

Ref	LOCATION	ELEMENT	PROPOSED WORKS
GENERAL			
1.1	See Survey Report	Asbestos	Asbestos to be removed according to Lucion Environmental survey recommendations and disposed of in accordance with current regulations. - See Lucion Asbestos Pre-Refurbishment Survey Report for details.
1.2		Security	Security systems to be installed as per Reliance Security drawings and specification.
1.3		Waterproofing Treatment	As per Renlon specification N.B. exclude waterproofing to basement
BASEMENT			
2.1	FRONT EXTERNAL	Walls	Allow for spot repointing of brickwork and making good. Mortar colour to match existing.
2.2		Railings	Allow for repainting of railings.
3.1	REAR EXTERNAL	Demolition	Remove lead canopy covering, retain existing structure.
3.2			Areas to be cleared of vegetation and debris. Broken slabs to be removed.
3.3			Contents of planting bed to be removed for inspection and cleaning of brickwork
3.4			Remove existing light fittings in preparation for installation of new lights.
3.5		Canopy	Install new lead canopy covering over existing structure. Install new PPC aluminium soffit to underside of canopy.
3.6		Railings	Clean and paint existing railings.
3.7		Hard landscaping	External paving slabs cleaned and loose slabs repointed with lime mortar coloured to match existing.
4.1	PARKING	Hard Landscaping	Allow for resurfacing of parking area; bonded gravel hard standing to adoptable footpath standard installed at a gradient to achieve level threshold at new annexe entrance door.
4.2		Fencing & Gates	Allow for new timber fencing with vehicular gates to be installed on rear boundary as per drawings. Jackson Security or similar.
5.1	LIGHTING	External	Install new external lights to M&E details. (replace existing)
6.1	DRAINAGE	Above ground	Perimeter drains to be removed of debris and condition of runs to be inspected and made good.
6.2		Below ground	See Structural Engineer specification.
6.3		Rainwater goods	Existing cast iron rainwater goods to be cleaned out, re-set, resealed and redecorated.
7.1	FRONT COURTYARD	Demolition	Remove timber boxing and make good adjacent surfaces.
7.2		External Walls	Remove existing external render. Remove all loose materials. Allow for re-rendering of external walls.
7.3		Airbricks	Debris to be removed, grilles sanded, primed and painted.
7.4		Escape Stair	Existing escape stair to be sanded and primed. Apply hardwearing external wood paint. Colour TBC.
7.5		Boxing	Assume replacement of external grade plywood boxing. External wood paint finish.
7.6		Rainwater Goods	Existing cast iron rainwater goods to be cleaned out, re-set, resealed and redecorated.

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7.7		External Floor	External paving slabs cleaned and repointed with lime mortar coloured to match existing.
8.1	REAR COURTYARD	External Walls	Remove existing external render. Remove all loose materials. Allow for re-rendering of external walls.
8.2		Airbricks	Debris to be removed, grilles sanded, primed and painted.
8.3		Rainwater Goods	Existing cast iron rainwater goods to be cleaned out, re-set, resealed and redecorated.
8.4		External Floor	External paving slabs cleaned and repointed with lime mortar coloured to match existing.
9.1	STORE (B93)	Demolition	All meters, service pipes, cables and light fittings to be stripped out.
9.2		External Walls and Ceilings	Remove existing external paint work. Remove all loose materials. Prepare surface and apply lime wash paint application as per manufacturer details.
10.1	BOILER RM (B92)	Demolition	Remove and dispose of temporary door. All meters, service pipes, cables and light fittings to be stripped out.
10.2		External Walls and Ceilings	Remove existing external paint work. Remove all loose materials. Prepare surface and apply lime wash paint application as per manufacturer details.
10.3		Window	Repaint existing window internally and externally.
10.4		Door	Supply and fit new external timber door in existing opening. See door schedule for types.
10.5		M&E	Ensure sufficient lighting (replace if necessary) to allow safe access to boiler for maintenance purposes. Install new boiler and associated services as per M&E drawings.
11.1	STORE (B90)	Demolition	All meters, service pipes, cables and light fittings to be stripped out. Asbestos to be removed
11.2		Vault Ceiling and Walls	Remove existing paint work. Remove all loose materials. Prepare surface and apply lime wash paint application as per manufacturer details.
11.3		Window	Existing window to be refurbished. Missing part of window frame to be reinstated to match existing.
12.1	STORE (B89)	Vault Ceiling and Walls	NO ACCESS. Assume removal of existing paintwork. Remove all loose materials. Prepare surface and apply lime wash paint application as per manufacturer details.

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13.1	FRONT LOBBY (B91)	Demolition	All meters, service pipes, cables and light fittings to be stripped out.
13.2		External Walls and Ceilings	Remove existing render. Allow for new specialist damp proof render as per Renlon specification.
13.3		Door	Existing door, side light and fanlight to be refurbished and restored to good working order. Frames to be redecorated internally and externally.
13.4		M&E	New services installation as per M&E specification.
14.1	REAR LOBBY (B94)	Demolition	All meters, service pipes, cables and light fittings to be stripped out.
14.2		External Walls and Ceilings	Remove existing render. Allow for new specialist damp proof render as per Renlon specification.
14.3		Door	Supply and fit new external timber door with fan light in existing opening. See door schedule for types.
14.4		M&E	New services installation as per M&E specification.
15.1	INTERNAL BASEMENT FLOOR	Demolition	Specialist timber rot survey to be carried out on existing basement floor joists. Allow for removal of existing timber floor.
15.2		Structure	Allow for installation of new insulated solid floor construction as per drawings.
16.1	INTERNAL BASEMENT WALLS	Waterproofing	Allow for injection of DPC and specialist / waterproof render to Renlon details. See Renlon specification for locations and heights. N.B. Waterproofing of vaults to be excluded from works.
17.1	CORRIDOR	Demolition	All meters, service pipes, cables and light fittings to be stripped out. Remove plywood shelves under stairs, making sure to retain and make good cupboard carcass.
17.2		Walls	Spot repaired and redecorated with eggshell paint.
17.3		Ceiling	Allow for over-boarding with plasterboard to achieve 60 minute fire rating. Matt emulsion finish.
17.4		Skirtings, joinery and door frames	Repaired and redecorated with gloss paint.
17.5		Under stairs cupboard	Refit plywood shelves. Install cupboard door to existing frame.
17.6		Doors	Existing external doors to be refurbished and redecorated.
17.7		M&E	Ensure sufficient lighting (replace if necessary) to allow safe access to Meters in B99 for maintenance purposes.

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			New meters to be installed and service risers formed as per M&E Engineer drawings. Form boxing to conceal meters with access panel as per M&E Engineer requirements.
18.1	STAIRS		Stair covering to be removed and condition of stair further inspected. Assume existing stone stair surface to be made good and painted with anti-slip floor paint. Balustrade to be cleaned and redecorated.
18.2		Lighting	Ensure sufficient lighting (replace if necessary) to allow safe access to Boiler Room & Meters in B99 for maintenance purposes.
19.1	OFFICES GENERALLY (4 ROOMS)	Demolition	Dividing partition to be removed as per demolition plans. Adjacent surfaces made good. Iron bars removed from windows and adjacent surfaces made good. Existing data cables, service pipes, electrical and light fitting to be stripped out. Remove door and retain for refurbishment.
19.2		Floor	Floor covering removed and replaced with carpet tiles as per floor finishes plans.
19.3		Walls	Spot repairs of existing walls. Redecorated with eggshell paint finish.
19.4		Ceiling	Allow for over-boarding with plasterboard to achieve 60 minute fire rating. Matt emulsion finish.
19.5		Skirting, Frames and Joinery	Repaired and redecorated with gloss paint.
19.6		Windows	Refurbish to good working order existing windows. Frames to be decorated internally and externally. Install new secondary glazing units. Install occupant controlled blinds.
19.7		Doors	Existing door to be upgraded to fire rating as per door schedule.
19.8		Fireplace	Existing fireplace to be opened up and made good.
19.9		M&E	Form new service riser, refer to M&E drawings for location. Install data cable mini trunking in corner to low level and run along skirting. Trunking dado to be cut to fit around existing mid-level dado profile. Install new lighting layout as per M&E drawings. Existing data cables, service pipes, electrical and light fitting to be stripped out. Remove door no. and retain for refurbishment.
20.1	OMITTED		
20.2	OMITTED		
20.3	OMITTED		
20.4	OMITTED		
20.5	OMITTED		

Ref	LOCATION	ELEMENT	PROPOSED WORKS
20.6	OMITTED		
20.7	OMITTED		
20.8	OMITTED		
GROUND FLOOR			
21.1	ENTRANCE LOBBY	Demolition	Strip out existing riser and services adjacent entrance door.
21.2		Floor	Existing floor tiles removed, substrate inspected to see if any existing flag stones remain. Assume new vinyl tiles and entrance mat.
21.3		Walls	Spot repairs of existing walls. Redecorated with eggshell paint finish.
21.4		Ceiling	Spot repairs of existing ceiling. Redecorated with matt emulsion paint.
21.5		Skirting, Frames and Joinery	Repaired and redecorated with gloss paint.
21.6		Doors	Make good and repaint existing entrance door internally and externally. New access control lock to be fitted as per Reliance Security details. Redecorate internal glazed door and fanlight.
21.7		M&E	Form new riser and install new services as per M&E specification.
22.1	ISD OFFICE 1 (G01)	Demolition	Remove and dispose of secondary glazing units. Remove door number D-NG01 as per demolition plans. M&E pipes, data cables and light fittings to be stripped out. Strip out plywood shelves, taking care to protect original cupboard carcass.
22.2		Floor	Existing carpet to be stripped out and replaced as per finishes plans.
22.3		Walls	Existing walls to be spot repaired, lined with paper and decorated with eggshell paint.
22.4		Ceiling	Ceiling, cornices and ceiling rose to be spot-repaired and redecorated with emulsion paint.
22.5		Windows	Refurbish existing windows to good working order. Frames to be decorated internally and externally. Install new secondary glazing units as per manufacturer details. Install occupant controlled blinds.
22.6		Doors	Fit new door no. D-NG01; see door schedule for fire rating and types. Door no. DG02 to be refurbished as per door schedule. Rehang cupboard door on opposite side. Retained doors to be redecorated with gloss paint.
22.7		Skirting, Frames and Joinery	Repair and redecorate with gloss paint.
22.8		Fireplace	Allow for cleaning.

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22.9		M&E	Supply and fit central pendant and wall lights as per lighting schedule. Existing radiators to be retained and re-used as per M&E specification. Allow for redecoration. Install new data cabling, service pipes and electrical fittings as per M&E details.
22.10		Cupboard	Form new riser within cupboard as shown on M&E drawings.
23.1	REAR CORRIDOR	Demolition	M&E pipes, data cables and electrical fittings to be stripped out. Existing riser boxing to be carefully removed. Strip out floor finishes.
23.2		Floor	New finish to be installed as per finishes plans.
23.3		Walls	Existing walls to be spot repaired and decorated with eggshell paint. Form new riser boxing in existing location as per M&E drawings.
23.4		Ceiling	Ceiling to be spot-repaired and redecorated with emulsion paint.
23.5		Doors	Rear external door to be made good and redecorated. New access control lock installed as per Reliance Security details.
23.6		Skirting, Frames and Joinery	Repair and redecorate with gloss paint.
23.7		M&E	Install new service runs and electrical fittings as per M&E specification.
24.1	ISD STORE (G02)	Demolition	Remove and dispose of window pelmet and security grille. Remove alcove shelving as per demolition plans and make good adjacent services. Strip out all M&E pipes, cables and electrical fittings. Remove and dispose of fireplace boarding. Strip out existing carpet.
24.2		Floor	Install new floor finish as per finishes plan.
24.3		Wall	Existing walls to be spot repaired, lined with paper and decorated with eggshell paint.
24.4		Ceiling	Ceiling and cornices to be spot-repaired and redecorated with emulsion paint.
24.5		Windows	Restore windows to good working order. Install occupant-controlled blinds.
24.6		Doors	Primary office door upgraded to suitable fire rating and refurbished as per door schedule. Cupboard door to be made good and redecorated.
24.7		Skirting, Frames and Joinery	Repair existing and redecorate with gloss paint. If required, reinstate skirting and dado rail in alcove following removal of joinery. Profiles to match existing.
24.8		Fireplace	Open-up fire place and make good.
24.9		Cupboard	Allow for internal redecoration. Satin wood paint.
24.10		M&E	Supply and fit central pendant and wall lights as per lighting schedule.

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			Existing radiators to be retained and re-used as per M&E specification. Allow for redecoration. Install new data cabling, service pipes and electrical fittings as per M&E details.
25.10	COMMS	General	Form new communication cupboard with lockable door.
		Floor	Floor covering retained
		Walls	Spot repairs of existing walls. Redecorated with eggshell paint finish.
25.1	WC 1 (G94)	Demolition	Strip out all existing sanitary-ware and related services. Remove all electrical fittings Carefully remove cracked and damaged wall finish and riser boxing. Remove existing floor finish.
25.2		Floor	Install new floor finish as per finishes plan.
25.3		Walls	External walls to be treated for damp as per Renlon specification. Remaining walls to be spot repaired. Form new cistern boxing. Walls decorated with eggshell paint finish. Ceramic tiled finish behind basin as indicated on drawings.
25.4		Ceiling	Spot repaired and decorated with eggshell paint finish.
25.5		Windows	Existing windows restored to good working order. Extractor fan replaced to match existing. Frames decorated internally and externally.
25.6		Door	Refurbish door as per door schedule. Rehang door on opposite side.
25.7		Skirting, Frames and Joinery	Inspect skirting for water damage. Allow for replacement of skirting to match existing where required. Where skirting can be retained, repair existing and redecorate with gloss paint.
25.8		Sanitary Ware	Supply and install new sanitary ware and accessories as indicated on drawings; Ideal Standard Concept Air fixtures and vanity unit. Dyson hand-drier.
25.9		M&E	New services and light fittings to M&E details.
26.1	WC 2 (G95)	Demolition	Remove radiator, sanitary-ware and associated services. Strip out electrical services and fittings. Remove door and make good existing frame.
26.2		Floor	Install new floor finish as per finishes plan.
26.3		Walls	External walls to be treated for damp as per Renlon specification. Remaining walls to be spot repaired. Form new cistern boxing. Walls decorated with clay paint finish. Ceramic tiled finish behind basin as indicated on drawings.
26.4		Ceiling	Spot repaired and decorated with matt emulsion paint finish.
26.5		Windows	Existing windows restored to good working order. Extractor fan replaced to match existing. Frames decorated internally and externally.

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26.6		Door	Fit new door in existing opening. See door schedule for reference; door no. D-N02.
26.7		Skirting, Frames and Joinery	Inspect skirting for water damage. Allow for replacement of skirting to match existing where required. Where skirting can be retained, repair existing and redecorate with gloss paint.
26.8		Sanitary Ware	Supply and install new sanitary ware and accessories as indicated on drawings; Ideal Standard Concept Air fixtures and vanity unit. Dyson hand-drier.
26.9		M&E	New services and light fittings to M&E details.
FIRST FLOOR			
27.1	STAIRWELL & LANDINGS	Demolition	Strip out light fittings and electrical cables. Remove floor finishes.
27.2		Floors	Install new floor finish as per finishes plan.
27.3		Walls	Enlarge existing riser as per drawings. Spot repair existing walls and decorate with eggshell paint.
27.4		Ceilings & Coving	Spot repair and decorated with matt emulsion.
27.5		Stairs	Prepare and paint balusters with metal gloss. Handrail to be sanded and re-varnished.
27.6		Skirtings, Frames & Joinery	Repair existing and redecorate with gloss paint. Continue skirting along enlarged riser to match existing. Profiles to match existing.
27.7		Cupboard	Refurbish door as per door schedule. Install new plywood shelving and decorate internally.
27.8		M&E	Install new services as per M&E drawings. See separate lighting schedule.
28.1	TEA POINT 1 (104)	Demolition	Strip out light fittings, electrical cables and services. Remove all joinery and make good adjacent surfaces. Remove door, frame and fire-glazing and make good structural opening. Remove radiator and associated pipework.
28.2		Floors	Install new floor as per finishes plan.
28.3		Walls	Spot repair and redecorate with eggshell paint. Install acrylic splashback.
28.4		Ceilings & Coving	Spot repair and decorated with matt emulsion.
28.5		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Install occupant-controlled blinds.
28.6		Door	Install new door, frame and ogee profile architrave. See door schedule for door type and fire rating. Gloss paint finish.
28.7		Skirtings, Frames & Joinery	Repair existing and redecorate with gloss paint.
28.8		Kitchen Fittings	Complete detailed design and install new units as indicated on drawings.
28.9		Appliances	Supply and install new integrated fridge

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28.10		Appliances	Supply and install new integrated dishwasher
28.11		Appliances	Supply and install new stainless steel sink and draining board with satin chrome mixer tap.
28.12		Appliances	Supply and install instantaneous hot water dispenser.
28.13		Appliances	Supply new microwave.
28.14		M&E	New services and light fittings to M&E details.
29.1	ISD OFFICE 2 (101)	Demolition	Remove joinery and shelves as per demolition plans and make good adjacent surfaces. Remove and dispose of window pelmets and make good adjacent surfaces. Remove and dispose of secondary glazing units. Strip out light fittings, electrical services, data cabling and heating pipes. Remove radiator and retain for reuse. Remove floor coverings.
29.2		Floors	Floor finish as per floor finishes plan.
29.3		Walls	Spot repair and redecorate with eggshell paint.
29.4		Ceiling & Coving	Spot repair and redecorate with matt emulsion.
29.5		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Install new secondary glazing units. Install occupant-controlled blinds.
29.6		Doors	Door to be retained and upgraded as per door schedule. Gloss paint finish.
29.7		Skirtings, Frames & Joinery	Repair existing and redecorate with gloss paint. . If required, reinstate skirting and dado rail in alcove following removal of joinery. Profiles to match existing.
29.8		Fireplace	Open-up fire place and make good; protect existing surround.
29.9		M&E	See lighting schedule for fittings. Data cabling and electrical services as per M&E drawings. Overhaul existing radiators and re-install as shown on M&E drawings. Allow for redecoration. Supply and install new radiator to match existing as per M&E spec.
30.1	BOOKABLE MEETING ROOM (102)	Demolition	Strip out window pelmet and window seat; make good existing surfaces. Remove and dispose of joinery as per demolition drawings and make good adjacent surfaces. Strip out all service pipes, cables and electrical fittings. Remove radiators and retain for re-use. Remove and dispose of electric fire appliance. Strip out floor coverings.
30.1		Floors	Floor finish as per floor finishes plan.
30.2		Walls	Spot repair and redecorate with eggshell paint.
30.3		Ceilings & Coving	Spot repair and redecorate with matt emulsion.
30.4		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Install occupant-controlled blinds.

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30.5		Door	Retain and refurbish door as per door schedule. Gloss paint finish.
30.6		Skirtings, Frames & Joinery	Repair existing and redecorate with gloss paint.
30.7		Fireplace	Open-up fire place and make good; protect existing surround.
30.8		M&E	See lighting schedule. Data cabling to run at skirting level. Electrical services as per M&E drawings. Install AV Screen to client specification. Overhaul existing radiators and re-install as shown on M&E drawings. Allow for redecoration.
31.1	ISD BUILD SPACE (103)	Demolition	Strip out M&E pipes, cabling and fittings. Remove joinery as per demolition plans and make good adjacent surfaces. Remove wall mounted picture-frames and make good adjacent surfaces. Remove and dispose of secondary glazing. Remove floor coverings.
31.2		Floors	Floor finish as per floor finishes plan.
31.3		Walls	Enlarge existing riser as per M&E requirements. Spot repair existing walls and redecorate with eggshell paint.
31.4		Ceilings & Coving	Spot repair and redecorate with matt emulsion.
31.5		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Install new secondary glazing unit. Install occupant-controlled blinds.
31.6		Door	Retain and refurbish door as per door schedule. Gloss paint finish.
31.7		Skirtings, Frames & Joinery	Repair existing and redecorate with gloss paint. Skirting, dado and picture rails to continue around enlarged riser.
31.8		M&E	See lighting schedule for fittings. Data cabling and services as per M&E drawings.
SECOND FLOOR			
32.1	STAIRWELL & LANDINGS	Demolition	Strip out light fittings and electrical cables. Remove floor finishes. Remove compartment door, balustrade panelling and glazed partition on second floor landing as per demolition plans.
32.1		Floors	Install new floor finish as per finishes plan.
32.2		Walls	Enlarge existing riser as per drawings. Spot repair existing walls and decorate with eggshell paint.
32.3		Ceilings & Coving	Spot repair and decorated with matt emulsion.

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32.4		Stairs	Prepare and paint balusters with metal gloss. Handrail to be sanded and re-varnished. Inspect connection to third floor handrail on opening up. Reinstall connection if required.
32.5		Skirting, Frames & Joinery	Repair existing and redecorate with gloss paint. Continue skirting along enlarged riser to match existing. Profiles to match existing.
32.6		Cupboard	Refurbish door as per door schedule. Install new plywood shelving and decorate internally.
32.7		M&E	Install new services as per M&E drawings. See separate lighting schedule.
33.1	WC 3 (296)	Demolition	Strip out existing sanitary-ware and partitions as per demolition schedule. Remove door and frame and make good structural opening.
33.2		Floors	Install new floor finish as per finishes plan.
33.3		Walls	Form new partitions as per drawings. Eggshell paint finish. Spot repair existing walls and decorate with clay paint finish. Ceramic tile splashback behind basin as per drawings. Form boxing to conceal WC cistern.
33.4		Ceilings & Coving	Spot repair and decorated with matt emulsion.
33.5		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Replace extractor fans with new to match existing.
33.6		Doors	Supply and fit 2No. doors as per drawings. See door schedule for sizes, types and fire rating. Gloss paint finish.
33.7		Cupboard	Form new cupboard with double doors as per drawings. Gloss paint finish.
33.8		Sanitary Ware	Supply and install new sanitary ware and accessories as indicated on drawings; Ideal Standard Concept Air fixtures and vanity unit. Dyson hand-drier.
33.9		M&E	Light fitting and services to M&E details.
34.1	AGILE OFFICES 1 AND 2 (202 & 201)	Demolition	Remove alcove joinery and shelving as per demolition plans. Remove and dispose of plan-chest. Strip out light fittings, electrical cabling and services. Remove radiators and retain for re-use. Remove notice-boards and make good adjacent surfaces. Remove and dispose of secondary glazing. Strip out floor coverings.
34.2		Opening	Form new opening in dividing wall as per drawings. Lintel to Structural Engineer specification.
34.3		Floors	Floor finish as per floor finishes plan.
34.4		Walls	Spot repair, line with paper and redecorate with eggshell paint.

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34.5		Ceiling & Coving	Spot repair and redecorate with matt emulsion.
34.6		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Install new secondary glazing units to front windows as shown on plans. Install occupant-controlled blinds.
34.7		Doors	Door to be retained and upgraded as per door schedule. Gloss paint finish.
34.8		Skirtings, Frames & Joinery	Install architrave to new opening as per drawings. Repair existing skirting, dado rails architraves. Gloss paint finish. . If required, reinstate skirting and dado rail in alcove following removal of joinery. Profiles to match existing.
34.9		Fireplace	Open-up fire places and make good; protect existing surrounds.
34.10		M&E	See lighting schedule for fittings. Data cabling and electrical services as per M&E drawings. Overhaul existing radiators and re-install as shown on M&E drawings. Allow for redecoration.
35.1	AGILE OFFICE 3 (203)	Demolition	Remove joinery as per demolition plans and make good adjacent surfaces. Remove panel from blocked door. Remove and dispose of secondary glazing. Remove floor coverings. Strip out M&E pipes, cabling and fittings.
35.2		Floors	Floor finish as per floor finishes plan.
35.3		Walls	Install new riser to match enlarged riser on floor below as per M&E requirements. Spot repair existing walls and redecorate with eggshell paint.
35.4		Ceilings & Coving	Spot repair and redecorate with matt emulsion.
35.5		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Install new secondary glazing unit. Install occupant-controlled blinds.
35.6		Doors	Retain and refurbish office door as per door schedule. Gloss paint finish. Apply new acoustic plasterboard panel to existing blocked door-way. Eggshell paint finish.
35.7		Skirtings, Frames & Joinery	Repair existing and redecorate with gloss paint. Skirting, dado and picture rails to continue around new riser. Profiles to match existing.
35.8		M&E	See lighting schedule for fittings. Data cabling and services as per M&E drawings.
THIRD FLOOR			
36.1	STAIRWELL & LANDINGS	Demolition	Strip out light fittings and electrical cables. Remove floor finishes. Open up and remove partition concealing original hand rail. Remove panel installed on inside of cupboard door.

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36.2		Floors	Install new floor finish as per finishes plan.
36.3		Walls	Form new riser on half landing to match floor below, to M&E details. Eggshell paint finish. Spot repair existing walls and decorate with eggshell paint.
36.4		Ceilings	Make good rear bulkhead ceiling. Spot repair ceilings and decorate with matt emulsion.
36.5		Stairs	Inspect connection to third floor bannister on opening up. Allow for new iron railing and timber handrail to match existing.
36.6		Skirting, Frames & Joinery	Repair existing and redecorate with gloss paint. Continue skirting along new riser. . Profiles to match existing.
36.7		Window	Clean and redecorate internally and externally.
36.8		Cupboard	Cupboard to be retained as existing. Redecorate with gloss finish. Existing single cupboard door to be refurbished as per door schedule. Allow for installation of new double cupboard doors as per door schedule.
36.9		Roof Hatch	Make good and decorate roof and loft hatches and access ladder with gloss paint finish. Install locks to secure hatch and ladder (to be supplied by client).
36.10		M&E	Install new services as per M&E drawings. See separate lighting schedule.
37.1	WC 4 (398)	Demolition	Strip out existing sanitary-ware and associated services as per demolition schedule. Remove store door and make good adjacent surfaces. Remove floor finishes.
37.2		Floors	Install new floor finish as per finishes plan.
37.3		Walls	Spot repair existing walls and decorated with clay paint finish. Ceramic tile splashback behind basin as per drawings. Form boxing to conceal WC cistern.
37.4		Ceilings	Spot repair and decorated with matt emulsion.
37.5		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Replace extractor fans with new to match existing.
37.6		Doors	Replace existing modern 2 panel bathroom door with new door D-N303 as per door schedule. Supply and install new store room door No. D-N309. See door schedule for details.
37.7		Sanitary Ware	Supply and install new sanitary ware and accessories as indicated on drawings; Ideal Standard Concept Air fixtures.
37.8		M&E	Light fitting and services to M&E details.
38.1	AGILE OFFICES 4 and 5 (302 & 301)	Demolition	Remove alcove joinery and shelving as per demolition plans. Strip out light fittings, electrical cabling and services. Remove radiators and retain for re-use. Remove and dispose of secondary glazing. Strip out floor coverings.

Ref	LOCATION	ELEMENT	PROPOSED WORKS
38.2		Opening	Form new opening in dividing wall as per drawings. Lintel to Structural Engineer specification.
38.3		Floors	Floor finish as per floor finishes plan.
38.4		Walls	Spot repair, line with paper and redecorate with eggshell paint.
38.5		Ceiling	Spot repair and redecorate with matt emulsion. Allow for new plasterboard ceiling with skim finish to bulkheads following installation of new roof steels. Matt emulsion finish.
38.6		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Install new secondary glazing units to front windows as shown on plans. Install occupant-controlled blinds.
38.7		Doors	Door to be retained and upgraded as per door schedule. Gloss paint finish.
38.8		Skirtings, Frames & Joinery	Install architrave to new opening as per drawings. Repair existing skirting, dado rails architraves. Gloss paint finish. . If required, reinstate skirting and dado rail in alcove following removal of joinery. Profiles to match existing.
38.9		Fireplace	Open-up fire places and make good; protect existing surrounds.
38.10		M&E	See lighting schedule for fittings. Data cabling and electrical services as per M&E drawings. Overhaul existing radiators and re-install as shown on M&E drawings. Allow for redecoration.
39.1	TEA POINT 2 (303)	Demolition	Strip out existing kitchen fittings and associated services. Strip out M&E pipes, cabling and fittings. Remove floor coverings.
39.2		Floors	Floor finish as per floor finishes plan.
39.3		Walls	Spot repair existing walls and redecorate with eggshell paint.
39.4		Ceiling	Spot repair and redecorate with matt emulsion. Allow for new plasterboard ceiling with skim finish to bulkheads following installation of new roof steels. Matt emulsion finish.
39.5		Windows	Allow for restoration to good working order. Frames to be decorated internally and externally. Install new secondary glazing unit. Install occupant-controlled blinds.
39.6		Doors	Retain and refurbish office door as per door schedule. Gloss paint finish.
39.7		Skirtings, Frames & Joinery	Repair existing and redecorate with gloss paint.
39.8		M&E	See lighting schedule for fittings. Services as per M&E drawings.
39.9		Kitchen Fittings	Complete detailed design and install new units as indicated on drawings.

Ref	LOCATION	ELEMENT	PROPOSED WORKS
39.10		Appliances	Supply and install new integrated fridge
39.11		Appliances	Supply and install new integrated dishwasher
39.12		Appliances	Supply and install new stainless steel sink and draining board with satin chrome mixer tap.
39.13		Appliances	Supply and install instantaneous hot water dispenser.
39.14		Appliances	Supply new microwave.
39.15	ROOF	Structure	Install new supporting roof steels to SE details. Specialist rot survey of existing rafters to be carried out. Allow for replacement timber roof rafters.
39.16	ROOF	Insulation	Allow for installation of new thermal roof insulation between rafters, with thermal board applied to underside of rafters.
39.17	ROOF	Roof Covering	Remove existing roof covering. Allow for reinstatement of whole roof using 25% reclaimed and 75% new Black/Blue Welsh slate to match existing.
39.18	ROOF	Gutters	Existing parapet gutter to be removed as replaced with new zinc gutter as per drawings. Allow for replacement of existing lead gutters on rear extension to match existing.
39.19	ROOF	Parapet	Allow for cleaning, inspection and repair of existing coping stones.
39.20	ROOF	Access	Allow for redecoration of external handrail. External metal paint gloss finish.
39.21	ROOF	Flashings	Remove all existing flashings and replace with new lead flashings.
39.22	ROOF	Dormers	Remove existing dormer covering and replace with new lead cladding.
39.23	ROOF	Chimneys	Ensure flues are ventilated, pointing and pots to be inspected and made good as required.
ANNEXE			
40.1	GENERAL	Demolition	Remove existing roof covering.
40.2			Strip out existing ceilings.
40.3			Strip out all joinery and skirtings.
40.4			Remove all existing services.
40.5			Strip out existing kitchenette.
40.6			Remove all windows and make good structural openings.
40.7			Remove internal partitions as per demolition plans.
40.8			Remove existing door and frame and make good structural openings.
40.9			Remove all floor finishes.
41.1	STRUCTURE		Install new steel beams and wind posts as per structural engineer details.
42.1	ROOF	Insulation	Allow for new thermal insulation to be installed on top of existing structure

Ref	LOCATION	ELEMENT	PROPOSED WORKS
42.2		Covering	Allow for new felt roof covering.
42.3		Gutter	Construct new zinc concealed gutter to drain into existing downpipes.
43.1	FLOOR	Screed	Allow for inspection of floor following removing of floor covering. Apply screed levelling compound if required.
44.1	WALLS	Perimeter	Install thermal lining on all perimeter walls to achieve minimum overall U-Value of 0.28 W/m²K. Plaster skim with eggshell paint finish.
44.2		WC & Tea Point	Ceramic tiled splashback as per drawings.
44.3		Partition	Form new partition walls as per drawings. Plaster skim with eggshell paint finish.
45.1	CEILING		Install new plasterboard ceiling on suspended MF system. Matt emulsion finish.
46.1	WINDOWS		Install new double glazed units in existing openings as per drawings. Install occupant controlled blinds.
47.1	DOORS	External	Form new door opening in existing rear window location as per drawings. Extended brick lintel to match existing detailing. Install new front and rear entrance doors; see door schedule for details.
47.2		Internal	Install new internal doors as per door schedule. Refer to plans for locations.
48.1	FLOORS		Install new floor finish as per floor finishes plan.
49.1	SKIRTINGS		Install new square profile skirting through. Gloss paint finish.
50.1	FITTINGS & APPLIANCES	Tea Point	Complete detailed design and install new units as indicated on drawings.
50.2		Appliances	Supply and install new integrated fridge
50.3		Appliances	Supply and install new stainless steel sink and draining board with satin chrome mixer tap.
50.4		Appliances	Supply and install instantaneous hot water dispenser.
51.1	WC	Sanitaryware	Supply and install new sanitary ware and accessories as indicated on drawings; Ideal Standard Concept Air basin and accessories. Armitage Shanks Doc M Ambulant pack. Dyson Hand dryer. Wall mounted mirror.
52.1	M&E		See separate light fitting schedule. All services to M&E strategy and specification.
	ISD STORE	Demolition	No work
		Floor	Floor covering retained
		Walls	Spot repairs of existing walls. Redecorated with eggshell paint finish.
	COMMS	General	Form new communication cupboard with lockable door.

Ref	LOCATION	ELEMENT	PROPOSED WORKS
		Floor	Floor covering retained
		Walls	Spot repairs of existing walls. Redecorated with eggshell paint finish.