



THE NATIONAL TRUST

SPECIFICATION AND SCHEDULE OF WORKS

for

BALCONY REPAIRS

at

**2, WILLOW ROAD
HAMPSTEAD
LONDON NW3 1TH**

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2 WILLOW ROAD: BALCONY REPAIRS

1. **Scope of Works** £
2. The Scope of Works comprises the provision of access scaffolding to the rear elevation of 2, Willow Road, installation of protection and a temporary protective screen, joinery repairs, brickwork and concrete repairs, balcony repairs, renewal of sealants, external decorations and partial internal redecorations.
3. **Area of Work**
4. The area of work comprises the whole of the rear elevation and roof, the 2nd Floor Balcony, 2nd Floor Rear Room and 1st Floor Rear Bedrooms.
5. **Access**
6. Main access to the areas of work shall be via the rear elevation. Access to the rear of the premises is to be via the side gate to the neighbouring garden.
7. All materials, plant and equipment are to be delivered via the rear access and not through the property.
8. Limited access to the Front Entrance of the house and internal staircase can be afforded to the Contractor subject to prior consultation with the C.A. and Custodian.
9. **Object Decant**
10. All Objects and furniture will be removed from the areas of work by National Trust staff or Conservators prior to work commencing.
11. The Contractor is not permitted to move or handle any Objects, furniture or displays within the property.
12. **Protection**
13. The Principal Contractor is to allow for all protection necessary to the structure, fabric, decoration and all surfaces of brickwork, pavings, joinery, tiling, leadwork, glazing, adjoining roofs and finishing and the like all to the satisfaction of the C.A.. Appropriate methods of protection are to be agreed with the C.A. Equipment and materials are not to be propped against brickwork or decorated surfaces, facings, furniture or any other surface which is subject to damage. The Principal Contractor is informed that no claim for reimbursement for replacing damaged materials will be entertained through lack of protection. Footwear to be appropriate to the area of work to avoid damage or disturbance to floors and ceiling finishes etc

timber cill and set aside for re-use.
Form new cill detail with new water bar as shown on
Avanti drawing.

30. Reinstall cill, rehang windows and doors and reglaze with salvaged glass. Renew all putties and clips to match existing.
31. **Woodblock Repairs**
32. Areas of defective woodblock flooring to the 2nd Floor rear room will be removed, repaired and replaced by an independent artisan in conjunction with the main programme of works.
33. **Brickwork Repairs**
34. To Roof Top chimney, carefully remove concrete capping and 1 No. course of bricks to be used for salvage to repair broken bricks following opening up works to underside of Balcony wall. Allow the Provisional Sum of £500 for these works, to be directed by the C.A. 500.00
35. Carefully remove by hand and stitch drilling individual bricks to 2 Nos. areas highlighted on Avanti Sketch to expose defective areas and cracks to concrete downstand beam over 1st Floor Bedroom windows. Set aside brick for re-use.
36. Remove all loose and defective spalling concrete to exposed reinforcement bars. Clean, prepare and treat exposed reinforcement with proprietary rust inhibitor and coating treatment system.
37. Carry out concrete repairs with proprietary repair system back and make good affected areas. Contractor to submit proposals for repair system for approval by the C.A.
38. Thoroughly clean salvaged bricks and rebuild external face of brickwork to match existing detail, form, pointing mix and detail. Allow for laboratory sample testing mortar mix to match and carrying out 2 Nos. sample pointing panels for C.A.'s approval prior to proceeding with the reinstatement works.
39. Allow the Provisional Sum of £500 for additional or unforeseen brickwork / concrete repairs as directed by the C.A. 500.00
40. **Balcony Repairs**
41. To all Balcony joints, to top and bottom faces and external leading edges, carefully remove all previously applied

14. **Materials & Workmanship**
15. All works to be carried out in accordance with current British Standards, Codes of Practice and manufacturers recommendations.
16. **Plant & Equipment**
17. The Contractor is to allow for all necessary plant and equipment to complete and carry out the satisfactory execution of the works.
18. **Scaffolding/Access**
19. The Contractor is to allow for all necessary access towers, scaffolding, ladders, plant tools and equipment to complete and carry out the satisfactory execution of the works. Remove upon completion.
20. **Window Protection**
21. To all windows to the rear elevation of 2 Willow Road, provide temporary protection and boarding for the duration of the works. Remove upon completion.
22. **Temporary Protective Screen**
23. To 2nd Floor Rear Room carefully construct and form a full height waterproof temporary screen to the gap between the pillar and the external windows/doors for the full width of the room. The new screen is to be wedged with no mechanical fixings allowed into the existing structure. Allow for 2 Nos. lockable watertight access doors to permit access/egress from and to the room and Balcony. Remove upon completion.
24. **Joinery Repairs**
25. Carefully cut out all putties and deglaze all Balcony widow/door screen openings. Protect and set aside for re-use.
26. Carefully remove all paintwork to Balcony doors and windows, ironmongery, hinges etc. gently ease and open up. (Note: Hot Works are not permitted on National Trust properties).
27. Set aside all ironmongery, repair, overhaul and refit upon completion.
28. Remove all defective timber members and replace with h existing in size, detail etc. Ease and adjust window and door frames and rehang on salvaged hinges and leave in satisfactory working order.
29. Whilst windows and doors are removed, carefully take up

sealants, clean out cracks and joints and apply proprietary sealants.

42. Ditto to Balcony paving slab joints.
43. Contractor is to submit details of proposed proprietary sealants for C.A.'s approval prior to commencement of works.
44. **Plaster Repairs**
45. Carefully cut out defective areas of plaster to internal walls and ceilings to 1st Floor Bedroom areas. Replaster and make good to match. Bring forward for redecoration. Allow Provisional area of 5m² total in patches.
46. **External Decorations**
47. Knot, stop and prime all new exposed woodwork surfaces.
48. To all previously painted and new timber surfaces wash down, prepare and apply 1 No. undercoat and 2 Nos. coats full bodied gloss finishing coats.
49. **2nd Floor Room Decorations**
Redecoration of the 2nd Floor Rear Room will be carried out by a specialist Conservator.
- 50.
51. **Internal decorations : Bedrooms**
52. Knot, stop and prime all new exposed woodwork surfaces.
53. To all new & existing wall surfaces: wash down, prepare and apply 1No. mist coat and 2Nos. full bodied coats vinyl matt emulsion, (Colour to be advised).
54. To all new & existing exposed ceiling surfaces: wash down, prepare and apply 1Nos. mist coat and 2Nos. full bodied coats vinyl matt emulsion, (Colour to be advised).
55. To all new and existing woodwork surfaces: knot, prime, stop bare surfaces and apply 1No. undercoat and 1No. gloss finishing coat, (Colour : white)
56. To all new and existing metalwork surfaces: prime bare surfaces and apply 1No. undercoat and 1No. gloss finishing coat, (Colour : white)
57. To all new timber and previously varnished surfaces: wash down, prepare and apply 3Nos. coats matt interior wood stain varnish. (Colour to be advised).

COLLECTION

Project Preliminaries.

Schedule of Works

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Overheads and profit.

Total _____

TOTAL
