

Item	Description	Unit	Quant	Rate	Cost
1.0	NATURE AND EXTENT OF WORKS				
1.1	General				
1.1.1	The work in this Specification refers to Staircase Refurbishment Works to the Heals Building, 196 Tottenham Court Road, London W1T 7LQ. The Contractor should allow to undertake these works within the specified programme.				
1.1.2	The scope of works comprise of refurbishment to the Heals Building 'Block C' staircase and to the 2nd Floor corridor/staff rest room. Refer to Drawing No. L182693-A01-001.				
1.1.3	The works are to be designed and undertaken to comply with all current Building Regulations, Planning Requirements, Codes of Practice, British Standards, Standard Local Authority and other requirements.				
1.1.4	The works will be procured as a JCT Minor Works 2016 Contract with Contractors Design Portion.				
1.1.5	The building is a Grade II* listed building. A heritage consultant will be appointed to deal with obtaining the necessary consents required prior to commencement of the works.				
1.2	Programme				
1.2.1	The works are to be undertaken within an 5 week overall programme subject to a 2-3 week lead-in period.				
1.2.2	The works are to be resourced and programmed so that work is completed within programme.				
1.2.3	Upon contract award, the Principal Contractor is to produce a detailed programme of works which clearly illustrates the completion date of each section.				
1.2.4	The contractor is to inform the Contract Administrator of any issues with the procurement and/or lead time of any items included within the Schedule of Works.				
1.2.5	All works are to be undertaken outside of office hours and weekends.				
2.0	SITE PROCEDURES				
2.1	General Procedures				
2.1.1	All works should be programmed outside of office hours (i.e. not between 08:00am - 17:30pm, Monday to Friday).				
2.1.2	The Contractor should be aware that the building is fully tenanted and make all reasonable adjustments, so as not to disturb nor affect the Tenant's ability to conduct their business throughout the duration of the works.				
2.1.3	The fire escape routes are to remain fully accessible throughout the works (to include free of all obstructions).				
2.1.4	The 2nd Floor Corridor WC is to remain fully accessible throughout the works (to include free of all obstructions).				

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2.1.5	Allow for all necessary site set up and preparation to enable the works to be undertaken in a safe and workman like manner.				
2.1.6	The Contractor is to allow for providing all temporary signage, protection, barriers and the like as deemed necessary to carry out the works in safe manner.				
2.1.7	The Contractor is to allow for all temporary lighting as required to ensure the works are undertaken in a safe manner.				
2.1.8	The Contractor is to allow to provide access equipment for undertaking internal works at high level (i.e. ceilings and lighting works and the like).				
2.1.9	The Contractor will take care to avoid causing damage and will be responsible for repairing any damage caused as a result of disregard of this clause.				
2.2	Waste and Delivery Procedures				
2.2.1	The Contractor should make itself aware of the general workings of the building, and adjacent uses, particularly in relation to delivery and removal of materials/waste from the site and works being undertaken.				
2.2.2	The delivery of materials and removal of waste are to be carried out in such a way as to cause the least inconvenience possible to the neighbouring tenants and the general public.				
2.2.3	The Contractor is to allow for removing all debris from site.				
2.2.4	The Contractor is to include for waste disposal.				
2.3	Storage & Welfare Facilities				
2.3.1	The Contractor is permitted to use an onsite WC facility on the 2nd Floor throughout the project. The Contractor will be responsible for ensuring the WC is maintained in a clean and tidy condition at all times.				
2.3.2	The Contractor must provide adequate storage facilities for storage of materials and equipment. The Employer does not accept any responsibility for loss, damage, theft etc. The location of the storage facilities to be confirmed by CA.				
2.3.3	The Contractor is permitted to use the existing kitchen facilities on site for welfare.				
2.4	Security				
2.4.1	The Contractor is to note there is an on-site security individual located within the Ground Floor Reception and 'Block H' on the 2nd Floor.				
2.4.2	The Contractor is to familiarise themselves with the building and operations. Allow to meet with the Building Manager and confirm this have been completed during the tender phase.				
2.5	Power Supply				

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2.5.1	The Contractor is free to use the existing electricity supplies for the duration of the works. The Contractor is to take meter readings upon commencement and completion which are to be provided to the CA.				
2.6	Asbestos Containing Materials				
2.6.1	Refer to Pre-Refurbishment/Demolition Asbestos Survey prepared by Tetra Consulting Ltd dated 17 May 2019 (Ref. L-107983).				
2.6.2	The Contractor is to ensure that there are no works are carried out that would disturb the asbestos.				
2.6.3	Any suspected asbestos containing materials uncovered during the works are to be reported to the Contract Administrator for further instructions and are not to be disturbed unless instructed.			£	-
3.0	PART THREE - THE WORKS				
	Staircase Refurbishment Works				
3.1	Strip Out Works				
3.1.1	The Contractor is to carefully remove and dispose of the existing vinyl flooring to the stairs and 2nd Floor corridor.			Incl item 3.2.2	
3.1.2	The Contractor is to remove and dispose of the stair nosing's to the staircore.			Incl item 3.2.11	
3.1.3	The Contractor is to carefully remove the defective handrails throughout the staircore and remove the mopstick handrail leading to the ground floor.			£	264.50
3.1.4	The Contractor is to strip out the existing lighting to the staircase and 2nd floor corridor and make good the damage and penetrations to the ceiling.			£	379.50
3.1.5	The Contractor is to carefully remove any loose and damaged plywood floor boards from the staircore.			£	575.00
3.2	Staircase Works				
3.2.1	The Contractor is to supply and install new plywood decking (3.6mm depth) to the staircase and landings as necessary to provide a true and level surface ready for new floor coverings.			£	2,875.00
3.2.2	The Contractor is to supply and install new Nora-Noraplan Uni 0597 Rubber Flooring vinyl flooring to replace the previously removed floor coverings. Include for laying new vinyl coverings to all areas in second floor corridor and breakout space.			£	21,986.00
3.2.3	Supply and install new bespoke timber curved mop stick style handrails and brackets to match the existing.			£	5,347.50
3.2.4	The Contractor is to suitably prepare all the handrails prior to redecoration. Redecorate the handrails using 2 No. coats of Dulux Quick Dry Satinwood Paint – Pure Brilliant White			£	856.75
3.2.4	The Contractor is to carefully remove and replace 1 No. single glazed Window Pane to match the existing to the Ground Floor Window. New glazing to toughened glass, and must satisfy requirements of Building Regulations Part K.			£	488.75

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3.2.5	The Contractor is to supply and install 4 No. bespoke staircase spindles to match the existing. To include for providing sample for CA approval.				£ 1,380.00
3.2.6	The Contractor is to supply and install aluminium anti slip stair nosings with grey PVC inserts to the staircase. To include 2nd Floor Security Room Corridor concrete steps. Provide sample for CA approval prior to commencing works.				£ 1,725.00
3.2.7	Allow a Provisional Sum of £2,000 for balustrade strengthening works.			Provisional Sum	£ 2,000.00
3.2.8	The Contractor is to install Rockwool Firepro (or similar approved) high expansion intumescent sealant around any existing and new cable service penetrations through the fire compartment wall between the staircase and 2nd floor corridor.				£ 215.63
3.3.1	2nd Floor Lobby - Security Rest Room and Kitchen Area				
	Strip Out				
3.3.2	The Contractor is to carefully remove the existing carpet and vinyl flooring to the 2nd Floor Staff breakout space and corridor.			Incl item 3.2.2	
3.3.3	The Contractor is to carefully isolate and remove the existing luminaires.				£ 138.00
3.4	Contractors Design Portion MEPH Services				
3.4.1	The Contractor will be responsible for designing the mechanical, electrical and public health works detailed below. Designs must be undertaken to best practice and in accordance with the relevant CIBSE technical guidance. The Contractor will be required to carry out the necessary calculations to achieve the design criteria. Allow for producing design drawings for approval.				£ 293.84
3.4.2	Prior to commencing the works on site, the Contractor is to allow for surveying and validating the existing electrical, sprinkler and fire alarm services for the purpose of undertaking the works detailed below.				£ 377.34
3.4.3	The Contractor must submit the MEPH services design drawings and technical submittals for review by the CA prior to placing orders.			Incl item 3.4.1	
3.4.4	All electrical works must comply with the 18th edition IEE Wiring Regulations BS 7671.			-	
3.4.5	The Contractor is to design, supply and install new general and emergency LED lighting to 2nd floor corridor to comply with BS5266-1. New lighting to be Tamlite Prima surface mounted linear LED luminaires with integrated emergency fittings. Lighting to be control via PIRs. Locations of PIRs must enable lighting to be switched on when persons enter the various rooms. Key switches to be installed for emergency lighting tests. Lighting to achieve 200 lux.				£ 3,690.00
3.4.6	The Contractor is to design, supply and install general and emergency lighting to staircase to comply with BS5266-1. New lighting to be Tamlite Meridian LED circular bulkhead fittings. Lighting to be control via PIRs. Key switches to be installed for emergency lighting tests. Lighting to achieve 200 lux.				£ 6,425.00

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3.4.7	The Contractor is to design, supply and install electrical supplies to new lighting. Cables to be contained in steel surface mounted conduits. Conduits to be painted white to match ceilings and walls.			CONDUIT	£ 6,600.00
3.4.8	The Contract is to design, supply and install new automatic smoke detection and alarm to the second floor corridor lobby, new kitchen and store cupboard to comply with the standards required in BS 5839-1: 2017. Include for testing and commissioning and providing alteration certification.			Provisional Sum	£ 2,500.00
3.4.9	The Contractor is to allow isolating and temporarily capping off the sprinklers throughout the duration of the works to prevent accidental damage and flooding. Include for reinstating and commissioning the sprinkler system prior to completion of the works.			Provisional Sum	£ 2,500.00
3.4.10	The Contractor is to allow for testing, commissioning and certifying the following: - Electrical installations - General and emergency lighting - Fire detection and alarm system alterations				£ 865.15
3.4.11	Allow to provide record drawings of the as-built services.				£ 300.00
3.5	Second Floor Corridor and Kitchen Works				
3.5.1	The Contractor is to supply and install Ardex Arditex NA self levelling screed to the existing concrete floor areas in the 2nd Floor security break out space to provide a smooth, level surface ready for new vinyl floor coverings.			Incl item 3.2.2	
3.5.2	The Contractor is to suitably prepare floor and supply and install new Nora-Noraplan Uni 0597 Rubber Flooring vinyl flooring to the corridor and security lobby.			Incl in 3.2.2	
3.5.3	The Contractor is to sweep and clean the existing flooring to the staircase to remove dirt and debris to 2nd floor stairs only. The Contractor is to abrade the existing surface to remove all loose / flaking paint. The Contractor to undertake a detailed check of the entire painted surface to ensure remaining paint is well bonded. The Contractor is to redecorate the existing painted step floor surfaces using Regal Anti-slip Quick Dry Concrete Floor Paint. Colour - TBC.				£ 238.00
3.5.4	The Contractor is to thoroughly prepare and repair the damaged nosing areas of concrete to the steps using a resin repair mortar.				£ 212.00
4.0	PART FOUR - COMPLETION				
4.1	On completion of the works, the Contractor is to remove all equipment and access equipment; clear away any remaining debris or surplus materials on-site; and professionally clean-down all areas.			Incl in prelims	
4.2	Upon completion of the works thoroughly clean the premises throughout, including windows to ensure that the demises are left in clean condition.			Incl in prelims	
4.3	Allow to prepare the Health and Safety File and Operation and Maintenance Manual containing as-built record drawings. Provide 3 No. CD copies of the Health & Safety File and O&M Manual on completion of the work.			Incl in prelims	

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4.4	The Contractor is to provide electrical test, emergency lighting and fire alarm certification on completion.				£ 350.00
TOTAL					£64,262.96