DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

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TO THE CHANCELLOR OF
THE DIOCESE OF LONDON

26/11/2020

VIEWED by the London Diocesan
Advisory Committee

STATEMENT OF SIGNIFICANCE

St Anselm Hayes
Station Road
Hayes
UB3 4DF

for

The PCC of St Anselm Hayes

EDWARDS
WILSON

The Gallery, St Margaret Pattens Church,
London, EC3M 1HS
tel: 020 7587 7799 email: info@e-w.london

Part A: Statement of Significance

1. Summary History

The church of St Anselm Hayes was constructed between 1926 and 1928, to the designs of the Australian architect, Hubert Christian Corlette. The church was consecrated in 1929 when the parish of St Anselm was also created. The church replaced an earlier mission church built in 1914 and was provided out of the London Diocesan Fund. The single storey extension to the south east corner was originally a choir vestry intended to also provide space for meetings and other parish uses but was later used as a chapel, known as the Walsingham Chapel. In the later part of the twentieth century and early 21st century the former choir vestry/chapel was leased to a radio station and a number of internal modifications were carried out under faculty. The tenant has recently vacated the building and this area is now used for storage and occasionally for parish activities.

The architect, Corlette, was born in 1869 in Sydney. He studied architecture in Sydney before moving to London where he attended the school of architecture of the Royal Academy and the Slade School. Colette trained with John Belcher junior and worked in partnership with Sir Charles Archibald Nicholson from 1895-1914. The pair were best known for their churches, which include St Alban Westcliffe-on-Sea (gr II), St Matthew Yiewsley and St Matthew's Church Chelston (gr II*). As well as designing ecclesiastical buildings they also designed the Government Buildings and House at Kingston, Jamaica in 1910, which were an early and extensive scheme of reinforced concrete buildings. Nicholson and Corlette also published a number of papers on the furnishing of ecclesiastical buildings. Colette published *A History of Chichester Cathedral, Oxford; a school architecture*, and *Spanish Town, Jamaica*. Corlette died in 1956. He was a respected architect who won a number of awards for his designs and writing, including the gold medal of the Sydney Institute of Architects in 1887 for a set of drawings of a church, and the RIBA silver medal for his essay *On the use and value of colour in architecture.*

2. Description of the building

The church is rectangular in plan and comprises a 5-bay nave with north and south aisles and projecting entrance lobbies to the west end of the aisles; a choir and raised sanctuary to the east end with high altar fronting a carved timber reredos; a vestry to the east end of the south aisle with organ above. The former choir vestry, now ancillary rooms, are housed in a contemporary flat-roofed extension with former boiler room below. Liturgical directions are reversed, with the main point of entry from the road at the eastern end, Liturgical directions are used throughout the documentation.

The church is designed in a free Gothic style and constructed of yellow stock brick with a red Binfield brick detailing to the plinth, string courses and on angles, and with Weldon stone dressings to window surrounds and quoins. There is a bell turret with one bell. The nave has a pitched roof with tiered Delabole slate covering and the aisle and former choir vestry have asphalt-covered flat roofs behind brick parapets. The former choir vestry is constructed of a yellow brick with stone dressings to match the main building, has flat reinforced concrete roof with low brick parapet. The main west door of the former choir vestry matches the principal west doors of the church.

The nave aisles have tall walls which extend almost to the full height of the nave. There are three traceried windows to each side and the brick walling in which these are set projects in front of the wall surface, forming a leitmotif of the design. Windows to the flanks each have two lights with traceried heads. Similar, blind projections, forming buttresses at either end of the flanks, correspond to the half bays of the internal arcades and that at the south-eastern corner rises higher to form the bellcote. Small, square lights are placed in the upper wall and there are similar windows in the upper walling of the nave forming a clerestory. Burnt brick headers and stretchers placed on end are used to create cross patterns in the panels between the window bays.

The tops of the aisle walls have a parapet which is crowned by pantiles, giving the impression of subsidiary, pitched roofing. The west elevation presents a large gable to the Station Road, which tapers to the top. This elevation has a central, three-light window with traceried head, flanked by lancets to the ends of the aisles. The porches are placed in front of these, with Basket arched heads and tumbled brickwork to the offsets of the buttresses at either side. The eastern window is also of three lights and both of these end windows project upwards into the shallow-pitched gables which have cross finials. The choir vestry on the southern side has a porch on its western side and two, two-light casements on its southern flank.

Internally, the walls to the main worship area are of exposed brick, with red brick to the lower wall and stock brick above. The octagonal piers of the nave arches are of Clipsham stone with moulded caps and bases. The constructional timbers of the roof are in white with chequered decoration in red and black. The central panels over the nave depict the sun and 12 signs of the Zodiac on a blue ground. The panels over the east end of the church depict symbols from the Book of Revelations in gold on a white ground. At the west end, over the font, the decoration is white on red floral patterns and emblems of the passion. The roof decoration was drawn and executed by Leslie MacDonald Gill, a noted early-twentieth century graphic designer, cartographer, artist and architect. Born in Brighton, he was the younger brother of Eric Gill, one of the leading figures of the Arts and Crafts movement. The floor to the nave and aisles is woodblock to the seating areas and terrazzo to the aisles. The raised dais and chancel have a modern marble covering.

Internally, the former choir vestry retains some of its original configuration and features. The arrangement of the lobby, WC and Kitchenette are unchanged and the lobby retains its original stone floor, exposed brick walls and doors, matching those of rest of the church. The main space has been subdivided to meet the needs of the previous tenant with sound proof blockwork partitions, suspended grid ceiling, some modern flush doors, and some original doors over-laid with fireproof panels. There are modern fittings to the kitchenette and WC. The floors are mostly modern carpet tile with vinyl floor tiles (incorporating ACMs) to the WC, and painted concrete elsewhere. Other than the doors, there are no other original features within this part of the building.

3. Furniture, fixtures and fittings

The Organ

The organ was built by W Haywood for a church in Tunbridge Wells in the 1860s and was re-located to St Anselm, presumably at the time of its construction.

Furniture and Fittings

The furniture and fittings were all designed by the architect, including ironmongery, door furniture, and light fittings. There is a strong unity of design with common use of materials and details; in particular, a chamfer stop with narrow horizontal roll detail to carpentry.

- Reredos - Oak, carved gilt and painted with brass angels.
- Altar - English oak with gilt decoration designed by the architect.
- Font - Stone, including a dedicatory sentence of baptism
- Pulpit – Oak.
- Lectern – Oak.
- Communion rails - Oak, demountable.
- Seating - Modern timber chairs to nave and aisles;
- Miscellaneous - Other furnishings including a desk in the vestry which is part of the architect's original scheme.

4. Assessment of Significance

St Anselm was designated as Grade II listed in November 2019.

It is an attractive building with high quality interior with a largely complete set of original fittings designed as a piece by the building's architect.

The church is recognised for both its architectural significance and also for the contribution it makes to the local character as it was previously locally listed until it's recent designation.

The church is the work of a respected church architect, whose work with the architect Sir Charles Archibald Nicholson from 1895-1914 is also recognised by grade II and II* listings.

The internal decorations of the church are by Leslie MacDonald Gill, a noted early-twentieth century graphic designer, cartographer, artist and architect.

The following reasons for its designation are noted within the listing description:

Architectural interest:

* although built to a relatively low cost, the building has an inventive and impressive design which emphasises its sacramental importance;

* the rich decoration of the panelled ceiling, designed and executed by MacDonald Gill;

* the church furnishings, the majority of which were designed by the architect.

Historic interest:

* the church exemplifies the gradual turn away from a segregated religious space to one which was unified and more inclusive.

Part B: Impact Statement

The current proposals are to create a useable community space for use by church and potentially wider community and will involve the removal of mostly modern partitions and the return of the space to closer to its original configuration and purpose.

Entrance Lobby

To the main entrance lobby, the external entrance door will be repaired and draught-proofed. A flat panel radiator will be installed, painted a dark colour to complement the brickwork. The door that connects the lobby to the church (D.02) will be modified to enable the door to be easily opened by someone in a wheelchair and also to prevent obstruction of the fire escape route from the Hall. At present the door is very wide; it is very heavy to open and it fills the existing recess therefore restricting access to the handle for someone in the wheelchair and when fully open the door swings into the path of travel from the Hall. Consideration has been given to re-hanging the door to open inwards into the church, to avoid the need for more extensive modification to the door; however, as this door acts as a secondary fire escape route from the church, it is preferable from a fire safety point of view that it opens in the direction of travel. The door is proposed to be reduced in width from 3 panels to 2, with the existing stile reused to create a 900mm width door. An opening side panel created from door D.03 is proposed to re-create the third panel of the original door, thus retaining a similar appearance. Door D.03 is no longer required in the proposed scheme as is too small to be an accessible WC door therefore its re-use in the adaptation of door D.02 is preferred as will allow the timber and profiles to match exactly and ensure the alteration of the door is convincing and aesthetically suitable. The frame will be adapted to suit the new door width as required. The door furniture will be supplemented with new to complement the existing and to improve access for the disabled. This door is an original feature of the building, designed by the architect, and contributes to the significance of the building. Efforts have been made to retain the door and the original proportions and appearance of the panelling whilst also providing an accessible entrance.

Accessible WC

The existing WC will be extended and adapted to form an improved accessible WC. Works involve the removal of part of an original partition and widening of a door to accommodate a min. 838mm door leaf; the current door leaf is 727mm. This is considered to be the best location for the accessible WC with regard to positioning and services/drainage. Existing Door D.05 located within the Hall is proposed to be relocated to this position as is a wider door thus required less adaptation to suit the new wider opening. The finishes within the Hall are more modern and thus the relocation of an original door would not detract from the overall significance here. The existing door furniture will be replaced with new compliant door furniture in a finish to complement the existing. The existing WC door D.03 shall be utilised in the adaptation of the D.02 as noted above. Whilst the WC door is an original door and contributes to the significance of the building, it is being replaced with an original relocated door and thus the overall appearance will remain unchanged, whilst also providing an accessible entrance. The new accessible WC cubicle will not be fully compliant as the WC pan projects into the 1500mm turning circle by ~100mm. In order to compensate for the non-compliant overall length (2100mm to the door), the room is wider that required (1680mm), and is overall a significant improvement on the existing arrangement.

Second WC

The existing kitchenette will be replaced with a second WC. The existing kitchenette fittings will be replaced with new saintaryware, making use of the existing partitions. A new flush door is proposed for the WC, as the

original door is being relocated to the new accessible WC, the flush door will match the others within the hall space. The position of the second WC makes best use of the existing drainage and plumbing connections.

Hall

The modern partitions will be removed to create a larger room suitable for meetings, events and for hire. The grid ceiling will be replaced with a new monolithic suspended ceiling with concealed grid. This style of ceiling is more suited to the character and appearance of the historic building than the existing exposed grid ceiling which is generally associated with modern commercial buildings. New cupboards will be installed to the north wall, making use of an existing alcove. New lighting will be installed within the suspended ceiling. The proposals will return the room close to its original arrangement and proportions. The new floor and ceiling finishes replace existing modern finishes. The only historic features within the room are the doors to the WC and to the lobby, the lobby door is to be retained and the WC door is to be relocated as noted above.

Kitchen

A new Kitchen will be formed at the east end of the Hall. This will comprise cupboards, countertop, sink and drainer, a fridge, dishwasher, microwave and a water boiler. A servery hatch will provide access from the kitchen into the hall, which can be folded open when required. When not in use, the Kitchen will be concealed behind doors and the servery closed. The wall between the current access into the Former Boiler Room and the Hall is required to be removed to form the proposed kitchen, whilst this is a loss of historic fabric, the wall in question does not add to the significance of the building itself. The historic plan form cannot be read in its current arrangement and therefore the amendment to the historic plan form is not deemed to have an adverse effect on the building. The loss of fabric in this instance is justified by the creation of useable floor space for the church, and allowing the rest of the hall to be returned to a configuration more akin to the existing arrangement. It also allows use of the existing external door D.13 (which currently only accesses the Former Boiler Room) to be used as a fire escape from the hall.

Connection to Basement

At present, the Former Boiler Room can only be accessed externally, via a set of stairs at the east end. Access is inconvenient, especially in bad weather and, as a result, the Former Boiler Room is almost never utilised. The proposals involve the removal the wall between the staircase and the hall as noted above to allow access from the hall as opposed to externally. The area of staircase will be covered to create usable floor area within the new kitchen and an access hatch is proposed to provide access to the Basement. New alternate tread stairs are proposed, to suit to size of the new access hatch, these require the removal of part of the existing concrete stair. These stairs do not add to the significance of the building and therefore the removal of part of the stair is justified by the benefits of the creation of usable floor area internally. Access to the Former Boiler Room is not proposed to be common, the space will be used to store items requiring very infrequent access therefore the use of an access hatch and alternate tread stair is acceptable given the proposed use. The existing external door D.13 will be re-hung to open outwards and can then provide an alternative fire escape from the hall.

Former Boiler Room Refurbishment

The former boiler room is currently under-used, partly as a result of the presence of Asbestos Containing Materials and also due to poor access and the poor condition of the room. Prior to these works it is proposed that the Asbestos Containing Materials are removed by a specialist contractor. The room will then be redecorated, new partitions will be installed to form two large storage cupboards and new lighting and power sockets will be installed. There are no features of significance within this space and the proposals will enable it to be brought back into beneficial use.

Fireproofing

A number of original doors have been over-boarded with fire-proof boarding. It is proposed to remove the boarding and upgrade the fire resistance of the doors using intumescent varnish and retrofitted smoke and fire seals. These works will improve the appearance of the doors whilst continuing to provide the necessary fire protection.

Conclusion

While there is a strong visual connection between the main church building and the former choir vestry, the former choir vestry is clearly secondary, being architecturally much plainer both externally and internally. The internal appearance of this space has been compromised by more recent interventions. The current proposals represent an improvement in terms of returning the original proportions of the space, restoring and enhancing original features, providing improved facilities generally, but also specifically those for the disabled using both church and hall. Where there are alterations to historic fabric, efforts have been made to retain as much as possible of the fabric and for new interventions to be respectful and in-keeping with the existing. It is not considered that the proposals will cause harm to the significance of the building.

Statement of Needs for St Anselm's Church, Hayes

Section 1. General Information

This should provide an overview of the parish and the current use of the building.

The parish of St Anselm's is about 12,000 souls, being a diverse urban area 2 miles North of Heathrow Airport and the M4, J3. The Church, Anglo-Catholic in worship style, is used for Sunday and weekday worship and is also used as a distribution point by The Hillingdon Foodbank and for occasional concerts. Although the church occupies a high street site, it was without a full time priest for 15 years until 2013. There are 36 on the electoral roll and typical attendance is 20 on a Sunday, rising to 30 for festivals: this figure includes some who have returned to church, enquirers and newcomers. Children typically number 3 on Sunday, rising to about 6 if all regulars are present. There is no specific children's provision currently. With the leaving of a long-term tenant from the proposed area of development a few years ago, the parish had to readjust its financial outlook and undertook a stewardship campaign which has had some success in providing a more stable income and, with an adjusted Common Fund figure the parish is now able to meet its pledge. The sale of a church hall some 20+ years ago left the church without a hall but with finite funds to provide facilities within the footprint of the church. The proposed area of development, which has not proved possible to re-let on a permanent commercial basis, is not in regular use but has had occasional use by a 'pop-up' photographic studio, training and meeting room: few others are able to make use of its current layout and it is, frankly, an embarrassment to offer as a place for hire. The worship space is undivided and impractical to use for small groups or general community use on anything but the largest scale, when any form of heating is required.

Section 2. What do you need?

Briefly explain your needs (not your proposals). Append any brief for your architect.

To provide an independently accessible meeting space to further the mission of the church, giving an opportunity for community engagement and to improve church income through letting. To improve access for wheelchairs and other mobility impaired users, facilities - both WC and refreshment - and storage. To improve the visibility into the church when it is open. To provide an additional fire exit to improve fire safety in the building.

Section 3. The proposals

Set out what you are proposing to do in order to meet the needs set out in section 2.

It is proposed to return a former vestry on the liturgical Southeast of the Church to a single undivided space. Amendment to door D.02 to allow compliant access for wheelchair users and improved safety for fire escape. Improvement to facilities: disabled WC, 2nd WC, kitchen and storage. The current staircase into the Former Boiler Room is proposed to be replaced with an access hatch and alternate tread staircase due to the infrequency of access required to this space.

Section 4. Why do you need it and why do you need it now?

Justify your proposals by explaining why you can't meet your needs without making changes. Also include anything which may have prompted the proposals.

An envisioning exercise, 'Building the Vision' took place in 2016, feeding into the MAP, which identified the provision of a space where the church could engage in missional outreach to the community as one strand. The ability to operate independently to the worship space is important, as one strand is to be able to let the space to generate income. Recent and proposed housing developments within the parish, as well as the upgrade of the railway station to take 'Crossrail' offer an opportunity for the parish to reach out to new people. This would provide such a space, be usable by the church to further mission by providing a realistic and all year round weekday multi use space. The un-refurbished space is not in a fit state to let, having been subdivided by a previous tenant (through the faculty process) but enquiries are made as to the use of a hall or meeting room. The space will also be used on Sundays for the provision of a traditional Sunday School and on Sunday afternoons for a Youth Group. This is the first step in our provision for young people.

Section 5. Justification

If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm (public benefits include matters such as liturgical freedom, pastoral wellbeing and putting the church to viable uses that are consistent with its role as a place of worship and mission).

The PCC considered a subdivision of the church worshipping area to provide a usable space but this did not find favour, as it was not being capable of independent operation and impinged too heavily upon the worshipping space. The original ceiling, in particular, is of a single decorated design and both liturgical east and west ends speak to the liturgical spaces, altar and font, beneath them and this greater scheme would have fractured that linkage. The current 'makeshift' refreshment point can only exist in its current location because one entrance is not in use and the intention to reopen this in a future development necessitates its relocation to a more permanent location. The proposed scheme respects the historic fabric of the building.

SECTION 3 – SCHEDULE OF WORKS

Item	Description of Works	£	P

3.1.0 General Conditions / Works

3.1.1 For the purposes of identification the front of the church is assumed to be at the west of the church building.

3.1.2 Refer to the drawings set out in the drawing register with respect of locations identified within the Schedule.

3.1.3 The Contractor is to price each item separately.

3.1.4 The Contractor is to check all dimensions on site and advise the Contract Administrator (CA) of any discrepancies.

3.1.5 The Contractor is to make allowance in each price to make good all areas affected by the works.

3.1.6 Throughout this Section the Contractor must pay particular attention to the specifications of standards of workmanship and materials in Section 2.

3.1.7 Where items are marked provisional, these items are not to be carried out until the CA has given written permission. The Contractor is to price each item separately.

3.1.8 Ensure all areas of work are free from dust, builder's debris and general rubbish upon completion of the works to the entire satisfaction of the CA. Include to thoroughly clean the area of the works upon completion. This is to comprise cleaning fitted carpets where necessary, washing down paint work and cleaning windows internally and externally, electrical light fittings etc.

3.1.9 Make good on completion and as directed by the CA any damage caused as a result of any of the works.

3.1.10 Allow for liaison with Building Control throughout.

3.1.11 A minimum of 10 days prior to commencement the contractor is to provide the CA with a detailed programme in the form of a bar chart for the works for approval. The programme is to include a critical path.

3.1.12 A minimum of 10 days prior to commencement the contractor is to provide the CA with a projected cash flow forecast.

Builders Attendance Work

3.1.13 The Contractor shall allow for all cutting of holes and chases through walls, floor or ceilings associated with the routing of services and all other works described.

Safety

3.1.14 The church will be in use throughout the period of the contract.

3.1.15 Allow for suitable resources for complying with the Construction (Design & Management) Regulations 2015 as detailed in the Health & Safety Information Pack.

3.1.16 The Contractor is to provide and erect all necessary signage, notices, fans, screens, hoardings, other temporary protection and temporary lighting to ensure the complete safety and security of all persons and the site as a result of the works.

3.1.17 Clear all debris, dust etc. arising from the works at the end of each working day or more often as may be required. The contractor is to ensure that all areas are to be kept clean at all times. Allow to retain on site, a vacuum cleaner to clear up all waste material immediately outside the site area. The Contractor is to maintain a clean site at all times.

3.1.18 Deliveries: Contractor to allow for attendance of all deliveries. No deliveries are to be received by client or representatives.

3.1.19 Allow for the protection of all other features, fixtures and elements which may foreseeably be affected by this work.

3.1.20 The Contractor will take photographic records on a daily basis which will be stored and kept as a permanent record of the progress of the work and handed to the CA on completion.

3.1.21 Maintain existing fire escape routes as far as practically possible during building works and signify any diversions.

3.1.22 Allow for recording of buried remains and/or artefacts found during the course of the Contract.

To Collection

3.2.0 Internal Strip Out / Demolition / Alteration

3.2.1 Strip out electrical installation to the area shown hatched on drawing 6033-101 back to main distribution board in Organ Blower Cupboard including all cabling, accessories, fixtures, fittings and other equipment. Cart away all material from site. Make good damaged walls that are to be retained. Work to include redundant services but not services which serve other areas but which pass through the hatched area. Allow to protect bell ringing control and associated cabling to stair off Lobby 02.

3.2.2 Disconnect and drain down all plumbing and heating installations to hatched area. Strip out all sanitary fittings and all supply and heating pipework. Carefully remove existing boiler controls and set aside for reinstatement. Carefully remove radiators and brackets and set aside for refixing. Terminate all water supplies at source (under sink in existing Kitchenette) and leave ready for new installation works. Allow to protect existing boiler, pumps and gas supply.

3.2.3 Strip out all redundant waste pipework. Temporarily seal exposed and open drains and soil pipes.

3.2.4 Allow to clean through underground drainage installations serving the works.

3.2.5 Allow provisional sum for repairs to underground drainage in accordance with drainage survey recommendations. 600.00

3.2.6 Strip out existing sanitaryware in the WC and fittings within the kitchenette and cart away. Make good all disturbed surfaces .

3.2.7 Strip off all existing wall and floor linings, tiles, finishes etc. throughout and make good disturbed masonry. Allow to protect stone floor in Lobby 01.

3.2.8 Strip out and cart away existing suspended ceiling and make good surfaces to receive new MF suspended ceiling system.

3.2.9 Remove door sets D.07, 08, 09, 10, 11 and doors to gas meter cupboard as indicated on drawings and cart away. Protect in situ doors D.01, 04, 06, 12, and 13. Side aside door D.05 for relocation and doors D.02 and D.03 for alteration.

3.2.10 Remove fire-proof panels from D.06 and D.18 and cart away. Make good any fixing holes and damage to match existing.

3.2.11 Carefully remove brass plaque from Lobby 01 and set aside for reinstatement prior to completion.

3.2.12 Carefully remove masonry and stud partitions as shown dashed on drawing 6033-101 and make good damage to existing walls to be retained.

3.2.13 Supply and install reinforced concrete beam between existing WC and Hall to allow for removal of existing partition and support of structure over. Allow for pad stones to either side and pinning to surrounding masonry. Include all temporary works. Provide Structural Details prior to proceeding.

3.2.14 Widen door opening to existing WC to accommodate relocated door D.05 (min 838mm leaf). Allow to take out lintel, pin up and move across to suit widened opening. Allow to cut out bricks from right hand side of lintel (when facing from Lobby 01) and reuse to left hand side once lintel moved. Allow for all temporary works and making good to brickwork and floor.

3.2.15 Supply and install reinforced concrete beam between the Hall and stairs to the Former Boiler Room to allow removal of the existing wall and support of structure over. Allow for pad stones to either side and pinning to surrounding masonry. Include all temporary works and for making good brickwork and floor. Provide Structural Details prior to proceeding.

3.2.16 Clear Former Boiler Room of all dirt, debris and redundant fittings and cart away. Rub down walls and ceiling to remove loose and flaking paint finish.

3.2.17 Break out the lower part of the existing concrete stairs to the Former Boiler Room as shown on drawings to allow installation of a new alternate tread staircase. Make good all disturbed wall and floor finishes.

3.2.18 Carefully remove 2no. ventilation bricks as shown on drawing 101. Brick up apertures in wall in brickwork to match existing. Tooth into existing brickwork. Allow to build up plaster in Thistle Bonding Coat to level of adjacent plaster and leave ready for decorations. Works to be in accordance with manufacturer's recommendations and the specification clause.

3.2.19 Supply and install 1no. Ventilation brick to external wall of Gas Meter Cupboard in position to be agreed with Contract Administrator.

3.2.20 Brick up 2no. apertures in boiler room walls connecting to nave floor ducts. Tooth into existing brickwork. Remove and cart away any projecting redundant pipework as necessary.

To Collection

3.3.0 Ground Floor Structures / Build Up

3.3.1 Allow provisional sum for repairs to sub-floor following removal of floor finishes. 500.00

3.3.2 Supply and install Arditex CL latex levelling and smoothing compound throughout but excluding Lobby 01, Organ Blower Room and Former Boiler Room, in accordance with manufacturer's recommendations.

3.3.3 To Former Boiler Room, supply and install Ardex K 80 Rapid Drying Industrial Topping/Wearing Surface in accordance with manufacturer's recommendations.

3.3.4 Install 150 x 47mm C24 timber joists over the existing concrete stairs leading to the Former Boiler Room, on masonry joist hangers. Joists to accommodate new hatch location as shown on drawings.

3.3.5 Install 18mm ply boarding over the joists forming a new floor structure over the previous access to the Former Boiler Room. Install 6mm ply boarding to the whole Kitchen, including to the RC concrete floor with levelling screed to create a continuous substrate to recieve new floor finish. Ensure ply is cross lapped where multiple layers exist.

To Collection

3.4.0 Access to Former Boiler Room

3.4.1 Supply and Install new cellar trap door to provide access to the Former Boiler Room in the location shown on drawings. Cellar door to be a tray type to receive the same floor finish as adjacent. Gas stuts required for ease of opening. 650mm x 1430mm, sizes to be confirmed prior to ordering, 2m head height to be achieved from the underside of the existing floor structure. Door from cellaraccess.co.uk or equal approved.

3.4.2 Supply and install new timber alternate tread staircase in the location of the existing access to the Former Boiler Room. 675mm wide, to suit cellar access hatch, confirm all dimensions prior to ordering. Stairs from stairbox.com or equal approved. Allow for softwood stair, painted. Refer to drawing 6033-115 for details.

3.4.3 Supply and install black painted metal handrail to the open side of the new stairs to the Former Boiler Room, submit proposals for approval prior to installation.

To Collection

3.5.0 Construction and Plasterboard

3.5.1 Construct new metal stud partitions to form Accessible WC, Kitchen and Lobby 02 partitions, as shown on drawing 6033-102. Construct 75mm studwork partitions using Gypsum 48 S 50 'C' Studs at 400mm centres. Apply one layer of 12.5mm Gypsum SoundBloc board to each side of the studwork. Supply and fit within studwork 25mm thick Isover APR 1200 insulation. Prepare and apply minimum 2mm thick skim coat using Thistle Multi Finish plaster, including to the existing wall finish with jointing mesh between the surfaces. Leave ready for new decorations. Works to be in accordance with manufacturer's recommendations and the specification clauses. Include plywood backing plates to receive wash hand basin, grab rails and WC fixings where required.

3.5.2 To Former Boiler Room, construct new metal stud partitions to form storage cupboards, as shown on drawing 6033-102. Construct 75mm studwork partitions using Gypsum 48 S 50 'C' Studs at 400mm centres. Install isolating membrane at all junctions with floor, walls and ceiling. Apply one layer of 12.5mm Gyproc WallBoard to each side of the studwork. Prepare and apply minimum 2mm thick skim coat using Thistle Multi Finish plaster. Leave ready for new decorations. Works to be in accordance with manufacturer's recommendations and the specification clauses.

3.5.3 Apply and build up to existing finish level all wall plaster areas where plaster has been damaged by the building works, using Thistle Bonding Coat. Works to be in accordance with manufacturer's recommendations and the specification clause.

3.5.4 Following installation of new electric cables in ceiling, supply and install new Casoline MF suspended ceiling system throughout but excluding Lobby 01 and Lobby 02. Allow for shadow gap perimeter detail. Include all hangers, grid and edge detailing in accordance with manufacturer's recommendations and the specification clause. Ceiling to Hall and WC to be installed as high as possible and no lower than existing. Ceiling to Accessible WC and Kitchen to be positioned at height to accommodate ventilation ducting, TBC prior to installation.

To Collection

3.6.0 Carpentry and Joinery

3.6.1 Supply and install new door linings, stops and architraves to D.05, 16, 19 20 and 21. Allow 32mm thick lining, 32x12mm stops and 50x12mm architraves, all in softwood primed for painting. Supply and hang new flush doors primed for painting to D.05, 16, 19, 20 and 21 to directions as shown on the proposed plans. Doors to be hardwood lipped on all 4 sides. Include for signage and robust door ironmongery, allgood or similar approved.

3.6.2 Allow to repair and refurbish door D.01, to include piecing in new timbers to base of door where vertical boards are rotten. Install draughtproofing to all edges. Supply and install wooden brush strip to bottom edge, stained to match doors and brush pile draught excluder (black) to frame.

3.6.3 Carefully remove ironmongery and door closer from door D.02. Adapt door to form a 900mm door leaf and opening side panel as drawing 102. Allow to adapt door frame to suit door leaf. Door D.03 to be utilised in the adaptation where possible to ensure a suitable match of timber. Any new timber to match existing in terms of species and grain. Allow to stain any new timber to match existing. Reinstall ironmongery and door closer, with new ironmongery to match existing as required for the additional leaf.

3.6.4 Relocate door D.05 and frame from the existing kitchenette and install within new enlarged opening to accessible WC D.03. Allow to move existing ironmongery from D.03. Supply and install ironmongery and door furniture. Allow for minor alterations as required to suit the new location.

3.6.5 Allow to upgrade fire resistance of doors D.02, D.06 and D.18 including installation of intumescent seals (Envirograf product 100 - non-pushfit with brush smoke seal), hinge, lock and door closer protection (product 71) and coating with Envirograf fireproof coatings (product 42) fully in accordance with manufacturer's recommendations and specification clause.

3.6.6 Re-hang external door D.13 to open outwards. Allow to alter frame and ironmongery as necessary. Allow to repair and refurbish door, to include piecing in new timbers to base of door where vertical boards are rotten. Install draughproofing to all edges. Supply and install wooden brush strip to bottom edge, stained to match doors and brush pile draught excluder (black) to frame.

3.6.7 Re-hang door D.04 to open as shown on drawing 6033 - 102. Allow any alterations to the frame as required.

3.6.8 Ease and adjust all doors retained in situ.

3.6.9 Supply and install new FD30 cupboard doors to upper and lower part of the gas meter cupboard, to match previous design of upper doors in terms of appearance and finish. Allow for new hinges, lock and signage. Allow to upgrade fire resistance of framing using intumescent coatings.

3.6.10 Construct new storage cupboards incorporating the alcove within the Hall as shown on drawing 6033-102. To comprise stud frame in 44 x 44mm premium grade SW encased in mdf, 6 x 760mm flush doors to bottom with 6 x 760mm flush half height doors over, allow 3 intermediate shelves to each cupboard. Allow for all hinges and door ironmongery to Contract Administrator's approval. Allow to paint internally.

3.6.11 Supply and install new joinery falsework to the cistern enclosure within the WC with access panel, boxing to boiler pipework and boxing to the soil pipe in the accessible WC. Painted to match the adjacent walls.

3.6.12 Supply and install ancillary joinery trims such as new skirtings (where necessary), architraves etc. Profile of skirtings to match existing. Profile of architraves to be agreed with Contract Administrator prior to ordering.

To Collection

3.7.0 Floor and Wall Finishes

3.7.1 Supply and lay new Altro safety flooring Walkway 20, colour to be agreed prior to ordering, in the WC, Accessible WC and Kitchen. Flooring is to be bonded to screed using AltroFix 19 adhesive, in accordance with the manufacturers instructions. Allow for skirting coving over Altro CF20R cove former to 150mm high, Altro Capping Seal C7, Captile Strip C8. Floor within the Kitchen to be fully bonded throughout including within the access hatch tray.

3.7.2 Supply and install new Karndean Opus vinyl flooring to the Hall and Lobby 02 in accordance with the manufacturers instructions and specification clause. Colour to be agreed with Contract Administrator prior to ordering. Allow for all accessories including threshold strips and stair nosings where necessary.

3.7.3 Supply and install Johnsons Prismatics White PRG1 150 x 150 x 6.5mm tiles to WCs in accordance with manufacturers requirement's and the specification clause. To WCs tile up to existing window cill level to all walls. Fix tiles with suitable adhesive and finish with mould resistant white grout as recommended by tile manufacture. All setting out and cut tiles to be carefully considered to ensure no small tile strips to edges etc. Allow for all necessary fittings, edging seals, trims etc. in white finish.

3.7.4 Decorate all internal wall surfaces, excluding exposed brick and surfaces to Former Boiler Room, with Dulux Trade Diamond Matt in accordance with manufacturer's recommendations and data sheets. All previously decorated surfaces to be thoroughly rubbed down, prepared and filled where necessary prior to painting as specified. Allow to provide sample colours for approval and confirmation by the Contract Administrator.

3.7.5 To Former Boiler Room, decorate all internal walls and ceiling with Keim Soldalit Mineral Paint, applied strictly in accordance with manufacturer's recommendations for substrate.

3.7.6 Decorate all internal joinery surfaces including architraves and skirtings, but excluding existing stained timber doors and architraves, with Dulux Trade Diamond Eggshell. Bare new wood to be treated with one coat primer and two coats of Eggshell. All woodwork, where previously painted, shall be prepared and receive two coats of Eggshell. All coatings to be applied in accordance with manufacture's recommendations and data sheets. Allow to provide sample colours for approval and confirmation by the Contract Administrator.

To Collection

3.8.0 Sanitary Installations / Fittings

3.8.1 Supply and install the following sanitary and brassware in accordance with drawing 6033-102.
To include seats, cisterns, overflows, brackets, etc. The Contractor is to allow for all necessary plumbing fittings, valves, pumps, drainage pipe, hot and cold water supply pipes and any other items required to satisfactorily install the fittings and appliances.

3.8.2 Include provision of accessories as indicated on drawing 6033-102. Allow to agree with Contract Administrator the locations of sundry fittings prior to installation.

3.8.3 Apply white mastic joints to all sanitary ware abutments with wall and floor junctions in accordance with specification clause.

To Collection

3.9.0 Kitchen Fittings

3.9.1 Supply and fit Howdens Joinery kitchen units and sundry fittings as drawing 6033-110. Allow for all trims, shelving, cornices etc. as necessary to Howdens layout drawings and schedule. Supply and install stainless steel worktops and splashback with integrated sink and drainer and mixer tap. Supply and install ancillary items and appliances as listed on drawings including integrated dishwasher and fridge and boiler water tap. Refer to drawing 6033-110 for full extent and specification of kitchen units and fittings. Allow for all plumbing and electrical connections and all BWIC.

To Collection

3.10.0 Glazing

3.10.1 Supply and install an insulated board (min.30mm) fixed to the inside face of the low level window opening within the kitchen prior to installation of the kitchen units. Painted black to the window side.

3.10.2 To metal windows to the hall, remove any loose unsound coatings to a firm edge, remove rust down to bright metal, apply Dulux Trade Metalshield Zinc Phosphate Primer to exposed metal and build up paint layers and apply finishing coat in Dulux Metalshield Gloss. All coatings to be applied in accordance with manufacture's recommendations and data sheets.

To Collection

3.11.0 General Lighting, Power and Electrical

3.11.1 Adapt existing electrical installations and design, supply and install new lighting / emergency lighting and small power installations to serve lighting, ventilation, water heating, warm air dryers, appliances, power points, etc. as indicated. All wiring to be hidden in new studwork partitions, ceiling or chased / channelled into plasterwork. All appliances to be capable of separate isolation / switching. Include for all builder's work in connection. All works to be in compliance with the current Building Regulation Approved Documents Part P and IEE guidance / regulations. All work to be carried out by a NICEIC registered electrician. Allow for all necessary RCD protection, earth bonding, connections and modifications etc.

3.11.2 Install lighting as shown on drawing 6033-102. Position of fittings may need to be adjusted to fit with concrete downstands. Setting out to be agreed with Contract Administrator prior to installation.

3.11.3 Provide and install 4no. Fire Escape signs in glass/brass casing in the hall above D.01, D.04, D.16 and at the top of the stairs leading from the Former Boiler Room.

3.11.4 Design, supply and install fire detection and alarm system to comply with current regulations.

To Collection

3.12.0 Mechanical Installation

3.12.1 Allow to replace existing mechanical extract fans with new, served by switched fused spur isolation units, Fans to be in same position as existing and using existing external grilles. Flow rates to comply with current Building Regulation requirements. Allow for testing of installation.

To Collection

3.13.0 Hot and Cold Water Service

3.13.1 Locate existing mains water supply. Design, supply and install new hot and cold water installation to serve the WC sanitary installations and Kitchen as specified and in accordance with all appliance and sanitary fitting manufacturer's requirements. Include isolation valves and labels to all fittings.

3.13.2 Pipework to be concealed within wall and ceiling voids wherever possible and insulated where concealed.

To Collection

3.14.0 Heating System

3.14.1 Design, supply and install heating system to include the reuse of the existing boiler and flue in their existing positions, reuse of heating controls in the location shown on the drawing 6033-102, provision of a new flat panel radiator in Lobby 01 and Kitchen and re-use of existing radiators within the Hall and WCs. All new radiators are to be sized to suit and to provide minimum 21 degree C ambient room temperature at -5 degrees C external temperature, to reach specified temperature within 20 minutes of turning on. Include all necessary pipework, fittings and for trvs to all radiators with the exception of the WCs and Lobby 01 which are to have lockshield valves. Include for full inspection and certification. Works to be fully in accordance with current regulations.

3.14.2 Provide extra over cost for supply and installation of Hive control system.

To Collection

3.15.0 Waste Installation

3.15.1 Supply and install above ground waste pipes to the WC's sanitary installations, and Kitchen as specified and in accordance with all appliance and sanitary fitting manufacturer's requirements. To include branch connections to WCs, wash hand basins and sink, deep seal traps, waste outlets, air admittance valves, etc. Where concealed, 100mm branches and stack to be provided with acoustic wraps. To include reuse of existing SVP in WC and existing direct connection to drainage in accessible WC. All installations to be compliant with the current Building Regulation requirements.

3.15.2 Construct new below ground drainage connection from the new kitchen to the existing foul drainage to the south side of the building. Include all excavation, forming waterproof aperture through the existing wall, blinding, laying to fall, connection to drainage, backdrop, benching, slippers, backfilling, compaction and making good the external ground finish. All installations to be compliant with the current Building Regulation requirements.

To Collection

St Anselm Hayes: Hall Refurb
Photo Schedule

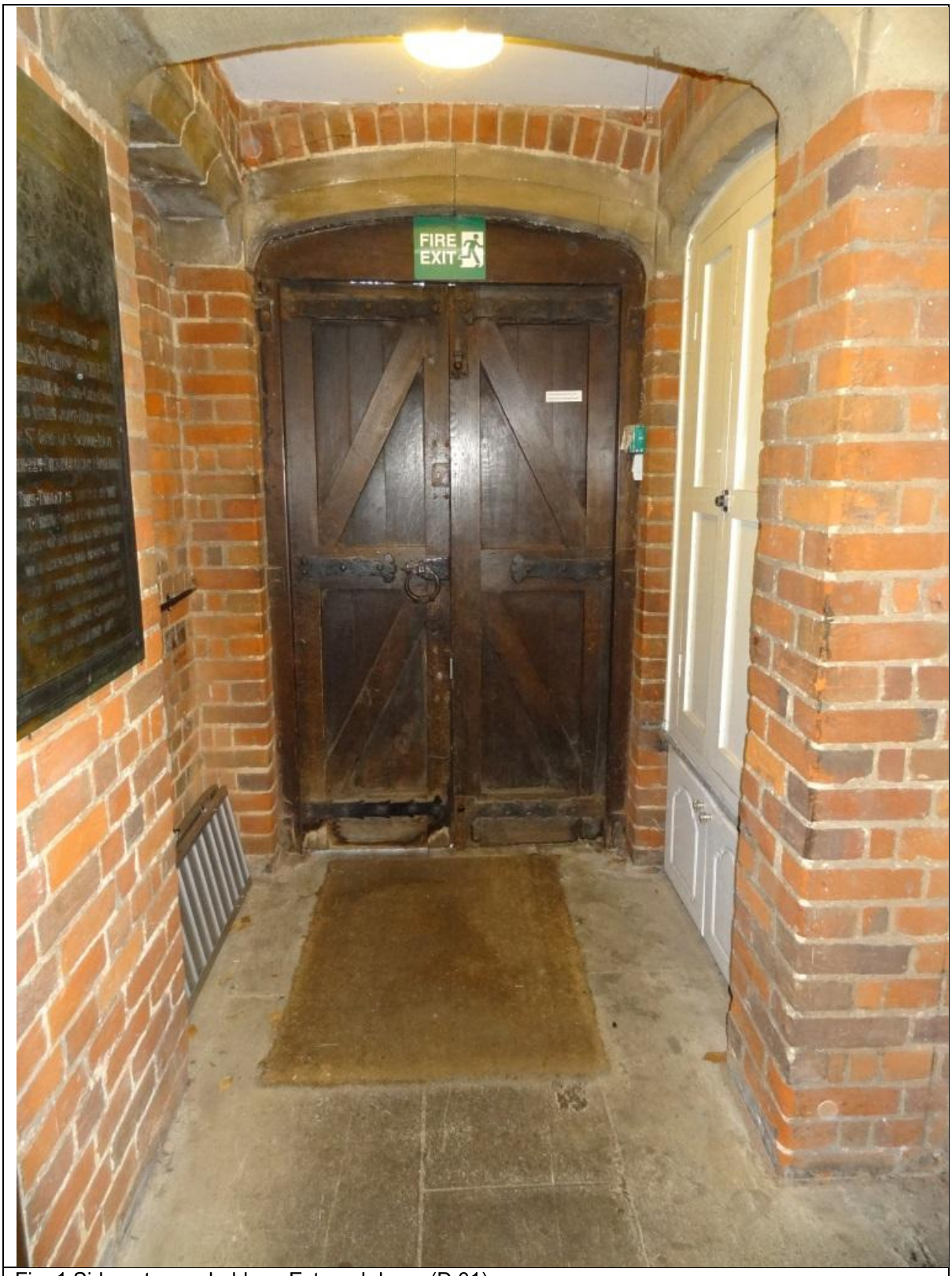


Fig. 1 Side entrance Lobby – External doors (D.01)

Fig. 2 – Door connecting side entrance lobby to church (D.02)

Fig. 3 South-east corner of south aisle with door to side entrance lobby to right hand side (D.06)

Fig. 4 Door connecting church to side entrance lobby (D.02 & D.03 in background)

Fig. 5 Side entrance lobby

Fig. 6 Accessible WC

Fig. 7 Kitchenette

Fig. 8 Hall looking east towards D.07 & D.08

Fig. 9 Hall looking west towards D.05 & D.04

Fig. 10 Hall looking south

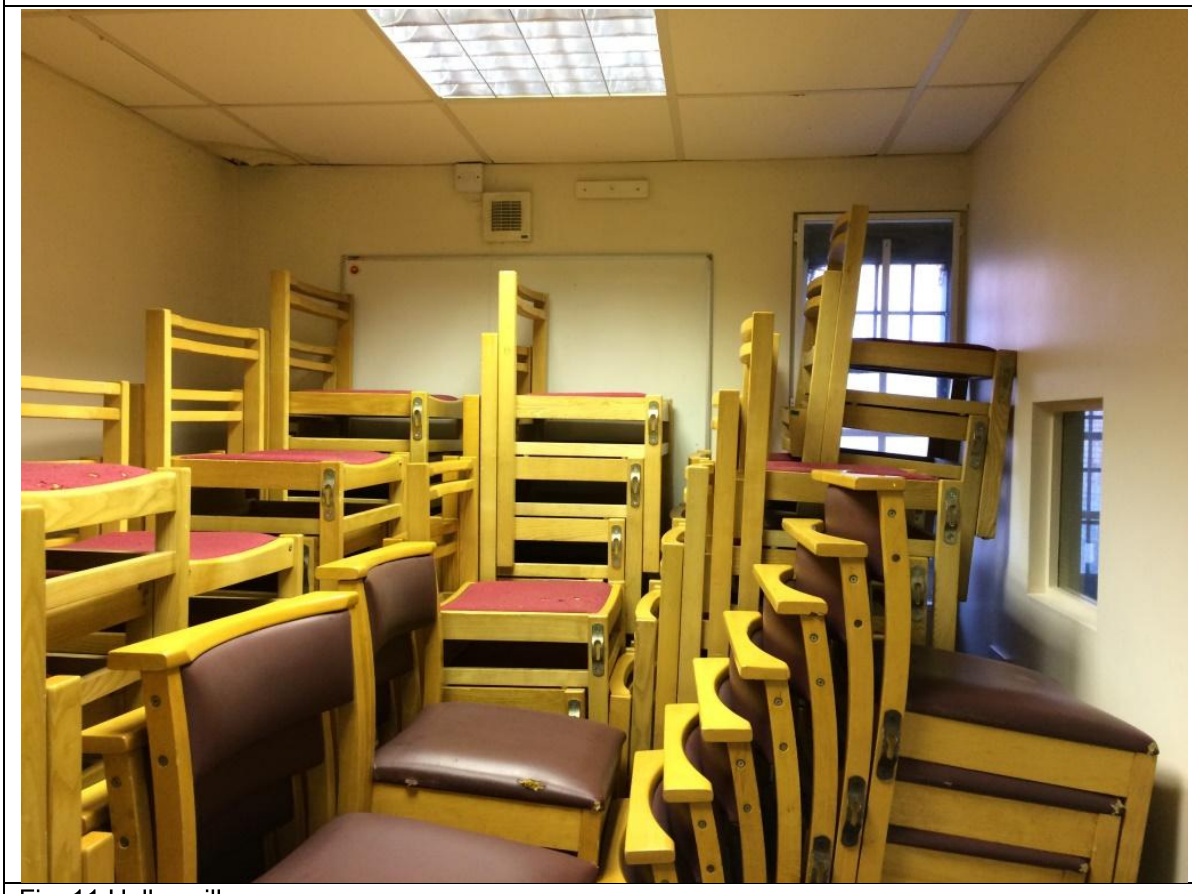


Fig. 11 Hall ancillary room

Fig. 12 Hall ancillary room

Fig. 13 Top of steps up from Former Boiler Room

Fig. 14 Existing entrance to Former Boiler Room

Fig. 15 Former Boiler Room

Fig.16 Former Boiler Room

Fig.17 Fire-proof boarding to existing door

Fig.18 View of nave looking east

Fig.19 View of nave looking west

6033 St Anselm Hayes Hall Upgrade

Preambles

Rev A

11 September 2020

Table of Contents

C20 Demolition

5A SURVEY

- Scope: Before starting deconstruction/ demolition work, examine available information:
  - the drainage survey
  - the asbestos survey
  - the structure or structures to be deconstructed/ demolished,
  - the site on which the structure or structures stand, and
  - the surrounding area.
- Report and method statements: Submit, describing:
  - Form, condition and details of the structure or structures, the site and the surrounding area.
    Extent: the side entrance steps and paved area .
  - Identity and location of services above and below ground, including those required for the Contractor's use, and arrangements for their disconnection and removal.
  - Proposed programme of work, including sequence and methods of deconstruction/ demolition.
  - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
    Arrangements for control of site transport and traffic.

10 EXTENT OF DECONSTRUCTION/ DEMOLITION

- General: Subject to retention requirements specified elsewhere, deconstruct/ demolish structures down to levels indicated.

15 BENCH MARKS

- Unrecorded bench marks and other survey information: Give notice when found. Do not remove marks or destroy the fabric on which they are found.

25 LOCATION OF SERVICES

- Services affected by the Works: Locate and mark positions.
- Mains services marking: Arrange with the appropriate authorities for services to be located and marked.

30 SERVICES DISCONNECTION ARRANGED BY CONTRACTOR

- Responsibility: Before starting deconstruction/ demolition arrange with the appropriate authorities for disconnection of services owned by those authorities and removal of associated fittings and equipment.

32 DISCONNECTION OF DRAINS

- General: Locate, disconnect and seal disused foul and surface water drains.
- Sealing: Permanent, and within the site.

35 LIVE FOUL AND SURFACE WATER DRAINS

- General: Protect drains and fittings still in use. Keep free of debris and ensure normal flow during deconstruction/ demolition work.
- Damage: Make good damage arising from deconstruction/ demolition work. Leave clean and in working order at completion of deconstruction/ demolition work.

40 SERVICE BYPASS CONNECTIONS

- General: Provide as necessary to maintain continuity of services to occupied areas of the site on which the deconstruction/ demolition is taking place and to adjoining sites/ properties.
- Notice: Give adequate notice to adjoining owners and all affected occupiers if shutdown is necessary.

45 SERVICES TO BE RETAINED

- Damage to services: Give notice, and notify relevant service authorities and/ or owner/ occupier regarding damage arising from deconstruction/ demolition.
- Repairs to services: Complete as directed, and to the satisfaction of the service authority or owner.

50 WORKMANSHIP

- Standard: Demolish structures in accordance with BS 6187.
- Operatives: Appropriately skilled and experienced for the type of work. Holding, or in training to obtain, relevant CITB Certificates of Competence.
- Site staff responsible for supervision and control of work: Experienced in the assessment of risks involved and methods of deconstruction/ demolition to be used.

55 SITE HAZARDS

- Precautions: Prevent fire and/ or explosion caused by gas and/ or vapour from tanks, pipes, etc.
- Dust: Reduce by periodically spraying with an appropriate wetting agent, or contain.
  - Lead dust: Submit method statement for control, containment and clean-up regimes.
- Site operatives and general public: Protect from vibration, dangerous fumes and dust arising during the course of the Works.

65 STRUCTURES TO BE RETAINED

- Extent: Generally.
- Parts which are to be kept in place: Protect.
- Interface between retained structures and deconstruction/ demolition: Cut away and strip out with care to minimize making good.

70 PARTLY DECONSTRUCTED/ DEMOLISHED STRUCTURES

- General: Leave partly in a stable condition, with adequate temporary support at each stage to prevent risk of uncontrolled collapse. Make secure outside working hours.
- Temporary works: Prevent overloading due to debris.
- Access: Prevent access by unauthorized persons.

71 DANGEROUS OPENINGS

- General: Provide guarding at all times, including outside of working hours. Illuminate during hours of darkness.
- Access: Prevent access by unauthorized persons.

76 ASBESTOS-CONTAINING MATERIALS –NKNOWN OCCURENCES

- Discovery: Give notice immediately of suspected asbestos-containing materials when discovered during deconstruction/ demolition work. Avoid disturbing such materials.
- Removal: Submit statutory risk assessments and details of proposed methods for safe removal.

78 UNFORESEEN HAZARDS

- Discovery: Give notice immediately when hazards, such as unrecorded voids, tanks, chemicals, are discovered during deconstruction/ demolition.

- Removal: Submit details of proposed methods for filling, removal, etc.

85 SITE CONDITION AT COMPLETION
- Debris: Clear away and leave the site tidy on completion.
- Special requirements: None.

86 SITE LEVELS AT COMPLETION
- Levels: Grade the site to follow the levels of adjacent areas.

90 CONTRACTOR'S PROPERTY
- Components and materials arising from the deconstruction/ demolition work: Property of the Contractor except where otherwise provided.
- Action: Remove from site as work proceeds where not to be reused or recycled for site use.

D20 Excavating and filling

30 OBSTRUCTIONS
- Recorded foundations, beds, drains, etc: Break out and seal off drain ends. Remove contaminated earth.
- Unrecorded foundations, beds, basements, filling, tanks, service pipes, drains, etc: Give notice.

35 EXCESS EXCAVATIONS
- Excavation taken wider than required: Backfill as clause 60 .
- Excavation taken deeper than required: Backfill with well graded granular material .

40A SURPLUS EXCAVATED MATERIAL
- Remaining material: Remove from site.

50 HAZARDOUS, AGGRESSIVE OR UNSTABLE MATERIALS
- Generally: Do not import or use fill materials which would, either in themselves or in combination with other material or ground water, give rise to a health hazard, damage to building structures or instability in the filling.

53 WATER
General: Keep excavations free from water until foundations and below ground constructions are completed.

55 PLACING FILL GENERALLY
- Excavations and areas to be filled: Free from loose soil, rubbish and standing water.
- Freezing conditions: Do not use frozen materials or materials containing ice. Do not place fill on frozen surfaces.
- Fill against structures, membranes or buried services: Place and compact in a sequence and manner which will ensure stability and avoid damage.

58 GEOSYNTHETIC SHEET

- Type: Geotextile.
- Recycled content: Submit proposals.
- Jointing: 300 mm overlap.
- Preparation of subgrade: Before laying geotextile sheet, remove humps and sharp projections. Fill hollows.
- Protect from:
  - Exposure to light.
  - Contaminants.
  - Materials listed as potentially deleterious by geotextile manufacturer.
  - Wind uplift.

60 BACKFILLING AROUND FOUNDATIONS

- Under oversite concrete and pavings: Hardcore.
- Under grassed or landscaped areas: Material excavated from the trench, laid and compacted in 300 mm layers.

62 FROST SUSCEPTIBILITY

- General: Except as allowed below, fill must be non frost-susceptible as defined in Highways Agency 'Specification for Highway Works', clause 801.17.
- Frost-susceptible fill: Use only within the external walls of buildings below spaces that will be heated. Protect from frost during construction.

65 HARDCORE

- Fill: Granular material, free from harmful matter and excessive dust or clay, well graded, all pieces less than 75 mm in any direction, and in any one layer only one of the following:
  - Crushed hard rock or quarry waste.
  - Crushed concrete, brick or tile, free from plaster.
  - Gravel or hoggin.
- Filling: Spread and level both backfilling and general filling in layers not exceeding 150 mm. Thoroughly compact each layer.

75 BLINDING TO HARDCORE

- Surfaces to receive sheet overlays or concrete: Blind with:
  - Concrete where shown on drawings; or
  - Sand, fine gravel, or other approved fine material applied to provide a closed smooth surface.
- Permissible deviation on surface level: +0 -25mm.

F10 Brick/ block walling

10A RECLAIMED FACING BRICKWORKTO IN-FILL REMOVED AIR BRICKS

- Reclaimed bricks: To match existing.
  - Condition: Sound, free from mortar and deleterious matter.
  - Format: To match existing.
- Mortar: As section Z21.
  - Standard: Not applicable.
  - Mix: 1:2.5 NHL 3.5 lime: sand.
- Bond: To match existing.
- Joints: To match existing.

51 BASIC WORKMANSHIP

- Bond where not specified: Half lap stretcher.
- Mortar joints: Fill all vertical joints. Lay bricks, solid and cellular blocks on a full bed.
- AAC block thin mortar adhesive and gypsum block adhesive joints: Fill vertical joints. Lay blocks on a full bed.
- Clay block joints:
  - Thin layer mortar: Lay blocks on a full bed.
  - Interlocking perpends: Butted.
- Quoins and advance work: Rack back.
- Locations for equal levelling of cavity wall leaves:
  - Every course containing vertical twist type ties or other rigid ties.
  - Every third tie course for double triangle/ butterfly ties.
  - Courses in which lintels are to be bedded.
- Lift height (maximum) for walling using cement gauged or hydraulic lime mortar: 1.2 m above any other part of work at any time.
- Daily lift height (maximum) for walling using cement gauged or hydraulic lime mortar: 1.5 m for any one leaf.
- Lift height (maximum) for walling using thin joint mortar glue: 1.3 m above any other part of work at any time.

60 ALTERATIONS/ EXTENSIONS

- Coursing: Line up with existing work.
- Block bonding new walls to existing: Unless agreed otherwise cut pocket requirements as follows:
  - Width: Full thickness of new wall.
  - Depth (minimum): 100 mm.
  - Vertical spacing: As follows:
  - Brick to brick: 4 courses high at 8 course centres.
  - Block to block: Every other course.
  - Pocket joints: Fully filled with mortar.
- New and existing facework in the same plane: Bonded together at every course to achieve continuity of bond and coursing.
- Support of existing work: Fully consolidate joint above inserted lintel or masonry with semidry mortar to support existing structure.

F31 Precast concrete sills/ lintels/ copings/ features

10 CONCEALED PRECAST LINTELS

- Concrete: Designated to BS 8500-2: Minimum RC30
  - Aggregate nominal maximum size: 20 mm.
- Configuration:
  - Clear span up to 900 mm:
    Section: 140 mm deep x width of wall.
    Bearing: 150 mm at both ends.
    Reinforcement: One 12 mm carbon steel bar for each 105 mm of wall thickness.
  - Clear span 900 mm to 1800 mm:
    Section: 215 mm deep x width of wall.
    Bearing: 225 mm at both ends.
    Reinforcement: One 16 mm carbon steel bar for each 105 mm of wall thickness.
- Cover to reinforcement (nominal): 20 mm minimum.

20 MOULDS

- Permissible fabrication and operating tolerances: Length 0 to +6 mm, other dimensions ± mm.

25 REINFORCEMENT

- Carbon steel reinforcement: As appropriate to BS 4449, BS 4482 and BS 4483.
  - Cutting and bending: To BS 8666.
- Fixing: Accurate and secure.
  - Method: Wire tying, approved steel clips or tack welding if permitted.
  - Concrete cover: Maintain free of tying wire or clips.
  - Cover spacers on visible faces: Not permitted.

30 CASTING AND CURING

- Placement of concrete: Thoroughly compact.
- Immature components: Avoid movement, vibration, overloading, physical shock, rapid cooling and thermal shock.
- Protection from weather: Do not expose panels to direct sunlight and drying winds until at least five days after casting.

32 CUTTING

- Cutting of precast concrete components: Not permitted.

35 CONDITIONS FOR SEPARATE FACING AND BACKING MIXES

- Difference in cement content: Not greater than 80 kg/m³
- Thickness of facing mix (minimum): 10 mm greater than nominal maximum aggregate size, and not less than 25 mm.
- Location of reinforcement: Not less than 20 mm away from the interface between mixes.
- Compaction of facing and backing mix: Carry out to create monolithic construction.

40 LAYING

- Mortar for bedding and jointing: As section Z21.
  - Type: Site batched and mixed.
  - Mix: 1:2 NHL3.5 hydraulic lime:sharp well graded sand.
- Bedding components: On full bed of mortar.
- Bedding one piece sills/ thresholds: Leave clear of mortar except at end bearings and beneath masonry mullions.
  - On completion: Point with mortar to match adjacent work.

45 SUPPORT OF EXISTING WORK OVER NEW LINTELS

- Joint above lintels: Fully fill and compact with semidry mortar.

G20 Carpentry/ timber framing/ first fixing

2 TIMBER PROCUREMENT

- Timber (including timber for wood based products): Obtained from well managed forests/ plantations in accordance with:
  - The laws governing forest management in the producer country or countries.
  - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- Documentation: Provide either:
  - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied, or
  - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.

5 STRUCTURAL SOFTWOODFOR STRUCTURAL USE GENERALLY

- Grading standard: To BS 4978, BS EN 14081-1, or other national equivalent and so marked.
  - Timber of a target thickness less than 100 mm and not specified for wet exposure: Graded at an average moisture content not exceeding 20% with no reading being in excess of 24% and clearly marked as 'DRY' or 'KD' (kiln dried).
  - Timber graded undried (green) and specified for installation at higher moisture contents: Clearly marked as 'WET' or 'GRN'.
- Strength class to BS EN 338: C16.
- Treatment: Organic solvent impregnation to NBS section Z12 and Wood Protection Association Commodity Specification C8, Service life: 40 years.

10 UNGRADED SOFTWOODFOR INTERNAL NON-STRUCTURAL USE

- Quality of timber: Free from decay, insect attack (except pinhole borers) and with no knots wider than half the width of the section.
- Surface finish: Planed all round.
- Treatment: Organic solvent impregnation to NBS section Z12 and Wood Protection Association Commodity Specification C5, Service life: 40 years.

30 SELECTION AND USE OF TIMBER

- Timber members damaged, crushed or split beyond the limits permitted by their grading: Do not use.

32 NOTCHES, HOLES AND JOINTS IN TIMBER

- Notches and holes: Position in relation to knots or other defects such that the strength of members will not be reduced.
- Scarf joints, finger joints and splice plates: Do not use without approval.

35 PROCESSING TREATED TIMBER

- Cutting and machining: Carry out as much as possible before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thicknessed, planed, ploughed, etc.
- Surfaces exposed by minor cutting/ drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.

40 MOISTURE CONTENT

- Moisture content of wood and wood based products at time of installation: Not more than:
  - Covered in generally unheated spaces: 24%.
  - Covered in generally heated spaces: 20%.
  - Internal in continuously heated spaces: 20%.

50 ADDITIONAL SUPPORTS

- Provision: Position and fix additional studs, noggings and/ or battens to support edges of sheet materials, and wall/ floor/ ceiling mounted appliances, fixtures, etc. shown on drawings.
- Material properties: Timber to be of adequate size and have the same treatment as adjacent timber supports.

K10 Gypsum board dry linings/ partitions/ ceilings

30 METAL STUDPARTITIONS GENERALLY

- Manufacturer: British Gypsum.
  - Product reference: Gypframe.

- Stud types: Gypframe 48 S 50 'C' Studs.
  - Centres: max 400mm/600mm depending on wall height, in accordance with manufacturer's instructions.
- Insulation: Isover APR 1200.
  - Recycled content: Not applicable.
- Linings: 12.5 mm Gyproc SoundBloc.
  - Recycled content: Not applicable.
  - Screw centres: 300 mm generally, reduced to 200 mm at external angles.
- Finishing: Skim coat plaster.
  - Primer/ Sealer: Primer to painted areas.

  Accessories: Metal beads/ stops recommended by board manufacturer.

30A METAL STUDPARTITIONS TO FORMER BOILER ROOM

- Manufacturer: British Gypsum.
  - Product reference: Gypframe.
- Stud types: Gypframe 48 S 50 'C' Studs.
  - Centres: max 400mm/600mm depending on wall height, in accordance with manufacturer's instructions.
- Insulation: Not required.
  - Recycled content: Not applicable.
- Linings: 12.5 mm Gyproc WallBoard.
  - Recycled content: Not applicable.
  - Screw centres: 300 mm generally, reduced to 200 mm at external angles.
- Finishing: Skim coat plaster.
  - Primer/ Sealer: Primer to painted areas.
  - Accessories: Metal beads/ stops recommended by board manufacturer.

50 SUSPENDED CEILING ON METAL FRAMINGTO HALL, WCS AND KITCHEN

- Standard: To BS EN 13964.
- Evidence of compliance: All ceilings kits to be CE marked. Submit Declaration of Performance (DoP).
- Manufacturer: British Gypsum.
  - Product reference: Casoline.
- Structural soffit: Existing concrete slab.
- Suspension system:
  - Hangers: Gypframe MF8 Strap Hanger & MF12 soffit cleats as required .
  - Hanger centres: In accordance with manufacturer's instructions.
  - Grid centres: Primary grid 1200mm; secondary grid 450mm.
- Linings: 12.5mm Gyproc WallBoard.
- Recycled content: Not applicable.
  - Screw centres: 230 mm generally, reduced to 150 mm at board ends.
- Insulation: Not required.
  - Recycled content: Not applicable.
- Finishing: Skim coat plaster.
  - Primer/ Sealer: Primer to painted areas.
  - Accessories: None.

67 SKIM COAT PLASTER FINISH

- Plaster type: As recommended by board manufacturer.
  - Thickness: 2-3 mm.
- Joints: Fill and tape except where coincident with metal beads.
- Finish: Tight, matt, smooth surface with no hollows, abrupt changes of level or trowel marks.

69 INSTALLING BEADS/ STOPS

- Cutting: Neatly using mitres at return angles.
- Fixing: Securely using longest possible lengths, plumb, square and true to line and level, ensuring full contact of wings with substrate.
- Finishing: After joint compounds/ plasters have been applied, remove surplus material while still wet from surfaces of beads exposed to view.

70 ADDITIONAL SUPPORTS

- Framing: Accurately position and securely fix to give full support to:
  - Partition heads running parallel with, but offset from main structural supports.
  - Fixtures, fittings and services.

  Board edges and lining perimeters.

75 NEW WET LAID BASES

- Dpcs: Install under full width of partitions/ freestanding wall linings.

85 MINERAL WOOL INSULATION

- Fitting insulation: Closely butted joints and no gaps. Prevent slumping.
- Electrical cables overlaid by insulation: Size accordingly.

87 SEALING GAPS AND AIR PATHS

- Sealing: Apply sealant to perimeter abutments and around openings as a continuous bead with no gaps.
  - Gaps between floor and underside of gypsum board: After sealing, fill with joint compound.

L20 Doors/ shutters/ hatches

10 TIMBER PROCUREMENT

- Timber (including timber for wood-based products): Obtained from well-managed forests and/ or plantations in accordance with:
  - The laws governing forest management in the producer country or countries.
  - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- Documentation: Provide either:
  - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied.
  - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood-based products.
- Certification scheme: UK Timber procurement policy Category A evidence certification scheme..
- Other evidence: None.

20 WOOD FLUSH DOORS - INTERNAL SINGLE LEAF

- Manufacturer: Submit proposals.
  - Product reference: Submit proposals.
- Facings: Interior grade plywood.
- Lippings: hardwood lipping all round.
- Preservative treatment: Not required.
- Finish as delivered: Prepared and primed, as section M60.
- Glazing/ Infill details: Not applicable.
  - Manifestation: Not required.
  - Beading: Not required.
- Thermal performance (U-value maximum): n/a.
- Other requirements: None.

20A WOOD FLUSH DOORS - INTERNAL SINGLE LEAF WITH VISION PANELS

- Manufacturer: Submit proposals.
  - Product reference: Submit proposals.
- Facings: Interior grade plywood.
- Lippings: hardwood lipping all round.
- Preservative treatment: Not required.
- Finish as delivered: Prepared and primed, as section M60.
- Glazing/ Infill details: Clear fire-resisting glazing.
  - Manifestation: Not required.
  - Beading: To both sides.
- Thermal performance (U-value maximum): n/a.
- Other requirements: None.

50 WOOD DOOR FRAMES - INTERNAL SINGLE LEAF

- Manufacturer: Submit proposals.
  - Product reference: Submit proposals.
- Species: Softwood.
- Preservative treatment: Not required.
- Finish as delivered: Prepared and primed, as section M60.
- Perimeter seals: Not required.
- Thermal performance: n/a.
- Fixing: Plugged and screwed.
  - Spacing of fixings (frames not predrilled): Maximum 150 mm from ends of each jamb, adjacent to each hanging point and at 600 mm maximum centres.

70A FIRE AND SMOKE RESISTANCE REFER TO DOOR SCHEDULE FOR LIST OF FIRE RESISTING DOORS

- Requirement: Specified performance to be the minimum period attained when tested for integrity in accordance with BS 476-22, BS EN 1634-1 or BS EN 1634-3.
- Components and assemblies will be marked to the relevant product standard and/ or third party certification rating.

75A FIRE RESISTING/ SMOKE CONTROL DOORS/ DOORSETS REFER TO DOOR SCHEDULE FOR LIST OF FIRE RESISTING DOORS

- Gaps between frames and supporting construction: Filled as necessary in accordance with door/ doorset manufacturer's instructions.

80 SEALANT JOINTS

- Sealant:
  - Manufacturer: Contractor's choice .
    Product reference: Contractor's choice .
  - Colour: White .
  - Application: As section Z22 to prepared joints. Triangular fillets finished to a flat or slightly convex profile.

85 FIXING IRONMONGERY GENERALLY

- Fasteners: Supplied by ironmongery manufacturer.
  - Finish/ Corrosion resistance: To match ironmongery.
- Holes for components: No larger than required for satisfactory fit/ operation.
- Adjacent surfaces: Undamaged.
- Moving parts: Adjusted, lubricated and functioning correctly at completion.

M20 Plastered/ Rendered/ Roughcast coatings

42 PROPRIETARY PLASTERMAKING GOOD TO EXISTING WALLS

- Substrate: Existing masonry.
  - Preparation: Manufacturer's recommendation.
- Manufacturer: British Gypsum.
- Undercoats:
  - Product reference: Thistle Tough Coat.
  - Thickness (excluding dubbing out and keys): 11mm.
- Final coat:
  - Product reference: Thistle Multi Surface.
  - Thickness: 2mm.
  - Finish: Smooth.

50 GYPSUM PLASTER SKIM COAT ON PLASTERBOARD

- Plasterboard manufacturer: British Gypsum.
  - Product reference: Gyproc SoundBloc & WallBoard.
- Plaster: Board finish plaster to BS EN 13279-1, class B.
  - Manufacturer: British Gypsum.
    Product reference: Thistle Multi Surface.
  - Thickness: 2mm.
  - Finish: Smooth.

67 COLD WEATHER

- Internal work: Take precautions to prevent damage to internal coatings when air temperature is below 3°.
- External work: Avoid when air temperature is at or below 5° and falling or below 3° and rising.

71 SUITABILITY OF SUBSTRATES

- General: Suitable to receive coatings. Sound, free from contamination and loose areas.

74 EXISTING DAMP AFFECTED PLASTER/ RENDER

- Plaster affected by rising damp: Remove to a height of 300 mm above highest point reached by damp or 1 m above dpc, whichever is higher.
- Perished and salt contaminated masonry:
  - Mortar joints: Rake out.
  - Masonry units: Submit proposals.
- Drying out substrates: Establish drying conditions.

76 REMOVING DEFECTIVE EXISTING PLASTER

- Plaster for removal: Loose, hollow, soft, friable, badly cracked, affected by efflorescence or otherwise damaged.
- Removing plaster: Cut back to a square, sound edge.

80 PLASTERBOARD BACKINGS

- Additional framing supports:
  - Fixtures, fittings and service outlets: Accurately position to suit fasteners.
  - Board edges and perimeters: To suit type and performance of board.
- Joints:
  - Joint widths (maximum): 3 mm.
  - End joints: Stagger between rows.
  - Two layer boarding: Stagger joints between layers.
- Joint reinforcement tape: Apply to joints and angles except where coincident with metal beads.

82A BEADS/ STOPS

- Location: External angles and stop ends.
- Materials:
  - Internal plaster/ render: Stainless steel.
- Fixing: Secure and true to line and level.
  - Beads/ stops to external render: Fix mechanically.

87 APPLICATION OF COATINGS

- General: Apply coatings firmly and achieve good adhesion.
- Appearance of finished surfaces: Even and consistent. Free from rippling, hollows, ridges, cracks and crazing.
  - Accuracy: Finish to a true plane with walls and reveals plumb and square.
- Drying out: Prevent excessively rapid or localized drying out.
- Keying undercoats: Cross scratch (plaster coatings) and comb (render coatings). Do not penetrate undercoat.

M50 Rubber/ plastics/ cork/ lino/ carpet tiling/ sheeting

10 TILING TO HALL AND LOBBY 02

- Base: Existing concrete slab..
  - Preparation: Arditex CL latex levelling and smoothing compound.
- Fabricated underlay: None.
- Tiles: Vinyl to BS EN 649 and BS EN 654.
  - Manufacturer: Karndean.
    Product reference: Opus.
  - Recycled content: None permitted.
  - Size: n/a.
  - Thickness: 2.5mm.
  - Colour/ pattern: TBC.
- Adhesive (and primer if recommended by manufacturer): As recommended by manufacturer.

20A SHEETING VINYL TO WCS AND KITCHEN

- Base: Existing concrete slab.
  - Preparation: Arditex CL latex levelling and smoothing compound and as clause 45. 6mm ply to the Kitchen (over both 18mm ply above the stairs and over levelling screed to the existing floor)
- Fabricated underlay: None.
- Flooring roll: PVC with particle based enhanced slip resistance to BS EN 13845.
  - Manufacturer: Altro Floors, telephone 01462 480480, fax 01462 480010.
    Product reference: Altro Walkway 20.
  - Recycled content: 20%.
  - Width: 2000 mm.
  - Thickness: 2mm.
  - Colour/ pattern: TBC.
- Adhesive (and primer if recommended by manufacturer): Altrofix 19 two part polyurethane adhesive by Altro Limited, to manufacturer's recommendations. Fully bonded to the Kitchen.
- Seam welding: Hot welding with matching Altro welding rod.
- Accessories: CF20R cove former, Captile strip C8 and Capping Seal C7.

40 LAYING COVERINGS ON NEW WET LAID BASES

- Base drying aids: Not used for at least four days prior to moisture content test.
- Base moisture content test: Carry out in accordance with BS 5325, Annexe A or BS 8203,

Annexe A.
- Commencement of laying coverings: Not until all readings show 75% relative humidity or less.

45 EXISTING FLOOR COVERING REMOVED
- Substrate: Clear of covering and as much adhesive as possible. Skim with smoothing compound to give smooth, even surface.

65 LAYING COVERINGS
- Base/ substrate condition: Rigid, dry, smooth, free from grease, dirt and other contaminants.
- Use a primer where recommended by adhesive manufacturer. Allow to dry thoroughly.
- Adhesive: As specified, as recommended by covering manufacturer or, as approved.
- Conditioning of materials prior to laying: As recommended by manufacturer.
- Environment: Before, during and after laying, provide adequate ventilation and maintain temperature and humidity approximately at levels which will prevail after building is occupied.
- Finished coverings: Accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks, stains, trowel ridges and high spots.

85 WASTE
- Spare covering material: Retain suitable material for patching. On completion submit pieces for selection. Hand over selected pieces to Employer.

M60 Painting/ clear finishing

10A EMULSION PAINTTO INTERNAL PLASTERED SURFACES
- Manufacturer: Dulux/ICI.
  - Product reference: Dulux Trade Diamond Matt.
- Colour: TBC
- Preparation and coats Prepare and apply in accordance with attached Dulux data sheet 447

14A EGGSHELL/ SATIN PAINT TO WC SOFTWOOD
Manufacturer: [Dulux/ICI].
- Product reference: [Dulux Trade Diamond Eggshell].

Colour: [TBC]
Preparation and coats [Prepare and apply in accordance with attached Dulux data sheet 408]

18 SPECIAL COATINGTO FORMER BOILER ROOM EXISTING SURFACES
- Manufacturer: KEIM.
  - Product reference: Soldalit.
- Surfaces: Internal, previously coated.
  - Preparation: As per manufacturer's instructions and Schedule of Works.
- Initial coats: As recommended by manufacturer.
  - Number of coats: As recommended by manufacturer.
- Undercoats: As recommended by manufacturer.
  - Number of coats: As recommended by manufacturer.
- Finishing coats: As recommended by manufacturer.
  - Number of coats: As recommended by manufacturer.
  - Slip resistance value - water wet (minimum): Not applicable .

30 PREPARATION GENERALLY

- Standard: In accordance with BS 6150.
- Refer to any pre-existing CDM Health and Safety File and CDM Construction Phase Plan where applicable.
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
- Substrates: Sufficiently dry in depth to suit coating.
- Efflorescence salts, dirt, grease and oil: Remove.
- Surface irregularities: Provide smooth finish.
- Organic growths and infected coatings:
  - Remove with assistance of biocidal solution.
  - Apply residual effect biocidal solution to inhibit regrowth.
- Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.
- Dust, particles and residues from preparation: Remove and dispose of safely.
- Doors, opening windows and other moving parts:
  - Ease, if necessary, before coating.

  Prime resulting bare areas.

32 PREVIOUSLY COATED SURFACES GENERALLY

- Preparation: In accordance with BS 6150, clause 11.5.
- Contaminated or hazardous surfaces: Give notice of:
  - Coatings suspected of containing lead.
  - Substrates suspected of containing asbestos or other hazardous materials.
  - Significant rot, corrosion or other degradation of substrates.
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
- Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
- Alkali affected coatings: Completely remove.
- Retained coatings:
  - Thoroughly clean.
  - Gloss coated surfaces: Provide key.
- Partly removed coatings: Apply additional preparatory coats.
- Completely stripped surfaces: Prepare as for uncoated surfaces.

37 WOOD PREPARATION

- General: Provide smooth, even finish with lightly rounded arrises.
- Degraded or weathered surface wood: Take back surface to provide suitable substrate.
- Degraded substrate wood: Repair with sound material of same species.
- Heads of fasteners: Countersink sufficient to hold stoppers/ fillers.
- Resinous areas and knots: Apply two coats of knotting.
- Defective primer: Take back to bare wood and reprime.

41 MASONRY AND RENDERING PREPARATION

- Loose and flaking material: Remove.

43 PLASTER PREPARATION

- Nibs, trowel marks and plaster splashes: Scrape off.
- Overtrowelled 'polished' areas: Provide suitable key.

45 PREVIOUSLY PAINTED WINDOW FRAMES

- Paint encroaching beyond glass sight line: Remove.
- Loose and defective putty: Remove.
- Putty cavities and junctions between previously painted surfaces and glass: Clean thoroughly.
- Finishing:
  - Patch prime, reputty, as necessary and allow to harden.
  - Seal and coat as soon as sufficiently hard.

52 SEALING OF INTERNAL MOVEMENT JOINTS

- General: To junctions of walls and ceilings with architraves, skirtings and other trims.
- Sealant: Water-borne acrylic.
  - Manufacturer: Submit proposals.

  Product reference: Submit proposals.

  Preparation and application: As section Z22.

61 COATING GENERALLY

- Application standard: In accordance with BS 6150, clause 9.
- Conditions: Maintain suitable temperature, humidity and air quality.
- Surfaces: Clean and dry at time of application.
- Thinning and intermixing: Not permitted unless recommended by manufacturer.
- Priming coats: Apply as soon as possible on same day as preparation is completed.
- Finish:
  - Even, smooth and of uniform colour.
  - Free from brush marks, sags, runs and other defects.
  - Cut in neatly.
- Doors, opening windows and other moving parts: Ease before coating and between coats.

68 STAINING WOOD

- Primer: Apply if recommended by stain manufacturer.
- Application: Apply in flowing coats and brush out excess stain to produce uniform appearance.

N11 Domestic kitchen fittings, furnishings and equipment

10A FITTED BASE UNITS AND WALL UNITS

- See notes on Drawing 110

20 WORKTOPS

- Manufacturer: Contractor’s choice
- Material: Grade 304 austenitic Stainless Steel
- Dimensions: 30mm thick, refer to drawings
- Accessories: Integrated sink and drainer
- Support: On base units
- See notes on drawing 110

30 SINKS, TAPS, TRAPS AND WASTES TO KITCHEN / SERVERY

- Sinks:
  - Manufacturer: Contractor’s choice
  - Product reference: Submit proposals. To suit a worktop depth of 500mm
  - Configuration: Single bowl with drainer, integrated into s/s worktop.
  - Material: Grade 304 austenitic stainless steel
- Tap/ chainstay/ overflow holes: Overflow hole.
- Taps: Refer to drawing 110
- Wastes: Pop up.

- Manufacturer: Contractor's choice.
- Product reference: Submit proposals.
- Size: To fit sink .

• Traps: Tubular, P type.
- Manufacturer: Contractor's choice.
Product reference: Contractor's choice.
- Size: To fit waste.
- Depth of seal (minimum): 75 mm.

• Accessories: Support brackets.

41 APPLIANCES
• Item: Dishwasher, fridge, refer to drawing 110.
• Manufacturer: Bosch or similar approved.
- Product reference: Submit proposals, integrated appliances.
• Colour and finish: n/a.
• Service connections: Mains electricity.

N13 Sanitary appliances and fittings

10A WC PANS AND FLUSHING ARRANGEMENTS TO ACCESSIBLE WC
• See Sanitaryware note on Drawing 102

11A WC PANS AND FLUSHING ARRANGEMENTS
• See Sanitaryware note on drawing 102

30A WASH BASINS
• See Sanitaryware note on Drawing 102

68 SEALANT FOR POINTING
• Standard: To BS EN ISO 11600.
- Class: F20 HM.
• Type: Silicone.
- Manufacturer: Submit proposals.
Product reference: Submit proposals.
• Colour: White.

70 INSTALLATION GENERALLY
• Assembly and fixing: Fix appliances securely to structure, without taking support from pipelines, level and plumb and so that surfaces designed to fall drain as intended.
• Jointing and bedding compounds: Recommended by manufacturers of appliances, accessories and pipes, to form watertight joints between appliances and backgrounds (except cisterns) and between appliances and discharge pipes.

75 CISTERNS
• Cistern operating components: Obtain from cistern manufacturer.
• Inlet and flushing valves: Match to pressure of water supply.
• Internal overflows: Into pan, to give visible warning of discharge.
• External overflows: Fix pipes to falls, and locate to give visible warning of discharge. Agree position.

P31 Holes, chases, covers and supports for services

10 HOLES, RECESSES AND CHASES IN MASONRY

- Locations: To maintain integrity of strength, stability and sound resistance of construction.
- Sizes: Minimum needed to accommodate services.
  - Holes (maximum): 300 mm²
- Walls of hollow or cellular blocks: Do not chase.
- Walls of other materials:
  - Vertical chases: No deeper than one third of single leaf thickness, excluding finishes.
  - Horizontal or raking chases: No longer than 1 m. No deeper than one sixth of the single leaf thickness, excluding finishes.
- Chases and recesses: Do not set back to back. Offset by a clear distance at least equal to the wall thickness.
- Cutting: Do not cut until mortar is fully set. Cut carefully and neatly. Avoid spalling, cracking and other damage to surrounding structure.

20 NOTCHES AND HOLES IN STRUCTURAL TIMBER

- General: Avoid if possible.
- Sizes: Minimum needed to accommodate services.
- Position: Do not locate near knots or other defects.
- Notches and holes in same joist: Minimum 100 mm apart horizontally.
- Notches in joists:
  - Position: Locate at top. Form by sawing down to a drilled hole.
  - Depth (maximum): 0.15 x joist depth.
  - Distance from supports: Between 0.1 and 0.2 x span.
- Holes in joists:
  - Position: Locate on neutral axis.
  - Diameter (maximum): 0.25 x joist depth.
  - Centres (minimum): 3 x diameter of largest hole.
  - Distance from supports: Between 0.25 and 0.4 of span.
- Notches in roof rafters, struts and truss members: Not permitted.
- Holes in struts and columns: Locate on neutral axis.
  - Diameter (maximum): 0.25 x minimum width of member.
  - Centres (minimum): 3 x diameter of largest hole.
  - Distance from ends: Between 0.25 and 0.4 of span.

30 PIPE SLEEVES

- Material: Match pipeline.
- Sleeves: Extend through full thickness of wall or floor. Position accurately.
  - Clearance around service (maximum): 20 mm or diameter of service, whichever is the lesser.
  - Installation: Bed solid.

Z10 Purpose made joinery

10 FABRICATION

- Standard: To BS 1186-2.
- Sections: Accurate in profile and length, and free from twist and bowing. Formed out of solid unless shown otherwise.
  - Machined surfaces: Smooth and free from tearing, wooliness, chip bruising and other machining defects.
- Joints: Tight and close fitting.
- Assembled components: Rigid. Free from distortion.

- Screws: Provide pilot holes. Heads of countersunk screws sunk at least 2 mm below surfaces visible in completed work.
- Adhesives: Compatible with wood preservatives applied and end uses of timber.

20 CROSS SECTION DIMENSIONS OF TIMBER
- General: Dimensions on drawings are finished sizes.
- Maximum permitted deviations from finished sizes:
  - Softwood sections: To BS EN 1313-1.
  - Hardwood sections: To BS EN 1313-2.

30 PRESERVATIVE TREATED WOOD
- Cutting and machining: Completed as far as possible before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thicknessed, planed, ploughed, etc.
- Surfaces exposed by minor cutting and/ or drilling: Treat as recommended by main treatment solution manufacturer.

40 MOISTURE CONTENT
- Wood and wood based products: Maintained within range specified for the component during manufacture and storage.

50 FINISHING
- Surfaces: Smooth, even and suitable to receive finishes.
  - Arrises: Eased unless shown otherwise on drawings.
- End grain in external components: Sealed with primer or sealer as section M60 and allowed to dry before assembly.

Z20 Fixings and adhesives

10 FIXINGS AND FASTENERS GENERALLY
- Integrity of supported components: Select types, sizes, quantities and spacings of fixings, fasteners and packings to retain supported components without distortion or loss of support.
- Components, substrates, fixings and fasteners of dissimilar metals: Isolate with washers or sleeves to avoid bimetallic corrosion.
- General usage: To recommendations of fastener manufacturers and/ or manufacturers of components, products or materials fixed and fixed to.
- Fixings: To be in straight lines, at regular centres.

25 FASTENER DURABILITY
- Materials: To have:
  - Bimetallic corrosion resistance appropriate to items being fixed.
  - Atmospheric corrosion resistance appropriate to fixing location.
- Appearance: Submit samples on request.

30 FIXINGS THROUGH FINISHES
- Penetration of fasteners and plugs into substrate: To achieve a secure fixing.

35 PACKINGS
- Materials: Non-compressible, corrosion proof.
- Area of packings: Sufficient to transfer loads.

40 CRAMP FIXINGS
- Fasteners: Fix cramps to frames with screws of same material as cramps.

- Fixings in masonry work: Fully bed in mortar.

50 PELLETED COUNTERSUNK SCREW FIXINGS
- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Pellets: Cut from matching timber, grain matched, glued in to full depth of hole.
- Finished level of pellets: Flush with surface.

55 PLUGGED COUNTERSUNK SCREW FIXING
- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Plugs: Glue in to full depth of hole.
- Finished level of plugs: Projecting above surface.

60 APPLYING ADHESIVES
- Surfaces: Clean. Regularity and texture to suit bonding and gap filling characteristics of adhesive.
- Support and clamping during setting: Provide as necessary. Do not mark surfaces of or distort components being fixed.
- Finished adhesive joints: Fully bonded. Free of surplus adhesive.

Z21 Mortars

10 MORTAR MIXES
- Specification: Proportions and additional requirements for mortar materials are specified elsewhere.

20 SAND FOR SITE MADE CEMENT GAUGED MASONRY MORTARS
- Standard: To BS EN 13139.
- Grading: 0/2 (FP or MP).
  - Fines content where the proportion of sand is specified as a range (e.g. 1:1: 5-6):
    Lower proportion of sand: Use category 3 fines.
    Higher proportion of sand: Use category 2 fines.
- Sand for facework mortar: Maintain consistent colour and texture. Obtain from one source.

25 SAND FOR LIME:SAND MASONRY MORTARS
- Type: Sharp, well graded.
  - Quality, sampling and testing: To BS EN 13139.
  - Grading/ Source: As specified elsewhere.

40 CEMENTS FOR MORTARS
- Cement: To BS EN 197-1 and CE marked.
  - Types: Portland cement, CEM I.
    Portland limestone cement, CEM II/A-LL.
    Portland slag cement, CEM II/B-S.
    Portland fly ash cement, CEM II/B-V.
  - Strength class: 32.5, 42.5 or 52.5.
- White cement: To BS EN 197-1 and CE marked.
  - Type: Portland cement, CEM I.
  - Strength class: 52.5.
- Sulfate resisting Portland cement:
  -Types: To BS EN 197-1 Sulfate resisting Portland cement, CEM I/SR and CE marked.
  To BS EN 197-1 fly ash cement, CEM II/B-V and CE marked.
  - Strength class: 32.5, 42.5 or 52.5.
- Masonry cement: To BS EN 413-1 and CE marked.

Class: MC 12.5.

60 MAKING MORTARS GENERALLY

- Batching: By volume. Use clean and accurate gauge boxes or buckets.
- Mix proportions: Based on dry sand. Allow for bulking of damp sand.
- Mixing: Mix materials thoroughly to uniform consistency, free from lumps.
  - Mortars containing air entraining admixtures: Mix mechanically. Do not overmix.
- Contamination: Prevent intermixing with other materials.

Z22 Sealants

31 JOINTSGENERALLY

- Primer, backing strip, bond breaker: Types recommended by sealant manufacturer.

EXECUTION

61 SUITABILITY OF JOINTS

- Presealing checks:
  - Joint dimensions: Within limits specified for the sealant.
  - Substrate quality: Surfaces regular, undamaged and stable.
- Joints not fit to receive sealant: Submit proposals for rectification.

62 PREPARING JOINTS

- Surfaces to which sealant must adhere:
  - Remove temporary coatings, tapes, loosely adhering material, dust, oil, grease, surface water and contaminants that may affect bond.
  - Clean using materials and methods recommended by sealant manufacturer.
- Vulnerable surfaces adjacent to joints: Mask to prevent staining or smearing with primer or sealant.
- Backing strip and/ or bond breaker installation: Insert into joint to correct depth, without stretching or twisting, leaving no gaps.
- Protection: Keep joints clean and protect from damage until sealant is applied.

63 APPLYING SEALANTS

- Substrate: Dry (unless recommended otherwise) and unaffected by frost, ice or snow.
- Environmental conditions: Do not dry or raise temperature of joints by heating.
- Sealant application: Fill joints completely and neatly, ensuring firm adhesion to substrates.
- Sealant profiles:
  - Butt and lap joints: Slightly concave.
  - Fillet joints: Flat or slightly convex.
- Protection: Protect finished joints from contamination or damage until sealant has cured.

6033 St Anselm Hall Upgrade

Preliminaries

Rev B

11 September 2020

Table of Contents

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: St Anselm Hayes - Hall Upgrade Project.
- Nature: Refurbishment of hall and Former Boiler Room including removal of existing partitions, removal of two walls requiring structural support over, partial removal of the stairs into the Former Boiler Room. New floor and access hatch providing access to the Former Boiler Room to allow formation of a kitchen and new internal connection to the hall. Construction of new partitions, provision of 1no. WC and 1no. accessible WC. Associated plumbing, drainage, heating and electrical works.
- Location: St Anselm, Station Road, Hayes, UB3 4DF.
- Length of contract: 8 weeks.

120 EMPLOYER (CLIENT)

- Name: The PCC of St Anselm Hayes.
- Address: St Anselm, Station Road, Hayes, UB3 4DF.
- Contact: Fr Matthew Cashmore, Incumbent.
- Telephone: 0203 882 0553.
- E-mail: father@matthewcashmore.com

130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBC.
- Address: TBC.
- Contact: TBC.
- Telephone: TBC.
- E-mail: TBC.

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Edwards Wilson Limited.
- Address: The Gallery, St Margaret Pattens, Rood Lane, London, EC3M 1HS.
- Contact: Bob Wilson.
- Telephone: 0207 583 7799.
- E-mail: bob@e-w.london.

150 PRINCIPAL DESIGNER

- Name: Edwards Wilson Limited.
- Address: The Gallery, St Margaret Pattens, Rood Lane, London, EC3M 1HS.
- Contact: Bob Wilson.
- Telephone: 0207 583 7799.
- E-mail: bob@e-w.london.

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are: 6033- 101, 102, 110, 115, preambles, schedule of works

120 CONTRACT DRAWINGS

- The Contract Drawings: The same as the tender drawings.

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: The site is occupied by the church of St Anselm and attached hall building, formerly the choir vestry and then the Walsingham Chapel. There is a paved forecourt to the east of the church and area of rough ground to the west. The site is bounded by Station Road to the east; St Anselm's Road to the north, residential properties to the west; and commercial properties to the south.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: The site is occupied by a Grade II listed early 20th century historic church building and contemporary chapel/hall extension. There is a block paved forecourt to the east of the church, a block paved footpath running along the northern edge of the site and an area of rough ground to the west.
  Adjacent buildings are a mix of Victorian and modern commercial buildings, some with residential use on the upper floors, and late 20th century residential properties.

200 ACCESS TO THE SITE

- Description: Vehicular access is either via Station Road to access the front forecourt or Neild Road and St Anselm Road to the area of rough ground to the west of the site.
  The nearest public transport link is Hayes and Harlington Station (National Rail).
  Access to the building for the purpose of the works is via the double doors on north side of the building, leading directly into the Hall.
- Limitations: None.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: There is space for three cars to the area of rough ground to the west of the church, accessible from Nield Road and St Anselms Road. There is space for 1no. van to the forecourt at the east end of the church accessible from Station Road.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: None.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
  - Adjacent buildings are a mix of commercial buildings, including food outlets, and residential buildings.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
  - Asbestos containing floor tiles within the WC and asbestos containing insulation products to pipework within the old boiler room (basement).
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any

possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: By appointment only with the Contract Administrator, Edwards Wilson Limited.

A20 JCT MINOR WORK BUILDING CONTRACT WITH CONTRACTORS DESIGN (MWD)

JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTORS DESIGN

- The Contract: JCT Minor Works Building Contract with contractor's design 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR

The work comprises: Refurbishment of hall and Former Boiler Room including removal of existing partitions, removal of two walls requiring structural support over, partial removal of the stairs into the Former Boiler Room. New floor and access hatch providing access to the Former Boiler Room to allow formation of a kitchen and new internal connection to the hall. Construction of new partitions, provision of 1no. WC and 1no. accessible WC. Associated plumbing, drainage, heating and electrical works.

- Architect/ Contract Administrator: See clause A10/140.

Second – CONTRACTOR'S DESIGNED PORTION

- The works include the design and construction of:
  Electrical installation, hot and cold water installation, drainage installation, heating installation, structural elements.

Third - CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
  Contract documents: The following have been prepared which show and describe the work to be done A specification and Work schedules.

Fourth - PRICED DOCUMENTS

- Documents to be priced or provided by the Contractor: Work schedules.

ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/140.

4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

CONTRACT PARTICULARS

Fifth Recital and Schedule 2 - BASE DATE

- Base date: 10 days before the date for return of tenders.

Fourth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)

- Employer at the Base Date is not a 'contractor' for the purposes of the CIS.

Sixth Recital - CDM REGULATIONS

- The project is not notifiable.

Eighth Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 app lies.
- Performance indicators and monitoring: Supplemental Provision 5 does not apply.
- Notification and negotiation of disputes: Supplemental Provision 6 does not apply. Where Supplemental Provision 6 applies, the respective nominees of the parties are:
  - Employer's nominee: N/A.
  - Contractor's nominee: N/A .

  Or such replacement as each party may notify to the other from time to time.

Article 7 - ARBITRATION

- Article 7 and Schedule 1 do not apply.

Clause 2.2 - COMMENCEMENT AND COMPLETION

- Works commencement date: TBA.
- Date for Completion: TBA.

Clause 2.8 - LIQUIDATED DAMAGES

- At the rate of 250 per calendar week or pro-rata thereto.

Clause 2.10 - RECTIFICATION PERIOD

- Period: 12 months from the date of practical completion.

Clause 4.3 - INTERIM PAYMENTS

- Interim Valuation Dates:
  - The first Interim Valuation Date is: 3 weeks after the commencement of works.
  - Thereafter at intervals of: monthly.
- Payments due prior to practical completion:
  - Percentage of total value of the work etc.: 95 per cent.
- Payments becoming due on or after practical completion:
  - Percentage of the total amount to be paid: 97½ per cent.

Clause 4.3 and 4.8 - FLUCTUATIONS PROVISION

- The following fluctuations provision applies: No fluctuations provision applies.
- Where Schedule 2 applies, the percentage addition (paragraph 13) is N/A.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: Three months from the date of practical completion.

Clause 5.3 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY

- The required level of cover for any one occurrence or series of occurrences arising out of one event:
  - Not less than: £10 million.

Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS, ETC. - ALTERNATIVE

PROVISIONS

- Clause 5.4C applies.
- Where clause 5.4A or 5.4B applies, percentage to cover professional fees: 15 per cent.
- Where clause 5.4C applies, insurance arrangements - details of the required policy or policies: Works insurance by Contractor (terms to be agreed); existing structures insurance by the Employer.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: TBA.
- Nominating body: Royal Institution of Chartered Surveyors.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed under hand.

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145 TENDERING PROCEDURE

- General: In accordance with NBS Guide to Tendering for Construction Projects.
- Errors: Alternative 2 is to apply.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 16 weeks.
- Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION
- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

250 PRICED DOCUMENTS
- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With tender.

310 TENDER
- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

515 ALTERNATIVE TIME TENDERS
- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
- Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender. 530 SUBSTITUTE PRODUCTS
- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

550 HEALTH AND SAFETY INFORMATION
- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
  - A copy of the contractor's health and safety policy document, including risk assessment procedures.
  - Accident and sickness records for the past five years.
  - Records of previous Health and Safety Executive enforcement action.
  - Records of training and training policy.
  - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: Within one week of request.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Content: Submit the following information within one week of request:
  - Method statements on how risks from hazards identified in the pre-construction

information and other hazards identified by the contractor will be addressed.
- Details of the management structure and responsibilities.
- Arrangements for issuing health and safety directions.
- Procedures for informing other contractors and employees of health and safety hazards.
- Selection procedures for ensuring competency of other contractors, the self-employed and designers.
- Procedures for communications between the project team, other contractors and site operatives.
- Arrangements for cooperation and coordination between contractors.
- Procedures for carrying out risk assessment and for managing and controlling the risk.
- Emergency procedures including those for fire prevention and escape.
- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
- Arrangements for welfare facilities.
- Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- Arrangements for consulting with and taking the views of people on site.
- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS
- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION
- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

130 PRODUCTS
- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT
- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

140 DRAWINGS
- Definitions: To BSRIA BG 6 A design framework for building services. Design activities

and drawing definitions.
- CAD data: In accordance with BS 1192.

145 CONTRACTOR'S CHOICE
- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

155 SUBMIT PROPOSALS
- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION
- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE
- Definition: When used in this combination:
  - Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
  - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS
- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - manufacturer and product reference;
  - cost;
  - availability;
  - relevant standards;
  - performance;

- function;
- compatibility of accessories;
- proposed revisions to drawings and specification;
- compatibility with adjacent work;
- appearance;
- copy of warranty/ guarantee.

• Alterations to adjacent work: If needed, advise scope, nature and cost.
• Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES
• Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
• Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
• Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
• Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS
• Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS
• Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 SUBSTITUTION OF STANDARDS
• Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
• Before ordering: Submit notification of all such substitutions.
• Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS AND INFORMATION
• Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 SIZES
• General dimensions: Products are specified by their co-ordinating sizes.
• Timber: Cross section dimensions shown on drawings are:
  - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
  - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS
• Additional copies: Issued free of charge.

440 DIMENSIONS
• Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES
• Ordering products and constructing the Works: The accuracy and sufficiency of the

measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION
- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

630 TECHNICAL LITERATURE
- Information: Keep on site for reference by all supervisory personnel:
  - Manufacturers' current literature relating to all products to be used in the Works.
  - Relevant British, EN or ISO Standards.

640A MAINTENANCE INSTRUCTIONS AND GUARANTEES
- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In Building Manual.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION
- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

120 INSURANCE
- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 INSURANCE CLAIMS
- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS
- Information: Record accurately and retain:
  - Daily maximum and minimum air temperatures (including overnight).
  - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP
- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor
  - Subcontractor's work.
  - Running in, adjustment, commissioning and testing of all engineering services and installations.
  - Work resulting from instructions issued in regard to the expenditure of provisional sums.
  - Work by others concurrent with the Contract.
- Submit two copies.

245 START OF WORK ON SITE

- Notice: Before the proposed date for start of work on site give minimum notice of two weeks.

250A MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: On site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): Two weeks.

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
  - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
  - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.

  All other relevant information required.

CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
  - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - Suitable for the purposes stated or reasonably to be inferred from the project documents.

  Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.

- Test results.
- Identity of testing agency.
- Test dates and times.
- Identities of witnesses.

Analysis of results.

150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
  - Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - Extent and purpose of the approval.
  - Any associated conditions.

160 RELATED WORK

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
  - Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
  - Evidence of suitability is provided.

  Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

210 SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
  - To an express approval.

  To match a sample expressly approved as a standard for the purpose.

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT
- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

330 APPEARANCE AND FIT
- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
  - Submit proposals; or
  - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

350 LEVELS OF STRUCTURAL FLOORS
- Maximum tolerances for designed levels to be:
  - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
  - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
  - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
  - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat (s): +/- 15 mm.
  - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
  - Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.

SERVICES GENERALLY

410 SERVICES REGULATIONS
- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

435 ELECTRICAL INSTALLATION CERTIFICATE
- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

445 SERVICE RUNS
- General: Provide adequate space and support for services, including unobstructed routes and fixings.
- Ducts, chases and holes: Form during construction rather than cut.
- Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

450 MECHANICAL AND ELECTRICAL SERVICES
- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.

- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

530 OVERTIME WORKING
- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
  - Minimum period of notice: Three days.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK
- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
  - Hinder access to defective products or work; or
  - Be rendered abortive by remedial work.

560 TESTS AND INSPECTIONS
- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

610 DEFECTIVE PRODUCTS/ EXECUTIONS
- Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION
- General: Make good all damage consequent upon the Works.
  Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION
- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Contract Administrator.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

120A EXECUTION HAZARDS
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
  - Hazard: Refer to the Designer's Risk Assessment.

130A PRODUCT HAZARDS
- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
  Hazard: Refer to the Designer's Risk Assessment.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Submission: Present to the Employer/ Client no later than two weeks before commencement on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

150 SECURITY
- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: None.

160 STABILITY
- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
- Design loads: Obtain details, support as necessary and prevent overloading.

170 OCCUPIED PREMISES
- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: the church will continue to be in use for the duration of the contract. Services take place on Thur, Sat and Sun between 10.30am -12.00pm. Noisy works should be avoided at those times. The Employer will notify the Contractor as soon as possible of any extraordinary services, such as funerals. Access will need to be maintained to the organ loft for access to the bell control, and to the blower room for access to meters.
- Works: Carry out without undue inconvenience and nuisance and without danger to

occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS
- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

PROTECT AGAINST THE FOLLOWING

330A NOISE AND VIBRATION
- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
  - Percussion tools and other noisy appliances without consent
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION
- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES
- Use: Only where specified or approved, and then only suitable products listed on www.pesticides.gov.uk.
- Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.
- Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.
- Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.

360 NUISANCE
- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS
- Duty: Report immediately any suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.

371 DANGEROUS OR HAZARDOUS SUBSTANCES
- Duty: Report immediately suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or remediation.

375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- Preservation: Keep objects in the exact position and condition in which they were found.
- Special requirements: None.

380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.

410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
  - Blistering and failure of adhesion.
  - Damage due to trapped moisture.
  - Excessive movement.

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
- Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.

430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

470 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Special precautions: None.

- Duty: Report immediately any suspected invasive species discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
  - Below ground: Use signboards, giving type and depth;
  - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

550 RETAINED TREES

- Protected area: Unless agreed otherwise do not:
  - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
  - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
  - Change level of ground within an area 3 m beyond branch spread.

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.

- Special requirements:
  -Provide protection to retained doors as set out in Door Schedule. Details of protection to be submitted to Contract Administrator prior to commencement.

570 EXISTING WORK
- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

580 BUILDING INTERIORS
- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

630 EXISTING STRUCTURES
- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
  - Do not remove until new work is strong enough to support existing structure.
  - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

170 WORKING HOURS
- Specific limitations: Standard Local Authority hours apply but no noisy work during times of services, to be notified in advance by the Contract Adminstrator.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES
- Location: Give notice and details of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

230 TEMPORARY ACCOMMODATION
- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
  - It is used solely for the purposes of carrying out the Works.
  - The use to which it is put does not involve undue risk of damage.

- Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
- It is vacated on completion of the Works or determination of the Contract.
- When vacated, its condition is at least equivalent to its condition at the start of the Contract.

• Description: The Contractor is to provide welfare facilities within the work area and may use the WC within the work area.
• Available services and facilities: Water, power and lighting.

TEMPORARY WORKS

340 NAME BOARDS/ ADVERTISEMENTS
• Name boards/ advertisements: Not permitted.

SERVICES AND FACILITIES

410 LIGHTING
• Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

420 LIGHTING AND POWER
• Supply: Electricity from the Employer's mains may be used for the Works as follows:
- Metering: Free of charge.
- Point of supply: Organ Blower Room.
- Available capacity: TBA.
- Frequency: 50 Hz.
- Phase: Single Phase 100A.
- Current: Alternating.

• Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

430 WATER
• Supply: The Employer's mains may be used for the Works as follows:
- Metering: Free of charge.
- Source: Mains.
- Location of supply point: Existing Kitchenette.
- Conditions/ Restrictions: TBA.

• Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

440 TELEPHONES
• Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

520 USE OF PERMANENT HEATING SYSTEM
• Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
• Installation: If used:
- Take responsibility for operation, maintenance and remedial work.
- Arrange supervision by and indemnification of the appropriate Subcontractors.
- Pay costs arising.

530 BENEFICIAL USE OF INSTALLED SYSTEMS
• Permanent systems: Do not use for the Works.

540 METER READINGS

- Charges for service supplies: Where to be apportioned ensure that:
  - Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
    Copies of readings are supplied to interested parties.

550 THERMOMETERS
- General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

570A PERSONAL PROTECTIVE EQUIPMENT
- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 3 (three).
  - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 3 (three).

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

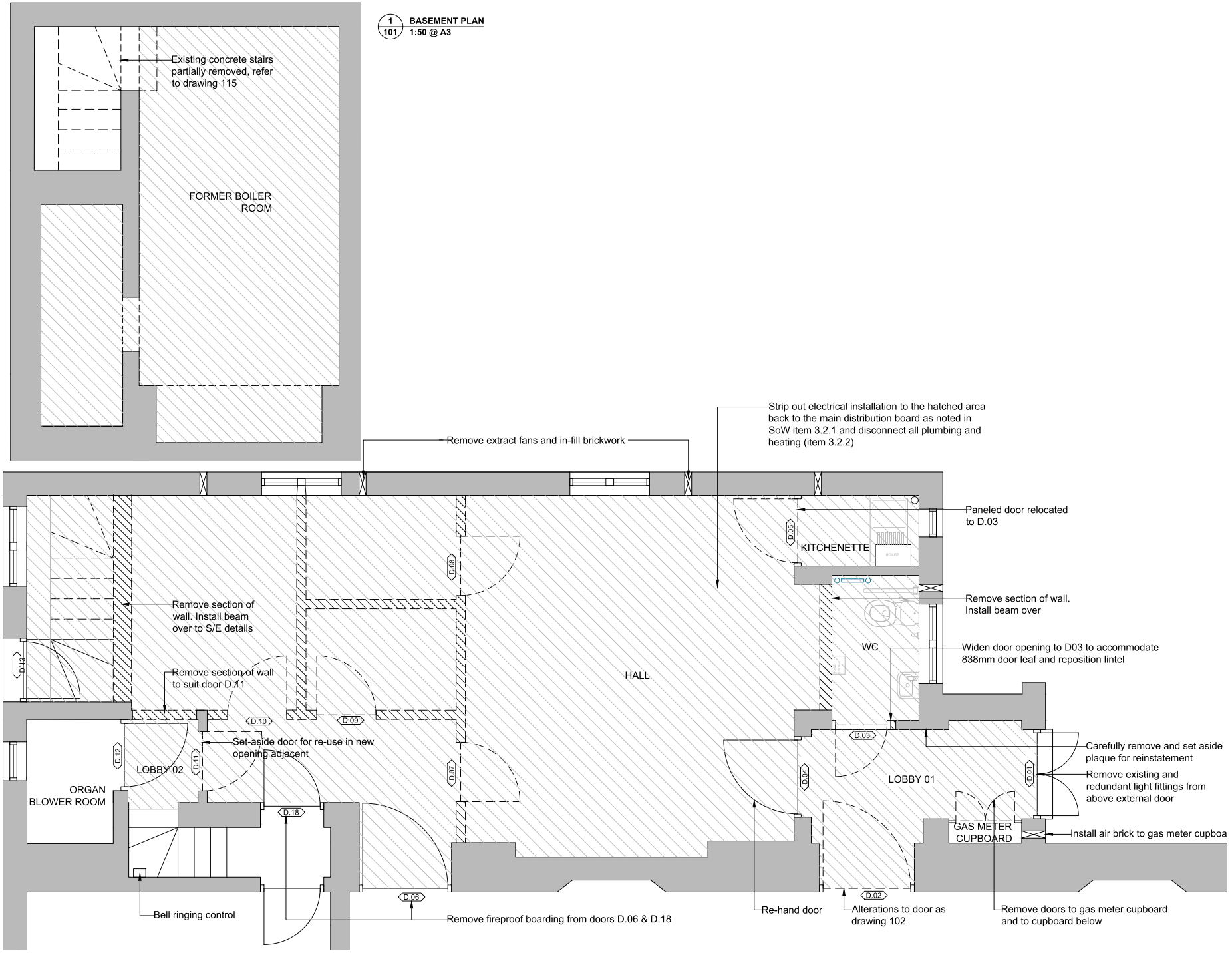
110 THE BUILDING MANUAL
- Responsibility: The Contractor
- Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Specific requirements: None.
- Format: Paper and Electronic Media Format.
- Number of copies: 2 hard bound copies and 1mo. disc.
- Delivery to: Contract Administrator. by (date) prior to Practical Completion.

115 THE HEALTH AND SAFETY FILE
- Responsibility: the Contractor.
- Content: Obtain and provide the following information: As defined by ACop L153.
- Format: 2 hard bound copies and 1no. disc
- Delivery to: Contract Administrator By (date): On Practical Completion.

155 CONTENT OF THE BUILDING MANUAL
- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

160 PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
- As-built drawings: The main sets may form annexes to the Manual.



FOR INFORMATION

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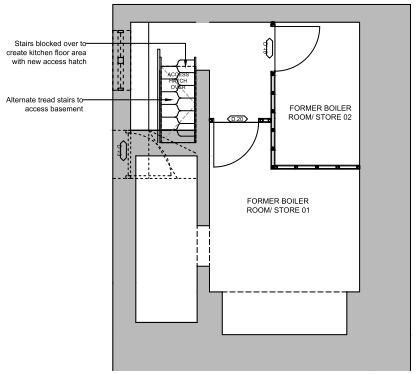
Where available this drawing should be read in conjunction with all general arrangements, structural and MEP drawings, schedule of works and specification.

Rev	Description	Date
B	Issued for DAC Application	Sep 2020
A		Feb 2018

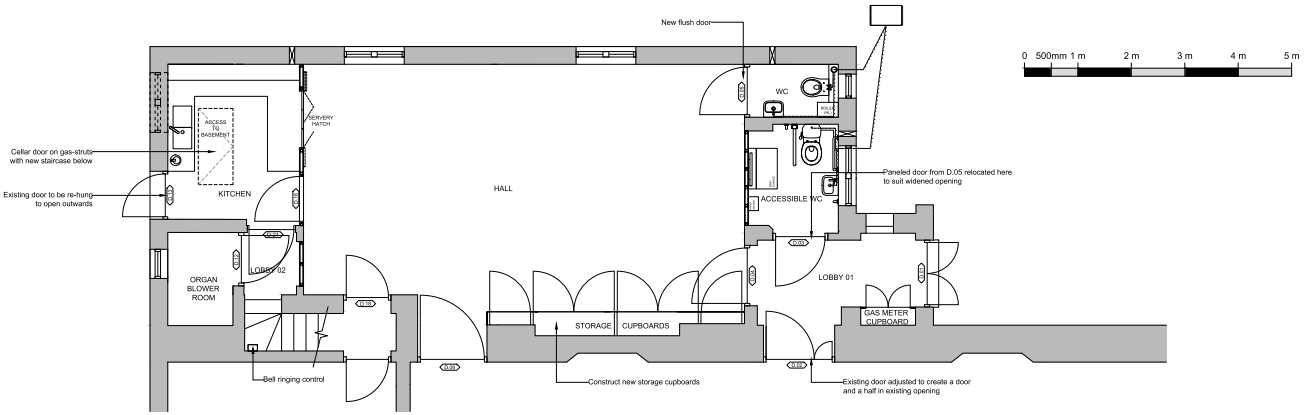
EDWARDS WILSON
ARCHITECTS & SURVEYORS

The Gallery | St Margaret Pattens Church | Rood Lane | London | EC3M 1HS | 020 7583 7799

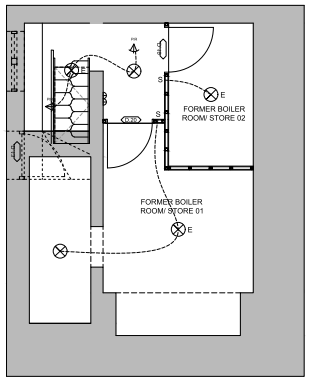
Client	PCC of St Anselm, Hayes
Project	Community Space Project
Address	St Anselm Station Road Hayes UB3 4DF
Drawing No.	6033 - 101
Drawing Title	Demolition/ Strip Out/ Alteration Ground and Basement Floor Plans
Date	January 2018
Scale	1:50 @ A3



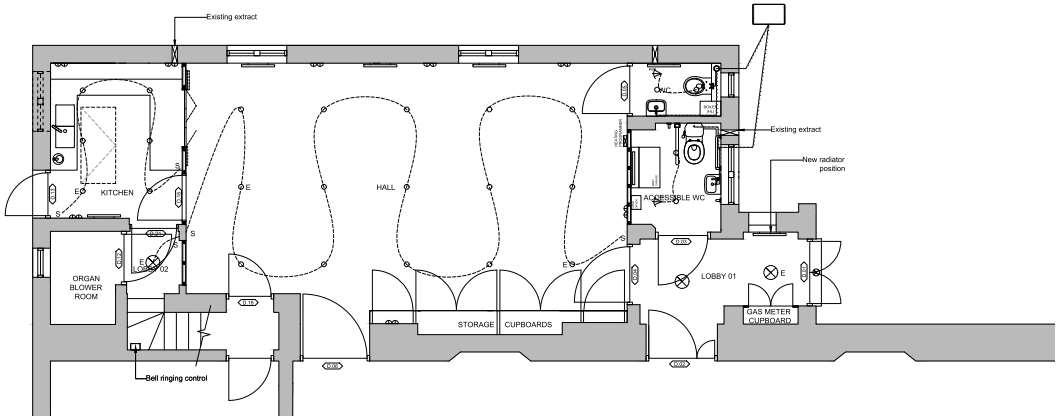
1/102 PROPOSED BASEMENT FLOOR PLAN
1:50 @ A1



2/102 PROPOSED GROUND FLOOR PLAN
1:50 @ A1



3/102 M&E BASEMENT PLAN
1:50 @ A1



4/102 M&E BASEMENT PLAN
1:50 @ A1

M&E Notes

S	Switch
E	ADV1420-005 3000K emergency light in white
	ADV1420-002 3000K light in white
	Astro Taro 230V 5641 round IP adjustable in white
	Astro Arta Oval 7124 External wall light
	Radiator
	Double switched socket

- Sockets and switches to WCs, Hall, Kitchen (walls), Former Boiler Room to be MK from MK Logic Plus range.
- Sockets within the s/s upstand to the Kitchen to be MK Edge Stainless Steel.
- Sockets and switches to Lobby 01 and Lobby 02 to comprise MK Metal Clad surfaces mounted boxes and conduit painted bronze, sample to be approved by Contract Administrator.
- Sockets and switches to Former Boiler Room to be unpainted surface mounted metal boxes and conduit.
- Sockets and switches to be located within 1m of position shown on drawings. Precise setting out to be agreed with Contract Administrator prior to installation.

Sanitaryware Notes

Accessible WC:

Doc M Pack
- S0683 Doc M Contour 21+ close coupled left hand corner pack, WC pan, water saving delay fill cistern with spatula lever, basin, grab rails, hinged support rail with toilet roll holder, seat no cover with retaining buffers, copper tails on TMV3 mixer tap

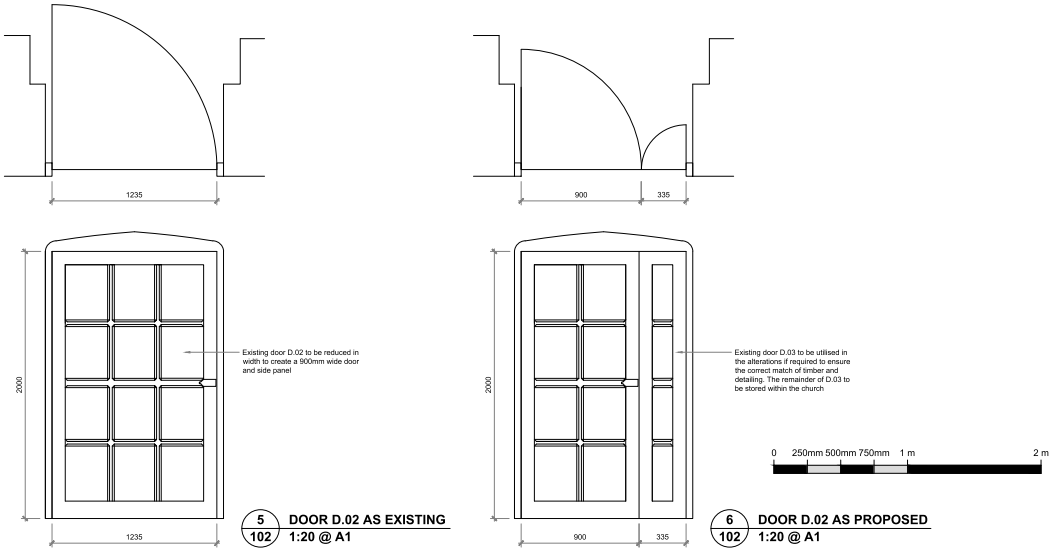
Accessories
- Toilet roll holder
- Mirror
- Baby change table
- Handrier

WC:

WC - Armitage Shanks
- S0439 (HY) Contour 21+ Back-to-wall rimless WC
- S3643 Conceala 2 cistern
- S0670 Contour 21+ slim slow close seat and cover with top fix hinges
- E4463 Karisma flush plate dual flush, chrome, unbranded

Handrinse Sink - Armitage Shanks
- S2122 Contour 21 37cm handrinse washbasin, 1 taphole, no overflow, no chainstay hole, bottom outlet
- S9110 Hangers concealed, Steel
- A6697 Contour 21+ 1 hole thermostatic basin mixer, single sequential lever with copper tails
- S8810 Waste 1¼" plastic strainer, dished pattern 80mm unslotted tail
- S8900 Trap 1½" metal bottle, 75mm seal, outlet screwed 1¼" BSP male with compression nut and ring

Accessories
- Toilet roll holder
- Mirror



5/102 DOOR D.02 AS EXISTING
1:20 @ A1

6/102 DOOR D.02 AS PROPOSED
1:20 @ A1

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Rev	Description	Date
B	Issued for DAC submission	Sep 2018
A	For submission to DAC Revised to include drainage, power points, light swtich arrangements	Feb 2018

EDWARDS WILSON
ARCHITECTS & SURVEYORS

The Tower | St Margaret Pattens Church | Rood Lane | London | EC3M 1HS | 020 7583 7799

Client	PCC of St Anselm, Hayes
Project	Community Space Project
Address	St Anselm Station Road Hayes UB3 4DF
Drawing No.	J5636 - 00 102 A
Drawing Title	Proposed Floor Plans & M&E Plans, Details
Date	January 2018
Scale	1:50 @ A1 / 1:20 @ A1

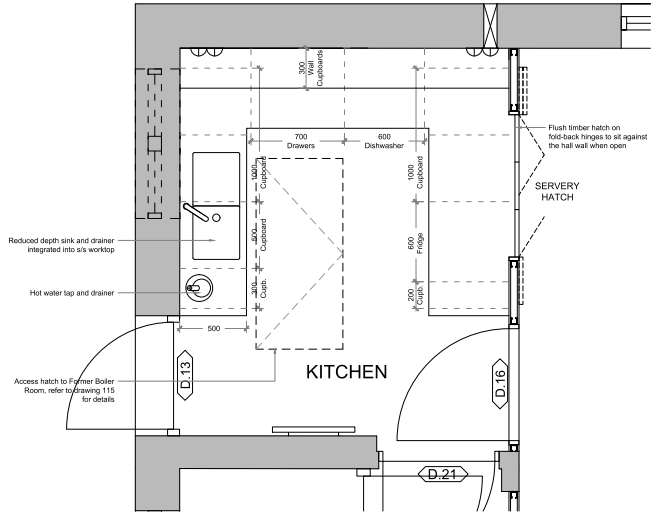
Kitchen Notes

Kitchen to comprise:

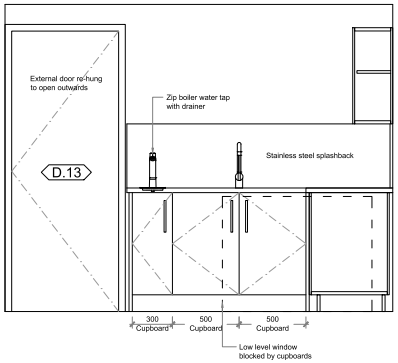
Cabinetry
Howdens Greenwich - Dove Grey
- 1000 Hi-Line Corner Base Unit x2
- 700 2 Drawer Base Unit
- 600 Door fronts for Dishwahser & Fridge
- 500 Hi-Line Base Unit
- 300 Hi-Line Base Unit
- 200 Hi-Line Base Unit
- 600 Full height Wall Unit x4

Handles: Howdens Brushed nickel effect classic bar cupboard handle - length 403mm horizontal / 237mm vertical
- Stainless steel worktop with integrated sink and drainer (allow 350 x 400mm to suit reduced depth worktop to the east elevation)
- Stainless steel upstand

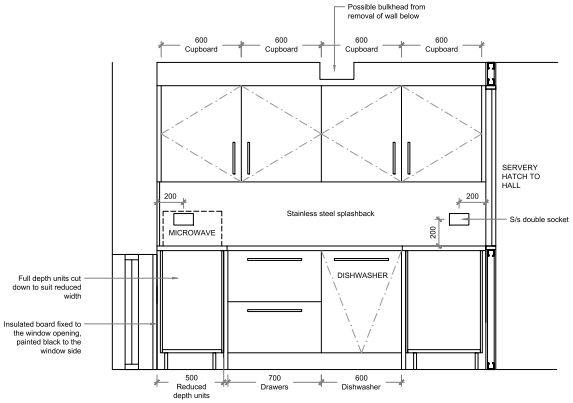
Appliances and fittings
- Microwave
- 600mm wide under-counter integrated fridge (Bosch or similar approved)
- 600mm under-counter integrated dishwasher (Bosch or similar approved)
- Single bowl sink with drainer (see above)
- Mixer tap - Lamona Garda Polished Chrome Mono Mixer Pull-out tap.
- ZIP Hydrotap G4 classic B (160 cups of boiling water per hour) with integrated tap font and drain



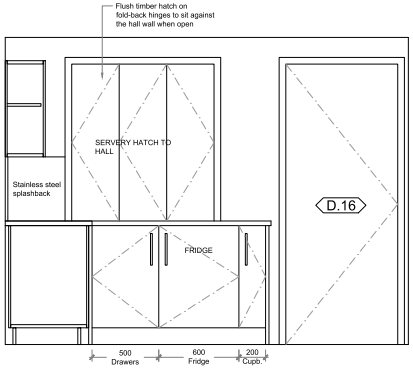
1 / 110 KITCHEN PLAN
1:20 @ A1



2 / 110 EAST ELEVATION
1:20 @ A1



3 / 110 SOUTH ELEVATION
1:20 @ A1



4 / 110 WEST ELEVATION
1:20 @ A1

FOR INFORMATION

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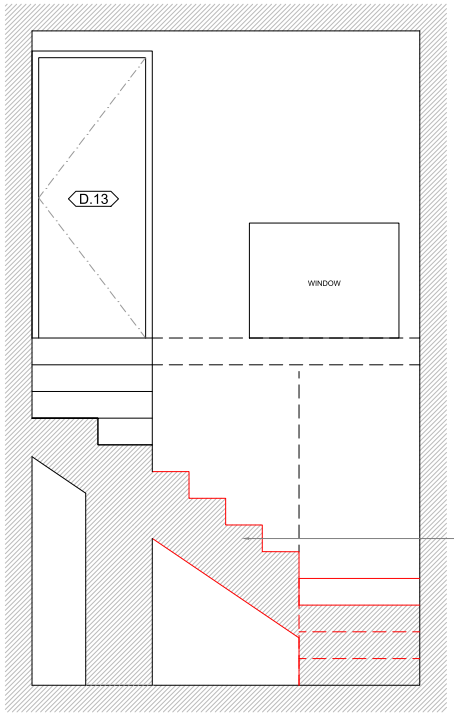
0 250mm 500mm 750mm 1 m 2 m

Rev	Description	Date

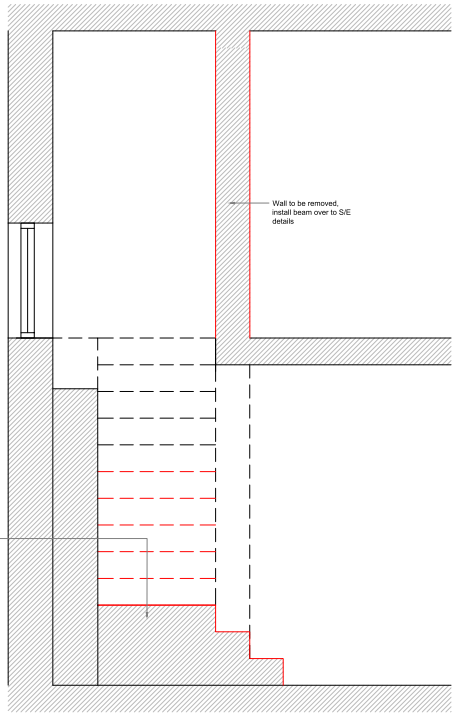
EDWARDS WILSON
ARCHITECTS & SURVEYORS

The Tower | St Margaret Pattens Church | Rood Lane | London | EC3M 1HS | 020 7583 7799

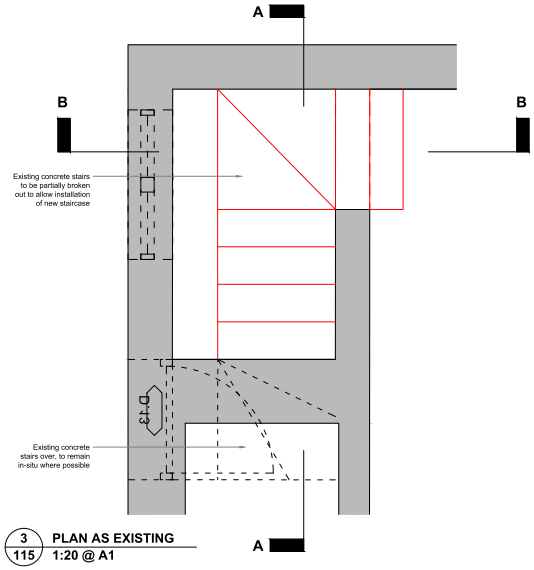
Client	PCC of St Anselm, Hayes
Project	Community Space Project
Address	St Anselm Station Road Hayes UB3 4DF
Drawing No.	6033 - 110
Drawing Title	Kitchen Plans & Elevations As Proposed
Date	September 2020
Scale	1:20 @ A1 / 1:40 @ A3



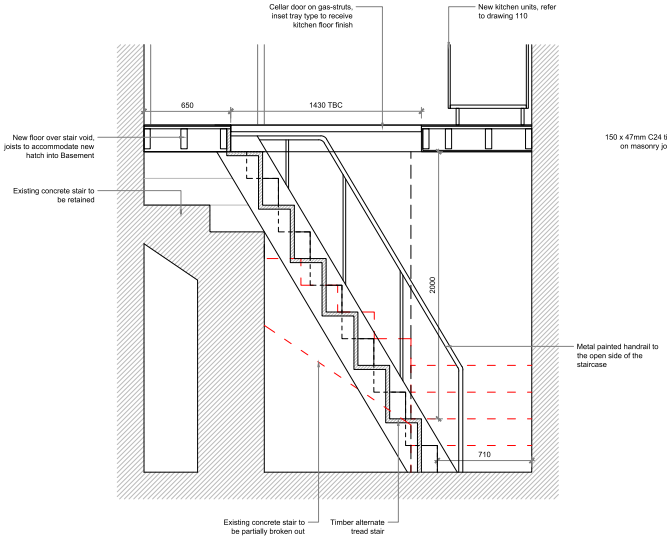
1/115 **SECTION A-A - AS EXISTING**
1:20 @ A1



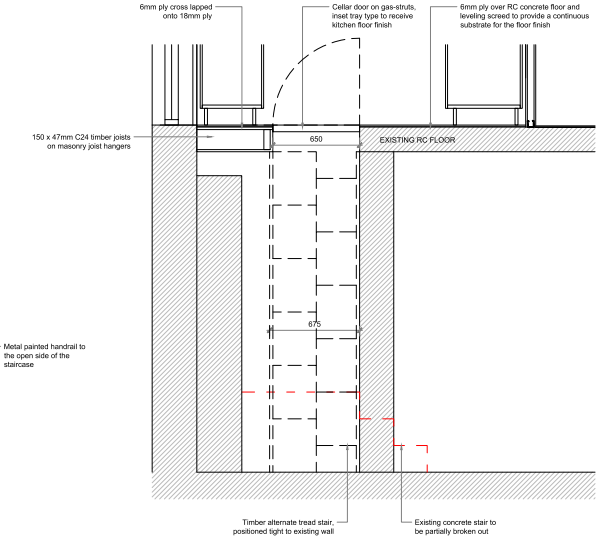
2/115 **SECTION B-B - AS EXISTING**
1:20 @ A1



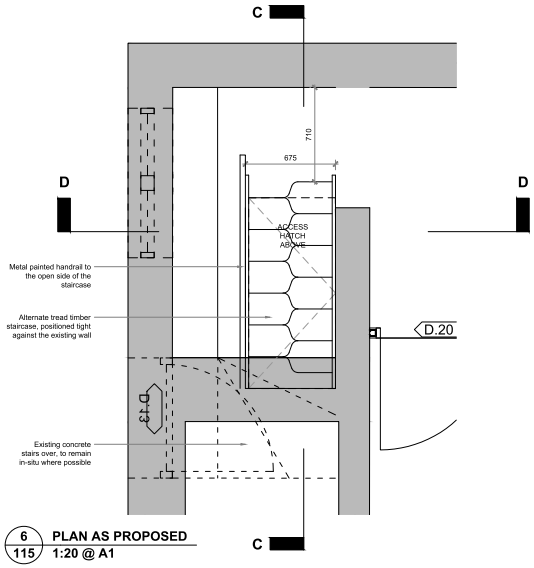
3/115 **PLAN AS EXISTING**
1:20 @ A1



4/115 **SECTION C-C - AS PROPOSED**
1:20 @ A1



5/115 **SECTION D-D - AS PROPOSED**
1:20 @ A1



6/115 **PLAN AS PROPOSED**
1:20 @ A1

FOR INFORMATION

These drawings are for illustrative and may not represent what is physically present. Should any discrepancy between the drawings and the existing arrangements be discovered, Edwards Wilson shall be notified in writing as soon as possible.

Do not scale from this drawing, all dimensions to be verified prior to commencing works on site.

Where available this drawing should be read in conjunction with all general arrangements, structural and MEP drawings, schedule of works and specification.

0 250mm 500mm 750mm 1 m 2 m

Rev	Description	Date

EDWARDS WILSON
ARCHITECTS & SURVEYORS

The Tower | St Margaret Pattens Church | Rood Lane | London | EC3M 1HS | 020 7583 7799

Client	PCC of St Anselm, Hayes
Project	Community Space Project
Address	St Anselm Station Road Hayes UB3 4DF
Drawing No.	6033 - 115
Drawing Title	Access into Former Boiler Room Existing & Proposed
Date	September 2020
Scale	1:20 @ A1 / 1:40 @ A3