

## **SCHEDULE OF WORK**

**Refurbishment of public house**

**at**

**Barfly  
49 Chalk Farm Road,  
Camden  
London NW1 8AN**

**for**

**The Columbo Group**

**1.00 PRELIMINARIES AND CONTRACT CONDITIONS**

**1.01 Names of Parties**

**Employer: The Columbo Group  
The Old Queens Head  
44 Essex Road  
Islington  
London  
N1 8LN**

***Telephone: 020 7354 9993***

**Contact : Riz Shaikh**

**Contract Administrator**

**Contact : Mr Jon Ming, Columbo Group**

**CDM Co-ordinator**

**To be advised**

**Structural Engineer: To be confirmed should any structural works be required.**

**Architectural Design**

**N J Rouse Architectural Design,  
16 Tennyson Road, Hutton, Brentwood, Essex. CM13 2SJ**

**Approved Inspector:**

**HCD Building Control  
Technology Centre, Wolverhampton Science Park, Glaisher Dr, Wolverhampton WV10 9RU**

### **1.02 Description of the Site**

The site is located at in Camden, London, just at its junction with. The site fronts onto Chalk Farm Road and Ferdinand Street.

Parking from the London Borough of Camden is available in 2 hour slots from pay and display machines. By Tube, 10 minutes walk from Camden Town tube and 5 minutes from chalk farm with both stations on the northern line zone 2.

The site is a end terraced building bounded by similar properties of mixed residential and commercial use.

The building is currently in use as a live music venue, bar and club

The various Contractors are to visit the site by appointment and collecting keys from the Employer to acquaint himself with the position of the site, access, restrictions, working and storage space available and the general security of the works, all as more particularly described hereafter. No claims will be recognised on the grounds of insufficiency of knowledge of the foregoing or of the nature of the work required to be executed.

### **1.03 Description of the Works**

The works comprise the stripping out of both ground and first bar serverly counters and back fitting, fixed seating, removal of wall partitions at second floor to be confirm non load-bearing to create office space.

Basement to be fully cleaned and generally refurbished,

Ground floor works to include new extended bar with glass wash and food prep area, new DJ booth, Possible new Disabled WC located in rear store subject to suitable access, prepare all walls, ceiling, windows, doors, stairs and all joinery for redecoration, main trading area floor to be retained, new flooring in other areas, new fixed seating.

First floor works, new soundproofing to walls, complete overhaul of toilets, new plumbing, tiling etc new bar counter and back fitting, new sound desk, paint and decorate .

Second floor, provide two dressing rooms with bathroom and associated plumbing etc, new large office space, relocate tech room, generally re-plaster, paint and decorate throughout.

Electrical Rewire, overhaul of M&E extraction system, new sound system, new alarm & CCTV. Any Asbestos is to be inspected by a specialist with removal and disposal off site by a licensed contractor.

Externals, Provide all necessary scaffolding, access ladders, temporary protection and working platforms etc which are to be erected, maintained, certificated, dismantled and removed by suitably qualified and insured contractor. Pavement licence to be obtained by contractor.

Repair windows/doors, wash down and scrape off loose or flaking paint, rub down prepare all joinery and walls filling any cracks or holes with an approved filler, Repaint and decorate both front and side elevations.

#### **1.04 Existing Site Services**

Upon taking possession of the site the Contractor is to carry out a full survey of the site to ascertain the location and nature of all site services and mark these on a plan and provide to the Architect.

The Contractor shall be responsible and bear all costs in connection therewith for maintaining or diverting site services and contacting utility companies as necessary for the duration of the contract.

#### **1.05 Access to the Site**

The Contractors access to the site should be by way of the side turning accessible from Ferdinand Street. The Contractor should make good any damage caused to the access route.

#### **1.06 Surrounding Buildings**

The surrounding buildings are generally commercial and residential, and care should be taken to minimise disturbance from the building works.

#### **1.07 Site Hazards**

It is anticipated some health and safety hazards will be present. Certain obvious hazards will be scheduled in the CDM plan. The Contractor is to ascertain the accuracy and sufficiency of this information to ensure the safety of all persons employed on the works. Fully brief all persons on the nature of hazards or contamination and ensure all necessary precautionary measures are taken.

Asbestos survey and report required prior to starting works.

#### **1.08 Safety, Health and Welfare**

The Contractor is to allow for ensuring all aspects of current legislation is complied with. See also the requirements contained within the CDM Plan.

Currently a CDM Co-ordinator has not been appointed by the Employer. Once appointed the Contractor is to allow within his or her tender for the full compliance of the duties required by the Principal Contractor.

The Contractor is to submit details of his and his sub-contractors health and safety policy which should detail organisation, resources training and risk assessment procedures etc. together with records of accidents, previous health and safety enforcement, etc. incurred in the last five years.

For this particular project a schedule of qualified responsible staff should be drawn up and submitted prior to commencement, complete with details of their qualifications and duties.

The Contractor is to supply and install a fire alarm system for the building site. Maintain, alter, adapt as necessary and clear away only when the permanent fire alarm installation is commissioned.

#### **1.09 Local Authority Fees and Charges**

The Contractor shall give all notices in accordance with the Contract.

#### **1.10 Drawings and Other Documents**

The Contractor is to arrange to obtain all specialist sub-contractors, shop, fabrication or design drawings to allow a clear working week for the Architect to comment and return, all in good time to accord with his programme.

#### **1.11 As Built Drawings/Building Manual/Commissioning etc.**

On completion a full set of as built contractors and sub-contractors drawings are to be submitted to complement the Architects drawings in the Building Manual.

All necessary technical literature, maintenance instructions, and guarantees etc. for the works or products employed on the works are to be submitted as part of the Building Manual.

An energy rating calculation is to be prepared by the Contractor and included as part of the Building Manual issued at Practical Completion.

#### **1.12 Compliance with Building Regulations**

The appointed approved inspector is HCD Building Control. The Contractor should liaise with him as necessary and arrange for any necessary scheduled inspection during the course of the works. Fee's payable to the Approved Inspectors are payable directly. The

completion certificate to be included within the Building Manual issued prior to Completion

#### **1.13 Part E – Resistance to the Passage of Sound**

In accordance with Regulation 2A of the Approved Inspector Regulations 2000 the contractor is to execute pre-completion sound tests in accordance with Annex B, page 75 of Approved Document E. The person carrying out the test should have appropriate third party accreditation and be a member of the ANC Registration Scheme. Test results to be provided to CMBDR Ltd and included within the Building Manual prior to Practical Completion. A quotation for this test from site-sound has been obtained and may be incorporated. A copy is enclosed within appendix 2.

#### **1.14 Part L – Conservation of Fuel and Power**

In accordance with regulation 20B the Contractor is to execute Pressure tests for air tightness and provide a certificate prior to completion, by a person who is registered with the British Institute of non-destructive testing. This certificate is to be included within the Building Manual issued prior to Practical Completion.

In accordance with regulation 20C a Commissioning certificate for heating and hot water is to be provided at completion as set out in the domestic heating compliance guide. This certificate should include a declaration by a suitably qualified person that the commissioning procedures have been completed satisfactorily, and be included within the Building Manual issued prior to Practical Completion.

#### **1.15 Commissioning Schedule**

As the project nears completion the Contractor is to prepare a commissioning schedule to clearly record all the specialist installations, the sub-contractor or installer, test dates, tester and the date commissioning certificates are issued.

#### **1.16 Part P – Electrical Safety**

Reference is made to Approved Document P. An appropriate BS7671 electrical installation certificate indicating that testing and inspection of electrical installations has been carried out in accordance with chapters 71 and 74 of BS7671 should be provided prior to Practical Completion and included in the Building Manual.

#### **1.17 Regulation 7 – Materials and Workmanship**

Materials should comply with appropriate British Standards or Agreement Certificates and relevant numbers should be quoted in the main specification. Alternatively, the materials should be marked, stamped, independently certified or otherwise justified by test or calculation to show their suitability.

Materials should generally be in accordance with BS8000 series of documents and other accepted good practice (e.g. Quality assured to ISO 9000).

Test certificates for intumescent materials, air conditioning, lifts, emergency lighting, fire alarms and concrete test cubes will be required to be submitted prior to the issue of a Final

Certificate.

**1.18 Supervision**

The Contractor is to provide full and adequate supervision of all the project works including sub-contractors and shall keep a competent and authorised agent or general foreman solely engaged on this project. Site meetings will be arranged to which a competent person on the Contractor's staff will be required to attend. Arrange and monitor programmes with all sub-contractors or supplies, the local authority and statutory undertakers, and obtain and supply all information as necessary for the works.

Such supervision must extend to providing a competent person suitably qualified to co-ordinate the mechanical, electrical and other building services generally.

**1.19 Insurance**

Take out and maintain all insurance policies required under the conditions of contract and before commencement provide evidence of such insurances to the Employer's Quantity Surveyor. Should any events occur which might give rise to a claim, notify the Employer immediately.

**1.20 Site Records**

The Contractor is to keep a daily diary on site to clearly record the climatic conditions including maximum and minimum air temperatures, numbers of all operatives on site including sub-contractors, mechanical plant, etc. and elements of work being executed each day together with any record of delays or time lost. Such diary must be made available to any members of the Professional Team or Employer upon request.

### 1.21 **Workmanship and Quality**

The Contractor must employ workmen who are skilled and experienced for the type of work being undertaken. Each operative should lodge evidence of their skills and qualifications to accord with the Construction Skills Certification Scheme.

All products are to be consistent in kind, size, quality and from the same batches of manufacture, obtained from the same suppliers throughout the duration of the contract.

All products are to be fixed, applied, installed to accurate levels, plumb and neatly jointed in alignment.

Should any works not comply with these standards it should be cut out and re built at the Contractors Expense.

The Contractor is to retain on site and incorporate into the Building Manual all certificates indicating compliance with British and Trade Standards, Agreement Standards and the like. Details of such tests to comply with these certificates are also to be included.

From time to time as the work advances the Contractor is to record and test any works being subsequently concealed and make available and notify such areas to the Architect before concealment.

All pipe work is to be pressure tested and records retained before concealment.

All first fix wiring is to be clearly labelled and tested for continuity before concealment.

All materials or products installed in the works are to be strictly installed in accordance with the Manufacturer's Instructions.

### 1.22 **Protection**

Protect and keep free from damage by frost, inclement weather, moisture ingress and any other causes all of the works. The Contractor is to provide dust sheets, etc., and to mask off any works not decorated, protect all finished work by means of Corex sheeting, tape, film etc. and whatever other means necessary. Dry out the works to control humidity and prevent blistering, adhesion failure and moisture damage, shrinkage, etc.

### 1.23 **Setting Out the Works**

The Contractor is to accurately set out the works on site to accord with the Architects drawings both horizontally and vertically. Instruments



employed for such purposes are to comply with BS5606, appendix A.

#### **1.24 Water Regulation Byelaws and Notification**

The Contractor is to comply with all Water Regulations and execute all necessary notices in this respect. The Contractor is to ensure all notices are given and consents received in good time to maintain the programme.

The Contractor is reminded of the difficulty of dealing with such statutory undertakers and should any delays occur through the Contractor not allowing sufficient time for notices and consents, such delays will be held as the responsibility of the Contractor.

On completion of the works the Contractor is to submit a certificate indicating the address of the project and a description of the works undertaken, and obtain a compliance statement from the Statutory Water Authority, forward to the Architect and include within the Building Manual.

#### **1.25 Water for the Works**

Take all necessary water from the Building supply for the building works and testing of services, etc. Provide all necessary temporary hoses, fittings etc. Any charges to the water authority from commencement up to practical completion of the contract are to be met by the Contractor.

#### **1.26 Gas Regulation Byelaws and Compliance**

All installations are to comply with the current Corgi regulations.

On completion of the gas work system is to be tested and a compliance certificate issued to the building control and enclosed within the Building Manual.

Upon taking possession of the site the Contractor is to arrange and settle any charges to disconnect and cap off supplies. Provisional sums are subsequently included for and new supplies and meters.

When gas supplies are reconnected the Contractor is to open a supply account and settle any gas supply invoices for gas used up to Practical Completion.

#### **1.27 Electrical Regulation Compliance**

All installations are to comply with the 17<sup>th</sup> Edition of the regulations of the Institute of Electrical Engineers.

On completion of the electrical work system is to be tested and a compliance certificate issued to the building control and enclosed within

the Building Manual.

#### **1.28 Temporary Lighting and Power**

Upon taking possession of the site the Contractor is to re-address billing of electrical supplies from the existing lower ground floor connection to themselves and to provide all necessary electric power for the execution of the works. The contractor is to pay all charges in this connection until Practical Completion. Provide all artificial lighting and power including transformers, cables and extension leads, etc. for use on the works. All charges in connection with the electricity supply therewith from commencement to Practical Completion of the contract are to be settled directly by the Contractor.

#### **1.29 Defects**

Should any defective work be discovered by the Contractor, whether documented or undocumented, then notice should be given immediately to the Architect for instructions on rectification, at the Contractor's expense.

#### **1.30 Inspections**

The Architect is to be given five working days' notice before any item of temporary access e.g. scaffolding, gantries, walkways and the like are planned to be removed to enable final inspections to be carried out. If this notice is not given, then the Architect will require access to be reinstated at the Contractor's expense.

The Contractor is to produce a brief report on the continuity of insulation and its conformity to the specifications. Such report is to be lodged within the Building Manual.

#### **1.31 Builder's Clean on Completion**

Prior to Practical Completion, the Contractor is to make good any remaining surfaces, to remove all protective tape, flooring or other protection materials. Clean the works thoroughly internally or externally, removal all splashes, deposits, marks, efflorescence, rubbish, unused materials and the like. Clean both sides of all windows. Any materials used for cleaning shall not harm the finished surfaces, provide all necessary COSHH data sheets for such products and lodge within the Building Manual.

Touch up any newly-painted work, brush out edges, etc. Lubricate hinges,

locks or any other moving parts, including taps, valves and the like.

On completion, label all keys and hand over to the Employer and leave all the works locked and secure. Responsibility for security will pass to the Employer from the date of Practical Completion.

#### **1.32 Procedure for Snagging Inspections**

Before each inspection, the Contractor shall have pre-snagged each area to ensure it is in a good, proper and fit state to be snagged.

#### **1.33 Security**

The Contractor is to provide all necessary security measures to protect and safeguard the site, products, materials, goods, etc. including that of sub-contractors and suppliers throughout the duration of the works up until the date of Practical Completion. Take all measures to prevent unauthorised or intruder access to the site and building.

#### **1.34 Stability**

The Contractor is to maintain the stability and structural integrity of the building and site throughout the progress of the work, and in particular at the structural stage. Provide all necessary evidence of such calculation, loadings, etc. to the Structural Engineer when and if requested.

#### **1.35 Site Visits by the Employer or Other Members of the Design Team**

Facilitate visits to the site by the Employer and his representatives and other members of the Design Team. Record visits, give induction and site safety briefings and provide all necessary health and safety protective equipment or clothing, all as more particularly described in the Health and Safety Plan.

#### **1.36 Noise Pollution**

The Contractor is to comply with all necessary restrictions imposed by the Local Authority under Part 3 of the Control of Pollution Act. Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimise noise levels during execution of the works. Fit compressors, percussion tools, vehicles and all other plant with the best effective silencers recommended. Do not use pneumatic drills, breakers, nibblers and the like outside the controlled hours. Radios or other audio equipment may be used but only at a volume inaudible outside the site boundaries.

#### **1.37 Pollution and Nuisance**

The Contractor is to ensure the site, works and the general environment are protected from the effects of any pollution arising. Prevent nuisance from smoke, dust, rubbish and vermin or other causes. All adjoining

streets kept clean at all times. Smoking on site is not be permitted.

**1.38 Plant Tools and Vehicles**

Allow for all necessary plant, hoists, other access equipment, tools and machinery including all labour and consumable stores associated therewith, to carry out all the works specified.

**1.39 Scaffolding**

Provide all necessary scaffolding, fans, edge rails, trestles, crash decks arrest systems, towers, cherry pickers, ladders and the like including a sheeted temporary roof to carry out all the works specified and all the work indicated as provided by other directly employed contractors. Provide all necessary debris netting to each elevation and other sheeting as necessary to protect all adjoining properties and gardens.

A scaffold intruder alarm system is to be installed and maintained on all scaffolding for the duration of its use.

**1.40 Obligations and Restrictions Imposed by the Employer**

**i) Working Hours and Areas**

The Contractor will be given complete possession of the entire site during normal working hours, as defined by the London Borough of Camden, of 8.00am to 5.00pm weekdays, 8.00am to 1.00pm Saturdays. The Contractor is reminded that the site is in close proximity to residential areas, and noise and disturbance to adjoining residents is to be minimised.

**1.41 Contractor's Liability**

The Contractor shall provide for the efficient protection of public and property and all other persons occupying or using the residential areas and adjoining commercial sections, sites, buildings and pavements. Safety helmets are to be provided for the workforce and visitors. Gas cylinder storage areas are to be cleared signposted. A secure site hoarding is required, where necessary and this must be maintained throughout the course of the works and cleared on completion.

**1.42 Removal of Rubbish**

Allow to remove all protective tape or other protection, clear away all builder's and direct contractors' rubbish, etc. and thoroughly clean on completion. All rubbish is to be disposed in accordance with the site waste management plan.

**1.43 Temporary Accommodation**

The Contractor is to provide all necessary temporary office space, mess room or storage accommodation to suit their operations on site.

Provide all necessary secure storage for plant and materials to complete the work.

**1.44 Temporary Telephones**

Provide and maintain a temporary telephone or mobile service to the site and pay all charges in connection herewith.

**1.45 Temporary WC Facilities**

Upon taking possession of the site, the contractor is to provide and maintain a temporary toilet facility for use of all site operatives and visitors through to the date of Practical Completion.

**1.46 Existing Site Services**

Upon taking possession of the site the Contractor is to ascertain the route and nature of all services passing over the site, record locations and bring to the attention of the Contract Administrator, to include all services on the flank wall of the adjoining rear extension. Maintain and divert such services for the duration of the work.

**1.47 Demonstration of Services**

Allow for providing a full instruction session on the operation of the entire heating and ventilation system, fire alarm, sound and lighting system etc with Bar managers after Practical Completion.

## SCHEDULE

### **2.00 Stripping Out & Demolition**

- 2.01** On taking possession of the site allow to cut back and disconnect all plumbing, heating, gas and electrical services and cap off adjacent to meters. Drain down all wastes or water services. Builder's temporary supplies to be allowed in preliminary costs.
- 2.02** Strip out any disused pipe work, ductwork, sanitary fittings and the like complete with fixings and clear from site. Strip out all electrical installations, back boxes, wiring, fans, ducts etc. Take down any redundant cables or pipe work on elevations.
- 2.03** Strip out and clear from site floor coverings confirmed by client, underlay's, kitchen units, appliances, sanitary fittings, wardrobes or cupboards, furniture, office fitments, curtains or blinds, built in joinery, ducts and boxing's and the like. Hack up and off any remaining floor or wall tiling. Strip off any wallpaper or ceiling papers.
- 2.04** Strip out second floor skirting's, doors and architraves of areas forming new office space only and clear from site.
- 2.05** Demolish all redundant non load bearing partitions to be confirmed at second floor and clear from site complete with all trims, glazing etc.
- 2.06** Strip out bar serving counters and back fittings, remove existing fixed seating
- 2.07** Remove damaged partition wall on first floor landing and clear from site.
- 2.08** Staircase to be retained and protected.
- 2.09** **Asbestos Survey** The Contractor is to carefully test as required, take down and clear to a recognised disposal point any asbestos boiler flue etc, all strictly in accordance with the asbestos disposal regulations. Provide a certificate of disposal and include within the building manual.

### **3.00 DRAINAGE AND SITE SERVICES**

#### **3.01 CCTV Survey**

On taking possession of the site the Contractor is to appoint a specialist to execute a CCTV survey of the existing drainage runs including the main central drain from front to back and produce a report recommending and pricing any necessary repairs. Forward this report to the Contract Administrator for further instruction.

#### **3.02 Work to Existing Drainage**

Provide a provisional sum for possible repairs to existing drainage retained

3.03 Existing soil pipes are to be located with new waste from bars, glass wash, food prep and toilets to follow existing routes.

3.04 Upgrade works to Electric, Gas & water mains/meters to be confirmed following advice and quotations from utility companies.

3.05 Re-wire premises with all new electrical work to be designed, installed, inspected and tested in accordance with BS 7671 (I.E.E Wiring regulations 17th Edition with a certificate issued to building control on completion of the works.

3.06 New emergency lighting and fire alarm system installed in accordance with BS 5266 and 5839

3.07 New Alarm and CCTV by specialist

3.08 New sound system by nominated specialist contractor.

3.09 Complete overhaul of extraction and ventilation system by nominated specialist contractor, Specification of works to be confirmed following site survey inspection.

#### **4.00 INTERNAL FITOUT**

- 4.01 Basement to be fully cleaned and generally refurbished following removal of any disused furniture items of broken equipment.
- 4.02 Ground floor, form new glass wash and food prep area with pizza oven formed with with timber stud partitions to be insulated, plasterboard applied and skimmed finished and decorated.
- 4.03 New bar serving counter and back fitting with equipment by specialist.
- 4.04 New DJ Booth formed in existing location.
- 4.05 Allow for possible new disabled WC, to be formed and located in rear store area. Subject to suitable access and further investigation.
- 4.06 Plaster and thoroughly prepare walls / ceilings for painting and decoration with one coat mist and two coats of emulsion paint. Colours to be confirmed. Seal between all different surfaces with decorators mastic to minimise the risk of cracking.
- 4.07 To all internal woodwork of skirting's, linings, architraves, stops, staircases, balusters, window boards etc, thoroughly rub down, knot, prime stop and paint with two undercoats and one finish coat with colour to be confirmed.
- 4.08 Main ground floor bar area, sand existing flooring, thoroughly prepare and apply at least two coats of varnish.
- 4.09 New flooring laid in lobby, cloak room and service areas, details to be confirmed.
- 4.10 Provide and install new fixed seating to ground floor main bar area.
- 4.11 New soundproofing partitions formed on stairs to replace damaged and removed areas.
- 4.12 New extended bar/back-fitting and equipment to 1st floor club with new sound desk in location to be confirmed.
- 4.13 Existing flooring retained and thoroughly cleaned on completion.
- 4.14 Complete overhaul of first floor ladies and gents toilets with new sanitary ware, new tiling to walls and floor, fully decorated ceilings and all woodwork as before.
- 4.15 Dressing rooms and bathroom to be formed within two existing rooms at second floor, fully prepared, decorated and fitted out.
- 4.16 Relocate tech room to small room adjacent to existing managers office.
- 4.16 Form new large open office space, re-plaster walls, ceilings, new lighting/power, new skirting's, architraves, door and ironmongery etc. Prepare all areas for painting and decoration as before.



## **5.00 Externals**

- 5.01 Externals, Provide all necessary scaffolding, access ladders, temporary protection and working platforms etc which are to be erected, maintained, certificated, dismantled and removed by suitably qualified and insured contractor. Pavement licence to be obtained by contractor.
- 5.02 Repair windows/doors, wash down and scrape off loose or flaking paint, rub down prepare all joinery and walls filling any cracks or holes with an approved filler, Repaint and decorate both front and side elevations.
- 5.03 New signage and lighting to be confirmed.