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The Regal Cinema and Community Hall, Teme Street, Tenbury Wells

Specification/Schedule of External Repair Works

March 2019

1.0 Preliminaries and General Conditions

1.1 General

a) The contractor is to carefully note and include for the following and is to allow for completing the work scheduled in accordance with the obligations stated. Additionally note the contract agreement as will be required to be signed by each the employer (The Tenbury Wells Town Council) and the appointed contractor prior to progression of the works as Appendix A at rear of this specification of works.

b) The property will remain in full commercial use for the duration of the work and the contractor is therefore to allow for carrying out the work with the least possible inconvenience to and ensuring safety of the users.

c) This specification should be read in conjunction with the following drawings;
- Site Location and Block plan number 7245-01
- Ground, first and second floor layout plans
- Roof layout plan – annotated to read with schedule.

Contact CA if for any reason the above drawings have not been made available as part of the tender package.

d) The contractor is to return one copy of the Schedule fully priced as the basis of his tender which shall remain as a fixed price throughout the contract.

e) The Employer is **The Tenbury Wells Town Council c/o Mrs Lesley Bruton (The Town Clerk), The Pump Rooms, Teme Street, Tenbury Wells, Worcestershire, WR15 8BA Telephone 01584 810118.** The Employer is not committed to accept the lowest or indeed any tender.

f) Payment will be made for the work on satisfactory practical completion, including VAT where applicable. The contractor may request a stage payment during the progress of the work if the work is expected to take longer than four weeks to complete in which case interim payment certificates will be issued. The Contract Administrator (CA) will inspect the work both upon completion and during the progress of the contract as necessary. There will be a retention of 5% during the course of the works reducing to 2.5% upon practical completion which will be retained for a period of six months from the date of achieving practical completion and released on satisfactory making good of any defects in workmanship or materials.

g) Contract Conditions

- Start and completion dates: As agreed with appointed contractor.
- Retention period: 6 months.
- Liquidated Damages: £100.00 per week or part of week.

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h) A competent foreman shall be employed and maintained on the works from start to finish. The CA shall have the right to request the withdrawal of any such foreman whose general conduct or handling of the contract is in his opinion not satisfactory.

h) To make a visit to the property during the tender period please contact **The Town Clerk Mrs Lesley Bruton on 01584 810118.**

1.2 **Obligations**

a) The contractor shall with due diligence and in a good and workmanlike manner carry out and complete the works in accordance with the Schedule using materials and workmanship of good quality and all to the reasonable satisfaction of the CA.

b) The contractor shall comply with and give all notices required by any statute, any statutory instrument, rule or order or any regulation or bylaw applicable to the works (herein after called "statutory requirements") and shall pay all fees and charges in respect of the works legally recoverable from him. If the contractor finds any divergence between the statutory requirements and any instruction of the CA he shall immediately give the CA a written notice specifying the divergence. Subject to this latter obligation, the contractor shall not be liable to the Employer under this contract if the works do not comply with the statutory requirements where and to the extent that such non-compliance of the works results from the contractor having carried out work in accordance with the contract documents or any instruction of the CA.

c) The contractor shall be liable for and shall indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury to or death of any person whomsoever arising out of or in the course of or caused by the carrying out of the works, except to the extent that the same is due to any act or neglect of the employer or of any person from whom the Employer is responsible. Without prejudice to his liability to indemnify the Employer, the contractor shall take out and maintain and shall cause any subcontractor to take out and maintain insurance, which, in respect of liability to employees or apprentices, shall comply with the Employer's Liability (Compulsory Insurance) Act 1969 and statutory orders made thereunder or any amendment or re-enactment thereof and in respect of any other liability for personal injury or death shall be such as is necessary to cover the liability of the contractor or, as the case may be, of such a subcontractor.

d) The contractor shall be liable for and shall indemnify the Employer against any expense, liability, loss, claim or proceedings in respect of any injury or damage whatsoever to the property, real or personal (other than injury or damage to the works) in so far as such injury or damage arises out of or in the course of or by reason of the carrying out of the works and to the extent that the same is due to any negligence, breach of statutory duty, omission or default of the contractor, his servants or agents, or of any person employed or engaged by the contractor upon or in connection with the works or any part thereof, his servants or agents. Without prejudice to his obligation to indemnify the Employer, the contractor shall take out and maintain and shall cause any subcontractor to take out and maintain insurance in respect of the liability referred to above in respect of injury or damage to any property real or personal other than the works which shall be for an amount not less than the sum stated below for any one occurrence or series of occurrences arising out of one event:

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Insurance cover referred to above to be not less than: £2,500,000.00.

e) The Employer shall in the joint names of Employer and contractor insure against loss or damage to any existing structures together with all contents and to the Works and all unfixed materials and goods delivered to, placed on or adjacent to the Works and intended therefore by fire, lightning, explosion, storm, tempest, flood, bursting or overflowing of water tanks, apparatus or pipes, earthquake, aircraft and other aerial devices or articles dropped therefrom, riot and civil commotion.

f) The contractor is to allow for safeguarding the works and unfixed materials and plant against damage and theft, including lighting when required.

Allow for keeping clean and maintaining public and private roads used by traffic to and from the site and for making good any damage to the satisfaction of the Authority concerned.

Allow for complying with police regulations affecting the execution of the works.

The contractor shall be directly responsible for proper co-ordination of all works on site by all persons or firms and sub-trades and shall promote full co-operation between trades so that all works are carried out in their proper sequence.

Allow for protecting the works and unfixed materials from injury and from effects from the weather and from making good any damage arising from insufficient protection.

Allow for any necessary fencing to protect Employers, adjoining owners, public, animals and employees from the work where applicable.

Allow for collecting up and clearing away all rubbish as it accumulates during progress of the works and at completion, clear away superfluous materials, scaffolding and plant and leave the whole area ready for use.

The contractor shall be confined to the area of the site for the works and storage of materials and shall ensure that the surrounding areas are kept clear of obstructions at all times.

The contractor shall take adequate precautions to ensure the safety of all persons having legal access to the site.

The contractor shall take every precaution to prevent trespassing by unauthorised persons on the areas of the site involved during the period of the contract. He shall be responsible for all parts of the building where work is being carried out.

1.3 Restrictions

Contractors should visit the site and take into account when tendering for the works any restrictive features including access etc and take all into account when providing their tender.

1.4 Construction (Design and Management) Regulations 2015

It is assumed that the project will not involve more than one contractor (i.e. main contractor only) and a Principal Designer will therefore not need to be appointed by the Employer. The main contractor will however be required to provide a written construction phase plan and allow for appropriate site supervision,

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instruction and information.

It is assumed that the project will not be notifiable as:-

a) The work will not involve more than a total of 500 person days to complete.
b) The work will not take more than 30 working days to complete.
c) The work does not include demolition.

If the contractor anticipates that one or more of the items above will not be true, please indicate accordingly by enclosing a note with the tender return.

1.5 **Asbestos**

There is no asbestos survey report available for this property but no asbestos containing materials are considered likely to be either encountered or disturbed by the works. If however any asbestos containing materials are either encountered, disturbed or even simply suspected then contractors should cease work immediately and contact the CA and await further instruction.

1.6 **Services**

a) WC – There are public toilets to the east of the site within the local authority controlled car park.

b) Electricity – will be available for carrying out the works free of charge.

c) Water – will be available for use in the works free of charge.

d) Gas – there is a natural gas supply to the property.

2.0 Workmanship and Materials

2.1 **General**

Workmanship and materials shall be of the best of their respective kinds carried out in accordance with this Specification and accompanying drawings, in a competent and workmanlike manner. The contractor is to ensure that they comply with all relevant current legislation, including the relevant sections of BS 8000. All materials and workmanship are to be to the latest version of the relevant British Standard.

Some of the materials specified hereinafter may not necessarily be required, depending upon the nature of the work. Identification of materials, mixes, etc. is given in Part 3 and that takes precedence if it conflicts with a description in this part. See Part 3 for any items not covered in this part. Samples of materials and products to be provided for comment/approval by the Contract Administrator (CA) before proceeding with the works.

Any conflicts of specification to be notified to the CA at the time of the tender. Any specified work/materials which the contractor wishes to vary are also to be notified to and agreed with the CA at tender stage.

The contractor shall be confined to the immediate area of the works for storage of materials and shall ensure that all of the surrounding areas are kept clear of obstructions at all times. Allow for collecting up and clearing away all rubbish as it accumulates during progress of the works and at completion, clear away all scaffolding and plant, superfluous materials, and leave the whole area ready for use.

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The contractor shall submit a priced schedule of works as the basis of his tender and the work will be certified for payment in full at completion providing it is satisfactory. Interim payments to the contractor will be agreed as per the contract. The tender submitted shall remain as a fixed price throughout the contract. Variations or extras to contract only by agreement with CA.

2.2 Scaffold and Protection

Scaffold: To be in accordance with BS EN 12811 – 1 Temporary Works equipment; Scaffold; Performance Requirements and General Design and TG20:13 Good Practice Guidance for Tube and Fitting Scaffolding published by the National Access & Scaffolding Confederation (NASC). Erect and maintain scaffolding necessary to provide safe access to carry out the specified works. Contractor to accept sole responsibility for adequacy/stability/safety of the scaffold. Scaffolding and temporary works to be designed to minimize intervention into the historic fabric of the building. Comply with current Health & Safety Executive (HSE) legislation and normal insurance requirements, including protective metal or timber sheeting to a minimum height of **3m**, removal or making unusable ladders outside working hours and provide plastic caps on ends of tubes where close to or in contact with the building fabric. Scaffold contractor should be member of the NASC.

Existing Features: Prevent damage to existing walls, paths and other site features which are to remain in position during the execution of the works. Make good any accidental damage to the satisfaction of the CA. Ensure all reasonable precautions are taken to prevent damage to existing fittings and fixtures within the building.

2.3 Demolitions/Dismantling/Stripping Out/Site Clearance

Support existing structure, as necessary, where affected by or adjacent to the works, particularly during cutting of new openings or replacement of structure parts. Unless stated in the Schedule of Works materials arising from alteration work are to become the property of the contractor. Remove all rubbish from site as work proceeds. Burning on site of materials arising will not be permitted. Any items of architectural or historical interest discovered are to be retained and reported to the CA immediately. Identify, retain, protect or safely cap off services as required. Inform the CA immediately if any hazardous materials or substances are found or suspected and protect the area and agree safe method of removal/protection.

2.4 Concrete

Materials: Composition of mixes, production, sampling, testing and compliance to be in accordance with BS EN 206-1 and BS 8500.

Mixing: The amount of water used in each batch of concrete shall be sufficient only to ensure the hydration of the cement and to give reasonable workability of the concrete. Within a maximum period of 20 minutes the concrete is to be placed where it is required and tamped or vibrated. Concrete ingredients to be measured in proper gauging boxes and mixed in proper platforms.

The materials to be well mixed with a concrete mixer or by turning over by hand until the colour of the cement is distributed over the aggregate and a due proportion of clean fresh water is applied through a hose. No concrete shall be remixed after it has started to set, neither shall it be reused. Concrete shall not

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be tipped from a height of more than 6ft, but shall be lowered by strips or chutes.

No concrete shall be mixed or placed when the air temperature is below 5°C or during any time when the aggregate or ground surface is frost bound. During frosty weather, recently placed concrete to be adequately protected. Unless otherwise specified in the Schedule of Works, the mix of the concrete shall be 1:2:4 cement: sand: aggregate.

Placing: All concrete shall be thoroughly rammed into position and tamped continuously while being laid. All concrete in beams is to be consolidated with an appropriate mechanical vibrator.

Types of Mixes: Ordinary prescribed mixes to BS EN 206-1 and BS 8500 using ordinary Portland cement and aggregates to BS EN 12620 and A1. Batching by weight (kg):

Grade	Cement	Fine Aggregate	Coarse Aggregate	Normal Use
C20P	50	115	190	Below ground (unreinforced)
C25P	50	90	170	Below ground (reinforced)

The finished surface of floor slabs taking tiled or sheet flooring should not vary by more than 3mm in 3m under a straight edge.

Curing the Concrete: After pouring, all concrete to be protected that there will be no loss of moisture from the surface for a period of seven days when OPC is used. Protect for a period of three days when rapid hardening is used. In normal weather, loss of moisture from the surface shall be prevented by keeping it continuously wet by ponding and flooding concrete or by covering with wet hessian, straw or sawdust or continuous sprinkling.

2.5 Mortars

General: Mortar mixes, where applicable, are referred to in Part 3. Measure materials by volume using clean gauge boxes. Proportions of mixes are for dry sand. Allow for bulking if sand is damp. Where a range is given (e.g. 5 – 6) use higher value for well-graded sand and lower value for coarse or uniformly fine sand.

Mix ingredients thoroughly to a consistency suitable for the work and free from lumps. Do not use mortars containing plasticizers, unless specified.

Use mortar within two hours of mixing at normal temperatures. Do not use after initial set has taken place. Keep plant and banker boards clean at all times.

Mortar not to be mixed or used when the air temperature is 5°C and falling or below 3°C and rising.

Sand: To BS EN 13139 unless specified otherwise. Shall be clean, sharp river or pit sand, free from clay salt, vegetable, bituminous or other deleterious matter. To be graded from fine to coarse and not more than 20% shall pass through a BS 410 1986, no. 52 mesh (aperture of 300 microns/0.3mm).

Cement: Unless otherwise stated shall be normal setting Portland cement from an approved manufacturer, and to comply with the requirements of BS EN 197-1. Stored under cover and clear of the ground by 150mm.

Admixtures: Do not use in mortar unless specified or approved by CA.

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Aggregate: Shall be fine gravel or crushed stone, free from all dirt, organic or saline matter. To BS EN 12620 and A1 with 20mm nominal maximum size of aggregate.

Water: Shall be clean fresh and free from acid, salt, dirt or any other contamination.

2.6 Brick/Block Walling

Common Clay/Concrete Bricks/Engineering Bricks: Shall be in accordance with BS EN 771-1, BS EN 771–3, BS EN 772–3 and BS EN 772–7. Engineering bricks to be Class A.

Concrete Blocks: Shall be solid concrete blocks, minimum crushing strength 7N/mm² complying with BS EN 771–3 unless otherwise specified.

Workmanship: Basic workmanship to comply with BS 8000-3. All brickwork shall be set out and built to the dimensions, thicknesses and heights shown on the drawings. Lay bricks frogs up. In dry weather, bricks shall be well soaked before use. All bricks shall be well buttered with mortar before laying and all joints shall be properly flushed up as the works proceed and, only where specified, raked out for pointing. Bond will be as stated in Schedule of Works.

2.8 Carpentry/Structural Timber

Unless otherwise specified in Part 3, to be softwood Vac-Vac protimised (or equivalent) pre-treated against infestation and decay, constructional timbers to be to Preserving Association Commodity Specification C8. Stress graded to BS 4978 or BS EN 14081-1 – 3 and so marked and to strength class C16 or C24 of BS EN 1995-1-1 and A1 or BS EN 338. Unless otherwise stated all non-structural framing to be sawn after Vac-Vac treatment. Liberally apply the same preservative to all surfaces exposed by cutting.

Softwood to be free from decay and insect attack, with no knots wider than half the width of the section.

Timber not specified for wet exposure to be clearly marked as 'DRY' or 'KD'. The moisture content of the timber to be not more than 18% at time of fabrication and erection and maintained until completion within 5% of expected equilibrium moisture content of the building in use. All framework/carcassing requiring a finish to one or both sides is to be constructed using regularized timber to ensure a straight, true and even surface finish.

Oak to be air dried (minimum 3 years except for larger members by agreement with CA) or kiln dried (13-15% moisture content) as indicated in Part 3. The timber to have a moisture match for the specific building and work in hand. Moisture content not to be greater than 20%. Repairs to be glued with resorsinol formaldehyde (condensation polymer).

2.9 Roofing

Battens/counter battens to be Vac-Vac protimised (or equivalent) treated sawn softwood, free from decay and insect attack, with moisture content not more than 20% at time of fixing. Bitumen felt underlay to be reinforced felt to BS EN 13707 and A2, Type 1F. Where specified, vapour permeable roofing felt to BS 5534, to be either Permo Forte from Klober Ltd (telephone: 01934 853224) or equivalent approved by CA.

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No batten is to be less than 1200mm long and butt joints are to be centred on supports and not to occur more than once in any group of four battens on any one support. Battens are to be fixed with stainless steel 65mm long x 3.35mm diameter annular ring shank nails.

2.10 Lead Sheet Coverings/Flashings

Rolled lead sheet or sand cast as specified in the Schedule of Works. Rolled lead to be BS EN 12588, thickness code as specified in Part 3. Leadwork to be laid in accordance with recommendations of the Lead Sheet Association as detailed in 'Rolled Sheet Lead, The Complete Manual' (latest edition).

No underlay is to be incorporated unless specified in Part 3. Lead is to be laid directly over rough sawn 'Protimised' or untreated softwood boards as specified in Part 3, penny gapped to maintain ventilation of the lead/wood interface.

Lead Clips: Not less than 50mm wide and the thickness of lead sheet used should not be less than the thickness of the flashing, roofing or cladding sheet.

Nails: Large-headed (clout) copper or stainless steel conforming to BS 1202–1 and 2. Shanks to be annular ring, helical ring or serrated and not less than 20mm long. Shank diameter for heavy duty to be not less than 3.35mm, and for light duty not less than 2.65mm.

Screws: Brass or stainless steel conforming to BS 1210 and not less than 19mm long and 3.35mm diameter.

Wedges: 20 – 25mm wide strips of lead folded to suit the width of the chase and secured with a hammer and plugging chisel. Drive full depth into groove to securely fix top edge of flashings turned into masonry at maximum 450mm centres.

Aprons: Strips of Code 5 lead not more than 1500mm long with laps, minimum 100mm. Secure bottom edge with clips at joints and at maximum 450mm centres. Bottom edge to extend minimum 150mm down roof covering. Upstand to be minimum 75mm, turned minimum 25mm into joint and wedged at maximum 450mm centres.

Flashings: Strips of Code 5 lead not more than 1500mm long. Adjoining flashings to be lapped by minimum 100mm with the lap orientated away from the prevailing wind direction. Fix free edges with lead clips at laps and at maximum 450mm centres. The free edges of flashings (including cover and stepped flashings (see below)) to be a maximum of 12mm clear of tiles/slates or other pitched roof covering where soakers are present.

Cover Flashings: Turn minimum 25mm into groove and wedge at maximum 450mm centres. Lap upstand by not less than 75mm and secure bottom edge with clips at maximum 450mm centres.

Stepped Flashings: Turn 25mm into groove and wedge at each step. Lap over upstand or soakers by not less than 65mm.

Soakers: Code 4 lead, minimum 175mm wide with 75mm upstand and 100mm under tiles/slates. Length to be gauge + headlap of tiles/slates + 25mm to turn down over top of tile/slate to prevent slipping.

Completion: All exposed surfaces to be treated with patination oil (available

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from Calder Industrial Materials Ltd, telephone: 01244 390093).

2.11 Rainwater Goods

This item, where applicable, is referred to in the Schedule of Works. All new guttering and downpipes shall be installed as manufacturer's instructions using matching fittings secured with non-ferrous fixings.

Flush out all gutters and downpipes. Stop up and flood system and rectify any leaks.

2.12 Joinery

Fabrication of components to BS EN 942. Reduction to finished sizes to BS EN 4471 (softwoods) and BS EN 1313-2 (hardwoods). Include for all necessary fixing pads, plugs, blocks, rough grounds, centring and packing pieces and for attending on all trades. The glue to be used throughout the work shall be Synthetic Resin Glue to BS 1203. Timber is to be cut to the requisite length as soon as practical after the works have begun and is to be stored dry and stacked under-cover so that the air can circulate freely around it. All joinery to be painted must be primed before delivery to the site. All joinery to be given clear finishes shall be treated with one coat before delivery to the site.

All timber for joinery shall be fully seasoned straight and free from defects, natural or otherwise, generally to comply with BS EN 942 and BS 1186 Part 1 and 3. Select best section to suit purpose.

Specific species will be named in the Schedule of Works as appropriate.

Class 1 Selected best grade timber for good quality purpose-made joinery and joinery with a clear surface finish.

Class 2 For general-purpose joinery with painted finish or stained surface treatment.

Classes to be as selected in the Schedule of Works, otherwise Class 2 shall be the minimum requirement.

Moisture content of kiln dried timber/joinery shall be as follows:

- External joinery maximum 18%
- Internal joinery maximum 13%
- Joinery subject to high room temperatures, i.e. above 20% (radiator casings, etc) maximum 8%

Other moisture content shall be as stated in the Schedule of Works.

Where specified, air-dried timber shall have a moisture content of 18 – 20%, unless otherwise stated in the Schedule of Works.

External and joinery used in moisture variable location shall be pre pressure-treated against infestation and decay, either Vac-Vac or Protimised system, using clear preservatives.

All joinery immediately after delivery to site is to be stored and stacked under cover.

Door openings shall be set out wherever possible so that full architraves result on

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all three sides of the lining. Fabrication shall include all proper jointing, screws, nails or other necessary fixings.

Carefully protect all work liable to damage. Notching shall not be permitted in the centre third of the span and in no case exceed one third of the depth of the joists.

2.13 **Fixing/Jointing**

Generally use fixing and jointing methods and types and spacings of fastenings which are suitable having regard to:

- Nature of and compatibility with product/material being fixed and fixed to.
- Recommendations of manufacturers of fastenings, and manufacturers of product/ material being fixed and fixed to.
- Materials and loads to be supported.
- Conditions expected in use.
- Appearance (this being subject to approval).

Fastenings for materials and components forming part of external construction to be of corrosion-resistant material or have a corrosion-resistant finish. Use proprietary plugs in accordance with manufacturer's recommendations. When plugging through applied finishes, ensure that plugs and fastenings have ample penetration into masonry backing.

Adhesives to be of a type recommended by manufacturer of product being fixed or fixed to or, in the absence of such recommendations, an adhesive recommended for the purpose by its manufacturer.

2.15 **Electrical Installations**

General Lighting and Power: Liaise with the Area Electricity Board as necessary to ensure suitability of supply and earthing arrangements. Notify CA if uprating of existing supply is required. Install, test and commission the electrical work in accordance with BS 7671, the latest edition of the IEE Regulations and requirements of the Area Electricity Board. Work to be carried out by qualified electricians (NICEIC or ECA registered), fully conversant with the latest IEE Regulations. All wiring, unless otherwise specified, to be PVC insulated cables. Provide CA with copy of Electrical Completion Certificate upon completion of work.

2.16 **Dayworks**

Payments on Daywork: The CA will decide if any and, if so, which work is to be paid for on a daywork basis at the all-inclusive rates, prices and percentages set out on the schedule in Part 3.

Daywork Sheets: When it is necessary and agreed that work is to be carried out on dayworks, then the contractor shall submit to the CA, within two weeks of the work, proper daywork sheets. Such sheets are to state the Architect's Instruction number, describe the work involved and show workman's name and the time worked, together with details of plant and materials used.

It should be noted that the signature of the representative of the CA upon any daywork sheet is not to be interpreted as an agreement that the work to which such sheets refers may be charged at daywork rates, but only as confirmation of the labour and materials involved.

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3.0	Works on Site	£
3.1	**General** The works comprise the carrying out of repair and maintenance works to the existing property which include gutter repair, renewal and clearance, flat and pitched roof repair and cleaning, a part demolition of chimney stack over area of flat roof to rear of building, some minor brickwork repairs and repointing along with part external re-decorations. The works are as detailed to this schedule and the attached site location and annotated roof plan drawings. This schedule of works should be read in conjunction with those drawings. Note that the building has a commercial use functioning as both a cinema with attached community hall. It also occupies a street side location and there is pedestrian and public access along its south side. It is therefore of critical importance that contractors take all of this into account when tendering for the work and include for all necessary protective fences, notices and so forth. Preliminaries – all costs to be included here and should allow for all the implications of Parts 1 and 2 of this specification but apportioned to each of the four work elements as applicable. General view to property frontage (east facing onto Teme Street) and the west elevation are as attached **photographs one and two.**	
3.2	**Part demolition of chimney stack** Note the tall chimney stack that rises above flat and in part over a lean too pitched roof on rear of building – **see photograph three.** It is redundant and in a poor condition at terminal position so the intention is to demolish in part and cap off to make safe. Provide all necessary scaffold or safe working platforms in order to gain access to the full height of the structure but take extreme care to ensure no arising accidental damage is caused to the adjacent areas of both existing pitched and flat roof surfaces. Allow to reduce the height of the stack unpicking the brickwork by a minimum of 30 no courses (nominal 2250mm) and remove all arising bricks and rubbish from site. Take off a further 3 no courses and carefully clean down the bricks and re-lay the three courses in sand/cement mortar incorporating in the middle of those three courses to each of the four sides of the stack 1 no 225 x 75mm terracotta airbrick. Over the reduced extent of chimney stack allow to cast in-situ 150mm thick weathered reinforced (one layer A142 mesh) concrete slab to over sail each face of the stack by nominal 50 mm the over sail incorporating a weather drip.	

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3.3 **Roof repairs and rainwater goods**

Flat roofs

There is a flat roofed cantilevered canopy on the east or street facing elevation of the cinema. The flat roof is arranged to fall back towards the main building and a channel that falls to outlet and rainwater hopper on south side. There is a build-up of detritus and the channel and outlet are becoming clogged up so contractors should allow to carefully access the roof and sweep all off clean reporting any signs of any defects to CA.

Similar to previous item allow to gain access on to all the various areas of flat roofs at the various levels over rear of cinema and the community hall. Sweep off all accumulations of rubbish and general detritus and check over roof surfaces and advise CA of any arising difficulties or signs of defects.

Where the various roof lights occur to the areas of flat roof **– see photograph four** - allow to carefully clean down the 'glazing' both internally and externally. Check over the 'glazing' and report condition to CA.

Note the lower level area of flat roof on north side of the building and over the area of the ladies toilets – **see photograph five.** There is a considerable build up off rubbish much of which is rather unfortunately being deposited onto these roofs from adjacent flats to the north. Allow to remove all rubbish and again advise CA of any arising difficulties or defects. Note the presence of internal rainwater pipe the head of which is not protected. Allow to supply and securely fit a black pvc guard.

Pitched roofs

Note west facing roof flank over the second floor projector room which also incorporates a dormer structure – **see photograph six.** There are a number of cracked plain tiles. Allow for the purpose of tender to provide to site and fix (provisionally) 10 no. replacement tiles of matching colour and material (concrete) where agreed and directed by CA.

Note the unmade sections of verges either side of the dormer structure. Allow to point up to a depth of 100 mm with sand and cement mortar and strike off flush to leave secure.

No inspection has been possible yet of either the two inward facing roof flanks, the east facing flank over second floor offices or indeed either the central valley or parapet gutter on east side of the building. Allow to provide safe access into each the central valley and parapet gutter for inspection of each roof flank and allow (provisionally) for supply and fix of a total of say 30 no plain concrete tiles as and where directed/agreed with CA. Further include to sweep out the central valley and parapet gutter and remove any rubbish. Inspect valley and gutter linings and report on condition to CA. Allow a provisional sum of **£750.00** for further repairs as necessary and agreed/directed on site. This sum all-inclusive of both labour and materials.

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Note that adjacent to the previously described chimney there is a lean to roof with profiled metal sheet coverings **– see photograph four**. Apron flashings at the head of this roof are pulling out of position. Allow a provisional sum of **£150.00** for repair works as agreed on site and directed by CA.

Rainwater goods

Allow to carefully gain access to all sections of rainwater gutters and allow to check condition and report on findings to CA. At minimum allow to clean all gutters and downpipes of any rubbish and ensure that they are free and clear running and at base of rainwater pipes clean out all gulley pots (where existing) and report any defects to CA.

Allow a **provisional sum of £1,000.00** for all labour and materials in respect of replacement of missing or cracked and broken goods (particularly for instance those on north side of community hall that have not been inspected) all as greed on site with CA.

Inspect the existing arrangements in respect of down pipes and hoppers on south elevation of the cinema building i.e. specifically to external face of ground floor shop and stair well, first floor display area and workshop and store and second floor office two. Here allow to remove all of the existing goods and provide and fix new Saint Gobain cast iron hoppers and downpipes all to be carefully fixed in accordance with manufacturers recommendations. Set down pipes to fall to ground and existing gullies but where existing down pipe is at lower level embedded within concrete **– see photograph seven** abandon that section and provide offset section to down pipe and extend to existing gulley.

Allow to decorate all of the new rainwater goods prior to installation with two grey undercoats and one oil based black gloss top coat and touch up any defects post installation.

3.4 **Part external re-decoration (north, south and west faces)**

The external joinery to the property is to be carefully re-decorated in part and will include in this instance the following areas only;

- West, north and south faces of the community hall including all timber doors, windows and fascia's and soffits complete.
- The joinery to the west facing dormer at roof level over the projector room (photograph 5)
- The joinery to the south face of cinema and specifically off the ground floor shop and stair well, first floor display area 2 and workshop and store and second floor office two.

Note: Where access is required to north side of the community hall then the employer will liaise with adjoining land owners and obtain consent for general contractor's access.

Further note: where considerable amount of ivy growth occurs to north and west face (in part) to the community hall this will have been dealt with and removed by clients own labour prior to the main repairs contract starting on site.

To the above areas of redecoration all paints shall be Dulux or equal

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approved, colours to match existing, applied exactly in accordance with the manufacturer's recommendations and it is essential that external decorations are only carried out during suitable weather conditions.

The most cursory of inspections confirms that the external joinery has not been redecorated for some time so will require very careful cleaning down and careful inspection with CA to agree the final extent of necessary repairs.

Contractors should allow to carry out initial preparation of joinery and to then meet on site with CA to agree final extent of repairs. Allow a provisional sum of **£1,250.00** for all labour and materials in respect of joinery repairs this some inclusive of all labour and materials.

Note: Unless agreed with CA there shall be no application of heat in conjunction with preparation for external re-decorations.

Where timber repairs are agreed as necessary then all rotten or decaying timber is to be cut out for at least 100 mm beyond the last affected area. Bare surfaces shall be treated with Wykamol Plus or equal preservative and all replacement timber shall be of selected, pre-treated softwood built up to match existing profile and most carefully jointed to the existing to ensure a clean weathertight finish.

To all existing, previously painted, exterior timber completely remove all blistered, poorly adhering or otherwise defective coatings. Open up all joints which are not tight fitting and rake out thoroughly. Rub down all bare areas to produce a smooth surface and dust off. Cut out any decayed timber and replace with new timber as previously specified. Apply a thin coat of Dulux or equal knotting solution to all knots and resinous areas and allow to harden. Wash down remaining areas of paintwork in good condition with soap and water detergent solution or suitable solvent to remove dirt, grease, etc., rinse off and allow to dry and thoroughly rub down with a suitable abrasive and dust off. Carefully scrape back to a firm edge minor areas of poorly adhering or defective coatings and rub down to provide a key and feather broken edges of existing coatings. Prime all bare wood with one coat of Dulux Wood primer ensuring any end grain and cut joints are liberally coated. Make good all nail holes and open joints, etc., with Weathershield Exterior Flexible Stopper, or equal, applied in accordance with the manufacturer's recommendations. Allow stopper to dry before rubbing down smooth and dusting off. Patch prime existing joinery. Bring forward all areas with two coats of Dulux Trade Undercoat followed by one coat of Dulux Trade High Gloss Finish.

To all previously stained timberwork where in poor condition carefully remove existing coatings and abrade to remove sharp edges in any raised grain, etc., working in the direction of the grain. Cut out any decayed timber and replace with new timber as previously specified. To all other areas, thoroughly clean down surfaces to remove all dirt, grease, etc., rub down with a suitable abrasive and dust off. Carefully scrape back to a firm edge all areas of poorly adhering or defective coatings and rub down to feather

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broken edges, raised grain, etc., working in the direction of the grain. Ensure all surfaces are fully dry before proceeding to prime all bare areas of timber with one coat of Weathershield Exterior Preservative base coat of appropriate shade and allow to dry ensuring any end grain and joints are liberally coated. Allow to make good all nail holes, open joints and open grain, etc., with a suitable appropriate tinted stopper or filler and allow that material to dry before rubbing down smooth and dusting off.

Carefully inspect the existing glazing and where defective and broken panes of glass occur, provide and fix new horticultural grade singe glazing and make good putty externally. Remove all defective glazing compounds and putties and clean out all rebates. Prime all rebates with Weathershield Preservative base coat and allow to dry.

To external metal and ironwork, allow to thoroughly de-grease with Dulux Oil & Grease Remover, or equal approved. Wash down all surfaces with a suitable detergent solution to remove dirt, chalking paint and other contaminants. Rinse off with clean water and allow to dry. Where necessary, thoroughly chip and scrape with wire brush the surface to remove any rust, loose scale or defective coatings back to clean metal. Rub down all sound paintwork with a suitable abrasive paper and dust off. Prime all bare areas with one coat of Dulux Trade Metal Primer Zinc Phosphate (buff) or Dulux Metal Primer (grey) all in accordance with manufacturer's recommendations. Bring forward primed areas with one coat of Dulux Trade Undercoat of appropriate shade and finish with one coat of Dulux Trade High Gloss finish. This specification shall also apply to inside face of metal/iron gutters where existing.

All unpainted uPVC shall remain unpainted. If uPVC has been painted then it should be rubbed down and treated with one undercoat and one gloss coat.

To all pvc allow to carefully wash down with soapy water only. Where opening lights occur allow to open and close all and lubricate all moving parts.

East face (in part)

To the east or street facing elevation redecoration is to be carried out in part with all colours to match existing. This will include the walls, windows and doors of the entrance to Regal Cinema up as far and including the underside of the entrance canopy only. No other redecoration of the higher levels of east elevation are to be included for at this stage.

Where painted render occurs allow to adopt the Beekes exterior silicate paint system carefully cleaning down and treating the walls with fungicide and after 24 hours jet washing off with hot water. Inspect the render and where repairs are required allow to apply silicate filler trowelled on in 1-3 mm layers up to a maximum of 8 mm and leave for 3-5 days to dry. Where any sanding of the surface has occurred allow to liberally brush apply fixative diluted with 2 parts water. Over the treated and prepared surface apply two coats of Renosil coarse/fine the first coat diluted 10% fixative and the second with 5% water.

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To the external joinery allow to thoroughly clean down all and prepare for redecoration. Provide and apply two coats of Beekes Exterior Stand Oil Paint the first coat incorporating 3% Beekes Lacquer Thinners and the second coat applied no sooner than within 24-36 hours undiluted.

Allow a provisional sum of **£500.00** for any unforeseen works this sum all-inclusive of labour and materials and used as directed by CA.

3.5 **Brickwork repairs and re-pointing.**

For the purposes of tender the extent of re-pointing and brickwork repair is considered relatively minor and contained to just the south facing gable ends of the cinema building i.e. the area where replacement of rainwater goods has been previously called for.

At second floor level note the poor condition of the cill to the window of office two **– see photograph eight**. Allow to remove the cill and provide matching stone replacement. Note joinery repairs and redecoration works to this window are previously and separately included for.

Note that induced by leaking rainwater goods there is a certain amount of vegetation becoming established to south facing gable. Allow to spray all vegetation with a systemic weed killer and allow to die back. Rake out roots of vegetation prior to re-pointing.

To the south gable allow to carry out repointing in a total of 8 no areas all as agreed on site with CA each area not exceeding 1 square metre. Allow to rake out brick joints and repoint in lime mortar as stated to section two of this specification.

3.6 **Fire doors**

Remove the outward opening pair of fire doors on south face of south west quoin of the community hall including frame and cart away from site.

Allow a provisional sum of **£150.00** for works as directed under threshold where some deflection is noted.

Allow to provide and fix a new pair of outward opening plywood flush doors complete with new pre-treated softwood frame and hardwood threshold all to match existing.

Paint the new doors and frames internally and externally with one primer coat, two undercoats and one top oil based gloss coat. To the hardwood threshold apply three coats of Dulux wood stain.

Re-fix the existing panic bars to doors and leave operational.

At head of doors allow **provisional sum of £150.00** for provision and fixing (both leaves) of restraining devices to allow the doors to open to maximum of 90 degrees only.

As an alternative to the above show costed option to replace the pair of doors with insulated outward opening pvcu doors complete

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with pvcu frame and low threshold and panic release mechanism and 90 degree restrainers.

3.7 **Completion**

At completion of works allow to thoroughly clean down all areas of the site and remove all final items of rubbish and stored materials and plant and make good any areas disturbed to leave in perfect order.

3.8 **Contingencies**

Allow a total contingency sum of **£2,000.00** for dayworks and materials and unforeseen items. This figure shall be all inclusive of labour and materials and be used or deducted in part or in full only as directed by CA.

Total cost of tender

Total Cost £	

Registered in England & Wales No 4551067

The Regal Cinema and Community Hall, Teme Street, Tenbury Wells
for
The Tenbury Wells Town Council

Appendix A: The Contract

This document is to form Agreement between the Employer, The Tenbury Wells Town Council, and the contractor **tbc**

The Agreement is made on the **tbc** 2019.

The Employer wishes the following work to be carried out at The Regal Cinema and Community Hall, Teme Street, Tenbury Wells;

- General external repairs and part redecoration

THE EMPLOYER WILL PAY THE CONTRACTOR THE SUM OF:

£ **tbc** plus VAT.

The following conditions are included in this Agreement:

Liquidated Damages:	£100.00 per week or part of week.
Defects Liability Period:	6 months.
Retention Percentage:	5%.
Penultimate Certificate Percentage:	97.5%.
Injury or damage to property insurance cover by contractor minimum:	£2,500,000.00.

Commencement Date: **tbc**

Completion Date: **tbc**

Signed:

The Town Clerk on behalf of The Employer

Signed:

General Contractor

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'Photograph one'

'Photograph two'

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'Photograph three'

'Photograph four'

Registered in England & Wales No 4551067

'Photograph five'

'Photograph six'

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'Photograph seven'

'Photograph eight'

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