein all works shall be carried out in accordance with current British Standard Codes of Practice and where none apply, shall be carried out to accepted good practice and to the satisfaction of the Contract Administrator.</p> <p>Subject to any specific requirements stated later, fix everything that is intended to be fixed in such a manner that it stays fixed.</p>					
2.7	<p>Workmanship Definitions:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Fix Only</td> <td>All labours in unloading, handling, storing and fixing in position, including use of all plant.</td> </tr> <tr> <td>Remove</td> <td>Disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.</td> </tr> </table>	Fix Only	All labours in unloading, handling, storing and fixing in position, including use of all plant.	Remove	Disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services.	
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Keep for Reuse	During removal prevent damage to the stated components or materials, and clean off bedding and jointing materials, stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.	
Replace	Remove the stated existing components, features and finishes; provide and fit in lieu new components, features or finishes which, (unless specified otherwise, must match those which have been removed) and make good as necessary.	
Repair	Carry out local remedial work to components, features and finishes, resecure or refix as necessary and leave in a sound and neat condition. It does not include replacement of components or parts of components or redecoration.	
Make Good	Carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition. It does not include replacement of components or parts of components, redecoration.	
Ease	Make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds and make good as necessary.	
To Match Existing	Use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible.	

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3.0	SECTION 3 – SCHEDULE OF WORKS	
3.1	<u>Protection, Access Requirement</u>	
	The Contractor has the choice to utilise scaffolding or working access platforms to undertake works as long as they can prove compliance with the Working at Height Regulations 2005 and all other statutory legislation / HSE Guidance. Should scaffolding be used it is to comply with the following:	
3.1.1	The Contractor is to provide safe and install suitable scaffold access to enable all external works to be undertaken. Where the	Item

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	building dictates that sectional, scaffold towers, hanging or cantilevered scaffolding is required, an allowance must be incorporated.	
3.1.2	Ensure that where scaffolding needs to be installed adjacent or in close proximity to pedestrian routes that a suitable gantry is installed which is fully boarded with polythene protection beneath the scaffold board. Provide double guard rails and toe boards to all perimeters. All to be agreed with CA and Health & Safety Officer as identified within the Contractors Health & Safety Plan.	Item
3.1.3	The scaffolding to be installed must have no irregularities/projection capable of causing personal injury or damage to vehicles or pedestrians during the course of the works.	Item
3.1.4	The Contractor is to provide ladders, tressels, tower scaffolding, etc., to facilitate the works not readily accessible from main scaffolding.	Item
3.1.5	All ladders are to be locked in horizontal position at the end of each working day above first floor lifts.	Item
3.1.6	The Contractor will be responsible for applying to the Local Authority to erect scaffolding to any elevation where support off a public footpath is required. Such must be obtained prior to erection of any scaffolding. The Contractor will also seek necessary temporary partial road closure consent from the Local Authority.	Item
3.1.7	The Contractor is to allow for a non maintained scaffolding alarm fitted to all scaffolding erected to the premises. To include PIR and motion detectors.	Item
3.1.8	The Site Agent is to maintain a scaffolding inspection register. Copies to be provided to the Contract Administrator at each formal site inspection. The Contractors attention is drawn to any pedestrians entrances.	Item
3.1.9	The Contractor is to be provided and sufficient access to all internal areas to enable all specified works to be undertaken safely.	Item
3.1.10	Prior to any access towers/staging being erected, the Contractor is to forward the CA a method statement and risk assessment for consideration.	Item
3.1.11	Method statements and risk assessments must be submitted to the CA for all works undertaken at height and should clearly demonstrate compliance with the Working At Height Regulations 2005.	Item
3.1.12	Any use of Ladders proposed by the contractor must be compliant with the Working at Height Regulations 2005 and the HSE guide "safe use of ladders and stepladders." To the satisfaction of the CA/principle designer.	Item

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3.1.13	The building is occupied by staff members and consideration must be given to those occupants. The Contractor is to ensure access is not restricted in any way, especially at the beginning and end of each working day.	Item	
3.1.14	All scaffolding is to be erected, maintained, dismantled in accordance with the Local Authority requirements (scaffold licensing), where applicable and all other current regulations, Guidance Notes or Codes of Practice.	Item	
3.1.15	The contractor is to allow for safe storage of all materials. To be kept locked and secured between delivery and carrying out the works.	Item	
3.2	<u>Health & Safety</u>		
3.2.1	The Contractor is to be aware the project will be notifiable under the Construction (Design & Management) Regulations 2015 if their works programme is longer than 30 days on site & 20 workers simultaneously on site at any one time or 500 man hours.	Item	
3.2.2	All Contractors are to tender these works on the understanding that if selected and the project is notifiable, they will be appointed Principal Contractor under the Construction (Design & Management) Regulations 2015.	Item	
3.2.3	For all projects the contractor will have a duty to prepare a Construction Phase Plan for approval by the Client and Principle Designer prior to works being committed for commencement. In this regard, the Construction Phase Plan is required to be submitted for consideration, not less than 7 working days before the proposed commencement date. Any delay to the commencement of these works as a result of a late submission of this document will be entirely the Contractors costs.	Item	
3.2.3	The Contractor will also be required to provide the Health & Safety File documentation to the Principal Designer, not less than 48 hours before the date of Practical Completion. This is to include relevant guarantees operating and maintenance manuals, as-built drawings details and any Statutory Approvals etc.	Item	
3.2.4	The Contractor is to be fully responsible for ensuring the safety of his operatives whilst working on site and to ensure that all scaffolding for access is arranged in accordance with current regulations and Code of Practice.	Item	
3.2.5	The Contractor is to ensure all necessary C.O.S.S.H. sheets are obtained for relevant material use within the specification and that all requirements detailed within the sheet are followed to ensure the manufacturers recommendations and requirements are fully complied with.	Item	
3.2.6	The scaffold feet should bear onto doubled-up scaffold boards or similar to spread the load from individual uprights. The scaffold		

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	design should be provided by the supplier and the applied loads reviewed by the CA.	

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3.4 Timber & Joinery Surfaces

(Including decorated windows and doors)

3.4.1 To all previously decorated surfaces allow to wash with hot water, liquid detergent solution to remove all surface contaminants frequently changing the water. Rinse thoroughly with clean water to remove all residue. Where any visible signs of organic growth exist, treat with Dulux Trade Weathershield Multi-Surface Fungicidal Wash and apply in strict accordance with manufacturers recommendations. Item

To all other sound and failing paint, clean to ensure free from anything that will interfere with adhesion of new materials to be applied. Remove all loose and failing paint back to bare timber where breakdown is extensive and such elements should be stripped or scraped utilising hot air paint stripper or provide remover, all utilised in accordance with manufacturers advice.

Prior to any painting, the moisture content should not exceed 10% on any components.

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3.4.2	<p>Where isolated surface defects or open joints remain to any joinery and timber components, the Contractor is to rake out and remove any defective filler and fill with two pack proprietary system and apply in strict accordance with manufacturers recommendations. Any surplus should be removed whilst still wet and allow to cure accordingly. Once cured rub down with a suitable grade of abrasive paper to remove all dust and allow to dry before application of decorative finishes.</p> <p>To all previously decorated and prepared surfaces, allow to treat with full coat of Dulux Trade Weathershield Exterior Undercoat and ensure wet film thickness must not be less than 50 micro metres, in accordance with manufacturers instructions. Allow drying time strictly as per the manufacturer's instructions.</p> <p>Denib and use fine abrasive paper. Do not break the surface with the coat and remove all dust.</p>	Item	
3.4.3	<p>Redecorate all prepared surfaces with two full coats of Dulux Weathershield Exterior Quick Drying Gloss paint to match, in accordance with manufacturers instructions. Allow drying time strictly as per the manufacturer's instructions and ensure end grain is well coated and the wet film thickness must not be less than 45 micro metres. Colour to match existing.</p>	Item	
3.4.4	<p>Colours - <u>All to match existing</u></p> <p>Facias – White gloss</p> <p>Windows – White gloss</p> <p>Doors – Wood stain</p> <p>Metal railings: Gloss black (Smoothrite or equivalent)</p>		
3.7	Completion		
3.7.1	<p>On completion, the contractor is to ensure that all rubbish and debris have been disposed of.</p> <p>All surfaces are to be left clean and tidy.</p>	Item	
3.8	Provisional sums		
3.8.1	<p>Allow a provisional sum of £2,000.00 for localised repairs to the timber sash windows if required.</p>	Provisional sum	£2,000.00
3.8.2	<p>Allow a risk allowance of £1,000.00 for unforeseen works instructed by CA.</p>	Provisional sum	£1,000.00