



1 Langley Park, NW7 2AA

Specification and Schedule of Works.

This schedule is to be read in conjunction with and in connection to the existing building. Together with drawings and schedules relating to the proposed new works.

Client: Max and Edward Green

**Prepared by:
Drawing and Planning Ltd
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25 – 27 The Burroughs
London NW4 4AR**

**(To be read in conjunction with pricing sheet, general notes, GN01 – GN11)
Issue Date: 21st December 2015**

Specification:

This Specification/Schedule of Works comprises the following sections:

- 1. Preliminaries and General Conditions**
- 2. Appendix**
- 3. Form of Tender – RIBA DOMESTIC BUILDING CONTRACT/JCT**

1. Preliminaries and General Conditions

Names of Parties

In these Preliminaries and General Conditions of contract the parties are defined as follows:

The Employer: Max and Edward Green

The Employers Agent: Drawing And Planning Ltd.

Architect: DAP Architects

Structural Engineer: Scott Harrison

Contractor: TBC

Sub-Contractor: TBC

Local Authority: LB Barnet

Building Control: Salus Building Control

Brief Description of Works

Remodelling of existing building, erection of a rear dormer and refurbishment of the loft

Drawings – General

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- LNGEY_E002_Existing Rear Elevation
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The Site and Existing Buildings

The site is located in Mill Hill. There is space for a builders skip to the front of the building. The contractor is to satisfy themselves that an appropriate size can be attained, along with knowledge that all local authority licencing, lighting and safety provisions can be met. The contractor must use hoarding around the boundary to maintain a safe and controlled site entrance, though residents of the other floors should not be obstructed from entering.

The Contractor will erect Signage for Drawing and Planning when provided

Existing Mains and Services

New supplies of water, gas and electricity, internet and telephone will be required for the new dwellings. The contractor must establish the cost of the new service connections. The existing services have to be secured for the building process.

Health and Safety

The nature and condition of the building/site cannot be fully ascertained before opening up. The contractor must satisfy themselves that all information required to ensure the safety of all persons involved in the building/site and proposed works has been attained and where needed displayed or made available.

Site Visit

The contractor is to visit site before tendering. The contractor is to ascertain the nature of the site along with access restrictions and local conditions relevant to the works. Site visits are to be arranged via Drawing And Planning.

Control of Standards / British Standards / Building Regulations / Planning Permission

Particular attention is drawn to the following standards and codes of practice to which the works must comply, but all other relevant standards are also applicable.

These standards are a minimum requirement for the work described. Where in the opinion of the contractor or sub-contractors two standards conflict or are ambiguous the option chosen must be made clear to the client or their representative.

Where there is in existence a relevant British Standard, Code of Practice, Draft BS or DIN standard, applicable to the design, execution, performance or application of the works, such standards or documents shall be considered a minimum standard for the works.

Should there be a divergence between the provisions in this specification and any published national or manufacturer's standard, such divergence should be notified to the client or their representative.

Nothing herein relieves the contractor of his responsibility to wherever possible provide a higher standard than the standards expected above.

The contractor must be aware of the planning permission is in place to carry out all extensions, the scheme turning the site into flats is still to be approved.

The schedule of references is not exhaustive and shall also be supplemented by those listed under each related work section in the pricing document and GN01 and GN02.

All updates and amendments of applicable Standards and Regulations current at the date of tender return are to be complied with. Where a Standard or regulation is updated during the course of the works, the sub-contractor shall notify the client or their representative.

Allow for the obligations liabilities and services described there in against the headings

Defects liability period: 6 months

Period of interim payments: To be agreed and included within the contract payment schedule.

Clause 6.1 Liability of Contractor-personal injury or death Insurance cover for any one occurrence or series of occurrences arising out of one event: £5m

Clause 6.2 Insurance – liability of contractor – injury or damage to property or neighbouring properties. £5m

Amount of indemnity for any one occurrence or series of occurrences arising out of one event: £5m

Execution

The contract will be executed under hand / RIBA Domestic Contract or JCT

Preparation Work by Others

It is the responsibility of the contractor to clearly state in their quotation/offer/estimate any preparatory works that they consider to be outside their scope of work and outside of their responsibility. Should the contractor fail to make clear this distinction it will be deemed to be included in their quotation/offer/estimate.

Form of Procurement

The works are to be procured by the employer via a RIBA Domestic Contract or JCT.

The successful contractor will be expected to co-operate fully with the clients appointed representatives in organising, programming, co-ordinating and implementing the works. Examples of representatives to be construction manager, employers agent, architect, structural engineer, planning supervisor, party wall surveyor but not necessary limited to these.

The Contractor is to include energy assessment and sound testing to pass Building control requirements.

Contractual Obligations - Programme

Work is to commence in ASAP and is projected to be complete in or about 52 working weeks.

The timing and programming of any sub-contractor packages within the works are the responsibility of the contractor will form part of the contract between the employer and the contractor for that element of the works. The contractor is to specify the time needed to complete the works.

Should the client insist on a specific sub-contractor the contractor is to manage the sub-contractor and sub-contractors programming.

Drawings

Elements of the work are described in more detail by Architect and Structural Engineer drawings.

Where work elements require the contractor to produce drawings for specific work such drawings should be produced and a copy provided to the client. The contractor must allow adequate time for the production of such drawings and their issue for comment prior to implementation. Such drawings that constitute a change to the proposals are subject to the client's permission.

General Conditions

Safety

The contractor must ascertain any information he may require to ensure the safety of all persons involved with the site/building and the proposed works. It is incumbent upon any persons visiting/working on the site/building to be responsible and aware of

the risks involved with their own work and also the work of others being undertaken at the same time. All contractors, sub-contractors, agents, representatives and employees must be aware of Health & Safety legislation and the good working practices recommended. Allowance should be made to ensure the safety of all operatives and users of the building throughout the period of the construction works.

Asbestos

The Contractor is to confirm that the building is asbestos free.

Materials, Goods and Workmanship

All materials, goods and workmanship to be of the best possible description, and to conform to all relevant British Standards, Codes of Practice, current safety regulations and legislation, and manufacturers recommendations and instructions. Lead work is to be in accordance with Lead Development Association (LDA) recommendations. Electrical work is to comply with the latest Institute of Electrical Engineers (IEE) regulations (currently 17th edition). Heating work is to comply with the standards of the Heating & Ventilating Contractors Association; plumbing work is to comply with the Institute of Plumbing. Gas installations and distribution is to comply with the gas regulations current at the time.

Carrying out the Work

The works shall be carried out by properly trained operatives and skilled tradespeople. The contractor must be in charge or appoint a person to be in charge of the works for sufficient time to ensure proper execution of the works under their control. The contractor or the appointed person in charge must fully co-operate and co-ordinate the works with the client's representatives and the sub-contractor (off site manufacturer) at all times.

Allowance

The contractor should allow for all things necessary to undertake their elements of the work.

Scaffolding

The contractor is to allow for any scaffolding or towers that may be required to enact the works or for safety purposes.

Making Good

The contractor is to allow for all making good of structure and finishes, and prepare the works for handover. Works are to be left fully complete and operational to the satisfaction of the client or their representatives.

Protection

The contractor is to allow for suitable protection to elements of works exposed to works from following trades.

Joinery

Joinery is to be the highest quality. Timber for joinery is to be free of defects, dead knots and supplied at the appropriate moisture content. All joinery for painting is to be supplied to site primed. Where an MDF replacement is accepted it is to be pre-primed and moisture resistant.

Building Regulations

It is the contractor's responsibility to assist the client or the client's representative in informing Salus Approved Inspectors Building Control or any subsequent building control replacement, when elements of work need building control inspection/approval. The contractor is expected to arrange the relevant building control inspections. The contractor is to be available to assist with any inspections/approvals to works they are responsible for.

The client has provided building control drawings which are the agreed method of construction. The contractor is responsible to ensure that any changes needed to this method are agreed with building control first and are confirmed to the client or the client's representative.

Cautions

Work on site is restricted to the following hours unless otherwise determined by the planning permission. The planning permission is always to take precedent.

08.00 hrs. To 18.00 hrs. Mondays to Fridays

08.00 hrs. To 13.00 hrs. Saturdays and at no time on Sundays or Bank Holidays

The contractor is further responsible for:

- Making safe/phased isolation of services as works progress
- Protection of work to avoid damage to finished surfaces/elements
- Making safe and adequately supporting built structures
- Maintaining safe and risk free access to the site.
- Maintaining a clean pavement for the duration of the build. Should the pavement be damaged the contractor should repair or make good.

Description & Schedule of Works

The proposed works are to enable the implementation of the planning permission to construct a new built house. The schedule of works also allows for the provision of new water, gas, electricity and sewage connections to the new property.

This schedule of Works shall be read in conjunction with:

- Building Control Drawings & GNO1 and GN02
- The Planning Permission
- Pricing Document
- Soil Testing results
- Appendices

Preliminaries

It is intended that the works shall be carried out under the RIBA Domestic Building Contract or JCT. Please state your preference in your Tender

The contractor is expected to visit site and acquaint themselves with site conditions. The contractor shall also allow for the cost and expense for providing (if deemed necessary):

1. Facilities for the administration of the contract (Drawing and Planning office can be considered)
2. Contractors health & safety plan and all measures under CDM Regulations
3. Washing & eating facilities including a temporary toilet for site staff
4. All relevant insurances
5. All tools and equipment necessary for carrying out the works
6. Power and water supplies for the works. Temporary supplies have been installed for the build to commence.
7. Storage of materials and equipment.

Site Preparation

General

The contractor shall prepare the site for works commencement by taking all necessary measures to provide security, to protect existing above and below ground utility services, adjacent and neighbouring buildings, party structures, roofs, gardens, walls and fences. The contractor is to provide a hoarding around the boundary of the property.

Existing Services

New gutters and pipework is to be added to foul and storm water drainage within the site. The contractor is to ensure that the existing systems are capable of additional loadings, supply or capacity. Where this cannot be attained provision of new service/s is to be allowed for and costed separately.

Preparatory Works (see services section on pricing document)

Allow for all making good and strengthening works as required. All steelwork is to be fire proofed and corrosion protected. Allow for all breaking out and exploratory works as required by the construction drawings. Allow for all foundation trenches, exploratory holes, hard core, concreting, reinforcing and waste removal.

Locate existing drainage connections and open out. Ensure correct air intake is installed (atmospheric or air admittance valve) to vertical stack. Ensure stub-stacks fall back at 1 in 40 to vertical connection and temporarily cap off ready for all new connections.

Supply water, gas and electricity service heads to the property as per supplied drawing. The contractor is to ensure that all services meet the required regulations current at the time. Water to provide minimum 3 bar pressure, gas 22 milibar, electricity single phase supply to each flat. All services to be safely capped off, ready for new connections.

Windows & Doors

Provide windows, doors, skylights and Juliette windows as specified. External doors and windows are to be double glazed PVCu (U=1.4 W/m²K) and fully guaranteed (FENSA or similar K Glass or greater). All doors should be fully fire escape compliant. Colour should be grey/anthracite. Door thresholds are to be level access and not constitute a trip hazard.

Door and windows should be appropriately weather sealed to walls with a quality silicone seal in grey.

New Floors, Partition Walls and Ceilings

The contractor is to observe all given building control notes and drawings as the method of construction. Loadbearing brick or blockwork is to be built from a suitable foundation and agreed with building control. All relevant damp course or membrane provision is to be provided. Walls are to be left clean in preparation for plastering.

Stud partitions are to be constructed as per construction drawings. Relevant noise and fire separation measures are to be observed exactly as per drawings and notes. Any migration from this requirement must be agreed with the client or the client's representative first. Any change must be cleared with building control. Stud walls are to receive appropriate 12mm plasterboard and appropriate fire board covering to include all fire prevention measures, vapour barriers measures, sound prevention measures.

Floors are to be strengthened where needed to take additional loadings as per the construction drawings. Boarding to floors is to be as per construction drawings.

Ceilings are to be constructed to meet fire and sound insulation requirements. Any migration from this requirement must be agreed with the client or the client's representative first. Any change must be cleared with building control. Ceilings are to be 12mm plasterboard and appropriate fire board, to include all fire prevention, vapour barrier and sound prevention measures.

All insulation to floors, ceilings and walls is to be as per construction drawings. Insulation is to be supplied and fitted as per manufacturer's recommendations. Insulation is to be relevant to fire, sound and heat loss requirements as agreed with building control and dictated by the construction drawings and notes.

Block and brickwork walls are to be either dry lined, hard wall backing and gypsum plaster finish or bonding coats with gypsum plaster finish. All plasterboard is to be finished in gypsum plaster. Return angle beads, expansion joints and appropriate plasterer scrim to be used where required. Plasterwork is to be according to the relevant British Standard or as recommended by British Gypsum.

Dry walling necessary for Building Control and Code 3 Sustainable Homes compliance is to be fitted strictly as per manufacturer's recommendations and building control agreement.

First Fix Carpentry.

All internal door linings are to be 32mm thick and to be pre-routed to accommodate acceptable fire strips. Linings are to be primed before installation and to be fitted

squared on corners. Adequate projection is to be provided to allow plastering finish to abut.

Any window boards other linings are to be pre-primed and adequately fixed before plastering.

Any gapping between lining and walls is to be fully filled with appropriate filler.

Second Fix Carpentry.

All skirting and architrave is to be minimum 75mm, torus or ogee is acceptable. The use of MDF is only acceptable if moisture resistant. All joins are to be mitred. Architrave is to be fitted in sets, joins will not be accepted. Door stops are to be fire compliant and glued and fixed.

FD30 Doors are to be fitted where required and to meet fire regulations. Doors are to be an acceptable real wood finished.

Doors are to be hung via 3no 100mm fire compliant hinges to meet fire regulations.

Door furniture is to be good quality brushed or polished stainless steel. Entrance doors are to incorporate 1 x 5 lever lock and 1 x 5 lever dead lock or night latch. All locks are to be Banham and to incorporate internal thumb turns for fire compliance.

Flooring is to terminate under skirting and incorporate an expansion joint. Flooring is to be laid in accordance to manufacturer's instructions. Where cut joints are needed ends are to be sealed and glued.

Painting & Decorating (General)

All paint products, primers, undercoat, gloss, silk or matt finishes shall be Dulux. All application should be in strict accordance with manufacturer's recommendations or technical advice. Colours are to be chosen from the manufacturer's standard colour charts. No colour mixing is required.

All colours are to be selected by the client.

All timber, metal and plaster/stucco surfaces to be painted shall be prepared to BS6150 section 4 and materials used in preparation must be the types recommended by the paint and coating manufacturers.

Timber surfaces should be sanded to a smooth, even finish. Heads of fasteners should be countersunk or punched and stopped. All knots should be knotted.

Metal surfaces should be sanded to remove corrosion. Loose scale should be removed alongside dust, oil and grease.

Plasterwork should be lightly sanded removing nibs, trowel marks and plaster splashes. Imperfections should be filled with a preparatory (non acrylic) filler. New plasterwork should be sealed before decoration, or new plaster paint applied.

Paintwork to be BS6150, section 5 and applied by brush or roller, unless otherwise specified.

All timber surfaces to be painted shall be primed with two coats of undercoat and three satin coats. (Acrylic primers are not to be used).

Hardwood if not to be painted is to be finished with clear or stained finishes.

Metal surfaces are to be primed, undercoated and glossed.

Plumbing

All plumbing work is to be carried out in accordance with BS5572:1978, CP310 and CP342 or to meet regulations current at the time.

The manhole depth is to be confirmed.

Heating & Hot Water

The contractor is to design a combined heating and hot water system to best serve each flat. The system is to be a 'district' distribution with zoned circuits to each floor. Each zoned circuit is to be able to be individually controlled from a control that can be accessed remotely.

The system is to be designed to accommodate the maximum calculated load for primary hot water and to the following on heating:

-5 degree outside
+27 degrees inside

The boilers are to be correctly sized for the load and to be fully condensing. Correct air circulation and flue installation is meet gas regulations in place at the time.

Any required stored hot water is to be via a direct cold supply and pressurised.

The use of plastic pipe systems is only allowed beneath floors. Pipe up-stands, tails, and exposed pipework above floors is to be table x copper. Pipework is to be clipped in accordance with best practice. As a guide 1.2m in the horizontal and 2m in the vertical. Pipework exposed to moisture creation conditions is to either be boxed or where unavoidable painted.

All hidden connections are to be crimped plumbing fittings to ensure no leaks.

Pipe joints and changes of direction are to be either mechanical or soldered. The use of aggressive fluxes must be used in compliance with good practice.

Plastic pipe must be cut via appropriate pipe shears and correct inserts are to be used with all fittings.

The completed system is to be pressure tested and certified and correctly filled with inhibitor. Gas safety and plumbing compliance certificate to be issued.

Underfloor Heating

Osma Thermaboard or equivalent system is to be approved by the client. Each flat will have a manifold.

Electrical

The contractor is to design an electrical system to include compliant fire & smoke detection, door entry system, terrestrial TV and internet provision.

The house is to be metered and supplied with a compliant breaker and RCD unit. Breaker units are to be in the storage room for each flat.

All sockets and switches are to be approved by the client.

Switching to the main living area is to be dimmable and not transformed.

Extraction to shower rooms is to be provided to ensure two air changes per hour and humidistat controlled.

All relevant switched spurs and isolation switches are to be provided.

Allowance should be made for a minimum of eight double sockets to living space, and shaver socket to shower rooms.

An appropriately placed socket and TV point should be provided to accommodate minimum 40inch plasma screen and bracket in points identified on plans

Allowance should be made for lighting to kitchen under cupboard lighting and appliance sockets and isolation.

All relevant lighting is to meet code 3 and to be LED.

Lighting units proposed to all areas are to be agreed with the client or client representative first.

A door opening and intercom system is to be installed with a video receiver in each flat.

Fire Alarm Installation & Electrical Compliance.

All new lights and power to main entrance is to be via a landlords supply and independently metered. All testing, commissioning and certifying of new electrical works is to be carried out by a qualified electrical contractor. All work and materials shall be Part P compliant and to the latest IEE Regulations and British Standards.

The house is to be fire compliant including emergency lighting
Installation of new meters and works relevant to the installation are to be compliant with the requirements of the statutory service provider.

Gas

All gas carcassing and meter work is to comply with gas regulations current at the time. Installation is to be carried out by Gas Safe registered installers and certified.

Ventilation

The ventilation and air movement recommendations as directed by the Building Control drawings are to be followed. The contractor is to design a system and procure components and installations that meet this requirement. The contractor is expected to ensure the system meets building control approval. All kitchens and shower room extractions is not to be connected.

Sound Proofing

The contractor is to follow the building control drawing recommendations and or the sound engineers specification and recommendations.

The contractor is expected to provide a satisfactory sound test acceptable to building control.

Kitchens – client to supply/contractor to install

The contractor is to provide perspective and layout drawings to the proposed kitchen. The layouts are to be agreed with the client or client's representative first.

Kitchen units, doors and worktops are to be of high quality. Suppliers such as Hacker, Schuller or top range Howden's are to be considered.

All units are to be 18mm minimum carcasses and to be pre-built. Chipboard carcasses are not acceptable. Flat pack will not be accepted. Carcasses are to match/co-ordinate with doors.

Kitchens are to be of contemporary design any pelmets, cornice, skirts or end panels are to be agreed with the client or representative first.

Door/draw fronts are to be handle less, and soft closing. Selection is to be made by the client or representative first. A cutlery drawer and pan drawers are to be included as a minimum.

A built in double oven, hob and extractor hood (with glass plate), plus built in microwave is to be included. All items are to match, be stainless steel and be Bosch, NEFF or similar quality. The cooking hob is to be gas or halogen and to be minimum 5 ring.

Contractor to supply fridge freezer, washer/ dryer which is to be Bosch, NEFF or similar quality

A combined waste system or independent waste connections are to be provided for all wet appliances. Adequate mains pressure hot/cold water supplies are to be provided.

A chrome mono block mixer tap of high quality (Pegler, Swan, Grohe or similar) is to be provided. An integral spray attachment is to be considered.

Worktop is to be 50mm minimum and to be hardwood block, Corian, or reconstituted quartz or granite. The worktop is to be square edged. All cut ends to wood block are to be sealed.

All worktop changes of direction are to be mechanically cut, sealed and or welded. Wood block is to 'jig' cut and bolted. Use of cover strips is prohibited.

A natural stainless steel splash-back is to be provided to all working areas. Switches and sockets etc are to be mechanically cut into the surface. All surface junctions are to be adequately sealed with high mould resistant silicon in a matching colour.

The type of splash-back is to be agreed with the client or representative first.

Shower Rooms

All shower equipment is to be of high quality and to be agreed with the client or client representative first. All equipment is to be white. Ideal Standard or Tyfords or similar are acceptable quality for sanitary ware, Grohe, Pegler or Swan or similar for brassware.

Toilets are to have hidden Grohe cisterns

Basins are to be one tap hole and to have chrome wastes if exposed. Wastes are to be pop up.

Exposed traps and waste pipework is to be chrome.

Shower trays (if incorporated) are to be quality resin corian or stoneware and should be level access. Consideration should be given to the creation of a wet area.

Shower valves are to be thermostatic and built in. Showerheads are to be rain shower.

Floors are to have adequate falls incorporated (1 in 40) and should terminate at a designed waste. The waste is to be either an integral slot system or round flush chrome. All traps are to be self-cleaning and accessible.

Floors are to be tiled in natural stone and fully sealed with bathroom silicone seals. Silicone is to be of a harmonious colour.

Basins are to be inset if possible and sited on top of a base unit. The base unit is to be waterproof, colour coordinated and to incorporate soft closing doors or draws.

Basins are to incorporate a mixer tap of high quality.

Shower rooms are to be tiled floor to ceiling in quality tiles. Tiles are to be natural stone or high quality porcelain. Colours are to be agreed with the client first. All internal angles are to be adequately sealed with silicon. External angles are to incorporate colour coordinated angle beading.

Tiles are to be large format (400mm x 600mm approx.) Nichols & Clarke, Johnson or similar.

Tiles are to be mechanically cut and must be applied whole. Joining of cut tiles to cut tiles, will not be accepted.

Tiles are to be mechanically spaced at corners with a constant gap. Grouting is to be fully waterproof and colour coordinated. Pre-mixed grout or combined adhesive & grout is not to be used.

A mirror should be provided above the basin area. A shaver point is to be provided.

EPC's

The contractor is to provide Energy Performance Certificates for the completed flats.

External Works

The contractor is to leave the external areas in a clean and tidy condition.

Internal works

The contractor is to leave the internal works complete and to a builders clean standard.

The contractor is to test and commission all systems and works and instruct the client or the client's representative on the operation of all new equipment and services

2. Appendix

Architects Drawings & Information

See Latest Design drawings

- LNGEY_E001_Existing Front Elevation
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Structural Engineers Drawings & Information

See Building Regs drawings GN01 –GN11

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3. Form of Contract

RIBA DOMESTIC BUILDING CONTRACT /JCT