

**Schedule of Work
for
External & Internal Refurbishment Works**

at

**45 New Oxford Street & 15-16 West Central Street
London WC1A**

for

Fred Hill Properties Limited

Prepared By:

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Date: September 2015

PRELIMINARIES

EMPLOYER Fred Hill Properties Limited

CONTRACT ADMINISTRATOR Orbit Facilities Management
Wellington House, 31 - 34 Waterloo Street, Birmingham, B2 5TJ

1. SITE CONDITIONS

The contractor is advised to visit the site before tendering to make himself aware of all conditions affecting access, labour availability, delivery of materials etc. Any claim made by the contractor arising from lack of knowledge of such conditions will not be considered. No designated parking is available for the contractor for the duration of the contract.

2. SITE VISIT

By prior arrangement with Richard Budd of Orbit Facilities Management on 0121 643 6644.

3. SUB-LETTING

The written permission of the Contract Administrator shall be required before sub-letting any part of the works.

4. DAMAGE

Any damage caused, during the works, to existing structures, drains, services, footpaths or roads shall be made good at the expense of the contractor.

5. TEMPORARY WORKS

The contractor should allow for all temporary works necessary for the execution of the works and shall protect the works from damage by inclement weather.

6. NOISE

Noise levels to be kept to a minimum, the Contractor shall notify neighbours prior to carrying out any work that is unavoidably noisy.

7. PROGRAMME

A detailed programme of work is to be provided by the contractor prior to commencement on site.

8. MATERIALS & WORKMANSHIP

All materials are to be the best of their kind and should comply with the appropriate British Standards, where applicable. All work is to be carried out in a good and workmanlike manner to the reasonable satisfaction of the Contract Administrator. All works included in the attached schedule should be carried out in accordance with current British Standards and Codes of Practice.

9. SUBSTITUTED MATERIALS

Any materials which are to be substituted as per the specification should be requested in writing for the approval of the Contract Administrator prior to placing any order.

10. COMPLETION OF WORKS

On completion, the site must be cleared of all surplus materials, rubbish and debris to the satisfaction of the Contract Administrator and be left in a clean and tidy condition.

11. CONTRACT PERIOD

The entire works should be completed within a reasonable time period. Should the contractor anticipate the need for weekend working, or a requirement for out of hours working, the contractor shall inform the Contract Administrator immediately and in writing

12. TENDER/ QUOTATION

The tender/ quotation should remain open for acceptance for a period of 12 weeks from the tender return date and be fixed in price. The contractor may be asked to provide a breakdown of their tender prior to commencement of the work.

The contractor should incorporate such costs as skips, accommodation, profit, access equipment and scaffolding as part of his overall preliminaries costs and shall form part of the contractor's overall quotation/ tender.

13. PROGRAMME OF WORK

The property will be occupied during the programme. Normal working hours should be assumed as 9.30am-4.30pm, and the contractor should make allowances within his programme for out of hours work for all disruptive works as necessary. Contractor is to allow for fully protecting sensitive areas throughout the duration of the works.

14. PAYMENTS & RETENTIONS

It is proposed that due to the length of programme anticipated, only one interim payment and a final payment will be made at the completion of the contract, but should the successful contractor wish to discuss further interim payments, such requests should be in writing prior to commencement of the contract. There will be a 5% retention sum of the overall contract value, which will be reduced to 2.5% at Practical Completion, and then released following the satisfactory completion of a six month Rectification Period.

15. HEALTH & SAFETY

We anticipate that this project shall not be notifiable under the CDM Regulations, but we would advise that Regulations 7 & 13 will still apply. The contractor shall be responsible for ensuring the standards of Health & Safety are maintained on site at all times. The contractor is to provide project specific risk assessments and method statements along with their quotation/tender return.

16. ASBESTOS CONTAINING MATERIALS

Report immediately any suspected material to the Contract Administrator and do not disturb. Agree for the safe removal or encapsulation with the Contract Administrator prior to commencing work.

17. FIRE PROTECTION

Allow for adequate fire safety precautions to be undertaken for the duration of the contract, ensuring a safe working environment is maintained at all times.

18. SMOKING

Smoking is not permitted on site at all.

19. WASTE

Keep all waste on site to a minimum ensuring the site is kept clean and tidy at all times and a safe working environment is maintained at all times. No hazardous waste or materials are to be stored or brought onto the site.

20. EXISTING SERVICES

Ensure all existing services inclusive of water, electricity, data, etc. are protected at all times.

21. INSURANCE

The contractor shall ensure that he has in place a Valid Contractor's All Risks Policy during the Contract Period and that sufficient cover is included for both his Public Liability and Employers Liability Insurances, all certification is to be available upon request of the Contract Administrator.

22. SCHEDULE OF CONDITION

A schedule of condition of the adjacent pavement and immediate elevations of the adjacent buildings will be undertaken prior to commencement of works. This shall be issued to the contractor and reviewed with the Contract Administrator upon completion of the project.

Item	Description	Rate	Cost
1.0	General		
1.1	The Contractor is to allow for all necessary skips, rubbish removal, scaffolding and access equipment to carry out the works. Scaffolding is to be capable of taking loading from any removed materials from the building during the course of the works as necessary, and is to include for all necessary toe-boards, protective netting, etc.		
1.2	Scaffolding is to be self-supporting as far as possible, <u>taking minimal lateral support only from the building.</u> All scaffold poles against the building are to be fitted with plastic protective caps and to terminate minimum 50mm away from the face of the building. Protective boards are to be included on roof coverings where necessary.		
1.3	Where scaffolding extends over building doorways, the scaffold should comprise a double layer of boards with a plastic membrane between. All poles at pavement level to be clearly identified and protected to remove all trip hazards, sharp edges and projections.		
1.4	Provide temporary protection to new works as necessary to facilitate the works, for the duration of the contract.		
1.5	Ensure sufficient enclosure and protection to prevent paint, debris and dirt affecting adjacent surfaces, buildings, vehicles, equipment & personnel etc. Any claims for damages will be the contractor's responsibility.		
1.6	The contractor is responsible for obtaining any necessary Pavement licences, or other consent, for the erection of scaffolding for the duration of the works. All scaffolding on pavements is to be adequately protected with foam sleeves, hazard warning tape, lighting, alarm etc as necessary.		
1.7	Extent of contract area to be as defined on Tender Drawings		

Item	Description	Rate	Cost
2.0	General		
2.1	Provide temporary banner signage for each ground floor Tenant, for the duration of the contract, c.5 x 1m fixed to the scaffold at shop fascia height		
2.2	Ensure sufficient enclosure and protection to prevent paint, debris and dirt affecting all existing and adjacent surfaces, vehicles and pedestrians. Any claims for damages will be the contractor's responsibility.		
2.3	Allow for protection to existing street signage.		
3.0	External Elevations		
	Repairs etc		
3.1	Carefully remove all felt coverings/cappings to high level balustrade and projecting cornice at eaves level and make good to all disturbed surfaces. Remove any weed moss/algae growth, and carefully treat any inaccessible roots with Glyphosate weedkiller.		
3.2	Provide and install new Code 5 lead capping to high level balustrade. Lead to be laid in no longer than 1200mm lengths with weltd joints and finished with a weltd drip to either side. Lead to be mechanically fixed to balustrade, and fixings capped with a lead welded patch		
3.3	<p>Similarly, provide and install new Code 5 lead capping & Code 4 lead flashing to projecting cornice at eaves level and at shop fascia height. Lead to be laid in no longer than 1200mm lengths, with weltd joints and finished with a weltd drip.</p> <p>Flashings to be dressed to new cut-in chase and fixed with lead wedges, and chase to be subsequently pointed with a lime cement with a struck finish.</p> <p>Lead covering to be mechanically fixed to cornice, and fixings capped with a lead welded patch</p>		

Item	Description	Rate	Cost
3.4	Carry out hammer test of all rendered areas, and hack off and remove all loose render in isolated areas. Edge to be undercut to all new render to key.		
3.5	Hack off <u>all</u> cement-based render to front and right-hand side second floor level elevations back to sound substrate, and leave ready to receive new render.		
3.6	Hack off <u>all</u> cement-based render to rear second floor level elevation facing lower level pitched roof, back to sound substrate, and leave ready to receive new render.		
3.7	Cut out loose render along vertical cracking to right hand side first floor, to flat areas and to moulded window edge dressings. Edge to be undercut to all new render to key.		
3.8	Repair render at low level at junction with pavement, ensure holes/voids are filled, cracked render is cut back.		
3.9	Remove/cut back all loose and redundant cables, alarm boxes, sign brackets etc, make good to all disturbed surfaces, and re-fix all loose live cabling, ensuring that cables are fixed in most unobtrusive locations where possible.		
3.10	Re-seal all joints to rainwater goods, replace any plastic pipework with new cast iron fittings and pipework to match existing.		
3.11	Overhaul all windows (35No), excluding shopfronts, renew worn putties, replace broken sash cords, replace cracked glass, replace missing or defective ironmongery, and ensure full easy operation.		
3.12	Remove existing doors to access dormer at roof level and replace with new flush-faced solid core rebated doors complete with moulded weather bar to external base of doors. Doors to be fitted with a pair of brass hinges each, flush bolts to slave leaf, locking-bar mechanism internally, and a pair of brass D-ring handles to opening leaf. Leave ready for decorations.		

Item	Description	Rate	Cost
3.13	<p>Apply new lime-based render in two-coats to exposed general wall areas, allowing for scribing in new ashlar lines/blocks, and remaking moulded edges/dressings to windows & doors, to match existing details.</p> <p>Allow for new stainless steel edge beads, reinforcement etc where necessary.</p> <p>Apply new lime-based render in two-coats to isolated repair areas.</p> <p>Allow for new stainless steel edge beads, reinforcement etc where necessary</p> <p>a) High level balustrade & coping etc b) 2nd floor front & right hand side elevation c) 2nd floor rear elevation d) 1st floor front & right elevation – 3st storey section e) 1st floor right elevation – 2st storey section f) GF front & right hand elevation – 3st storey section g) GF right hand elevation – 2st storey section</p>		
4.0	Decorations		
4.1	<p>Thoroughly prepare all metalwork and woodwork now (or that should be) painted, remove any rust, splice repair any rotten timber to windows etc, and leave ready to receive decorations.</p>		
4.2	<p>Thoroughly clean and prepare all painted renderwork, remove all flaking paint & moss/algae, particularly to projecting string courses at shop fascia height and at eaves.</p> <p>Also, thorough clean all general wall surfaces, windows and doors etc, from pavement to balustrade height, excluding Tenant's shopfront, and leave ready to receive decorations.</p> <p>Remove any excess paint and ensure the details on the vermiculated rusticated panels are not obscured with paint finish.</p>		

Item	Description	Rate	Cost
4.3	Redecorate all rendered areas with 2 no coats of proprietary micro-porous masonry paint (colour to match existing).		
4.4	Thoroughly prepare and redecorate all timber and metalwork now painted; prime as necessary, undercoat and apply 2No coats gloss paint (colours to match existing).		
4.5	Allow for removal of signage and re-fixing as directed on completion.		
4.6	Provide and install new waterproof 2-part polysulphide mastic seal at vertical junction of wall with adjacent properties.		
4.7	Provide and install new waterproof 2-part polysulphide mastic seal at horizontal junction of wall with pavement surface.		
5.0	Cleaning		
5.1	Clean all windows on completion, internally and externally, and ensure they are left in good operational order.		
5.2	Clean down all ledges, cills, street signage etc as the scaffold is removed and ensure no debris/dirt left behind.		

Item	Description	Rate	Cost
Summary			
Section 1	Preliminaries		
Section 2	General		
Section 3	External Elevations		
Section 4	Decorations		
Section 5	Cleaning		
Section 6	Contingency Sum The contractor shall allow a General Contingency Sum of £3,000.00 (three thousand pounds) to be expended, in whole or in part, on the written instruction of the Contractor Administrator		3,000.00
TOTAL			

CONTRACTORS STAMP HERE |

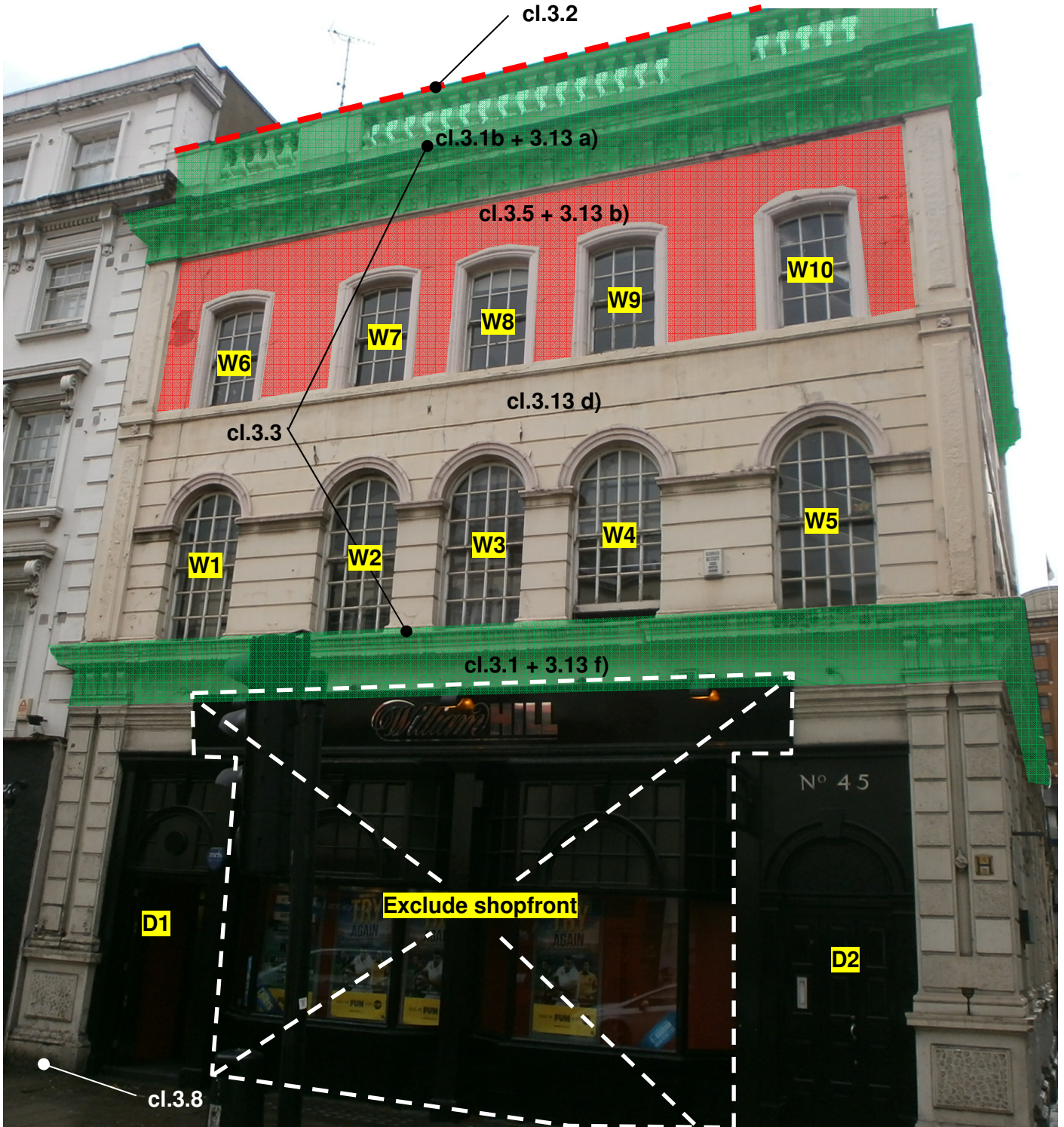
OR

NAME OF CONTRACTOR |
ADDRESS

DATE |

Photographs

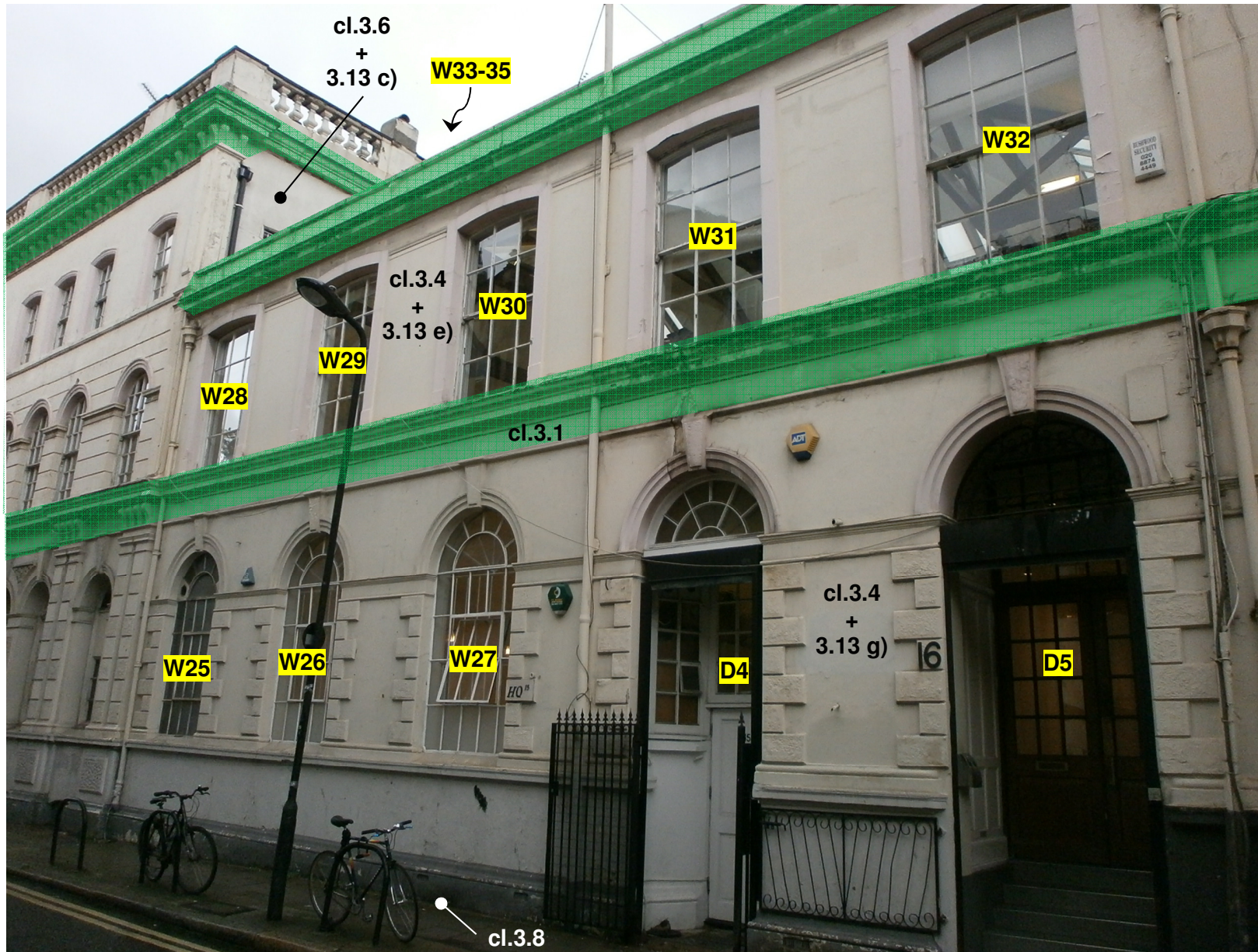
Front elevation (indicative only)



Right-hand elevation – 3-storey section (indicative only)



Right-hand elevation – 2-storey section (indicative only)



**45 New Oxford Street
and
15-16 West Central Street,
London WC1A**



**External Repairs
& Redecoration Works**

Outline Programme of Works

		2016																	
w/c		23.11.15	30.11.15	07.12.15	14.12.15	21.12.15	28.12.15	04.01.16	11.01.16	18.01.16	25.01.16	01.02.16	08.02.16	15.02.16	22.02.16	29.02.16	07.03.16	14.03.16	21.03.16
week		18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
		MT	WT	F	MT	WT	F	MT	WT	F	MT	WT	F	MT	WT	F	MT	WT	F
Site inspections and Surveys, Photographic Record (not continuous activity)																			
Preparation of Schedule of Works & Tender Documentation																			
Tender Issue																			
Tender Period																			
Tender Reconciliation & Recommendation																			
Contractor Instruction and Lead-In Period (Pavement Licence)																			
Erect Scaffolding																			
Detailed Surveys of exterior & Review of Specification																			
Render repair works																			
Window & door repair works																			
Redecoration Works																			
Snagging inspections and Remedial Works																			
Strike Scaffold																			
Practical Completion																			
Rectification Period																			

