

**Project Specification of Works**

**Project 1952**

**29 Bedford Road  
London  
WC1R 4HE**

**Revisions issued on 22/6/22**

**For Instruction**

**This document represents the as built scope including changes made during works.**

**Project Milestones:**

**Programme: 1952 programme 1**

**Project Start Date: 18/7/22**

**Fit out completion: 2/11/22**

**Project Completion: 7/11/22**

**Anticipated as 16 weeks on site over 3 phases**

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## Introduction

This specification of works is to be read in conjunction with:

- 1 Drawing register: 1952 drawings register
- 2 Suggested outline programme: To be agreed with successful contractor
- 3 Project 1952 will be undertaken in accordance with the Construction (Design and Management) Regulations 2015, hereafter known as CDM Regulations.
- 5 Prestart Health & Safety reports: 1952 H&S 01

Our client (29 Bedford Row) is a successful barristers chambers, specialising in family law.

The works described are intended to provide a new high specification commercial environment in keeping with the professional sector to provide high quality accommodation for the staff and their visiting clients.

## Project summary

Works are the decoration & general upgrade to a number of client facing areas Grd & 1<sup>st</sup> floors together with the refurbishment of an enlarged Clerks office in the basement.

The buildings (31 & 29) are linked at basement and 2<sup>nd</sup> floor level, the properties are grade 2 listed.

The project is anticipated to be completed largely during normal working hours but with well planned noise abatement control and Saturday working a likely advantage to project delivery.

Works are considered light touch, decoration, flooring, light fitting replacement forming the majority. More extensive refurbishment works are confined to the basement Clerk's room which is scheduled for the summer holidays when the offices are most quiet.

Works are confined to the rooms indicated (with minimal works associated with minor making good to corridor / service routes) & protection from dirt to other areas.

## Procurement process

Progress is a design and project management company. We provide PROJECT 1952 with a single point of contact solution (all documentation and communication through Progress). This project will be delivered on a Design & Build basis with progress acting as Principle Contractor. Each package of work within this scope of works will therefore be procured as a subcontractor to Progress.

Certain elements of supply chain and materials are to be directly procured by Progress on behalf of PROJECT 1952 and free issued to contractors for installation on site.

Works are split into specialist “packages” and contractors should only bid for their main activity package for which they employ direct installation labour.

This approach to the project is intended to create an efficient procurement model for the client but encourages a team approach from an assembled group of contractors.

The model allows early design development and as a result we do not anticipate many (if any) changes to the scope or design during the project.

Contractors are invited to bid for their package of works to include their O.H.P across all elements of their works so that specific cost option items can be negated prior to contract as instructed by the client.

Contractors are therefore invited to bid on the works described but should a contractor feel an element of work is necessary, but not listed, they are requested to bring this to Progress’ attention with their cost return showing separately any cost implication.

### **Working Hours.**

To be agreed with the package A contractor but likely 07.00 to 15.00 hrs Monday to Friday and 08.00 to 16.00 Saturday.

Noisy works are restricted – these should only be carried out prior 09.55 and after 18.00 Hrs Monday to Friday.

### **Deliveries & Unloading**

The building is located within Central London, however there is a dedicated car park where a skip can be located.

Please refer to the 1952 H&S 01 document for more information.

There is a small amount of parking on site, contractors should assume 1 vehicle for package A contractor

**Contact Schedule**

**Client**

C/O 29 Bedford Row Chambers  
Progress workplace solutions

**Client Representative, Designer, Project Manager:**

Progress, Grd Floor Taunton House, Waterside Court, Rochester,  
Kent, ME2 4NZ  
T: 01634 290988, F: 01634 291028, E: [sales@progressfurnishing.co.uk](mailto:sales@progressfurnishing.co.uk)  
Joe Firestone, Project Director, M: 07968 595 897

**Principal Designer**

C/O Progress workplace solutions

- Main Contractor.....Package A**
- Electrical Contractor: ..... Package B**
- Mechanical Contractor: ..... Package C**
- Security Contractor .....Package D**
- Fire Detection Contractor: ..... Package E**
- Partitioning Contractor (Demountable):.....Package A**
- Cabling Contractor .....Package F**
- AV Contractor ..... Package I**



## 1 Preparation (Package A)

### 1.1 Set up the site for the works:

- Display set of site conditions (prepared by Progress) inc Emergency telephone numbers and location of nearest A&E to be displayed with list of project contacts just inside the site entrance door to both areas.
- Maintain the protection and general upkeep of the site throughout the fit out. Take extensive precautions to prevent dust penetrating non work areas.
- Maintain log of all operatives on site and carry out site inductions to subcontractors/operatives.
- Using Corex fully protect the site toilet. Clean toilets daily and maintain supplies, etc. throughout the project.
- On completion of works make good and decorate any damage to common parts.
- Provide barriers for protection of bystanders/pedestrians in the street outside for use by all contractors during material unloading.

### 1.2 Provide 2 no 110v transformers for contractors use on site throughout works.

### 1.3 Provide and maintain one "firefighting" station to consist of two fire extinguishers and a first aid kit in the main office area.

### 1.4 Provide construction phase plan, manage site to control access with all contractors and ensure the offices are secured. Site times to be established by the main contractor:

07:00 hrs. to 15:00 hrs. Monday to Friday

08:00 hrs. to 16:00 hrs. Saturday at package A contractor discretion.

All site activity is to be within this time unless otherwise coordinated.

*Only package A bids will be accepted for section 1.4.*

*Contractors are to assign the same operatives to the project throughout so that access cards can be provided and the project benefits from labour continuity.*

Works on Saturday are at package A discretion, other package contractors should allocate enough resource to the project Monday to Friday to complete the project to programme. At the point of contract, a detailed programme of works will be established with the package A contractor which may formerly include Saturdays.

The client has advised that on the majority of days, noisy works can be carried out until 09.55 hrs and that the building will be largely vacated from 1/8/22 to 12/9/22.

- 1.5 Adjust costs for section 1 (if necessary) in order to respect the programme and 3 phases of work, make allowance for flooring protection to additional areas where flooring is not to be replaced.

## **2 Demolition & Waste (Package A)**

- 2.1 Lift, remove, dismantle and dispose of all fixtures, fittings and materials (not being reused in the project) in the rooms including

- Light fittings
- Flooring & underlay
- Built in joinery
- Furnishing
- Radiators (isolated in section 6)
- Blinds & curtains

There are no architectural features of merit visible in the areas being worked (which are not being retained, such as fire places), as the property is grade 2 listed, any concealed historical details which are exposed should remain untouched and be brought to the immediate attention of Progress.

- 2.2 Demolish and remove the stud partition between extract 5 & 6 in the Basement & the front of extract room 6.
- 2.3 Take down and remove the suspended plasterboard ceiling and beam encasement in extract rooms 5 & 6 in the basement.
- 2.4 Make allowance to chase the floor in extract rooms 3,4, 5 & 6 in the basement to allow, electrical and data services distribution (containment in package B section 8).
- 2.5 Strip wall coverings from extract room 6 in the basement and 10,12 on the ground.
- 2.6 Carefully remove the spot lights in extract rooms 1 & 2 at the start of the project. Progress will procure replacement light fittings that slot into the same penetrations (in order to avoid major repair works to the ceilings.).
- 2.7 Carefully remove and set aside the door set to the basement in No 29 from the ground floor hall way and set aside for use in basement Bar area.  
Demolish & remove the stud partition to the basement stair from the ground floor hall way (extract 6)

- 2.8 Expose small support column in basement room extract 6 by removing plasterboard cladding.

*During strip out of basement extracts 5 & 6, we found that the support column referred to in 2.8 was a modern 80 x 80 SHS. However this was not properly secured and it was evident that the oak beams above were not properly supported by a small post in this position.*

*We have retained a structural engineer who recommends that we support the beam along it's entire length using a steel beam and that this should be supported by inserting a padstone at the column end of the opening and a larger 100 x 100 post at the corridor end and that this be supported by a prepared slab of concrete & A393 mesh. See section 15 for structural works.*

- 2.9 Carefully Remove the small 80 x 80 post and expose the stud partition to the corridor sufficiently to allow the effective installation of a replacement column (within the wall) and the floor support needed.

### **3 Ceilings (Package A)**

- 3.1 Make allowance to supply and install suspended plasterboard ceilings in the following areas: Extract rooms 5,6. Bulkheads will need to be formed where voids are lower than windows, alignment details to be agreed with Progress on site.

### **4 Joinery (Package A1)**

- 4.1 Carefully lift sections of the flooring at ground, basement and first floor levels to allow service routing between floor joists. Then reinstate.

Install free issue reinforcement steel plates to the floor joists as shown in order to allow safe penetrations and services routing in both directions.

*Note routes accurately on the drawings for as built information.*

- 4.2 Supply and install 4mm ply across the floors on ground and 1<sup>st</sup> floor. Boards are to be screwed (not pinned) and trimmed to allow access back to the services void routes created.

*Reduce scope to patching rather than complete coverage, sheet carpet (with underlay) is to be used generally thus negating the benefit of creating access channels for services.*

- 4.3 Install free issue basement specialist joinery: 1 qty shelving, notice board and suspended worksurface perch zone in basement room extract 6.
- 4.4 Install free issue specialist joinery: 9 qty TV panels as shown.



- 4.5 Install free issue specialist joinery: 30 qty aluminium wall frame and insert sets. Note aluminium will need to be cut on site and the finished panels hung on aluminium Z bars.
- 4.6 Shoot in 9 qty doors to ensure they pass across finished floor level when the finished floor is finished.  
  
Increase scope to cover 10 qty additional door sets due to corridors being added to scope.
- 4.7 Assemble acoustic panels to bifold door area to extract rooms 1 & 2 on the 1<sup>st</sup> Floor. Panels are formed from two layers of lightweight acoustic panels sandwiching 3mm ali sheet.
- 4.8 Install free issue redwood bespoke joinery bifold doors (mirroring those currently installed) to the court room side of extract 1.
- 4.9 Supply and install ply wood Patrice and redwood support battens to support 7 qty floor boxes & 4 podium modules set into the finished floor level
- 4.10 Install free issue decorative nosings to the stairs down to the basement from the ground, coordinate with package B contractor for the installation of led light strips.
- 4.11 Install free issue joinery dressing panel to neaten the fire detection panel in the ground floor entrance hall way (similar to a TV panel).
- 4.12 Install free issue hand rails to the basement stairs in 29.

## **5 Wooden flooring**

- 5.1 Undercut the skirting and the joinery elements in the main corridor of 29 at ground floor level.
- 5.2 Prepare subfloor for level, note that the floor in the lobby at the end of the corridor of 29 ground falls away from the WC corridor.
- 5.3 Install free issue engineered flooring, herringbone pattern, work includes the basement landing and stairs.
- 5.4 Extend scope of items 5.1 to 5.3 to include the reception room (extract 12)
- 5.5 Extend scope of items 5.1 to 5.3 to include the ground floor hall way of No 31 (but not the stairs.)

## **6 Plumbing (Package A) Contractor installation & design**

- 6.1 Isolate radiators in extract rooms 5&6 being refurbished and cut back pipes beneath the finished floor level, leaving pipes terminated in the floor void.

*Note locations on drawings accurately for as built information.*

## **7 Mechanical (Package C) Contractor installation & design**

Excluded

## **8 Electrical (Package B) Contractor installation & design**

The electrical installations have not been tested and contractors are to assume that the cabling in use currently can be reused to avoid exposing voids etc wherever possible and comply with current NICEIC regulations and electrical standards.

- 8.2 Supply and install containment for all services installations. Contractors are asked to note that the building is period and does not benefit from well defined service routes and risers. It will be necessary to plan services routes carefully with the benefit of the strip out works and early void inspection works in section 2. To assist with this process, all other services contractors will provide early device location positions and then attend a review meeting on site following package B contractor review of services containment requirements and routes, etc. Draw wires may be required but given the minimal extent of services installation, these should be able to be avoided with good planning of routes in advance.

No visible plastic containment will be used in any location. Should surface containment be unavoidable, a metal-based solution (likely black) will be adopted and allowed for in this section.

Void and chases will be provided by the package A contractor. Vertical chases will not be provided where ornate architectural features are present: skirting, dado, paneling, cornice etc.

Containment routes to be noted on the drawings by hand for Progress to transcribe on CAD for the O&M.

8.3 Install free issue lighting as per the layouts provided, summary as follows:

- 75 qty downlights
- 13 qty emergency lights (or battery conversions to other lights)
- 7 qty pendants
- 3 qty wall lights
- 12 qty stair nosing LED strips

*Light fittings and decorative cables are free issue only, all other materials to be provided by the contractor.*

8.3.1 Extend scope of 8.3 to include additional areas of work, to include

- 21 qty downlights
- 8 qty emergency lights (or battery conversions to other lights)
- 6 qty pendants
- 8 qty wall lights

8.4 Supply and install 7 qty double power sockets for LCD screens. Sockets can be fed from floor or ceiling void using conduit (which will be concealed by the TV panels in section 4). Allow for 7 qty single back boxes and containment for data cabling in section 17)

8.5 Supply and install 4 qty 3 compartment floor boxes, shallow format to be set into the floor screed and connected by chased containment to extract rooms 3,4,5 & 6 in the basement.

8.6 Supply and install 6 qty 3 compartment floor boxes, standard format to be set flush in the finished floor surface to extract rooms: 1,2,8,10,11 & 12. & 4 qty surface podium modules.

8.7 Supply and install 10 qty cleaners' power sockets.

8.8 Test all installations as required and provide NICEIC certificate for the building file. The current installation has a NICEIC certificate, and this will be provided prior to works starting on site.

8.9 In all TV locations (see section 18.1) supply and install 2 qty 32mm copex and draw wires from the rear of the TV panel to both the room credenza and the meeting table floor box.

Modify the central module in floor boxes to receive the copex presentation.

8.10 Install free issue replacement light bulbs to the existing pendant fittings in extract rooms 1 & 2.

8.11 Supply and install double power socket with USB charging to extract room 12.

- 8.12 Provide a unit cost for an additional power socket, fuse spur or similar instructed in good time to allow installation with other works in that area.

## **9 Flooring (Package A)**

- 9.1 Note ply wood overlay flooring is being installed in section 4 to ground & 1<sup>st</sup> floor levels.

Make allowance for self levelling latex to the rooms in the basement.

- 9.2 Supply and install flush aluminium trim to finish flooring at door thresholds.
- 9.3 Install free issue Milliken carpet tiles as shown using appropriate tackifier to Clerks room extract 6 only.
- 9.4 Install free issue vinyl plank flooring to Bar area in basement.
- 9.5 Install free issue sheet carpet and underlay to the other areas (excluding the ground floor hall way in No 31 and the reception room in No 29, extract 12). Contractor to allow for all installation and grippers.
- 9.6 Increase scope 9.5 to include the ground floor hall way to No 31 (optional)
- 9.7 Increase scope 9.5 to include the ground floor reception room in No 29, extract 12 (Optional)

## **10 Decoration (Package A)**

Contractors are requested to note that some of the rooms feature ornate plaster and joinery details, specifically extract rooms 1,2,8,9 & 10.

- 10.1 Lightly prepare all joinery (excluding windows) inc doors for decoration.
- 10.2 Supply and apply one acrylic primer coat, one undercoat and one top coat of white eggshell to all joinery inc doors. Now modified to same colour for walls, skirting, dado & architrave. (Door leaves to remain white).
- 10.3 Supply and apply 1 mist and 2 topcoats of vinyl matt paint to all new stud partitioning, walls, ceilings, and MF ceilings. Ceilings will all be white, walls to be painted in a light colour generally (please refer to drawings provided)
- 10.4 Supply and apply feature colour vinyl matt paint to walls as shown.
- 10.5 Install free issue decorative wall coverings as shown, extract rooms 10 & 12.

- 10.6 Contractors are asked to note that some existing walls have wall coverings currently which are due to be changed to paint finish. Contractors should make allowance in this section for the removal of all existing wall coverings (extract rooms 6,10 & 12) and the preparation for the wall surface behind. Where new wall coverings are not to be applied, contractors should allow for additional prep work, inspection with Progress (to agree process) and if necessary lining paper prior to paint decoration can be agreed (although preference would be to avoid this where practical).
- 10.7 Adjust cost of items 10.1 to 10.6 in order to cover works associated with the additional areas added to the scope and removal of extract room 9. Note additional bifold doors added to extract room 1.

## **11 Fire detection (Package E) Contractor installation & design**

Modifications to the fire detection system are to be carried out by the current maintenance contractor.

- 11.1 Disconnect and extend cables to smoke detectors in the following locations (to allow for new suspended ceilings): 5,6, change smoke heads in all other rooms being decorated.

Works to be completed in two stages and in three phases.

Increased scope of works area to include corridors and basement bar as shown.

- 11.2 The hold open device in the current reception area (extract room 10) is no longer required and should be removed.
- 11.3 Test installations and certificate system to Level 2 status.

## **12 Signage (Package H)**

No specific works to be allowed for.

## **13 Window dressing (Package H)**

- 13.1 Supply and install manual roller blinds to all exterior windows

## **14 Security (Package D) Contractor installation & design**

Modifications to the intruder alarm system are to be carried out by the current maintenance contractor.

- 14.1 Disconnect and extend cables to motion detectors in the following locations (to allow for new suspended ceilings): 5,6 and replace detection devices in all other rooms being decorated.

Works to be completed in two stages and in three phases.

Increased scope of works area to include corridors and basement bar as shown.

- 14.2 Test and certificate the system.
- 14.3 Supply and install CCTV to front entrances, rear area, Reception and Clerk's room. Feed to App & to TV in Clerk's office.

## **15 General works (Package A)**

- 15.1 Provide thorough building clean during and after all works, excluding only the external face of exterior windows.
- 15.2 Make allowance for 2 carpentry man days to install general items of free issue Materials; pictures, mirrors, coat hooks and signs, etc.
- 15.3 Provide services routes/voids access to facilitate services installation.
- 15.4 Secure the door between extract rooms 8 & 9 so that it cannot be used but remains visible as a door set on extract room 9 side.
- 15.5 Adjust cost of items 15.1 to 15.5 in order to cover works associated with the additional areas added to the scope and removal of extract room 9.
- 15.6 Install the free issue steel beam and support post as per the provided engineers report, following the installation process carefully. Supply and install the concrete base for the new column and the padstone. Works confined to the basement Clerks room extract 6. Demolition & in section 2 and making good in sections 4, 10 & 16.

## 16 Partitioning (Package A)

- 16.1 Supply and install stud partitions to form the corridor to extract room 5 & 6  
Stud partitions to be fabricated from 50mm studs at 400 centres, staggered joints, voids with rockwool sound batts.

Note plant on skirting is in section 4.

- 16.2 Supply and install stud partition (and recycled door set) to form the partition to form the new cleaner's room in the basement bar area.
- 16.3 Install free issue glass partition and sliding door set to the Clerk's office front, extract room 5. Two stage process, aluminium frames followed by glass survey and then installation.

## 17 Data (Package F) Contractor installation & design

Design, supply and install Cat 6 structured cabling back to the rack provided in the coms room in the basement.

- 17.1 Supply and install CAT 6 structured cabling as follows:

- |   |     |   |
|---|-----|---|
| 5 | Qty | Pairs of RJ 45 outlets to stud wall locations.                |
| 7 | Qty | Quads of RJ 45 outlets to floor box locations.                |
| 4 | Qty | Quads of RJ45 outlets via floor box, terminated in a GOP box. |

Test and certify cabling providing confirmation report of all outlet speeds.

## 18 AV (Package F)

- 18.1 Install free issue TV screens and video cameras with close direction from Progress and client IT dept as follows:

- Extract room 1 75" screen
- Extract room 2 65" screen
- Extract room 3 or 4 65" screen
- Extract room 8 65" screen
- ~~Extract room 9 65" screen~~
- Extract 6 the clerks room 55" screen
- Extract room 10 65" screen
- Extract room 11 75" screen

## 19 Windows (Package A)

Excluded.

## **20 Attendance (Package A)**

- 20.1 Make PC sum allowance of £500 for attendance on electrical contractor.
- 20.2 Make PC sum allowance of £250 for attendance on IT contractors.
- 20.3 Make PC sum allowance of £500 for attendance on mechanical contractor.
- 20.4 Make PC sum allowance of £250 for attendance on security contractor.
- 20.5 Make PC sum allowance of £250 for attendance on fire detection contractor.

*No other attendance works are anticipated due to transparent direct procurement and contingency allowance, furnishing, storage wall, IT hardware and accessories are all procured outside of this specification of works document.*