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SCHEDULE OF WORK 2022 TOWN HALL WINDOWS PHASE 1

**AT FELIXSTOWE TOWN HALL UNDERCLIFF ROAD WEST
FELIXSTOWE
ON BEHALF OF THE TOWN COUNCIL**

2119 Rev B - May 2022



THE CASINO
GUN HILL
SOUTHWOLD
SUFFOLK
IP18 6HF

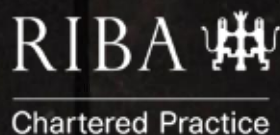
TEL: 01502 722426

5A MARKET HILL
WOODBIDGE
SUFFOLK
IP12 4LP

TEL: 01394 610844

info@plaiice.org.uk
www.plaicemaking.net

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PLAICE DESIGN COMPANY

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INTRODUCTION

The Town Council contact is:

Mrs Debbie Frost
Deputy Town Clerk
01394 288192
Debbie.frost@felixstowe.gov.uk

The Town Hall address is:

Town Hall
Undercliff Road West
Felixstowe
IP11 2AG



1.0 AIMS FOR THIS SCHEDULE OF WORK

1.1 The first aim is a schedule to be submitted to East Suffolk Council (attached to the Heritage Statement) as part of a planning application;

1.2 The second aim is a schedule to be issued to building contractors specialising in joinery repairs; to enable their estimates to be on a like-for-like basis;

2.0 TIMING

Work is required to commence on receipt of written instructions from the Town Council and to be completed in accordance with a contractor's brief programme provided at pre-start stage. The Town Council accepts there will be a lead-in time during which materials are on order.

The Council offices will continue in use during the contract, but rooms being worked on by the contractor will be vacated. Price for windows to be repaired floor-by-floor and area-by-area as shown in:

SCHEDULE OF WINDOW REPAIR OR REPLACEMENT

The client will seek confirmation from East Suffolk Council – that the work does not require planning permission - and accordingly is likely to be started in Autumn 2022.

The client will make a "Full Plans" building regulations application and pay the application and inspection fee/charge made by East Suffolk Council.

The work is to be programmed to avoid events which will be notified to the selected contractor:

- Occasional weddings (lasting about 1 hour and contractor may resume work after leaving site for that time)
- Other public events (none programmed for October – December 2022);
- Weekend work will not be authorized;

PRELIMINARIES & CONDITIONS OF CONTRACT

3.01 CONTRACT

The Contract will be based on the JCT Agreement for Minor Building Works 2016 edition – but based on a letter from the Town Council for signature by both the contractor and Town Council

With the follow points:

The Town Council	The Town Council, represented by the Town Clerk or Deputy Town Clerk
Work required	This Schedule of Work and photos/ Drawings prefixed 2119/- and noted in the contents page
Tender required	Price Schedule of Work and schedule of rates
CIS– status of The Town Council	Not a contractor
Health & Safety	2015 CDM regulations apply – assume the project will take more than 30 days on site; The main contractor will be the Principal Contractor and brief the client accordingly;

3.02 Date of Commencement

To be agreed – refer to part 1

3.03 Date for Completion

(see form of tender and provide data there)

3.04 Liquidated & Ascertained Damages

(for non-completion) £100 for every week/part of a week

3.05 Rectification Period

To correct defects- 2 months

3.06 Interim Payments

monthly, based on invoice from contractor based on percentage of work complete; materials will not be paid for, before they are fixed;

3.07 Payments prior to rectification/Practical completion

95%

3.08 Payment on or after rectification

Completed 100%

DETAILS OF PRELIMINARIES

3.9 VAT

During the contract, the Contractor shall render VAT invoices direct to The Town Council.

3.10 Breakdown Tender Price and Schedule of Rates and open for acceptance

All tenderers will be required to submit with their tender form a fully priced copy of the Schedule of Work showing a breakdown of their tender by pricing each individual item. All items are to be either priced or marked 'nil' and the total of the individual items is to add up to the tender figure.

All tender prices to be fixed for the duration of the works and be open for acceptance until the end of 2022. See also form of tender to be completed.

3.11 View site

It is advised that the tenderer should inspect the site and examine the extent of the works and the conditions affecting the works as no claim on grounds of insufficient knowledge of these will be recognised. Appointments to visit the site are to be made with Mrs Frost, Deputy Town Clerk of The Town Council, telephone 01394 288192 during office hours or email debbie.frost@felixstowe.gov.uk

3.12 Tenderers

Tenders must include all work necessary for the satisfactory completion of the Contract including:

Materials and Workmanship

All payments arising out of the employment of labour, including National Insurance and Pension contributions, redundancy payments. Holidays with pay, travelling time, fares, lodging allowances, transport, guaranteed time, non-productive time (except overtime ordered in writing by the Town Council) incentive and bonus payments, and other disbursements, costs of supervision and site management, temporary sheds and stores, scaffolding, tools, plant, vehicles, water and electric light and power, drying out the works, safeguarding the works, Attendance upon and all builders work in connection with (including use of scaffolding, plant, water and electricity) all trades and sub-contractors including protecting and supporting all adjacent structures as required and afterwards removing all temporary works and making good damage to the permanent works caused thereby.

Establishment charges and profit

Costs to cover all increases in labour and materials or any other price constituent arising during the contract period.

Payment of any inspection fee under the Building Regulations based on the relevant cost of the work to be by The Town Council.

3.13 Acceptance

The Town Council reserves the right not to accept the lowest or any tender.

Once on site.....**3.14 Rubbish**

The Contractor is DAILY to remove and dispose of all rubbish resulting from the works and materials arising from excavation and demolition works and to leave the site and building tidy at evenings and weekends, and clean on completion. Dispose of rubbish in accordance with waste management current legislation.

3.15 Protection of Property

The Contractor will be responsible for, and required to make good, any damage to property, fences, paving or services arising in the course of, and due to the execution of these works at his own expense.

3.16 Safety on Building Works

The Contractor shall provide and maintain all necessary coverings, temporary screens, hoardings, and fences to safeguard the works and adjacent areas from the effects of weather and unauthorised entry.

3.17 Fire Precautions

In addition to the requirements of any relevant Acts of Parliament, Regulations or other Statutory Provisions the Contractor is to take special precautions to avoid the outbreak of fire within or adjacent to the building.

Any part of the work likely to increase the risk of the outbreak of fire is to be discussed with The Town Council beforehand so that suitable precautions may be agreed.

The Contractor is reminded that certain chemicals used in the treatment of timber have a low flash point and the manufacturers' safety recommendations are to be strictly adhered to.

3.18 Control of Substances Hazardous to Health [COSHH]

The Contractor will be responsible for compliance with the Control of Substances Hazardous to Health Regulations (COSHH)1988. All tenderers will be deemed to have acquainted themselves with the requirements of the Regulations.

Tenderers are to include for all costs involved in meeting the requirements of the Regulations and contractors submitting tenders will be assumed to have made an assessment of any hazards inherent in the works including those arising from :-

- a. Site conditions
- b. The design and construction of existing buildings
- c. All materials whose use is necessary for the work whether specifically described by drawings or Schedule of Works or implied
- d. Working practices whose use is necessary for the work whether specifically described or implied

3.19 Construction (Design and Management) Regulations 2015 and Pre-Contract Information

Principal Contractor shall include for and carry out the requirements of the Construction (Design and Management) Regulations 2015 as far as they relate to the duty of the Principal Contractor. Key duties include:

Develop and implement the health and safety plan; based on "Health and Safety Information" produced by the CDM principal designer.

Arrange for competent and adequately resourced contractors to carry out the work where it is subcontracted;

Ensure the co-ordination and co-operation of contractors;

Obtain from contractors the main findings of their risk assessments and details of how they intend to carry out high risk operations;

Ensure that contractors have information about risks on site; Ensure that workers on site have been given adequate training; Ensure that contractors and workers comply with any site rules which have been set out in the health and safety plan;

Monitor health and safety performance;

Ensure that all workers are properly informed and consulted; Make sure only authorised people are allowed on site; Display the notification of the project to HSE;

In particular:

- Avoid work on site during and just before weddings – notice of these will be notified to the contractor;
- Note that the internal work is to be programmed to leave the Registrar's Office available for weddings;
- Fences (such as Heris fencing) are required on site and warning notices to fences and scaffolding; outside working hours lift ladders out of reach from the ground.

3.20 Storage & Fire Exits

The Contractor shall provide the necessary security of storage for plant and materials during the work. A contractor's storage area is to be in the alley at the East wall of the Town Hall marked on the plan. The contractor to provide fences or hoardings necessary for security.

Note that this alley is on the ground floor fire exit route and that the Town Council will notify staff and visitors that they must use the first floor fire exit instead.

3.21 Foreman and Completion

The Contractor shall engage competent staff (foreman or leading craftsman) to be on site at all times. The Contractor is to state on the Form of Tender:

- the length of time envisaged to complete the work, for continuous working,
- the earliest date on which they can commence.

Expeditious progress is required, therefore appropriate labour shall be arranged for continuous working by all trades.

3.22 British Standards and Codes of Practice

All work to be carried out in a proper and workmanlike manner and all work and materials are to comply with the relevant Codes of Practice and British Standards Schedule of Work and BBA (Agreement) certificates and manufacturer's printed instructions.

3.23 Approvals, Removal of improper works

The whole of the works and materials shall come within the requirements of all statutory bodies. Services installations shall conform to the requirements of the IEE current edition and water board by-laws.

The Town Council will have the power to order the removal of all work not in accordance with the Contract. The cost of removal of such work and renewing to Contract requirements will be borne by the Contractor.

3.24 Site Arrangements and Skip

Access to the site is via the public pavement for pedestrians and staff. Vehicles may be parked on public road only for loading/unloading.

The parking bays outside the town hall, denoted as for use by “permit holders only” is not for use by the contractor – except for a mini-skip.

The Town Council will arrange for a licence for the mini-skip to be parked.

Paved and grassed surfaces, kerbs, edgings, fences, gates etc. disturbed or damaged by vehicles, equipment or plant movements, shall be reinstated.

3.25 Sign boards, water and power

Display of Contractor’s sign boards shall be at the expense of the contractor. The Contractor may use the scaffolding for the sign boards, but is not to display signboards at the entrance to the building.

The Contractor can use water supply from the site, but must take care not to contaminate the supply. Water shall only be used for the works.

The Contractor can arrange to obtain single phase electricity from the existing supplies by arrangement with The Town Council.

Provisionally this is from the switch socket outlets at each room near the window being repaired. The Contractor is allowed reasonable supply for use on the work only.

3.26 CDM Regulations 2015 – facilities for the contractor and WC and hot water supply

1. The Contractor can use the WC in in the public toilet adjacent.
2. For hot water supply required periodically, the contractor can use the town hall kitchen.
3. For mess room facilities, the particular room is to be agreed, but a room can be made available.

3.27 Contingencies and Provisional Sums

Unforeseen work

Allow the provisional sum of £2,500 (two thousand five hundred pounds) to be expended only on the written instructions of the Architect for unforeseen works and hidden defects.

£2,500.00

Weddings

Allow the provisional sum for work interrupted by weddings. Provide records of delay on daywork sheets. The Town Council will give as much notice as practicable and the estimated time needed for each wedding; and the contractor is to cease work just before, during and after – allow about 1 hour each wedding and assume two weddings.

£200.00

4.0 EXTERNAL AND INTERNAL WORK

4.1 WORK BY CLIENT PRIOR TO MAIN CONTRACTOR ON SITE

Externally: before work starts on site, the client will have resited the two large planters from beside the entrance steps off site.

Externally: The client will remove notices from the noticeboard to be displayed elsewhere. The notice board can stay in place.

Externally: the client will site waste bins elsewhere to allow the contractor to use that area for storage.

Internally: the client will temporarily remove the vertical blinds, curtains in the council chamber (but not the pelmets which are to remain for the duration), secondary glazing including the aluminium frames screw fixed to window linings;

Internally, room by room when the contractor requires access, the client will temporarily resite furniture to be 2 metres clear of windows;

Timing of work room by room – see below.

4.2 SCAFFOLDING & EXTERNAL WORK

REFER TO LOCATION, GROUND & 1ST FLOOR PLANS

Note the plans (prepared by the Town Council) are general and dimensions should be checked on site before proceeding.

Areas of work: Erect standing scaffolding for working access for the duration at:

- first floor windows on street front elevation;
 - first floor window to council chamber on East side elevation;
 - keep scaffolding well clear, above main entrance – leaving doors and steps for access by the public and staff;
 - ground floor windows on street front elevation but keep clear of main entrance;
 - first floor window F4 (chairman's office) above main entrance – keep clear of decorative stonework. Case ball finials in plywood to protect;
 - Avoid working near the glass panelled fence at adjacent property West end
- The general security of the temporary works is to be in accordance with the requirements of the Town Hall insurers. Price to include:
- At external scaffolding on the site the following precautions are to be implemented- the base of the scaffold enclosed in metal sheeting or solid timber to a min. height of 3m. (paint sheeting or timber colour "brilliant white" – outside face).
 - Above sheeting, supply and install debris netting at South front elevation.
 - All ladders shall be removed from the bottom of the scaffolding and locked away or sited in a compound or on an upper lift, at the end of each working day.
 - Engage NASC registered scaffolder experienced in work on historic buildings.

Before proceeding confirm that the scaffolding complies with Health and Safety Executive notes on standard, routine scaffolding (as current TG20 or TG21 Recommendations)

Scaffolding type- tubular steel standard and ledgers including all necessary guard rails, toe-boards, diagonal braces and ties, base plates and adequate plates at Ground Level [all to BS 1139: metal scaffolding].

Working Deck to be sound boards, laid flat, without cantilevers
[all to BS 2482 : Schedule of Work for timber scaffold boards.]. Fix to hold down each board against wind uplift on this exposed coastal site.

Scaffolding to be erected, maintained and dismantled without damage to the building or paving, monuments etc. Where scaffolding abuts building all ends are to be sealed with plastic caps to protect building.

Exposed Scaffold standards at ground level are to be highlighted by painting white or with luminous paint or wrapped in safety marker tape.

4.3 WINDOW REPAIRS & RE-GLAZING

Once scaffolding is in place, inspect each window to be repaired and report to the Town Council if the windows are in worse condition, than described in the schedule below, and so might need replacement or piece-repair. Inspect windows to be replaced and take dimensions for fabrication of new or for piece-repairs of existing.

Piece-repair where possible.

If more window sashes need to be replaced than noted below, the Town Council is to check with East Suffolk Council and gain approval from both planning (and building control).

All windows are single glazed which appears to be 3mm or 4mm plain/clear “white” glass. Check all windows for rebates/ bearings for specified ultra slim Fineo or equal glazing. The window profiles are all similar at 45mm thickness and each window sash and glazing bar is to be routed out to suit Fineo or equal ultra-slim glazing. Measure each window after routing/ before ordering glazing.

Generally protect floor of each room within 2 metres of windows with dust sheets and at each sash being taken out temporarily seal opening with plywood.

4.4 TIMBER REPAIRS

At each window, check frame and all beads and cills for filler/rot/reinforcement.

Price to piece-repair all external architraves at all windows at junction with cill and renew to 400mm above cill. Match existing profile (excluding paint) and scarf joint.

PIECE-REPAIRS

Should areas of existing window or frame be found to be rotten, filled or reinforced report to client. Do not price for piece-repairs – if they are undertaken then price for Douglas Fir/Accoya scarf-jointed or half-jointed to existing sound timber.

4.5 REPLACEMENT SASH WINDOWS

Replacement sashes to have rebates to suit proposed glazing but otherwise are to match the existing sash including sash horns. Timber to be Douglas Fir from approved supplier such as Thorogood of Colchester.

Prime completely with aluminium based primer and one factory painted undercoat before delivery to site. Paint second undercoat and top coat on site.

4.6 WINDOW – GLAZING – PRICE FOR FINEO

Strip out all existing glazing and putty and sprigs and make good rebates for ultra slim glazing from Fineo. The assumption is that Fineo is 7mm thick replacing 4mm single glazing. (Manufacturer reports Fineo is 6.7- 7.7mm thick).

Fineo Glass is available from AGC Glass Europe, Belgium: <https://www.fineoglass.eu/solutions/renovation/>

UK representative Steve Beck 07785 927339 Fineo 6 U-value 0.7 W/m²/deg. C at 6.7mm thick
Check the sizes on site which are required for each window

- after routing but before ordering. (Maximum size of glass available 1.5 x 2.5m or 1.6 x 2.4 metres which exceed glass sizes required on site). Note most of the windows- lower sashes have one glazing bar and upper sashes have two glazing bars. Retain and protect glazing bars, and install glazing to suit solid bars.
- Clear/plain “white” glass. Although some window glazing is lower than 800mm above floor, due to minimal thickness of sashes – thicker safety glazing cannot be introduced. This is no worse than the existing glazing and accordingly complies with building regulations.
- If necessary the client will add film for added safety or against shading (as the existing film).
- Supply and fix in accordance with manufacturer’s instructions; allow for non-rusting pins or sprigs or otherwise fix in accordance with manufacturer’s instructions.
- Price for – but check fixing before installation –flexible not- setting butyl putty at both sides of glass.

4.7 TYPICAL WINDOW OVERHAUL – ALL WINDOWS

Achieve the same depth routing horizontally and vertically at glazing bars by
Either:

- taking out and renewing sash complete to achieve rebate required. For pricing see schedule below and assume 50% of upper sashes will be renewed.

Or:

- Hand chiselling to achieve/complete routing out. For pricing see schedule below and assume 50% upper sashes will be routed out, and 100% of lower sashes (unless lower sash to be renewed anyway).

Sand down inside and out to remove paint and check for fillers, open joints, rot and recent metal reinforcement.

If sash found to be in good condition or could be piece- repaired...Renew glazing after routing out to suit thicker glazing. Route from existing thickness of 12mm (includes 3mm glazing, 3mm backing putty and 6mm face putty) to 17mm horizontally.

Similarly route out to increase shoulder height of rebate from (assumed existing) 8mm to 12mm.

Ease to temporarily take out well painted-in top sashes. Burn off paint if necessary. Check for sash cords and weights and assume missing and all are to be renewed to suit weight of new double glazing. Reinststate with all new sash pulleys, sash cords and weights.

Ease to temporarily take out painted bottom sashes. Take out parting bead and renew in correct imperial size (machined to size if necessary – and add draught strips). Strip out and cart away recently installed spring sashes – assume all defective. Reinststate as all new traditional sash cords and weights and assume the existing are missing and renew to suit weight of new double glazing.

Do not take off security lugs fixed to cills, and their associated lever handles fixed to inside of bottom rails – paint round these insitu.

Temporarily take off all other ironmongery, including snibs/catches, lift handles; for preparation and painting. Hand spare ironmongery to client.

Renew in lacquered polished brass fixings:

- Heavy duty fitch fasters – one per mid-rail;
- Solid sash lift – two per lower sash;
- Sash ring pull – two per upper sash;
- Total 2no. sash poles;

4.8 SASH WINDOW DRAUGHT SEALS

Install at all sashes.

Seals to be removable (e.g weatherfine pile type from Ventrolla or

Mighton or equal and approved) for periodic painting:

- Renew parting bead at sides and head in FSC redwood complete with draught seal, brushes colour black, carrier white;
- Add draught seal at mid rail – by adding groove at lower sash and insert – brushes colour black, carrier white;
- Renew staff beads internally as for parting bead;

4.9 REPAINTING EXTERNALLY

After renewing putty throughout, spot prime bare areas of timber with aluminium based primer. Renew joint between timber cill and stone sub-cill with white flexible sealant full width at all cills.

Paint undercoat and top to existing painted timber windows, from Dulux Weathershield or equal and approved range – colour Brilliant White (Type: Exterior quick dry satin finish).

Paint in accordance with manufacturer's recommendations. Do not paint where the temperature is below 7 degrees centigrade, or in damp or wet conditions, or during high winds.

4.10 REPAINTING INTERNALLY

Sand and scrape down upper and lower sash windows complete, including parting beads and staff beads before refixing ironmongery. Spot prime (fully prime new beads) and paint undercoat and top coat – Dulux colour Brilliant White not water based (Type: Dulux Ultra White – knock resistant).

4.11 COMMISSIONING AND COMPLETION

Ease all sashes to be openable and to close tightly. Hand building regulations certificate to client. Return to site at the end of the defects period and (temporarily taking out client's secondary glazing now reinstated) open each sash window to test. Reinststate lift-out secondary glazing panes.

5.0 SCHEDULE OF WINDOW REPAIR OR REPLACEMENT

Refer to drawings for locations of windows; the work on site is divided into 4 stages to allow the offices to continue in use. Complete each stage (except for painting) before proceeding to open up the next stage.

Return to site to paint internally, at a time to be agreed with the client.

5.1 GROUND FLOOR

G1 Upper sash STAGE 1	General office – customer services		Route out including at glazing bars
G1 Lower sash STAGE 1	General office – customer services		Renew sash; renew cill
G2 Upper sash STAGE 1	General office – customer services	–	As G1 upper
G2 Lower sash STAGE 1	General office – customer services	–	Renew cill; renew bottom rail; route out as G1 upper
G3 Upper sash STAGE 1	General office – customer services	–	As G1 upper
G3 Lower sash STAGE 1	General office – customer services	–	Renew cill; route out as G1 upper
G4 Upper sash STAGE 1	General office – customer services	–	As G1 upper
G4 Lower sash STAGE 1	General office – customer services	–	Route out as G1 upper
G5 Upper sash	Town Clerk		As G1 upper

STAGE 2		
G5 Lower sash STAGE 3	Town Clerk	Route out as G1 upper
G6 Upper sash STAGE 3	Town Clerk	As G1 upper
G6 Lower sash STAGE 3	Town Clerk	Renew lower sash; (strip out external cleat)
G7 Upper sash STAGE 3	Town Clerk	As G1 upper
G7 Lower sash STAGE 3	Town Clerk	Route out as G1 upper

5.2 FIRST FLOOR

F1 Upper sash STAGE 2	Old committee room	Renew upper sash
F1 Lower sash STAGE 2	Old committee room	Renew lower sash
F2 Upper sash STAGE 2	Old committee room	Renew upper sash
F2 Lower sash STAGE 2	Old committee room	Renew lower sash
F3 Upper sash STAGE 2	Registrar office	Renew upper sash
F3 Lower sash STAGE 2	Registrar office	Renew lower sash
F4 Upper sash STAGE 2	Registrar office	Renew upper sash
F4 Lower sash STAGE 2	Registrar office	Renew lower sash
F5 Upper sash STAGE 2	Chairman's Room	Renew upper sash
F5 Lower sash STAGE 2	Chairman's Room	Route out etc.
F6 Upper sash STAGE 4	Council Chamber bay W	Renew upper sash

F6 Lower sash STAGE 4	Council Chamber bay W	Route out etc.
F7 Upper sash STAGE 4	Council Chamber bay S	Renew upper sash
F7 Lower sash STAGE 4	Council Chamber bay S	Renew lower sash
F8 Upper sash STAGE 4	Council Chamber bay E	Renew upper sash
F8 Lower sash STAGE 4	Council Chamber bay E	Route out etc.
F9 Upper sash STAGE 3	North window	Route out etc. Note: sidelights fixed – no action there;
F9 Lower sash STAGE 3	North window	Route out etc. Note: sidelights fixed – no action there

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SOUTHWOLD
TEL: 01502 722426

WOODBIDGE
TEL: 01394 610844

info@plaiice.org.uk
www.plaicemaking.net

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