

SCHEDULE OF WORKS

for the installation of air conditioning into
the Conference Rooms at

8 New Square, Lincoln's Inn

London WC2

on behalf of

WILBERFORCE CHAMBERS

TWO BY TWO DESIGN CONSULTANTS LTD

348 Goswell Road
London EC1 7LQT

020 7278 1122

REVISION A

All revisions in RED text

05 April 2018

A. DESCRIPTION OF THE WORKS

8 New Square WC2A 3QP

The works are to install air conditioning into the principal conference rooms on the ground and lower ground floor of No 8, New Square. All equipment and machinery will be sited internally, the condensing units will be housed in the existing toilet area which will be altered to form an acoustically insulated plant room. Fresh air will be supplied and circulated through grilles fitted to the existing windows at lower ground level on the elevation facing Serle Street. **The radiators in the wall recesses below the windows will be removed and replaced with floor mounted air conditioning fan coil units which will be boxed in radiator style cabinets with grilles for air to circulate. The fan coil units will be connected by pipework running through the void in the new floor between ground and lower ground floor to provide heating and cooling.**

B. PRELIMINARIES

1.0 Contract

The form of contract will be the JCT 2011 Minor Works Contract and the contractor is to include in the price for complying with all the conditions contained therein.

2.0 Contract period.

The contractor will take possession of the site by agreement with the client and the landlord's agents to ensure contract completion by xx / xx / 2018. TBC.

3.0 Execution of the works

Constructional methods have not been described in detail in this specification and the contractor will be deemed to have allowed in his tender for executing work to a good standard of finish. Similarly the contractor will be deemed to have allowed in his rates for all necessary preparatory work to surfaces and all costs in connection with preparation of existing structure and finishings to accept the finishing systems and fittings described in this specification.

4.0 Materials and workmanship

Materials and workmanship are to conform to the appropriate current British Standard and relevant Codes of Practice.

5.0 Structure

Before commencing any work involving alterations to the existing structure the contractor must satisfy himself regarding the procedure to be adopted for which he will be held entirely responsible.

He will inform the supervising officer prior to commencing any alteration and the supervising officer will supply any necessary information regarding structural solutions but not methods of operation.

6.0 Provisional sums

Where items are covered by PROVISIONAL SUMS the expenditure of these sums is to be at the sole discretion of the supervising officer and to be deducted in whole or in part where not used.

7.0 Programme

The contractor, in the preparation of a programme of works shall be held to have co-ordinated the whole of the works set out in the contract including the work of named subcontractors, suppliers and firms employed directly by the Employer. Thereafter the contractor shall be responsible for the supervision, administration and arrangements with such persons as will secure their performance in accordance with the programme.

Approval of any programme by the supervising officer will not release the contractor from his responsibility to achieve total completion of works by the date for completion stated in the contract.

8.0 Certificates

Each application for a payment on account is to be accompanied by a detailed statement setting out the particulars of the work completed to the date of the application with a list of materials then on site.

9.0 Dimensions

The contractor is to take site dimensions before commencing execution of any part of the work. Dimensions shall not be scaled from the drawings. Dimensions given on survey and layout drawings are for guidance only and must not be used for assembly or fabrication purposes. All dimensions shown are to be checked by the contractor prior to commencement of the works and the supervising officer informed of any discrepancies.

10.0 Hours of Work

The contractor is to allow for normal hours of work and no work is to commence before 8 am and continue after 6pm in the evening except by special arrangement with the client on site.

11.0 Foreman in charge

A competent foreman in charge is to attend site throughout the progress of the works and shall not be replaced without the consent of the supervising officer which shall not be unreasonably withheld.

12.0 Plant and equipment

The contractor shall provide everything necessary for the proper and efficient execution of the works in an orderly sequence, including all requisite vehicles, tools, plant, machinery labour, haulage and materials, etc., required by the contractor, subcontractors and firms employed directly by the employer and for clearing away all items at completion and making good all or any damage caused. Water, gas, and electrical power shall be taken from the existing supplies.

13.0 Protection of works

The contractor will be held responsible for any damage, interference or dislocation which occurs to any public and private property, services and supplies, due to the contract operations and will be required to pay all costs and expenses in connection with the reinstatement and repair of the same.

The contractor will be solely responsible for the safety of the whole of the works and the materials and plant on site until the contract is accepted by the employer as complete.

14.0 Removing rubbish and cleaning.

The contractor must ensure that all rubbish and debris is removed during the progress of the works and at completion clean metalwork, oil ironmongery, sweep clean all floors, clean all glass inside and out and perform all other sundry works to leave the whole of the site clean, tidy and fit for immediate occupation.

The contractor is to allow for the hire of appropriate skips for the removal of rubbish as necessary throughout the execution of the works and to organise and pay all licence fees in connection with them.

C. PRE-TENDER HEALTH & SAFETY FILE

1.0 Project Directory

1.1 Client:

Wilberforce Chambers

8 New Square

Tel:

1.2 Contract Administrator and Planning Supervisor:

Two by Two Design Consultants Ltd

348 Goswell Road, London

Tel: 020 7278 1122

1.3 Principal Contractor:

Name: Dimension Interiors Ltd

Tel: 07967 380909

Where specialist subcontractor firms are appointed to carry out specialist work during the soft strip demolition and construction phases, the subcontracted firms appointed will be the principal contractors in their field of expertise.

1.4 Health & Safety Executive:

London & East Regional Office

3 East Grinstead House

London Road, East Grinstead RH19 IRR

Tel: 01342 334 200

2.0 Introduction and Standard requirements

2.1 The CDM Regulations place duties on all those who can contribute to the health and safety of a construction project.

Duties are placed upon clients, designers, and contractors.

2.2 Duties placed upon the client, call for the appointment of:

- A planning supervisor is to co-ordinate and manage health and safety during the design and early stages of preparation.

- A Principal contractor to co-ordinate and manage health and safety issues during the construction work.

- 2.3 Duties of Planning Supervisor at pre-tender stage:
to ensure that a pre-tender stage health and safety plan is prepared before arrangements are made for the principal contractor to carry out or manage construction work.
- 2.4 Duties of the principal contractor:
to develop the Health and safety plan before works start on site and keep it up to date throughout the construction phase.
- 2.5 The Pre-Tender Stage Health and Safety Plan serves to outline the health and safety standards that will be applied to the full scope and all activities of the project including health and safety considerations of design, preparation and award of tender documents and supervision of the work in progress.
- 2.6 The Construction (Design and Management) Regulations apply to all phases of this Construction Project.
All firms and individual employed in connection with this project shall be familiar with the requirements of the regulations.
- 2.7 All contractors appointed on the project will ensure that all legislation relevant to individual trades and tasks is observed particularly that in respect of Health and Safety.
- 2.8 Management of Health & Safety at Work
All subcontractors employed on the project will ensure full compliance with the Management of Health and Safety at Work Regulations 1992(MHSWR) and all other and any legal requirements, where appropriate, of the risk to employees and others, which arise out of or in connection with the works and particularly that suitable and sufficient assessment is made, as required, by Regulation 3 of MHSWR.
- 2.9 Construction Materials
There are no construction materials proposed that are known to be hazardous.
The designer notes that for materials generally, precautions are to be taken in accordance with known industry standards, manufactures safety data, current legislation and in the knowledge that work will be carried out by a competent contractor.
- 2.10 Fire Protection
Subcontractors will provide suitable fire protection equipment i.e. hose pipes and fire extinguishers, at predetermined areas around the site, unless advance notice is given by the Planning Supervisor that this will be supplied by others.
The sub contractor must liaise with the occupier in respect of the existing operations and procedures in the event of emergency.
- 3.0 Project information
- 3.1 Existing Services
The site has been serviced with electricity, water and waste services are adjacent in common areas.
The contractor will locate any existing services pertinent to the building and ensure all services in the work area are safe and dead before any work is carried out.
- 3.2 Existing Traffic Management
The traffic management of the site is the responsibility of the Contractor.
All site access and egress TBC.

4.0 Risk Assessment

A job specific risk assessment by the Contractor will identify any concerns or hazards noted by him as principal contractor.

All sub contractors will carry out a risk assessment pertaining to their work element and include this within their main method statement to be developed and issued to the planning supervisor prior to the commencement of their work.

5.0 Hazardous materials

5.1 There are no construction materials proposed that have hazard properties identified.

5.2 During the soft strip phase, hazardous materials existing on the site must be identified. These must be specifically detailed in the main body of the appointed subcontractors method statement together with the pertinent risk assessments.

5.3 All necessary precautions must be taken in the handling and disposing of hazardous material which may be encountered.

5.4 All contaminated material must be disposed of in licensed tips and evidence produced to show that the correct procedures have been followed.

6.0 Site work

6.1 Access

Set routes will be provided to the work areas and a specific escape route planned.

These will be notified to contractors at their pre commencement induction meeting.

All site access ways will be kept clear of rubbish and any trip hazards and temporary lighting will be erected if necessary.

6.2 Deliveries

All deliveries will take place between 0900 and 1700 hrs.

6.3 Site Accommodation

Welfare facilities will be available within the demise.

6.4 Storage Areas

To be in an agreed location within the demise.

6.5 Authorised Persons

No unauthorised person will be permitted to enter the site.

7.0 The Health & Safety File

The Health and Safety file will contain information on the future health and safety risks that have to be managed by maintenance contractors and contractors carrying out future construction work.

The subcontractor shall co-operate with the principal contractor in supplying such information which will include:

1. As built drawings.
2. General details of the construction methods and materials used.
3. Details and the location and nature of utilities and services including any fire fighting equipment.
4. Operating and maintenance manuals including schedules of plant and equipment installed.
5. Copies of Certificates and Electrical tests.

E. SCOPE OF WORK

Contents

- 1.0 BUILDING WORK
- 2.0 AIR CONDITIONING
- 3.0 ELECTRICS
- 4.0 FINISHES

Scope of works to be read in conjunction with the drawings as follows:

NS-6-201 REV D A2	Basement plans	1.50 @ A2
NS-6-202 REV D A2	Ground plans	1.50 @ A2
NS-6-203 REV D A2	Sections	1.50 @ A2
NS-6-204 A2	Elevation to Serle Street	1.50 @ A2
NS-6-205A2	Sections	1.50 @ A2

1.0 BUILDING WORK

- 1.1 Disconnect all sanitary appliances in the lower ground floor WC and retain all for re-use. All water supplies and waste pipes to be capped and protected.
- 1.2 Remove 2No existing window frames and remove from site and make good window surrounds.
- 1.3 Deleted.
- 1.4 Deleted.
- 1.5 4No existing radiators to be isolated and removed form the hot water heating system in Rooms 1,2,3 and 4.
- 16. 2No radiator cabinets to be removed form the lower ground floor Rooms 3 and 4.
- 17. Supply and fix new MDF cabinets to house the air conditioning units in Rooms 1,2,3 and 4.
To be fitted with air intake and distribution grilles.
All to be prepared for decoration and finished white satin finish to match wall panelling.

2.0 AIR CONDITIONING

- 2.1 Nominated subcontractor to supply and fix 2 No new factory finished metal grilles in the existing window openings. To be finished white to match existing adjacent grilles.
- 2.2 Supply and install 2 No new condensing units on anti vibration mountings. Supply and fix all associated ductwork to provide optimum air flow to and around the new condensing units.
Ref: Mitsubishi Inverter Heat Pump, ref: PUMY-SP125 VKM, (detail attached).
- 2.3 Supply and wire all control equipment as required by the manufacturers.
- 2.4 Connect to new 4No new floor mounted fan coil units in Rooms 1,2,3 and 4.
Ref: Mitsubishi Indoor fan coil unit, ref: PFFY-P32VLRMM-E, (detail attached).

- 2.5 Contactor to supply and fix all connecting pipework between heat pump and fan coil unit. To be run at high level above existing false ceiling in the lower ground corridor area. To be routed over the existing door openings into the lower ground floor conference rooms 3 and 4 to avoid excessive damage to the masonry in the building.
All pipework to be run in the void formed by the new timber joists between the ground and lower ground floor to feed ground floor and lower ground floor.

3.0 ELECTRICAL

All alterations and new electrical work must comply with The Fire Precautions (Workplace) Regulations 1997.

All electrical work to comply with BS 7671: 2004 IEE regulations Code of Practice and requirements for electrical installations.

POWER

- 3.1 Supply and wire new spur outlet as required for the installation of the 2No condensing units and the 4No fan coil units in the 4No conference rooms.

4.0 FINISHES

- 4.1 Contractor to ensure all damage to the external window surrounds is made good and decorated to match existing. No further external work.
- 4.2 Contractor to make good all damage to existing walls and ceilings where pipes and cables have been concealed.
All to be rubbed down and redecorated.
Ref: Solvent based satin finish. Colour: To match existing.

End
April 2018