Schedule Of Works.

Portland House

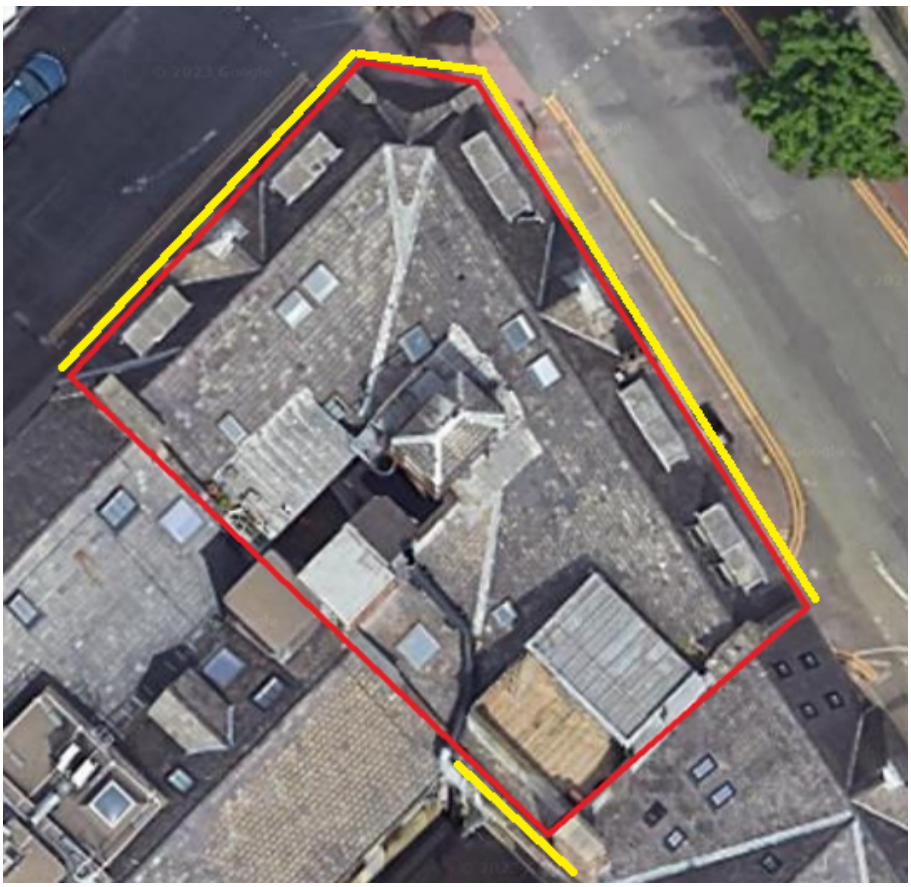
1.1 Scope of Works.

The works relate to elevation repairs, redecoration and roofing repairs to 103a Portland Street, Manchester M1 6DF. Portland House is a Grade 2 Listed Building (listing number 1247058) situated within The Whitworth Street Conservation Area.

The works are divided into two areas, Elevation Works, highlighted in yellow and Roofing Works, highlighted in red. Works to the undercroft area are included in the Elevation Works.

Drone survey and the associated report are provided on the understanding that a more accurate assessment of materials condition, dimension and quantity will become apparent and will be determined once safe access is provided.

Arial View Showing the Scope of Works.



1.2. Portland House Images.

1.2.1 Aerial View.

1.2.2 Aerial View Of North Elevation.

1.2.3 Elevation at Junction of Portland Street and Princess Street.

1.2.4 North Elevation. Portland Street.

1.2.5 East Elevation. Princess Street.

1.2.6 Rear Elevation Courtyard. Showing Undercroft.

1.3. Provisional Sums.

Provisional Sums will be extended only upon specific instructions of the C.A.

1.4. Provisional Quantities.

All quantities shown for items are provisional and subject to omission, addition and re-measurement during and on completion of the works.

1.5 Health and Safety.

All contractors must comply with Health and Safety at Works Act and all relevant associated regulations and requirements of CDM regulations, all as detailed.

The works are not notifiable under the CDM Regulations 2015. The Principle Contractor will prepare and manage the construction phase plan and provide the Health and Safety File to the client on competition.

Liquid material such as solvent and adhesives shall be stored in accordance with COSHH Regulations and manufactures recommendations.

No Works shall take place until an Asbestos R+D Survey and a Lead Paint Survey has been completed and evaluated.

No Hot Works are anticipated and are not permitted on these works.

1.6. Welfare.

Welfare areas and facilities are to be provided by the contractor. The location of site facilities, material storage and location of toilet band welfare facilities must be documented under the CDM Regulations and agreed with the C.A.

!.7. Power and Water.

Electricity and water will be provided including a temporary distribution supply in order to carry out works.

Power must be run without prejudicing the safety and security of the building.

All power on site must be 110 Volts.

1.8. Safe Access.

Before any scaffolding works can commence a scaffold permit must be issued by Manchester City Council and a full set of scaffold drawings supplied.

Safe Access is required to provide access to all areas of the works in accordance with the preliminaries clauses as well as security and protection. Scaffold tags must be shown at all times.

The construction Design and Management (CDM) Regulations 2015v. The Work at Height Regulations 2005 and BS EN 12811-1 Code of Practice for Access and Working Scaffolding and Special Scaffold Structures will apply as necessary.

The contractor is to allow for all necessary access towers, scaffolds, mechanical access platforms and ladders to undertake the works safely in accordance with the above regulations.

The contractor is to allow for obtaining all the necessary approvals and consents from the councils and neighbouring properties (where necessary) to allow the installation of the scaffolding.

Scaffolding where required, to be provided by an approved /accredited scaffold contractor to design and erect temporary steel tubular scaffold to ALL areas, as necessary to facilitate the

described works up to and including all roof levels and windows. Contractor to allow for all Local Authority costs and neighbouring property costs in regards scaffold licence/ highways permits etc. required for the duration of the contract.

Provision should be made to protect pedestrians and vehicles on public footpath, roads, carpark and external grounds below for scaffolding erected to all elevations. Particular caution and protection should be undertaken whilst erecting scaffold on public footpaths, roads, car park and external grounds.

The scaffold is to be adequately lit for hazard purposes with necessary warning signage, barriers and markings.
Ground level uprights to be positioned to minimise the obstruction to entrances / doors / windows etc.
The base lift to be double boarded with 1,000 grade polythene sandwiched between 2 layers of boarding around where the pedestrians may walk.
All uprights on base lift to have scaffold protection foam.
The scaffolding is to be adapted as necessary to suit various trades.
The contractor is to provide a handover certificate on completion all scaffolding and inform the C.A.
The main contractor is to keep a log on site of all weekly inspections.
Ladders giving access to the first lift to be taken down and locked at ground level, at the end of each working day.

1.9 Scaffold Alarm.

A scaffold alarm is to be installed for the duration of the contract with sufficient warning signage indicating the scaffolding is fitted with an electronic detection intruder system, warning buzzer and flashing lights indicator and automatic shut down and rearm after alarm. Allow for the set up of a manned response company and provide a PS to cove call out cover incurred to attend alarm activations.

Provisional Sum.

1.10 Photographic Schedule.

Prior to works commencing , the contractor is to provide a photographic schedule of condition of all areas which could be affected by the works. This must be submitted to the C. A. Following the Pre-Start Meeting.

1.11 Maintain Condition.

Allow for the protection and reinstatement of all surfaces / areas where affected by site set up, storage, deliveries, works etc. The contractor must make records of the surrounding areas existing at the date of possession and allow for returning the areas to a condition as found (not withstanding seasonal factors) This is an absolute requirement and copies are to be provided to the C.A.

The contractor is responsible for keeping the site clear and tidy during the works and on completion, is to yield up the site with all associated areas washed and clean and all rubbish and materials removed from site.

It is the contractors responsibility to allow for suitable protection of all existing structures, fixtures and fittings during the works.

1.12. Signage.

The contractor will be required to display the Project Management banner with emergency details on site. Banner should be displayed in a prominent location. Contractor will be responsible for banner securely fixing it and returning it on completion.

1.13. Security.

The contractor is responsible for maintaining the security of the relevant areas of the property for the duration of the works.

1.14. Lead Paint Testing.

Before work commences all paintwork should be tested and a record kept of the lead content of the paintwork.

1.15. Asbestos R&D Survey.

Following the completion of the scaffolding a Refurbishment & Demolition Asbestos Survey is to be carried out ahead of commencement of any further works.
Any recommendations included in that report must be fully complied with.

Elevation Works.

2.0. Rainwater Goods.

2.1. Cleaning.

Allow to clear all moss, vegetation & debris from gutters and rod through all downpipes. Contractor to test downpipes by blocking at ground level (if possible) and filling with water to ensure there are no slits or displacements of connections.

2.2. Provisional Sum.

Allow a provisional sum of £3000.00 to undertake any repair works to the RWG's deemed necessary by the CA.on site.
Allow to reseal all Gutter and Downpipes Joints
From the drone footage R1 North 0101 and R2 East 0561 lead has been used to repair the cast iron joints.This often indicates corrosion of the cast iron gutter.

If the corrosion is so severe, that the joints cannot be repaired then replace of the section should be considered.
When replacing gutters or downpipes measurements and profiles of the gutter should be taken to facilitate an exact match.
The gutter profile is probably Ogee but before a replacement is ordered, approval must be given by the C.A and Conservation Officer.
In the event of replacing a section, this must be by using cast iron sections supplied by Hargreaves Foundry.

Provisional Sum. £ 3,000.00

2.3. Treatment.

Contractor to allow for removal of all rust and loose paint to all cast iron RWG's. Degrease where necessary with ICI Oil and Grease Remover. Wash down with a suitable detergent solution to remove dirt and other contaminants. Rinse off with clean water and allow to dry. Dust off before applying initial coating.

2.4. Decoration.

Prime all bare metal in an even and consistent coat with one coat of Dulux Trade Metal Shield Zinc Phosphate as per manufactures direction and allow to dry. Redecoration is to include all metal gutters and downpipes.

Finish with One Coat deluxe Trade Undercoat allowing recommend time to dry and then two coats of Dulux Trade Metal Shield Gloss Finish to match existing colour.

3.0. Masonry Work.

3.1. Elevation Repointing.

Allow to rake out any existing loose pointing to all elevations and parapets including brickwork, stonework, terracotta tiles and glazed ceramic bricks. Particular attention should paid to stained areas behind the downpipes.

Only pointing that has weathered back to at least the equivalent of its width or is soft and crumbling should be considered advisable to be repointed.

Samples from a number of areas of existing pointing should be taken and sent to Wormersley's for colour matching. A sample of the mortar should then be obtained to undertake a trail area of pointing for the C.A. and Conservation Officer.

The use of power tools is strictly prohibited for preparing the joints, defective pointing is to be manually removed using hooked tools, hand-held saw blades or masonry chisels to a depth of at least twice the height of the joint. Dust and debris to be removed from joints using a vacuum cleaner and throughly rinsed with water to ensure no loose dry material is left.

To reduce suction, improve adhesion of the mortar and prevent the mortar from drying too quickly the masonry should be thoroughly dampened with a pump action sprayer before placing the mortar.

The coloured lime mortar supplied by Wormersley's. Pointing finish to match existing, concave/ bucket handle tampered with a bristle brush (churn brush).

Once repointing has been completed the mortar has to cure and be protected with hessian

or mortar fleece, against strong sunlight, heavy rain and frost for a minimum of a week.

Provisionally allow for 400 M2.

Prior to commencement of these works approval has to be given by the C.A. and Conservation Officer.

3.2. Brick Replacements.

Replace spalled / damaged bricks to all elevations. Carefully cut out defective bricks as identified by the C.A. and cart away from site. Supply and bed in reclaimed (source where stock is readily available) or re-worked bricks to match surrounding original. Bed and point around brick with lime mortar as 3.1. used weathered surface to blend in new bricks if required. Contractor is to note that some bricks to be replaced may be hard to reach areas such as close to windows.

Provisionally allow for 330 No. Bricks.

Contractor is to provide 3 samples prior to commencement of works for approval by C.A. and Conservation Officer.

3.3. Glazed Ceramic Bricks.

Replace all missing / damaged glazed ceramic bricks, including those which have been infilled with mortar. Careful cut out defective bricks identified by the C.A. and cart from site. Supply and bed in reclaimed (sourced where stock is readily available) glazed ceramic bricks to match surrounding original. Bed and point around brick in lime mortar as per 3.1.

Provisionally allow for No. 100 Bricks.

Contractor is to provide 3 samples prior to commencement of works for approval by the C.A. and Conservation Officer.

3.4. Stonework Repairs.

Repair sections of spalled, cracked and damaged stonework. Allow to take eroded edge of sandstone back to sound surface and redress ensuring drip detail. Assume to take back 5mm. Areas could include string course, corbel, cill and the like.

Provisionally allow for 5 M2.

3.5. Full Cill Replacement.

Allow to supply and install a new sandstone cill. Remove first brick and prop suitably to ensure no movement in surrounding brickwork. Ensure area is cleaned slightly wet before laying new cill in lime mortar as 3.1. Mortar back of cill and repoint.

Cill approx. measurements is 1400mm x 225mm x 400mm.

3.6. Elevation Cleaning.

To all glazed ceramic , brick and stonework elevations, the contractor is to allow for superheated steam cleaning of all areas, as well as moss and vegetation removal. Ensure all vegetation growth is removed from between the glazed ceramic bricks.

Do not proceed until authorisation is given by the Conservation Officer.

4.0. Timber Repairs & Redecoration.

4.1. Timber Repairs and Redecoration.

This section is to include all timber elements, including the doors, windows and balustrades.

4.2. Repair Care System.

Prior to commencement of works the contractor is to appoint a qualified person to undertake detailed assessment work of all timber elements. Timber repairs are to be made using the Repair Care International Dry Fix / Dry Flex RP System. Allow for all materials and working involved including making up former to match detail repairs to existing profiles.

4.3. Timber Replacement.

Allow a provisional Sum of £ 1,800.00 to cater for any additional timber replacement works deemed necessary by the C.A. The contractor is to allow to remove all rotten timbers and carefully dispose off site. C.A. to confirm following site inspection. Upon removal all rotten timber allow to supply and install new hardwood timber to match existing profile and appearance.

Provisional Sum £ 1,800.00

4.4 Mastic Sealant.

Allow to seal any gaps between window and wall that are smaller than 10mm with CT1 external grade sealant. Sealant is to be clear.

Provisionally allow for 100 linear metres.

4.5 Previously Painted Timber.

To all windows, doors and roof plant doors, including frames, allow for full removal of all flaking paint back to a sound substrate (e.g. sills, frames or windows) Any abrasive methods are not to damage the timber. Where necessary open up all timber joints which are not tightly fitting and rake out all decayed timber and old filler thoroughly. Rub down to produce a smooth , clean surface and dust off. Apply a thin coat of Dulux Knotting Solution to all knots and resinous areas and allow to harden. Liberally apply one coat of Dulux Weather Shield Preservative Primer overall. Similarly, treat any new wood which has been sliced in, I.e. rub down, apply knotting and prime.

4.6. Decoration.

Allowing appropriate time for drying , finish woodwork with two coats of Dulux Trade Weather Shield Exterior High Gloss of a like for like colour. Colour match existing. A colour sample must be approved by the C.A. before decoration works take place.

5.0. Metalwork Repairs & Redecoration.

5.1. Metal Repairs & Redecoration.

This section is to include all metal elements , including the ground level metal railings excluding the undercroft gates.

5.2. Treatment.

Contractor is to allow for the removal of all rust and loose paint to all metalwork. Degrease where necessary with ICI Oil and Grease Remover. Wash down with a suitable detergent solution to remove dirt and other contaminants. Rinse off with clean watering allow to dry.Dust off before applying initial coating.

5.3. Decoration.

Prime all bare metal in an even and consistent coat with one coat of Dulux Trade Metal Shield Zinc Phosphate as per manufacturers directions and allow to dry.

Finish with one coat of Dulux Trade Undercoat allowing recommended time to dry and then two coats of Dulux Trade Metal Gloss Finish of Selected Shade TBC.

6.0. Miscellaneous

6.1. Cables & Aerial Brackets.

Allow to remove any redundant aerials and fixings and re-fix any loose TV aerials with appropriate fixings. Any redundant cables are to be removed. In use cables should be clipped back.

6.2. Undercroft Ceiling Decoration.

To all previous painted stone and render treat mould and algae with Dulux Weather Shield Multisurface Fungicidal Wash. remove all loose and flaking paint. Wash down with a suitable detergent solution to remove dirt and other contaminants. Rinse off with clean water and allow to dry. Dust off before applying Weather Shield Stabilising Primer followed by two coats of Dulux weather Shield Ultimate Smooth Masonry paint. Colour TBC.

7.0. Elevation Works Contingency.

7.1 Contingency.

A constancy of 10 % of the total cost of the Elevation Works is to be confirmed upon review.

Elevation Works ; Drone Survey Report.

R1 North 0101

1. Lead has been used in an attempt to repair a section of cast iron gutter, however the area below still appears damp.
2. The paintwork to the gutters has deteriorated and all the cast iron gutters should be decorated.
3. Directly below the lead repair there is staining, moss and vegetation growth and spalled stonework

R2 East 0550

1. The paintwork to the gutters has deteriorated, all of the cast iron gutters should be redecorated.
2. Directly below the gutter joints there is staining and moss growth to the stone.

R2 East 0555

1. The paintwork to the gutters has deteriorated, all cast iron gutters should be decorated.
2. Directly below the gutter joints there is staining and moss growth to brick and stone.
3. The mortar Joints to the brick chimney stack

are cracked and missing.

R2 East 0561

1. Lead has been used in attempt to repair a section of the cast iron gutter.
2.The paintwork to the gutters has deteriorated and all of the cast iron gutters should be redecorated.
3. This section of guttering has been fitted with metal supports beneath it.

R2 East 0573

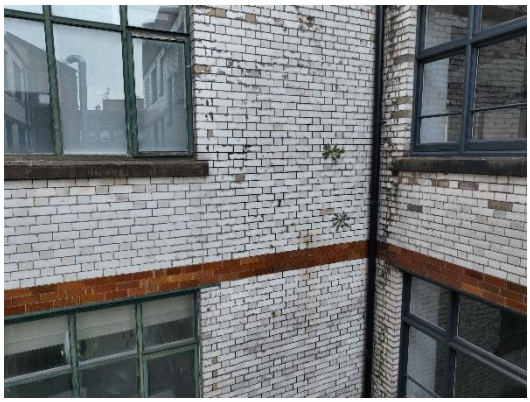
1.There is water staining, moss growth and spalled stonework below the gutter joint.

WE 1201

1. The paint to the timber framed window has Deteriorated and there are signs of rot present.
2. There is moss growth and staining to the stone Aill.
3. A number of ceramic bricks have spalled and some have been infilled with mortar.

WE 1214

1. There is dark staining around the down pipe suggesting a gutter leak.
2. There his vegetation growth in between the ceramic tiles.
3. The mortar joints in between the ceramic bricks is missing and cracked.
4. A number of ceramic tiles are spalled and some have been infilled with mortar.



NE 4th 0136

1.There is water staining and moss growth to the stonework below a leaking gutter joint.
2. The mortar joint to the brick and stone are cracked and missing in areas.
3. The paint to the timber framed windows and cast gutters has deteriorated and requires redecoration.

NE 4th 0156

1.There is spalling, water staining and vegetation growth to the brick and stonework below a leaking gutter joint. An attempt to repair the gutter joint with

lead has been made.

2.The paint to the timber framed windows has deteriorated and the seal around the window frame has perished.

3. The mortar joints to the brick are cracked and missing in areas .

NE 3rd 0216

1.The brickwork around the left-hand window and the brick pier are marked with white paint.

NE 3rd 0233

1. There is lichen and moss growth to the stone sills.

2. The paint to the timber framed windows has deteriorated and the seal around the window frame has perished.

3. There is a crack in he keystone above the window.

NE 2nd 0299

1. There are areas of spalled stonework above the bay window.
2. The mortar joints to the brick and stone are cracked and missing in areas.
3. There is a crack in the keystone above the window.

NE 2nd 0310

1.There are a small number of hairline cracks to the terracotta tiles and the mortar joints are missing.
2. To the left of the window there is a damaged brick which should be replaced.
3. There are some areas of spalled stonework Surrounding the terracotta tiling.

NE 2nd 0321

1. A white mastic appears to have been used to repoint the stonework instead of mortar.The mastic should be removed.

NE 2nd 0327

1.There is moss and algae growth to stone sills and a build-up of debris on the balcony area.

NE 2nd 0340

1.The paint to the timber frame d windows has deteriorated.
2. The mortar joints to the bricked stone are cracked and missing in areas.
3.There is evidence of historic sill repairs.
4. There is moss and algae growth to stone window arch.

EE 4th 0575

1. There is spalling and water staining to the brick and stonework below a leaking gutter joint.
2. The paint to the timber window frame has deteriorated and the seal around the window frame

has perished.

3. The mortar joints to the brick and stoneware cracked and missing in areas.

4. There is a small crack to the left-hand side of the stone lintel and damage at the base of the stone sill.

EE 4th 0594

1. There is spalling, water staining and moss growth to the brick and stonework below a leaking gutter.

2. The paint to the timber framed windows has deteriorated and the seal around the window Frame has perished.

3. The mortar joints to the brick and stone are cracked and missing in areas.

EE 3rd 0674

1. The paint to the timber frame has deteriorated.

2. There is efflorescence, water staining and algae growth to brick and stonework below a leaking gutter joint.

EE 3rd 0752

1. There is moss and lichen growth to stone sills.
2.The mortar joints to brick and stone are cracked and missing areas.
3. The stonework is spalled and damaged in areas.

EE 3rd 0760

1. There are a small number of hairline cracks to the terracotta tiles and the mortar joints are missing.
2.There are areas of spalled stonework surrounding the terracotta tiling.
3. The paint to the timber framed windows has deteriorated, there are signs of rot and the seal around the window frame has perished.

EE 2nd 0774

1. The mortar joints to the brick and stone are cracked and missing in areas.

EE 2nd 0806

1. There is moss and algae growth to the stone window arch and sill.
2. The paint to the timber framed windows has deteriorated.

EE 2nd 0817

1.The paint to the timber framed windows has deteriorated.
2. The mortar joints to the brick and stone are Cracked and missing in areas.
3. There is staining to the wall below a leaking gutter.

EE 1st 0878

1. There are glue marks on brickwork where a fixture has been removed.
2. The mortar joints to the brick and stone are cracked and missing in areas.

EE 1st 0889

1. The paint to the timber framed windows has deteriorated.
2. The mortar joints to the brick and stone are cracked and missing in areas.