BUILDING WORKS & PREPARATORY INSTALLATION WORKS SPECIFICATION

Heaton Hall Country House – Prestwich

Manchester City Council

Document No. 24/100/BW/01

August 2022

DOCUMENT CONTROL SHEET

Prepared & Edited By: 	Ged Mitchell Building Services Engineer For and on behalf of ECS Consultants Ltd	
Approved By: 	Stephen Levell CEng MCIBSE Building Services Engineer Managing Director - ECS Consultants Ltd For and on behalf of ECS Consultants Ltd	
Date of Issue: 19th August 2022	File Name: Building Works Specification Document Ref: 24/0100/BW/01	Version: 1 Status: Original

This report/specification and information or advice which it contains, is provided by ECS Consultants Limited solely for internal use and reliance by its client in performance of ECS Consultant Limited duties and liabilities under its contract with the Client. The advice, opinions, or recommendations within this report/specification should be read and relied upon only in the context of the report/specification as a whole. All advice and opinions in this report/specification are based upon the information made available to ECS Consultants Limited at the date of this report/specification and on current UK and European Standards, Codes, technology and construction practices as at the date of this report/specification. Following final delivery of this report/specification to the Client, ECS Consultants Limited will have no further obligations or duty to advise the Client on any matters, including development affecting the information or advice provided in this report/specification unless otherwise detailed in the ECS Consultants Limited Fee Proposal. This report/specification has been prepared by ECS Consultants Limited in their professional capacity as Consulting Engineers. The contents of the report/specification do not, in any way, purport to include any manner of legal advice or opinion. This report/specification is prepared in accordance with the terms and conditions of ECS Consultants Limited contract with the Client. Regard should be had to those terms and conditions when considering and/or placing any reliance on this report/specification. Should the Client wish to release this report/specification in paper or PDF format to a Third Party for that party's reliance, ECS Consultants Limited may, at its discretion, agreed to such release provided that:

a) ECS Consultants Limited written agreement is obtained prior to such release, and
b) By release of the report/specification/specification to the Third Party, that Third Party does not acquire any rights, contractual or otherwise, whatsoever against ECS Consultants Limited, and ECS Consultants Limited accordingly assume no duties, liabilities or obligations to that Third Party, and
c) ECS Consultants Limited accepts no responsibility for any loss or damage incurred by the Client for any other conflict of ECS Consultants Limited interests arising out the Client's release of this report/specification/specification to the Third Party.

PARTICULAR INSTALLATION SPECIFICATION

GENERAL

The following particular specification relates to the protection of artwork and artefacts, building, civil, and all preparatory works to enable the electrical re-wiring, associated fire safety, security and emergency systems to be undertaken at Heaton Hall, Heaton Park, Prestwich, Manchester, Greater Manchester, M25 9WL.

The works shall comprise of both building, civil, protection and electrical improvements works to:

(i) Main Hall Building (Grade 1 Listed Building)

In addition, and as part of the above works, various building works shall be undertaken to protect the existing building artwork and artefacts during the works. The complete contract includes the following works:

(i) Electrical Rewire of the Main Building
(ii) Building adaptations to allow the above works to be completed

The Principal Contractor shall be the Building Contractor who shall be responsible for all his sub-contractors and note no claims shall be entertained for loss of potential earnings due to any sections of the Tender Summary being omitted from the Contract.

The Principal Contractor shall include to liaise with the Contract Administrator and other statutory bodies to ensure that the installation is harmonised with the existing building construction.

The Principal Contractor shall include to liaise with his sub-contractor to effect fully co-ordinated systems.

The Principal Contractor shall include to liaise with Manchester City Council conservation architect, planning department, building control and English Heritage officers alongside the contract administrator to ensure that the project and building is fully co-ordinated and meets all historic requirements

The Principal Contractor shall include to cross reference this specification with the appropriate drawings. In all situations, any discrepancies shall be resolved by the Principal Contractor, including within the tender, the worst-case scenario.

The particular electrical specification shall comprise of the following sections:

1. General Notes
2. General Building History and Construction
3. Asbestos
4. Contract Administration
5. Scope of Works
6. Builders Works - Key Principles on Working in the Hall
7. Contractors Initial Site Survey of Heaton Hall
8. Removal of Debris and Builders' Rubble in Basement Chambers
9. Protection of Artwork and Artefacts
10. General Builder's Work
11. Civil Works
12. Sealing of Wiring System Penetrations
13. Preparatory Works
14. Cleaning Requirements Upon Completion of Works
15. PC Sums

1. GENERAL NOTES

The complete building adaptations and protection works to allow the electrical works to be completed, as detailed in this Specification or shown on the associated electrical drawing, shall be carried out to the satisfaction and in accordance with the rules, regulations and requirements of the supply authority, the fire officer concerned (if applicable), the appropriate British Standard Code of Practice and the recommendations laid down in the current edition of the Regulations for the Electrical Equipment of Buildings issued by the Institution of Engineering & Technology.

The works shall pass the survey of their respective inspectors. The final test and inspections for completion of the certificates as required by the IET Regulations shall be witnessed by the contract administrator. The principal contractor shall service all notices for testing, pay all fees in connection therewith and any additional charge for re-testing. Compliance with these requirements must be to the entire satisfaction of the contract administrator.

The Tenderer will be deemed to have visited the site and be fully aware of all conditions relevant to the installations. Any ambiguity on the drawings or specification must be clarified during the period of tendering. Arrangements to visit the site or clear any ambiguity may be made with the contract administrator.

Additional claims will not be entertained after receipt of the tenders due to lack of knowledge on the part of the Tenderer.

This section of the Specification shall be read in conjunction with the preliminary clauses, tender drawings, General Specification for Electrical Engineering Services and Conditions of Contract. In the event of any discrepancy between the General Specification and the Particular Specification and tender drawings, the Particular Specification and tender drawings shall be followed. However, any ambiguity should be checked with ECS prior to any works being undertaken.

The installation shall comply with all relevant statutory instruments, standards and regulations current at the date of tender and in particular with the following:

1.1 Statutory Requirements

(i) The Health and Safety at Work Act

(ii) The Management of Health and Safety at Work Regulations

(iii) The Workplace (Health, Safety and Welfare) Regulations

(iv) The Construction (Health, Safety and Welfare) Regulations

(v) The Construction (Design and Management) Regulations

(vi) The Building Regulations

(vii) The Electricity at Work Regulations

(viii) The Electricity Safety, Quality and Continuity Regulations

(ix) Control of Substances Hazardous to Health

(x) RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

1.2 British and European Standards and Guidance Notes

(i) LOLER Approved Code of Practice and Guidance

(ii) CIBSE Guides

(iii) BS 7671 Requirements for Electrical Installations. The IET Wiring Regulations and associated Guidance notes

(iv) BS EN 60038 CENELEC standard voltages

(v) BS 5839 Fire Detection and Fire Alarm Systems for Buildings

(vi) BS 5266 Emergency Lighting

Where Provisional Sums are included; details must be resolved early by application for details to the contract administrator, to avoid delay or disruption to the job programme. Such sums will or will not be expended at the discretion of the contract administrator.

The Principal Contractor shall note that a full asbestos survey has been undertaken and a report has been produced. Prior to the routing of any cabling and containment systems, the Principal Contractor shall include to be familiar with the locations of asbestos containing materials and utilise a strategy of accordance.

The Principal Contractor shall note that other minor quantities of asbestos shall remain in place. The Principal Contractor shall conduct tool box talks to all operatives and have a copy of the asbestos survey report on site so a strategy of avoidance can be employed.

1.3 Site Visit

Tenderers are strongly recommended to visit the site during the tender period to assess the practical difficulties of the project and to include for same within their offer, as no variation of costs will be considered on the plea of insufficient information during the tender period.

Site visits should be made by prior arrangement with **Mr. Tony Jones Team Leader Engineering Group, Capital Programmes, Corporate Core Directorate, Manchester City Council Mobile: 0798 531 3674 or Gerard Mitchell ECS Consultatnts on Mobile 07740100726.**

The postal address of the site is Heaton Hall Heaton Park Manchester M25 2SW.

2. GENERAL BUILDING HISTORY AND CONSTRUCTION

Heaton Hall Country House, was until recently used as a museum and art gallery. The hall is a mid-eighteenth-century building, remodelled in 1772-89 by James Wyatt for Sir Thomas Egerton, enlarged with a new orangery building added circa 1823 by Lewis Wyatt.

The building consists of sandstone ashlar with dressings of Coade stone, hipped slate roofs. Long range on east-west axis, composed of a central block linked by colonnaded wings to octagonal pavilions (kitchen to west, library to east), and with 1823 additions to the north side of wings and pavilions, and orangery continued at east end. Palladian style one and two storeys with entrance front to north and principal facade to south, both symmetrical.

The south facade, entirely by James Wyatt, is composed of a 2-storey 5-bay centre with a prominent 3-window bow, flanked by single-storey 7-bay wings with tall colonnades mounted on steps and linked to slightly higher octagonal single-storey pavilions.

The centre block has steps up to the bow flanked by a lion and lioness of cast lead on stone pedestals; giant Ionic semi-columns to the bow and pilasters to the outer bays, a guilloche string-course, plain frieze, cornice and blocking course; its bow has 12- and 9-pane sashed windows, Coade stone panels between floors depicting classical rustic scenes, and a shallow domed lead roof; and each outer bay has a large Venetian window in a blank arch at ground floor, and a 9-pane sash above.

The colonnades have fluted friezes enriched with antique ox-skulls (bucrania), and very tall 15-pane windows (those of the left wing now boarded). The pavilions each have pilasters and a frieze like the colonnades, a cornice and high parapet, a large Venetian window in the centre and swaged panels over the windows in the canted side bays.

The north front of the main block, 2:3:2 bays, with pedimented centre breaking forwards, 1st-floor sill-band, moulded cornice and blocking course, has a tetra style portico mounted on steps, tall 12-pane sashed windows at ground floor, horizontal panels above these, and 9-pane sashed windows at 1st floor; and attached at each side of this are the 1823 additions to the rear of the wings, 2 lower storeys and 7 bays each, with pilasters and sashed windows (differing slightly), and massive clustered chimney stacks.

The former orangery to the east, facing south, is a long symmetrical single-storey range, 3:3:5:3:3 bays, with projected polygonal centre, the ends colonnaded and the rest pilastered with a full-height window in each bay, a moulded cornice and blocking course carried round the whole, and now with a flat roof replacing the original glazed central dome and pitched roofs.

2.1 Interior Aspects

Fine original features including entrance hall, staircase hall with imperial staircase and colonnaded landing, saloon, dining room, billiard room, music room, library, and at 1st floor the Cupola Room which has very rare survival of complete Etruscan style decoration.

East wing and kitchen are currently derelict and restoration suspended at time of survey, containing some original features, e.g., servants' stairs, fielded panel cupboards in former house-keeper's room, and 2 large segmental-arched fireplaces in opposed walls of kitchen.

2.2 General Building Construction of Each Floor and Associated Wings

The main building consists of three floors, basement, ground and first floor covering three different type of areas of the building namely the west wing, east wings and central block with a single storey extension called the Orangery The type of construction of these areas are as follows;

Basement Area

The building comprises a part basement area which includes a central corridor with a brick vaulted ceiling and chambers either side to access the suspended timber ground floor. In this area the walls are of brick construction with exposed brickwork throughout.

Ground Floor Area

The ground floor comprises of a mixture of solid flagstone floors and suspended timber floors. The various rooms have been finished to a range of standards.

The majority of rooms have deep skirting boards, plaster dado and picture rails and deep ornate cornice details. It is noted that one wing of Heaton Park Hall has suffered extensive fire damage (West Wing) with exposed brickwork and exposed timber joists.

The ceilings in all areas are of lath and plaster construction. One wing (East Wing) of the ground floor is known as the orangery. This wing is of single-storey construction with a flat roof. All services within this area are exposed with cables clipped direct.

First Floor Area

The first floor generally comprises of two wings. The first wing is of ornate decoration with deep skirting boards, plastered dado and picture rails and ornate cornice. This replicates the ground floor main areas.

The second wing is a space that will have been originally given over to children and staff. This space has a much lower floor-to-ceiling height with limited decoration, comprising only of shallow cornices. The ceiling in all areas is of lath and plaster construction.

The first floor is generally of chamber construction, except the main stair core which is of wrought iron construction with a flag finished floor. The chamber construction comprises of floorboards which are pinned together using timber dowels with timber joists below and then cross batons beneath the timber ceiling lath and plaster.

Roof

The roof is of traditional slate tile pitch construction comprising of pearling's supported by masonry, with roof spas fixed directly to the pearling's to form the apex roof construction.

Initial examination has revealed that the roof void does not benefit from extensive thermal insulation and was found to be in an untidy state of repair. This space however, will prove beneficial for the routing of electrical services to supply the first-floor area

3. ASBESTOS

The Contractor shall note that the original country housebuilding has asbestos materials in various areas. These are detailed in the Asbestos Register.

These materials have been identified within an intrusive survey and include asbestos insulation to existing pipework in various areas.

A copy of the Asbestos report is contained, forming part of the main project contract documents.

The Contractor shall include to liaise with an asbestos contractor who will remove this pipework forming part of the asbestos removal works during the June holidays.

The Asbestos Removal Contractor shall be appointed by Manchester City Council.

The Contractor shall include to make all allowances within the contract programme for the removal of asbestos. No claims shall be entertained to additional temporary plant hire costs in relation to asbestos works.

The Contractor shall obtain a copy of the Asbestos Register from the Contract Administrator and include to review prior to the submitting of the tender.

The Contractor shall advise the Contract Administrator of any asbestos associated works that need to be carried out ahead of their removal/installation works.

If, during the project works, any suspect materials are discovered in the existing building, all work within the area shall be suspended and the contract administrator will be informed.

4. CONTRACT ADMINISTRATION

The following section shall be read in conjunction with the employers' requirements, all other contract documents and the general conditions of contract.

4.1 General

Under the project and contract, the Contractor shall be appointed as a Principal Contractor. The Contractor shall include for all liaisons with the Sub -Contractor to ascertain all project particulars relating to the following clauses.

4.2 The Contractor

The Principal Contractor shall employ his electrical sub-contractor who must be on the NICEIC Approved Contractor Scheme, operated by the NICEIC under licence from Electrical Safety First and/or be ECA registered Members, whose benchmark for competence is the Electrotechnical Assessment Scheme published by the Institution of Engineering and Technology (IET). In addition, they must be members of the Joint Industry Board (JIB) and be to the approval of the Contract Administrator.

The above requirements may also include Sub-Contractors who work under the Joint Negotiating Committee for Local Authority Services (Building and Civil Engineers) and/or the National Joint Council for Local Authority Services (Manual Works) and/or the Joint Negotiating Committee for Local Authority Services (Engineering Craftsmen) and/or the standing conference for mechanical sub-contractors.

The Principal Contractor must liaise closely with any other Sub-Contractor' to ensure, the design criteria outline on the tender drawings and this specification are complied with.

The Principal Contractor will be required to carry out the complete electrical building services Installation and associate building and protection works in accordance with the general technical specifications and the relevant particular specifications and the associated drawings.

The Principal Contractor shall retain on site, during all working hours, a competent foreman who shall be his fully accredited representative with authority to accept and carry out formed and authorised instructions.

The whole of the works shall be carried out in a workmanlike manner to the satisfaction of the contract administrator. All materials are to be adequately protected and stored. All cabins required for this purpose and welfare facilities for the Contractor's operatives shall be provided by the Principal Contractor.

No variations or additions to the contract are to be undertaken without the prior approval of ECS Consultants.

The tenderer shall note that the premises are to be left in a clean and tidy manner at the cessation of work on each and every working day.

The Building Contractor will be designated Principal Contractor selected to execute the work will be required to carry out the complete electrical building services installation in accordance with the general technical specification and the relevant particular specification and the associated drawings.

4.3 Tender Drawings

The following tender drawings issued in relation to the works show the general arrangement of works and are indicative. These are intended as a guide to the Contractor.

Drawing Number:

Building Drawings

24/100/BW/01	Building Enabling Works Ground Floor
24/100/BW/02	Building Enabling Works Frist Floor
24/100/BW/03	Building Works - Openings for Containment
24/100/BW//04	Building Works – Roof Access and layout Detail
24/100/BW/05	Building Works - Openings for Containment
24/100/AP/01	Artwork & Artefacts Protection Detail - Ground Floor
24/100/AP/02	Artwork & Artefacts Protection Detail - Frist Floor

24/100/E/05 Excavations Ductwork & Foundations - External Lighting

Electrical Drawings

24/100/E/01 Lighting & Power, Basement West Wing
24/100/E/02 Lighting & Power, Basement East Wing
24/100/E/03 Lighting & Power Ground Floor, West Wing
24/100/E/04 Lighting & Power Ground Floor, Central Area
24/100/E/05 Lighting & Power Ground Floor, East Wing
24/100/E/06 Lighting & Power First Floor, West Wing
24/100/E/07 Lighting & Power First Floor, Central Area
24/100/E/08 Lighting & Power First Floor, East Wing
24/100/E/09 Intruder Alarm and CCTV installation Basement West Wing
24/100/E/10 Intruder Alarm and CCTV Installation Basement East Wing
24/100/E/11 Intruder Alarm and CCTV Installation Ground Floor West Wing
24/100/E/12 Intruder Alarm and CCTV Installation Ground Floor Central Area
24/100/E/13 Intruder Alarm and CCTV Installation Ground Floor East Wing
24/100/E/14 Intruder Alarm and CCTV Installation First Floor West Wing
24/100/E/15 Intruder Alarm and CCTV Installation First Floor Central Area
24/100/E/16 Intruder Alarm and CCTV Installation First Floor East Wing
24/100/E/17 Intruder Alarm and CCTV Installation Roof - All Wing
24/100/E/18 Fire Alarm Installation Basement West Wing
24/100/E/19 Fire Alarm Installation Basement East Wing
24/100/E/20 Fire Alarm Installation Ground Floor West Wing
24/100/E/21 Fire Alarm Installation Ground Floor Central Area
24/100/E/22 Fire Alarm Installation Ground Floor East Wing
24/100/E/23 Fire Alarm Installation First Floor West Wing
24/100/E/24 Fire Alarm Installation First Floor Central Area
24/100/E/25 Fire Alarm Installation First Floor East Wing
24/100/E/26 Main Building Containment & Distribution Layout - Basement
24/100/E/27 Main Building Containment & Distribution Layout – Ground Floor
24/100/E/28 Main Building Containment & Distribution Layout – First Floor
24/100/E/29 Site Plan - External Lighting to Hall - Excavations, Ducting & Foundations
24/100/E/30 Electric Schematic Diagram

Note: Principal Contractor shall co-ordinate his services alongside both ceiling grid layout drawings and mechanical services drawings.

All drawings issued in relation to the works show generally the arrangement of the works under the contract and are intended as a guide to the Contractor.

Should there be any discrepancies between the tender drawings and the specification detected by the contractor, ECS Consultants shall be informed immediately and this section of the works shall not be commenced until written instructions and the appropriate course of action have been obtained.

Tenders are to be submitted strictly in accordance with the requirements detailed on the drawings and as contained in the specification and qualifications by the Contractor will be recognised.

The Principal Contractor and Electrical Sub Contractor shall retain on site, during all working hours, a competent foreman/site agent who shall be his fully accredited representative with authority to accept and carry out formed and authorised instructions.

The approximate positions of luminaires, accessories and all other equipment are shown on the drawings. The Contractor shall confirm all such positions with the contract administrator prior to proceeding with the work. The Contractor shall ascertain the electrical installation will not foul any other trade or services and any work re-done due to negligence will be at his own expense.
The Contractor must be fully conversant with the Health and Safety at Work Act 1974, CDM Regulations and the Control of Asbestos at Work Regulations 1987 and will be held fully responsible for all actions by his employees which contravene the aforementioned Regulations. Copies may be obtained from H.M. Stationery Office.

The Contractor shall make no claims for lack of knowledge relating to sight of Architect's, Structural Engineers and any other specialist drawings. All related drawings are held at the offices of ECS Consultants and are available for examination.

The whole of the works shall be carried out in a workmanlike manner to the satisfaction of the contract administrator. All materials are to be adequately protected and stored and the tender price is to include for the provision of all necessary cabins required for this purpose and also welfare facilities for the Contractor's operatives

4.4 Working Drawings

Three weeks prior to the commencement of any works in a specific area, the Contractor shall submit to the contract administrator's representative, detailed working drawings of all proposed cabling, accessories and equipment inclusive of incoming heights and sizes.

These drawings shall also include sizes of all cable containment systems.

Prior to submission the drawings shall be signed and dated by the Contractor's engineer/foreman.

The Contractor shall allow a period not exceeding five working days for approval. Any points of ambiguity shall be resolved within this period.

4.5 Coordination Drawings

During the production of the working drawings, the Contractor shall liaise with the other services Contractors to ensure that the drawings are fully co-ordinated.

If there are areas of the building where agreement cannot be reached these matters shall be resolved during a meeting held at the offices of ECS Consultants Limited.

This schedule shall be submitted for approval prior to the commencement of any works.

The Contractor shall ascertain the electrical installation will not foul any other trade or service. Any work required to be redone due to lack of coordination shall be carried out by the Contractor at their own expense.

4.6 Logistics and Planning

The Principal Contractor shall include to work with the sub-contractors to co-ordinate the installation of the all protection of artwork and artefacts, rewiring works with any associated the building works, in line with the programme plan.

Inclusion shall be made to adequately resource the project to ensure programme delivery.

4.7 Site Survey

The Contractor shall include to undertake a comprehensive site survey to ascertain the practical difficulties associated with the project and to include for same within their offer, as no variation of costs will be considered on the plea of insufficient information during the tender period.

The Contractor shall include during the tender stage survey, to ascertain the location of the existing grid ceilings that will require removal as part of the works.

No claims shall be entertained due to lack of knowledge relating to the existing installation.

4.8 Site Address

Site visits should be made by prior arrangement with **Mr. Tony Jones Team Leader Engineering Group, Capital Programmes, Corporate Core Directorate, Manchester City Council Mobile: 0798 531 3674 or Gerard Mitchell ECS Consultatnts on Mobile 07740100726**

The postal address of the site is: -

Heaton Hall,
Heaton Park,
Prestwich,
Manchester,
Greater Manchester,
M25 9WL.

4.9 Site Meetings

The programming of meetings shall be decided by the contract administrator and Principal Contractor to the mutual convenience of all parties.

4.10 Approval of Materials

Prior to the procurement of any materials, the Contractor shall submit a schedule of all accessories, equipment, complete with relevant manufacturers for final comment.

4.11 Product Samples

Prior to the procurement of luminaires and accessories, the Contractor shall include to provide product samples for final Client comment.

All samples shall be presented within three weeks of the contract being awarded.

4.12 Quotations

Whilst every endeavour has been made to ensure the accuracy of quotations from suppliers where produced for numbered schedules, ECS Consultants cannot guarantee their accuracy. It is the responsibility of the Contractor to ensure the accuracy of part references, quantities, etc., and make due allowance within the tender

4.13 Final Positions

Prior to setting out the position of any accessory the Contractor shall obtain confirmation in writing from the Principal Contractor / Contract Administrator that the details they are working to are correct and current and where confirmation is to be sought shall be obtained prior to installation.

Any claim for lack of information due to incorrect setting out or any other reason whatsoever will not be considered.

The Contractor shall note the position of all accessories, as detailed on the appropriate drawings.

The final locations shall be determined by a site walk around with the Contract Administrator, Project Architect and Client.

The Contractor shall note that any deviations from the ECS drawings up to 2000mm either side horizontally/vertically of the accessory position shall be carried out at the Contractor's own expense.

4.14 Approval of Sub-Contractors

The Contractor shall compile a complete schedule of all sub-contractors they propose to employ the services of during the contract.

This schedule shall be submitted for comment prior to the commencement of any works.

4.15 Programme of Works / Access Arrangements

The Contractor shall include to issue a detailed programme of works inclusive of all agreed key date to the Contract Administrator.

This shall take into account any special restrictions to work as detailed in Project Phasing Document enclosed within this specification.

The Contractor shall note that the building generally will be vacant and not be occupied in normal operating hours

The contractor shall note that weekend working may be allowed in the submitted "programme of works" with approval of the Contract Administrator.

4.16 General Installation

Generally, works shall be carried out as agreed with the Principal Contractor and Contract Administrator.

4.17 Key Dates and Contract Conditions

The Contractor shall note that the installation key dates shall be in line with the project preliminaries.

The Principal Contractor shall include to liaise with the sub-contractors during the tender period to ascertain their Contract Terms.

The Contractor shall include within their tender all associated costs with complying with the principal contractor's Contract Terms.

The Contractor shall include to liaise with the principal contractor during the tender period to determine start and completion dates.

4.18 Instructions

The Contractor is reminded that instructions must only be accepted in keeping with Contract procedures.

Instructions or directions shall not be accepted from unauthorised parties and if in doubt shall be verified by the Principal Contractor. Any work carried out at the request of an unauthorised source will be at risk.

4.19 Project Management Report

The Contractor shall include to provide a two-weekly report to the Contract Administrator during the first fix/second fix/commissioning phase of the project. This shall be typewritten and not longer than two sides of A4 paper. This shall comprise of: -

(i) Progress
(ii) H & S incidents
(iii) Client liaison
(iv) Sub-Contract Issues
(v) Technical Queries
(vi) English Heritage and MCC Conservation Team Update on works progress

Each report shall be complete with a minimum of ten colour photographs of the current area being worked upon.

5. SCOPE OF WORKS

5.1 General

The Principal Contractor shall be reasonable for all protection of artwork, artefacts, flooring marble columns, doors, fire places (etc), and drilling, fire protection and the electrical services shall be in accordance with the drawings and specifications and shall consist of the supply, installation, connection, testing and commissioning of:

(i) Utility Services Infrastructure

(ii) Band 1 Cabling and Containment

(iii) Band 2 Cabling and Containment

(iv) Life Safety Systems

(v) Mechanical Plant Wiring

The Contractor shall include to have read at tender stage, all information relating to the architectural, structural and mechanical services proposals and to be fully aware of the extent of the works required.

All materials and items of equipment are to be of the same manufacturer of their various types in order to standardise and simplify maintenance and replacement.

Tenders are to be submitted strictly in accordance with the requirements detailed on the drawings and as contained in the specification and qualifications by the Contractor will be recognised.

6. BUILDERS WORKS - KEY PRINCIPLES ON WORKING IN THE HALL

The Principal Contractor shall include in his tender submission the costs of carrying out all works in line with complying with the listed key principles of working at Heaton Hall the key principals are as follows;

- All equipment and wiring will be of the type to be sympathetic to the grade 1 listed building, the client and conservation officer will be consulted throughout the design and installation process.

- Permissions as required from Building Control and English Heritage will be sought as required for the works prior to any works being commenced on the building.

- All works will be carried out by contractors with experience of working on listed buildings and a record of completing works to a high standard.

- Any building works (including floor void access) will be carried out by suitably qualified and specialised tradesman again with experience of working on listed buildings.
- Existing plaster should not be chased to install as a flush installation listed building officer would rather have installation and accessories clipped surface and which can be easily removed in future rather than intrude on the building fabric
- New electrical outlets should be surface mounted or flush within the skirting board if existing outlets have already been installed in the skirting board
- Electrical cables will be best suited for key areas/rooms are to be bare MICC cable painted to match existing finish paint finish. Listed building office expects limited amount of MICC cabling to be seen and careful location of sockets, intruder alarm detectors etc. will need to be agreed
- Contractor's plant and equipment shall be suitable to use in a Grade 1 listed building having both vibration and dust control and screening protection where decorative and historic paintings and artefacts are present.
- Contractors shall include to supply and install hard protective flooring and additional dust layer where mobile scaffolding or Mewp's are to be used in the ground and first floor areas. All scaffolding shall have catch fans or safety nets to ensure nothing falls from height onto the artefacts or flooring.

Floorboards – Within Heaton Park Hall, there are a number of types of floor boarding systems ranging from wide to narrow floorboards. Upon examination, it has been determined that the existing floorboards are pinned together using timber dowels.

Where floorboards need to be removed, it is proposed that the removal of these boards is undertaken in line with the Historic England guidance relating to the removal of this type of flooring system. This involves a narrow cut into the existing timber dowels, allowing the floorboards to be removed.

However, the contractor shall note that during the consultant's survey existing floorboards have been removed in many locations. These were logged and highlighted on the appropriate tender drawings However the contractor shall include to carry out a detailed intrusive survey check the tender drawings and initially map the locations where floorboards have been removed so that cable routes can be selected which will allow these floorboards to be removed and replaced again, thus minimising damage to floorboards that have never been removed.

CAD drawing developed showing both existing and new requirements. This is in line with the CIBSE guide to 'Building Services for Historic Buildings' recommendations.

The following photograph shows a partially removed floorboard complete with a timber dowel:

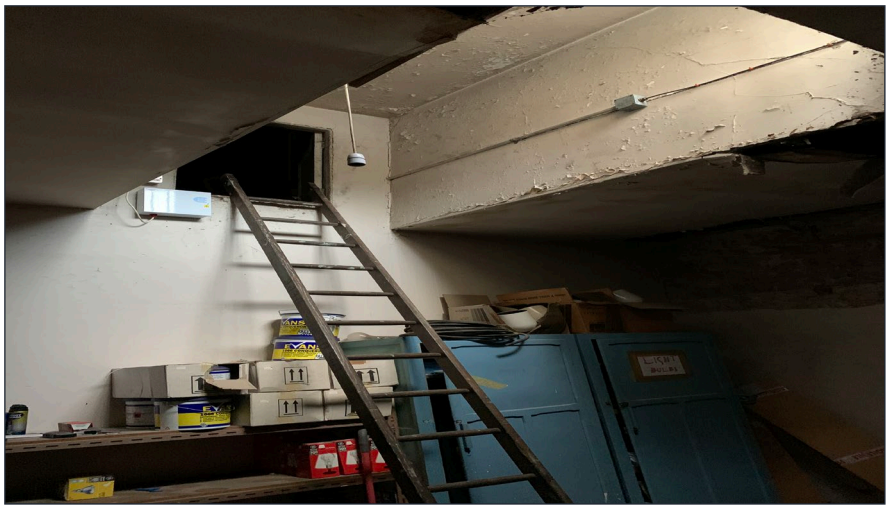


6.1 Installation Methods for Electrical Rewire

The contractor shall note and include for all building and the various adaptations required to allow the electrical sub-contractor to install his installations methods to a number of different requirements as described below;

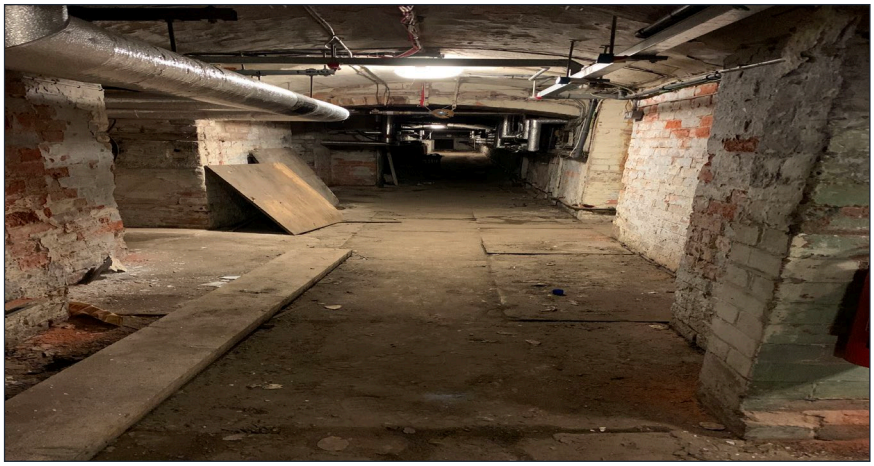
- The careful removal and making good will need to be taken of the existing surface mounted cables particularly intruder alarm currently fixed to windows and architraves.

- **First Floor Servants Quarters** – this area requires a large amount of future restoration so the electrical installation can be surface mounted where possible using PVC trunking/conduit and twin+ earth cables and standard lightning luminaires.



- **Installation within the roof void** - shall be PVC twin + earth cables laid on galvanised cable basket tray installed above the joists to allow future roof insulation to be installed. Cable basket tray will include for general power, FA cables and Intruder/Data cables.

- **Basement area –** installation will be either galvanised conduit/trunking clipped surface for the basement electrical installation Lighting will be bulkhead LED type luminaire and for the electrical installation main containment routes PVC twin + earth cables laid on galvanised cable basket tray FA and Intruder/Data cables will have separate tray.



- **Vacant /Fire Damaged Areas –** areas such as the fire damaged wing will have limited installation clipped direct to the mortar (not the brickwork) with just circulation and escape route lighting with integral emergency lighting and small amount of general power. Fire and intruder alarm detection clipped direct to damaged fabric.



- **Orangery Area –** Works only to include new electrical supply and metering with switch fuse and distribution board in one location - no final circuits or lighting to be installed. New Fire alarm, Intruder Alarm and CCTV are also be included.



7. CONTRACTORS INITIAL SITE SURVEY OF HEATON HALL

The Principal Contractor shall note, the design survey process was non-intrusive although very detailed, however in remote areas the extent of the existing building condition, containment and cable runs, and access to possible new routes for containment is currently unknown.

The tender drawings and documentation provide sufficient information to allow the principal contractor to understand how the current installation has been installed and with proposed new routes that would benefit the building and installation of new.

The tender drawings and documentation also include an initial log of all the artefacts, artwork and timber floorboards and void details including a roof survey of existing access arrangements which detail the project proposals challenges and methods of installation to be employed which will aim to preserve the existing building and its associated contents

English Heritage must be consulted with regard to developments affecting Heaton Hall as the building is categorised as Grade I listed building both externally and internal areas and to support this application Manchester City Council have requested the following process and documentation to be included.

7.1 Meeting Manchester City Council Planning Requirements

This specification and documentation prepared on behalf of Manchester City Council sets out the scope of the historic building recording works required as a condition of planning consent granted by the Planning Authority

The principal objective of the initial design carried out by the consultant and the principal contractors initial site survey programme was initially make a record of the historic building prior to the commencement of the development with the contractor site survey confirming and/or updating the details during the two-week intrusive survey.

However, subsequent recording may be required during the course of the proposed works where previously obscured historic fabric or architectural features are exposed by such works.

The documentation that currently has been prepared for Manchester City Council to provide compliance with both the Building Control and English Heritage and will be part of the tender documentation are as follows;

a) Heaton Hall Electrical Design Proposal
b) Listed Buildings Electrical Installation Standards Statement Report
c) Listed Building Consent Report – Condition Report
d) Schedule of Luminaires – Heaton Hall
e) All Drawings

7.2 Written Scheme of Investigation

This requirement sets out the scope of the works required to record the historic fabric affected by the proposed development and will form the basis of the Written Scheme of Investigation to be prepared by Manchester City Council.

The Written Scheme of Investigation has been submitted to Manchester City Council already using the documentation highlighted above.

7.3 Programme of Archaeological Works

Desk-based assessment – Completed by Consultant

Already undertaken, initially by MCC and includes an element of desk-based research to place the development site into its historic and archaeological context. This work consisted of map regression based on the Ordnance Survey maps and the tithe map(s) and apportionments.

Historic building recording - Completed by Consultant

1. A record has already been made of the historic fabric of the building affected by the development particular the electrical installation methods and the protection of artwork and artefacts. This work has conformed to the level of recording as set out in the MCC response to the Planning Authority or as agreed with the HET.

2. Previously prepared architect's plans have been used as the basis of the historic building layout and are off adequate scale and accuracy.

Building recording levels – Completed by Consultant

Level 1 is essentially a basic visual record, supplemented by the minimum of information needed to identify the building's location, age and type.

Level 2 is a descriptive record, made in circumstances similar to those of Level 1 but when more information is needed. It may be made of a building which is judged not to require any fuller record, or it may serve to gather data for a wider project

Level 3 is an analytical record, and will comprise an introductory description followed by a systematic account of the building's origins, development and use.

Level 4 provides a comprehensive analytical record and is appropriate for buildings of special importance.

An initial and adequate photographic record of the historic building has been completed which include photographs illustrating the principal buildings, architectural features and any finds discovered, in detail and in context.

7.4 Principal Contractors Survey Works Content

The Principal Contractor shall include in his tender return the costs to carry out a full intrusive site survey covering the initial three-week period following the project commencement date in order to ascertain the full extent of;

- the risks assessments and method statements in carrying out works in all areas particular wiring above decorative ceilings, removal of the existing decorative chandeliers etc,
- the most advantageous containment routes to allow for an improved and safe installation in regard to maintaining the building structure and artefacts
- the number and location of the existing floor boards that have already been removed (refer to tender drawings) and the number and location of any new floorboards that you may want approval to take up (refer to tender drawings) – and make amendments as part of your delivery of the co-ordination drawings
- Methods and examples of protecting the large artefacts, artwork building columns, ornate fire places, doorways and doors – refer to tender drawings and priced section
- Method of removal of all existing cabling and trunking/conduit that have been previously fixed to the window architrave, skirting boards and plaster throughout the hall.
- Secure access routes to roof area and fire damaged wings
- Improved locations of outlets
- Details on external excavations to the external lighting including foundation details
- Any areas that are causing concern
- Improved photographic records taken during the intrusive survey
- Produce sketches detailing the routes and sizes of containment location of outlets

The photographic record will also include working shots to illustrate more generally the nature of the archaeological operation undertaken. Digital images taken during the course of the fieldwork will form part of the digital archive to be submitted

Note - The Principal Contractor shall highlight and notify the contract administrator of any significant historical and/or architectural elements be exposed within the building the Planning Authority's Conservation Officer. The applicant will ensure that any such exposed elements remain undisturbed until their significance can be determined and to allow consideration of their retention in situ.

Provision should be allowed within the project for appropriate investigation and recording of archaeological and/or artefactual deposits associated with the historic building that are exposed by groundworks undertaken for the conversion/construction works.

The Contractor shall note, the ground floor power is generally served from the basement level and the first floor is served through the first-floor timber voids. Vertical containment routes are generally generated from the basement level through riser normally located in store areas. The Contractor shall include to access all areas to plan out for all the new electrical systems.

8. REMOVAL OF DEBRIS AND BUILDERS' RUBBLE IN BASEMENT CHAMBERS

The Contractor shall note that areas of Heaton Hall basement have a number of chambers full of old debris and builder's rubble and which will be required to be removed, skipped and taken of site to allow the electrical works to commence.

In the first instance Manchester City Council will commission an Asbestos consultant to carry out full and comprehensive tests before the contract commences of the material and if Asbestos is found within the debris and surrounding area Manchester City Council will remove the debris and builders' rubble in a controlled manner before the site is handed over to the principal contractor.



Photo – Condition of Basement Chamber with Security Cables Badly Installed

The principal contractor shall include within his tender costs to carry out the full and complete removal, waste management, skipping, and transfer from site of the materials (if no asbestos is found by Manchester City Council)

The Principal Contractor shall note that the removal of the basement material must be planned and carried out in such a manner as to prevent danger or, where it is not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable.

The arrangements for carrying out must be recorded in writing before the work begins. The principal contractor shall ensure that he provides and includes for the following documentation (Risk Assessments, Method Statements etc), training requirements and facilities for all staff working within the basement area including any specialist sub-contractors The key areas the principal contractor will need to include documentation on how they will manage and mitigate any risks on the removal of the debris and builders' rubble are

8.1 Staff or Specialist Sub Contractors Training

- Confined Spaces
- Heat exhaustion
- Panic attack/claustrophobia/rescue plan
- Noise
- Occupational health vaccinations etc
- Staff Weekly Workshops
- Safe isolations

8.2 Documentation Relating to Managing the Process

- Removal of Hazardous waste,
- Inspection and Management of any Vermin, leptospirosis
- Inspection and Management of any possible mould?
- Inspection and Management of any Fire Risks
- Inspection and Management of any Flood risk?
- Provision of suitable and sufficient fresh or purified air for staff and associated areas
- Provision of sufficient lighting
- Provision of suitable PPE
- Provision of Daily, Weekly Reports of inspections
- R&D Asbestos plan

The Principal Contractor shall note that the list above is an example only and the contractor shall include in his initial survey and coordination period a full lists and documentation of how the project will be managed

9. PROTECTION OF ARTWORK AND ARTEFACTS

The principal contractor shall include to carry out all the builders and safety works associated with the protection of the hall artwork, artefacts and building fabric particular the shirting boards, decorative ceiling and walls etc. as highlighted in the tender drawings and specifications,

The existing building houses a number of artefacts which, if not protected, will pose a risk during the rewiring works in relation to potential damage. These artefacts range from statues to pieces of furniture.

The contractor shall include as part of his initial survey to develop the design team documentation and carry out a detailed audit on a room-by-room basis in order to determine the type of artefact and a strategy in relation to conservation. The contractor shall make use of the associated tender drawings, specification and priced section which details the items on a room-to-room basis.

It is proposed that large heavy items such as statues, are bubble wrapped enclosed within timber frame stud work complete with ply board finish to provide protection during the works. An example of this can be seen in the Orangery and is detailed in the photograph below:



The ground floor main areas include a number of wall-hung paintings. It is proposed that the principal contractor prior to these works support MCC conservation officer in the removal and protection of the loose items, these paintings are to be removed from site and stored elsewhere by MCC.

There are however, a series of paintings that form part of decorative ceiling friezes. It is proposed that these paintings are covered to protect them from dust damage. In addition to this, the location of these paintings will require mapping on the above floor so that floorboards in this area are not removed and it is designated as a sterile zone in relation to the routing of cabling systems.

9.1 Removal of Floorboards

Within Heaton Park Hall, there are a number of types of floor boarding systems ranging from wide to narrow floorboards. Upon examination, it has been determined that the existing floorboards are pinned together using timber dowels.

Where floorboards need to be removed, it is proposed that the principal contractor includes all labour costs for the removal of these boards which is undertaken in line with the Historic England guidance relating to the removal of this type of flooring system. This involves a narrow cut into the existing timber dowels, allowing the floorboards to be removed.

However, it was also noted during survey that existing floorboards have been removed in many locations. The consultant has initially mapped out the locations where floorboards have been removed so that cable routes can be selected which will allow these floorboards to be removed and replaced again, thus minimising damage to floorboards that have never been removed. The locations of both new and old floorboards are included in the associated tender drawings

The contractor shall carry out these works in line with the CIBSE guide to 'Building Services for Historic Buildings' recommendations.

9.2 Routing Cabling Systems within Chamber Voids

The chamber voids comprise of timber joists with cross battens beneath them to which the ceiling lathes are fixed. This cross-batten arrangement provides a cable route where cables can to be routed across the path of a series of timber joists. The result of this is that the timber joist will not be required to be drilled.

Where cables are routed parallel to the timber joists, they shall be clipped direct and segregated from band one and band two type by a minimum of 300mm.

9.3 Routing Behind Skirting Boards

The Contractor shall note that the routing of cables behind skirting boards will not be allowed unless the existing socket outlet has been installed within the skirting board highlighted within the appropriate tender drawings.

Generally, it is proposed that as part of these works, the locations of all cabling that will rise from the chamber floor installed on the skirting boards or back-to-back sockets where highlighted to the accessory positions. These locations are identified on a separate pack of builder's works drawings.

9.4 Routing Cables behind the Cornice

The Contractor shall note that the routing of cables behind ornate cornice will not be allowed unless approved by the contracts administrator and MCC conservation officer/ consultant following photograph shows an existing cornice where the plasterwork has been removed.

If approved in order to protect the cornice, it is proposed that a section of plasterwork is removed to expose the plaster behind the cornice. Following removal, it is then proposed to carefully remove the plaster behind the cornice to the point where the timber lathes above can be reached.

The floor above is to be removed to expose the timber lathes. It is then proposed to carefully saw the lathes so that the wireway is then provided from the chamber void behind the cornice.

9.5 Routing Behind Fibre Plaster and Dado Rail

The Contractor shall note that the routing of cables behind ornate cornice and skirting will not be allowed with the installation general power circuits generally be bare MICC cable will be surface mounted installed in a discrete manner

10. GENERAL BUILDER'S WORK

The Principal Contractor shall ensure all details of all necessary builder's works are included at tender stage and be included within the costs.

This shall include all wall and floor chases, cutting for boxes and making good.

All holes over 75mm diameter shall be made by the Principal Contractor.

The contractor shall include to carry out all works to all the containment openings highlighted on the builder's works tender drawing which clearly states the size and number of all openings through the wall structures

All holes below 75mm diameter shall be carried out by the sub-contractors.

All trenching shall be undertaken by the Principal Contractor.

All boxing in and painting where required

Include for all scaffolding and roofing works associated with the solar thermal system

The Contractor shall include to carry out all fire stopping of electrical and mechanical services and containment systems in line with all associated tender drawings, specifications and includes for all holes that passes through an element of building construction, such as floors, walls, roofs, ceilings, partitions or cavity barriers and which are formed to enable the works to be completed. The works shall be in compliance with BS7671.

The Principal Contractor shall note that as part of the works, he is required to supply and install a grid ceiling system. Inclusion shall be made to co-ordinate this and the electrical and mechanical services associated with the building rewire and mechanical pipework remodelling.

The Principal Contractor shall include to liaise with the Sub-Contractors at tender stage to supply and install a complete cable duct system complete with appropriate draw pits if required and indicated on the appropriate drawing.

The Principal Contractor shall include to excavate trenches if required and as shown on the appropriate drawings, 600mm below ground level.

The Contractor shall include to issue a detailed ducting layout to the Contractor prior to excavations commencing.

The Principal Contractor if required shall include for the supply and installation of a 100mm PVC cable duct that will run between lighting bollard luminaires.

Ducts shall generally follow the route indicated on the drawing and shall be continuous throughout their full length, between columns.

All connections of ducts shall be made using manufacturers approved joining pieces.

Any material used for ducting shall be suitable for underground installation and capable of withstanding pressure imposed from backfilled materials, pedestrian traffic and the effects of ground water freezing.

The Contractor shall ensure that inclusion is made for backfilling, making good tarmacking and removal of excess earth from site.

Prior to commencing of any civil works, the Contractor shall first obtain record drawings of service layouts within the proposed area.

11. CIVIL WORKS

The Contractor shall include to supply and install a complete cable duct system complete with appropriate draw pits as indicated on the appropriate drawing.

The principal contractor shall include to excavate trenches as shown on the appropriate drawings, approximately 450mm below ground level.

The principal contractor shall include for the supply and installation of suitably sized PVC multiway cable duct.

Ducts shall generally follow the route indicated on the drawing and shall be continuous throughout their full length.

All connections of ducts shall be made using manufacturers approved joining pieces.

The cable ducts shall be installed with spare draw ropes for future use.

Any material used for ducting shall be suitable for underground installation and capable of withstanding pressure imposed from backfilled materials, pedestrian traffic and the effects of ground water freezing.

The Contractor shall include for backfilling, making good tarmacking and removal of excess earth from site.

Prior to commencing civil works, the contractor shall first obtain record drawings of service layouts within the proposed area.

The Contractor shall note that should the existing record drawings be unavailable they shall include to carry out CAT Scans to all areas where new service trenches or duct routes are to be installed.

Where the cable passes through the foundation it shall be protected via an earthenware pipe.

The contractor shall include to make good the surface and dispose of any additional earth.

The contractor shall include to supply and install G.R.P. draw pits.

All draw pit covers shall be suitable for the passage of vehicles.

11.1 Cables in Trenches

All external Band 1 & 2 cabling shall be laid in segregated cable trenches at the depths prescribed in the NJUG Guidelines.

The Contractor shall lay a PVC identification tape coloured yellow complete with black lettering “Danger Electricity” over all cables.

The soil shall then be laid on the tape and compacted to 100mm below ground level. A second layer of PVC identification tape shall then be laid and the ground made good.

The Contractor shall note that all trench works shall be carried out by the Principal Contractor. The Contractor shall issue a detailed duct layout drawing to the Principal Contractor prior to installation.

12. SEALING OF WIRING SYSTEM PENETRATIONS

The Contractor shall note that where a wiring system passes through an element of building construction, such as floors, walls, roofs, ceilings, partitions or cavity barriers, the openings after passage of the wiring system shall be sealed according to the degree of fire-resistance (if any) prescribed for the respective element of building construction prior to penetration.

The contractor shall meet BS 7671:2018 Regulation 527.2 which sets out the requirements for the sealing of wiring system penetrations, Regulation 527.2.

The Contractor shall provide temporary sealing arrangements during the erection of the wiring systems as appropriate.

The Contractor shall note that any sealing that has been disturbed shall be reinstated as soon as practicable.

The Contractor shall supply photographic evidence of all penetrations including labelling of all sealing of penetrations with appropriate date when completed

The Contractor shall ensure that metallic fire-resistant cable supports are installed within 750mm of each seal.

13. PREPARATORY WORKS

The Contractor shall note that on a few small occasions at various stages of the project may be carried out whilst the building is occupied if the client requires any meetings with English Heritage. However, this will need approval from contract administrator

In order to minimise the impact of the installation process and reduce the level of cleaning following completion. The Principal Contractor shall undertake the following measures within all areas.

i) Overlapping dust sheets on all floors
ii) Overlapping dust sheets over furniture
iii) Photographs of all areas, prior to works complete with all dust sheets in place or removed by MCC conservation team.
iv) Bagging and protection of all IT or data equipment (projector, IPAD chargers etc).

Following the completion of the installation works within a specific area, the Principal Contractor shall include to:

i) Make good
ii) Carry out all defects
iii) Remove all dust sheets
iv) Request MCC to replace any furniture, artwork or artefact removed at the commencement of the works
v) Re-clean the area to the original standard (**Note** - Principal Contractor to check with MCC on any cleaning agent material which has to be used on flooring etc.)

Once an area is deemed to be complete, the Contractor shall offer it for defects checks by the contractor administrator.

Following the carrying out of the above the Contractor shall include for the specific area to be re-cleaned. Re-cleaning shall be carried out by the Heaton Hall cleaning staff.

The Contractor shall note that prior to any works being carried out within specific area, the Principal Contractor shall have obtained the services of Manchester City Council Arts Department: -

i) Placing of historic books artefacts in boxes
ii) Placing equipment etc. in boxes

All boxes shall be labelled and removed from the hall and stored in other building All displays shall be covered with Visqueen.

Following the completion of new re-wiring in any specific area the Contractor shall obtain the services of the same removal company to unpack all equipment and replace in original locations.

The Contractor shall include to detail all partial completion dates within the programme of works which shall be presented at the pre contract meeting.

This shall include all wall chases cutting for boxes and making good.

The Contractor shall liaise with the MCC to determine which items of artwork and small artefacts need to be removed in each area.

14. CLEANING REQUIREMENTS UPON COMPLETION OF WORKS

The Contractor shall include to carry out a full and in-depth building sparkle clean to Heaton Hall upon completion of the works (can be carried out in phases if the works are programmed as such)

In summary, a sparkle clean consists of the following activities:

- All dust, debris and building materials are removed.
- Carpets, floors, and all surfaces are deep cleaned.
- Hard floors are polished and wood floors waxed.
- Detailed window cleaning, including all blinds
- Power washing of the exterior of the building
- Chrome, mirrors, glass and stainless steel are polished
- Detailed cleaning of skirting boards, paint rails, coves and door frames
- All sticky label residue and wrappings are removed
- All rubbish is removed from the site

A full schedule of cleaning activities is included in cleaning schedule at the back of this documentation

The Principal Contractor shall note that he should provide references of three cleaning companies who have carried out such works in a similar timescale for contract administrator approval.

15. PC SUMS

The Contractor shall note that there is a small number of P.C. Sums included for possible additional works to be funded by the client during the construction phase. The works are as follows:

a) Additional Temporary Lighting to Unforeseen Areas - **£3,000.00**

b) Additional works to store and archive artwork on behalf of MCC - **£3,000.00**

c) Improvement to the Fire Protection and Infilling of existing holes above the existing grid ceilings **- £4,000.00**

The PC sums are included in the priced section of this document.

PRICED SECTION

HEATON HALL BUILDERS SPECIFICATION

DECORATIVE ROOMS WORK PACKAGE

SCHEDULE OF WORKS BUILDING WORKS		Quant	Unit	Rate	£	p
1.	General Notes		Item			
2.	Asbestos		Item			
3.	Contract Administration		Item			
4.	Scope of Work		Item			
	GROUND FLOOR					
5.	EG.C1 – Corridor					
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item			
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item			
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item			
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.			
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.			
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.			
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave, large fire places.		Item			
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item			

	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				
6.	EG2 – Ante Room to Library						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				

7.	CG3 – Inner Hall					
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item			
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item			
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item			
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.			
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.			
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.			
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.			
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering		Item			
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item			
8.	CG6 – Dining Room					
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item			
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item			

	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				
9.	EG1 – Exhibition Room						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
			No.				

	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.						
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				
	FIRST FLOOR						
10.	CF1 – Orange Bedroom						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				

	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				
11.	CF3 – Pink Bedroom						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				

	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts .		Item				
12.	CF5/6 – Toilet Area						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item.				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item.				
13.	CF8 – Lobby to Yellow Bedroom						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
			Item				

	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.						
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				
14.	CF10 – Yellow Bedroom						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
			No.				

	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.						
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				
15.	CF12 – Palm Tree Bedroom						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
			No.				

	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		Item				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.						
16.	CF14 – Lobby to Palm Tree Bedroom						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				

	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				
17.	CF15 / CF52 – WC Areas & Staircase						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				

18.	EF2 – Assistant Keeper Office						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				
19.	EF4 – Staff Room						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				

	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				
	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.				
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.				
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.				
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item				
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item				
20.	EF5 - Store						
	• Protection of decoration will be required by use of timber structure with visqueen installed.		Item				
	• Removal of existing floor boards that have already been taken up previously include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Removal of new area of floor boards after approval from MCC conservation officer to install electrical wiring, include to fix traffolyte label, rear side of board and include for re-fixing back into main floor once completed.		Item				
	• Assist Manchester City Council (MCC) in the removal of small items, (statues, wall hung paintings) into storage boxes for MCC to remove from site.		No.				

	• Build appropriate sized timber plywood framed boxes to protect heavy, large items of equipment, artefacts and provide bubble-wrap covering to the item before construction of timber framed boxes.		No.			
	• Provide and install heavy duty bubble wrap to fixed items such as fire places, columns etc. as protection, full height.		No.			
	• Build appropriate sited timber framed coverings to protect large items such as door, door architrave and large fire places.		No.			
	• Provide protection for dust, and vibration to areas of decorative paintings and ceilings that form part of the wall and ceiling friezes – all items of plant in these areas must have some form of dust extraction or filtering.		Item			
	• Provide hard protective flooring (plywood) and dust sheets to all floors were the use of mobile scaffolding or Mwep's are to be used – safety netting or protection to be included around scaffolding to stop items falling on floor or artefacts.		Item			
21.	Contractor Initial Intrusive Survey of Hall		Item			
22.	Removal of Basement Debris		Item			
23.	General Builders Work		Item			
24.	Civil Works		Item			
25.	Sealing of Wiring System Penetrations		Item			
26.	Preparatory Works		Item			
27.	Cleaning Requirements		Item			
28.	PC Sums		Item			
	- Temporary Lighting				3,000	00
	- Storage of Archive Works				3,000	00
	- Fire Protection Works				4,000	00
	TOTAL					