

SCOPE OF WORKS

PROJECT SUMMARY		DESCRIPTION
1.00	Design / C. D. M. / Approvals	Full architectural and interior design and coordination. Produce space plans. Prepare finishes selections boards/schedule. Create photo-realistic visuals. Prepare detail drawings of all key areas.. Prepare full working designs, drawings, plans and proposals for all building services. Preparation of all plans for Building Regulations Approval and Landlord License to Alter Documentation. CDM Costs to comply with Health and Safety Regulations.
2.00	Strip out and site preparations	Allowance for Strip out of existing plasterboard and feature ceilings, flooring and isolations of MEP Services
3.00	Sub Flooring	Allowance to Take Up and Reinstall Sub Floor for Low Level Services Works and Cut Outs for Floorboxes
4.00	Ceilings	Supply and Install New Feature Platsterboard Ceilings and Bulkheads above all Glazing and Doors and Allowance to Make Good Ceiling following Cat B install
5.00	Partitions and skirting	To provide 100mm, double boarded solid partitions, single acoustic glazed partitions, including manifestations, plywood strengthening, MDF skirting
6.00	Doors and frames	Supply and Install Single Solid Laminate and Framed Glass Doors with Black 600 Pull Handles, Door Closers and Door Stops
7.00	Wall Finishes	To re-decorate new partitions, skirting's and base build walls and ceilings. Feature Walls allowed to Entertainment Spaces, Collab Areas and Meeting Rooms
8.00	Flooring	Supply and Install New Carpet throughout the demise, Extend Existing Timber Flooring to Entertainment Spaces and New Tiling to Entrance and Lower Ground Floor as per manufacturers instructions
9.00	Tea points	Supply and Install New Feature Teapoints and Private Dining Area with Wall and Base Units and Corian Worksurface- New Plumbing allowed to Teapoint and All New Appliances
10.00	Builders work in attendance	Allowance for builders work in connection with mechanical and electrical services to all floors.
11.00	Signage & Blinds	Supply and Install Feature Signage to Entrance and Statutory signage as per Building Regulations and New Roller/Sheer Blinds throughout the demise
12.00	Joinery Items	Supply and Install New Bespoke Reception Desk, Banquette Seating, Drinks Points, Full Height Shelving Units, Timber Pannelled Ceiling, TV Units, Feature Bar Area , Wall Pannelleing and Library
13.00	Power distribution	Modify existing mains distribution board, relocate existing floorboxes to suit and new dsso to meeting rooms, relocate cleaners sockets, teapoint power x4 and mechanical supplies and preliminaries.
14.00	Lighting system	Supply and Install New Leviton Lighting System to BOH Area with New Downlights and Pendants on Scene Set Switches,. Provide new switches, pirs for new lighting control system. Recommission on completion. Replace Pendants to Front Building in same locations
15.00	Fire detection system	Supply and Install New smoke detectors, heat detectors, sounders etc and to re commission
16.00	Air conditioning and ventilation	Validations of Existing System, Relocation and New FCU including all pipework, New CO2/PIR Sensors to Events Space, Controls, BMS, High Level Cross Talks and Recommission on completion.
17.00	Miscellaneous	No works allowed
18.00	Data and Containment	Add Additional and Relocate Cat 6 Data Cables to suit new GA and add Wifi Points. New High and Low Level Containment for MEP Services
19.00	Preliminaries	Provide a full time trained and dedicated Project Manager for contract construction phase. Provide a full time trained and dedicated architectural lead. Provide a full time onsite Site Manager dedicated for the project duration. Provide for measures necessary to ensure compliance with enactments, regulations and working rules relating to health, safety and welfare of work people. Provide protection to completed works, access routes and Landlord/common areas. Provide Site Labourers with First Aid certification to carry out non-skilled manual duties. Provide temporary power and lighting for the duration of the works. Provide site office & meeting room furniture/screening. Provide Site Welfare Furniture, Facilities & Screening. Allow for rubbish removal. Health & Safety Signage. Carry out a full and detailed clean of the works on completion.