

A	PRELIMINARIES	
1.00	GENERALLY (Section to be read in conjunction with Preliminaries section) 1.01 The contractor shall note that the building will remain in full occupation (save for part third floor office and first floor meeting room) throughout the works. All works will need to be planned to allow unhindered access from an entry point and fire escapes into all tenanted offices and to suitable WC facilities during office hours (8am - 6pm Monday to Friday). 1.02 It will be necessary for the contractor to liaise with the Contract Administrator in order to agree access to the property, removal of debris, siting of skips, storage, parking and the like. 1.03 Noise and dust pollution is to be kept to a minimum throughout the works and all circulation routes are to be kept clean at all times 1.04 The contractor is to submit a programme as part of their tender. 1.05 The contractor should allow for the delivery of materials essential for that specific working day and continue to do so as the works proceed, in order to leave all areas as clean as practicable and to minimise disturbance to the adjacent property occupiers throughout the works. 1.06 The contractor should not permit to be stored any materials, tools, debris and the like upon the public highway, footpaths etc. or within any common areas associated with the site at any time. A limited area within the basement will be allocated for the use of the contractor. 1.07 The contractor should allow to thoroughly clean the working areas at the end of each working day and upon completion of the works, leaving the premises in the condition suitable for occupation. 1.08 Prior to the works commencing on site the contractor must submit a full method statement relating to the entire works including details of the programme and any phasing of the works. This must be agreed with the Contract Administrator prior to the works commencing on site. 1.09 The contractor should carefully consider the methodology for all stripping out and demolition works. Any damage as a result of lack of consideration of method or approach will be reimbursed at the contractor's expense. 1.1 All debris to be removed from site. Any fixtures and fittings that are to be retained are to be temporarily removed, set aside and reinstated on completion of the works. 1.11 Contractor to include for the provision of a full time site foreman for the duration of the works. 1.12 The contractor will be responsible for liaising with the Approved Building Control Inspector and obtaining any licences and/or consents which may be required to undertake the roof works. 1.13 The contractor is to give relevant notice to all statutory authorities and allow them the facility for removing any fixtures, fittings and all services that may belong to them prior to the works commencing on site.	
	Sub Total Section 1 - General Items 2.00 Temporary Protection 2.01 The contractor must consider the health and safety of all persons likely to be affected the works at all times and provide adequate protection to such persons, details of which must be agreed with the Contract Administrator prior to the works commencing on site. 2.02 The contractor must ensure the security, fire protection, detection etc. of the property is maintained at all times and is not compromised in any way during implementation of the specified works and this includes the entire property. 2.03 The contractor should ensure that all the necessary precautions are provided for the duration of the works such that all dust, debris etc. is confined to the working areas and also be mindful of the operations of tenants in the surrounding demises and properties. 2.04 The contractor should allow to protect all finishes, surfaces and services not directly affected by the works. Any damage caused by the contractor should be rectified at his own expense and to the satisfaction of the Contract Administrator. 2.05 Allow to provide all necessary temporary protection to the property and works for the duration of the contract period to ensure the building remains in a wind and watertight condition at all times.	

	Sub Total Section 2 - Temporary Protection
3.00	Welfare Facilities
3.01	The contractor may utilise the existing welfare facilities etc. during the contract period and to comply with the CDM Regulations 2015 and all current statute, legislation etc. Contractor to include for a provision of a mess room etc. during the course of the works. All welfare facilities used need to be left in a clean and tidy condition on completion of the works.
	Sub Total Section 3 - Welfare
4.00	Site Safety and Associated Provisions
4.01	The contractor should comply with all legislative and HSE requirements and recommendations in respect of the works, including but not restricted to HSG33, providing all necessary netting and protection to personnel beneath the roof, working platforms, fall arrest systems, fitted guardrails, edge protection, Scaff tags, control of health risks etc. Detailed information should be included within the contractor's method statements.
4.02	To all areas necessary and, as required, to provide suitable land and platforms for cradles, supply and erect suitable scaffolding access platforms to enable works specified elsewhere to be carried out safely.
4.03	The contractor should allow for all necessary temporary access platforms and the like in order to enable the works as specified elsewhere to be carried out safely.
4.04	All scaffolding is to be erected to comply with current British Standards, Codes of Practice and Health and Safety Executive legislations.
4.05	No fixing of scaffolding is to be allowed through windows or any openings into the building or to the building itself. The contractor is to be responsible for establishing a fixing specification for the scaffolding at tender stage.
4.06	No scaffolding is to be fixed at ground level externally.
4.07	Likewise, the contractor will be responsible for all design of the scaffolding and the sufficiency of the supports, spread plates etc. as well as the sufficiency of the existing building and structure to support the scaffolding etc.
4.08	The contractor is entirely responsible for any damage caused to the building as a result of the scaffolding or construction works generally.
4.09	Testing and trials of any supports will be allowed during the tender period with the prior consent of the Contract Administrator. However, subject to any test, the relevant contractor will be expected to make good to all affected surfaces to match the existing adjacent in every respect.
4.10	The scaffolding is to be designed to maintain the security of the building. The contractor will allow for all necessary protection of windows, openings, alarm systems, provisional signage, maintaining levels of lighting, fans etc. at each level.
4.11	The contractor shall obtain and provide all necessary scaffold licences necessary for the duration of the works and pay for any associated statutory fees.
4.12	Access to successive platform levels is to be available at all times during work hours and all separate scaffolding sections.
4.13	No ladders or means of access to be left on site out of normal working hours.
4.14	All scaffolding is to remain in position until all works are completed and inspected by the Contract Administrator.
4.15	All scaffolding is to bridge existing entrances and exits to and from the property at all levels as necessary with adequate protection provided thereto, details of which should be agreed with the Contract Administrator prior to scaffold erection.
4.16	Contractor to allow for the provision and implementation of all design and work relating to the scaffolding and temporary access.
4.17	Contractor to include for the provision of a temporary works coordinator to ensure that all temporary works are adequately controlled and implemented for the duration of the works.

	Sub Total Section 4 - Site Safety and Associated Provisions
5.00	Workmanship and Materials Work section to be read in conjunction with the Preambles.
5.01	All works are to be carried out by competent tradesmen. All new materials used are to match the existing in every respect including the size, colour and texture.
5.02	All workmanship and materials are to be no lesser standard than those laid down in the current British Standards, Codes of Practice, Building Regulations, Statutory Undertakings, Local Authority and Best Building Practice.
5.03	No works shall be carried out during weather conditions which are unsatisfactory or which are likely to have a detrimental effect on the finished job.
5.04	No work shall be carried out when the surfaces on to which new materials are to be applied are frozen or at such a temperature that it will be detrimental to the level of the finish achieved. Any remedial action necessary as a result of non-compliance with this clause shall be carried out at the contractor's expense.
5.05	All new work shall be protected from frost damage and any damage resulting from failure to do so will be rectified at the contractor's own expense.
5.06	All colours are to be confirmed.
	Sub Total Section 5 - Workmanship and Materials
6.00	Notes
6.01	The subject property will be occupied during the works.
6.02	The contractor must comply with all legislative and HSE requirements and recommendations. Detailed information should be included within the contractor's method statements.
6.03	The contract for these works will be the JCT Minor Works Building Contract 2016 Edition. Please refer to Section 2 - Preliminaries. - Liquidated Ascertained Damages of £5,000.00 per week or pro-rata thereto; - 12 month rectification period commencing at the date of Practical Completion; - Contractor should have in place £5,000,000.00 All Risk third party liability insurance.
6.04	NOTE: All works are to be priced on an 'item-by-item' basis, as detailed in the Schedule of Works.
6.05	Contractor Design Portion For the avoidance of doubt, the following items for part of the Contractor's Design Portion of the works: - Temporary works and scaffolding design; - Rooflight replacement; - Mechanical and Electrical related items.
6.06	Allow for complying with all Local Authority and Statutory Requirements for access and general working arrangements.
6.07	The following reference documents have been provided within the appendices to assist the contractor with preparing their tender: - Appendix 1 - Drawings; - Appendix 2 - Pre-Construction Information Document; - Appendix 3 - Asbestos Refurbishment and Demolition Survey Reports; - Appendix 4 - Technical Data Sheets

6.08	Contractor to hand over a file on completion of the works, containing all Waste Transfer and Consignment Notes for the project.	
6.09	Contractor is to hand over all guarantee and warranty certificates on completion of the works.	
6.10	Contractor to provide up to date .dwg and .pdf as-built drawings of the Contractor Designed Portion items on completion of the works.	
6.11	Contractor is to allow for full sparkle clean to all work areas on completion of works and any subsequent snagging work.	
	Sub Total Section 6 - Notes	
	Sub Total Section A - Preliminaries	

B	Schedule of Works	
7.00	Internal Works - Ground Floor Reception and First Floor Landing/Gallery	
7.01	Stripping Out - Refer to Drawing R-GA001 and R-GA013 Carefully strip out and remove from site the following and leave surfaces ready for new installations: a. All tiled floor coverings to ground floor including all substrates back to original timber floor structure. b. All tiled flooring to entrance lobby and steps including nosings and substrates back to original structure. c. Barrier matting to entrance lobby. d. Carpet floor coverings and nosings to staircase between ground and first floors. e. Carpet floor covering throughout first floor landing, rear WC lobby and gallery f. Carpet tile flooring to rear entrance/WC lobby g. Carpet tile floor coverings and nosings to stairs serving rear access (from Bloom Street). h. All loose furniture. i. Reception desk and associated fittings. j. False wall to rear of reception desk. k. Stair handrails to entrance steps. l. Plasterboard box section at rear of first floor gallery over existing reception desk position (upstand and soffit bulkhead) together with supporting structure (ensure temporary barriers are provided before new balustrades installed). m. First floor balustrading around atrium together with supporting structure (ensure temporary barriers are provided before new balustrades installed).	
7.02	Carefully isolate and remove the following M&E items: a. Internal light fittings including track lighting, recessed lighting and emergency light fittings. Retain wiring and switching for re-use. b. Recessed floor light fittings and LED tape. Retain wiring and switching for re-use. c. 13a socket, fused spur, RJ45 and light switch face plates d. 1no. Radiator as shown on drawing R-GA001 - to be set aside for re-use. Cap off pipework in original radiator position. e. Existing over door heater	
7.03	Items to be retained and protected throughout works: a. All external and internal doors. b. Glazed automated sliding doors to entrance. c. Wheelchair lift in rear lobby. d. Front plasterboard box section at first floor level. e. Retained ceiling and wall surfaces. f. Passenger lifts including cars and landing doors g. Kitchen within rear lobby	
7.04	Preparation Works Allow to make good and patch wall, floor, stair and ceiling surfaces to make good all surfaces following removal of fittings, lighting etc. Leave ready for redecoration/wall/floor treatments and new installations	
7.05	Ceilings Allow to adjust ceiling surfaces and bulkheads to accommodate new light fittings and LED tape as set out on Reflected Ceiling plans ref: R-GA004 and R-GA 0016	
7.06	Form new plasterboard ceiling beneath rear gallery area where former bulkhead removed. New ceiling to line through with remaining ceiling set directly beneath first floor gallery. Allow plaster skim finish ready for painting.	
7.07	Supply and install wire frame fitting to ground floor entrance ceiling as shown on drawing R-GA004 and design intent visuals. Sample/image of proposed fitting to be submitted to CA prior to ordering	
7.08	Supply and install wire frame fitting to ground floor reception at left hand side close to lifts as shown on drawing R-GA004 and design intent visuals. Sample/image of proposed fitting to be submitted to CA prior to ordering	
7.09	Supply and install 2no. wire frame fittings to ground floor reception booth areas as shown on drawing R-GA004 and design intent visuals. Sample/image of proposed fitting to be submitted to CA prior to ordering	
7.10	Supply and install artificial greenery as indicated on drawing R-GA004 and design intent visuals. Sample/image of proposed fitting to be submitted to CA prior to ordering	

7.11	Supply and install new matt black powder coated metal trims to perimeter of bulkhead details. Trims to have secret/concealed fixings with neat mitred joints together with cross sections as shown on drawing R-GA004 and design intent visuals.
	Wall Mounted Items - Entrance Lobby
7.12	Supply and install new coated metal stair handrails and fixings to both sides of entrance stair as shown on drawing R-GA008. Allow for all fixings and any patressing required.
7.13	Allow provisional sum of £1,000 for the design and installation of tenant board.
7.14	Supply and install new matt black powder coated metal trims to form high level wall panel detail. Horizontal rails to be 40mm x 20mm and vertical sections to be 15mm x 15mm as set out on drawing R-GA008. Trims to have secret/concealed fixings with neat mitred joints.
	Wall Mounted Items - Ground Floor Reception
7.15	Design, supply and install new fluted wall panel to rear of new reception desk location as shown on drawings R-GA002 and R-GA006 and design intent visuals. Sample/image of proposed fitting to be submitted to CA prior to ordering
7.16	Allow provisional sum of £1,000 for the design and installation of tenant board adjacent to lift.
7.17	Design, supply and install new powder coated metal framework to right hand wall on ground floor as shown on drawings R-GA002 and R-GA006. Sample/image of proposed fitting to be submitted to CA prior to ordering
7.18	Form new perimeter surface trim/fascia to exposed perimeter of upper gallery floor where bulkhead and upstand removed at rear as shown on drawing FF-GA018. Fascia to match those existing to side sections.
7.19	Supply and install new matt black powder coated metal trims to form high level wall panel detail set beneath perimeter balustrade to gallery on existing/new perimeter trims to gallery floor. Horizontal rails to be 40mm x 20mm and vertical sections to be 15mm x 15mm as set out on drawing FF-GA018. Trims to have secret/concealed fixings with neat mitred joints.
7.20	Allow provisional sum of £2,500 for wall art
	Seating Booths - Ground Floor Reception
7.21	Supply and install new plasterboard stud partition sections as set out on drawings R-GA 002, 002A and 0011. Sections to allow for shadow gap to ceiling (any fixings to ceiling to be concealed). Partitions to be skim plastered and left ready for finishes to be applied.
7.22	Design, supply and install booth seating as shown on drawings R-GA002, 011 and 012 and design intent visuals. Item to include for bench seating, upholstery, end panels and all fittings. Sample/image of proposed fittings and finishes to be submitted to CA prior to ordering.
7.23	Supply and install fixed tables between booth seats as shown on drawings R-GA002, 011 and 012 and design intent visuals. Sample/image of proposed fittings and finishes to be submitted to CA prior to ordering.
7.24	Design, supply and install new fluted wall panel to rear of seating booths as shown on drawings R-GA002, 011 and 012 and design intent visuals Sample/image of proposed fitting to be submitted to CA prior to ordering
	Balustrading
7.25	Design, supply and install new perimeter balustrading to gallery as shown on drawings R-GA002, FF-GA014 and FF-GA018. Balustrading to be designed and fixed to existing structure to resist lateral movement. Coatings to be matt black powder coating throughout. Proposals to be submitted to CA for approval prior to fabrication.
	Fitted Furniture
7.26	Supply and install new reception desk as shown on drawing R-GA009 and design intent visuals. Sample/image of proposed fittings and finishes to be submitted to CA prior to ordering.
7.27	Supply and install floor mounted planter as shown on drawing R-GA010 and design intent visuals. Sample/image of proposed fittings and finishes to be submitted to CA prior to ordering.
7.28	Allow provisional sum of £1,000 for live planting
	Loose Furniture

7.29	Supply and install furniture as shown marked F1, F2 and F3 on drawing R-GA002B
	Signage
7.30	Allow provisional sum of £5,000 for internal signage.
	Flooring
7.31	Refer to drawings R-GA003 and FF-GA015.
7.32	To tiled areas, supply and lay suitable plywood or equal approved sub-base screw fixed into floor structure at suitable centres to restrict deflection and movement. Contractor is to allow for all levelling screeds required to lay floor covering
7.33	Supply and lay new Porcel Ceram Azuma Up 1200 x 600mm Ivory floor tiles to ground floor reception area where shown on drawings. Tiles to be laid on suitable flexible adhesive with grout to be specified in accordance with manufacturer's guidelines.
7.34	Supply and lay new Porcel Ceram Azuma Up 1200 x 600mm Ivory anti slip floor tiles to ground floor reception area where shown on drawings. Tiles to be laid on suitable flexible adhesive with grout to be specified in accordance with manufacturer's guidelines.
7.35	Supply and install aluminium stair nosings to entrance steps as shown on drawing R-GA003.
7.36	Supply and install primary and secondary structured barrier matting to specification and where shown on drawing R-GA003. Include rear entrance as well as front.
7.37	Supply and lay feature rug where shown on drawing R-GA003. Contractor is to allow for bringing substrate to a suitable level to allow transition between rug and surrounding tiled surfaces.
7.38	Supply and lay Milliken carpet where shown on drawings R-GA003 and FF015.
7.39	Supply and lay Modulys carpet where shown on drawings R-GA003 and FF015.
7.40	Supply and install aluminium stair nosings to stairs from ground to first floor as shown on drawing R-GA003.
7.41	Supply and install new trims to door thresholds into separate demises, WCs and between reception and rear lobbies
	Decoration
7.42	Undertake full internal redecoration as set out on drawings R-GA005 and FF-GA017.
7.43	Decoration of all walls, ceilings and plastered surfaces to include full preparation and removal of surface imperfections with filling to small cracks and holes as required. Paint to include one mist coat and two full coats of good quality emulsion /eggshell paint as specified on drawing
7.44	Decoration of joinery and timber to include full rub down to remove imperfections followed by one colour matched undercoat and two finishing coats in finish specified on drawing
7.45	Paint to doors and large joinery surfaces to be roller applied to avoid brush marks
	Mechanical Services
	<i>All Mechanical Works are to form part of Contractors design portion within the contract</i>
7.46	Relocate existing radiator as shown on drawings R-GA001 and 002. Allow to install pipework beneath floor to serve new position and remove redundant legs. Supply and install new TRV and valves as required.
7.47	Design, supply and install new over door heater. Heater is to be designed to provide suitable heat output and is to fit within existing bulkhead.
	Electrical Services
	<i>All Electrical Works are to form part of Contractors design portion within the contract</i>
7.48	Divert floor mounted power supply and data connection from existing to new reception desk position.
7.49	Supply and install new twin switched socket outlet to each booth position as shown on drawing R-GA007
7.50	To all new and existing power, data, light switching and fused spur outlets, supply and install new matt black face plates
7.51	Re-using existing wiring and control switching (installing new where required), Supply and install new lighting as follows: a. Hacer Aleda LED fittings in black finish to replace existing ceiling lighting in existing positions as shown on drawing R-GA004 and FF-GA016. b. Nordlux LED fittings in white finish to booth seating as shown on drawing R-GA005. c. Wall lights to booths - allow provisional sum of £500. d. Hacer Aleda Micro Solo LED fittings to ceiling bulkheads as shown on drawing R-GA007. e. Cool white Led tape and diffusers to stair risers as shown on drawing R-GA008. f. Cool white LED tape concealed at top of fluted feature wall panel behind new reception desk as shown on drawing R-GA008. g. Cool white LED tape concealed within bulkhead over lift doors as shown on drawing R-GA004.
7.52	Design supply and install new emergency lighting to include recessed 3w fittings where possible to illuminate fire escape routes in accordance with BS5266-1. Proposals to be submitted to CA for approval prior to installation
7.53	Supply and install illuminated drop glass fire escape signage where required to comply with Building Regulations and BS5499

7.54	Supply and install new fire detection and sounder devices with new equivalents	
	Provisional sum for phasing works out of hours as required	
	Sub Total Section 7 - Internal Works - Ground Floor Reception and First Floor Landing/Gallery	
8.00	Internal Works - Stair Between Basement and Ground Floor Reception	
	Section Omitted	
	Sub Total Section 8 - Internal Works - Stair Between Basement and Ground Floor Reception	
9.00	Internal Works to Primary Stairwell (From Reception to 6th Floor)	
	Stripping Out	
9.01	Strip out and remove floor coverings and stair nosings and leave surfaces ready for new flooring.	
9.02	Remove existing light fittings and leave wiring and control switching ready for new installations	
	Preparation Works	
9.03	Allow to make good and patch wall, floor, stair and ceiling surfaces to make good all surfaces following removal of fittings, lighting etc. Leave ready for redecoration/wall/floor treatments and new installations.	
	Decoration	
9.04	Undertake full internal redecoration as set out on drawings ST-GA027	
9.05	Decoration of all walls, ceilings and plastered surfaces to include full preparation and removal of surface imperfections with filling to small cracks and holes as required. Paint to include one mist coat and two full coats of good quality emulsion /eggshell paint as specified on drawing	
9.06	Decoration of joinery and timber to include full rub down to remove imperfections followed by one colour matched undercoat and two finishing coats in finish specified on drawing	
9.07	Paint to doors and large joinery surfaces to be roller applied to avoid brush marks	
	Wall Mounted Items	
9.08	Supply and install laser cut vinyl floor level graphic in Matt Black finish as shown on drawing ST-GA027 to each floor level (1-6)	
	Flooring	
9.09	Supply and lay Milliken carpet where shown on drawings ST-GA027.	
9.10	Supply and lay Modulys carpet where shown on drawings ST-GA027	
9.11	Supply and install aluminium stair nosings to stairs from ground to first floor as shown on drawing ST-GA027	
	Electrical Services	
	<i>All Electrical Works are to form part of Contractors design portion within the contract</i>	
9.12	Supply and install new Hacer Solos Neutral White ceiling mounted lighting in locations of existing.	
9.13	Design supply and install new emergency lighting utilising fittings set out in items 9.11 to illuminate fire escape routes in accordance with BS5266-1. Proposals to be submitted to CA for approval prior to installation	
9.14	Supply and install illuminated drop glass fire escape signage where required to comply with Building Regulations and BS5499	
9.15	Supply and install new fire detection and sounder devices with new equivalents	
	Sub Total Section 9 - Internal Works to Primary Stairwell (From Reception to 6th Floor)	
10.00	Internal Works to Secondary Stairwell (From Rear Lobby to 6th Floor)	
	Stripping Out	
10.01	Strip out and remove floor coverings and stair nosings and leave surfaces ready for new flooring.	
10.02	Remove existing light fittings and leave wiring and control switching ready for new installations	
10.03	Remove all suspended ceiling tiles, clean grid and leave ready for new tiles	
	Preparation Works	
10.04	Allow to make good and patch wall, floor, stair and ceiling surfaces to make good all surfaces following removal of fittings, lighting etc. Leave ready for redecoration/wall/floor treatments and new installations.	

	Decoration	
10.05	Undertake full internal redecoration as set out on drawings ST-GA027	
10.06	Decoration of all walls, ceilings and plastered surfaces to include full preparation and removal of surface imperfections with filling to small cracks and holes as required. Paint to include one mist coat and two full coats of good quality emulsion /eggshell paint as specified on drawing	
10.07	Decoration of joinery and timber to include full rub down to remove imperfections followed by one colour-matched undercoat and two finishing coats in finish specified on drawing	
10.08	Paint to doors and large joinery surfaces to be roller applied to avoid brush marks	
	Wall Mounted Items	
10.09	Supply and install laser cut vinyl floor level graphic in Matt Black finish as shown on drawing ST-GA027 to each floor level (1-6)	
	Flooring	
10.10	Supply and lay Milliken carpet where shown on drawings ST-GA027	
10.11	Supply and lay Modulys carpet where shown on drawings ST-GA027	
10.12	Supply and install aluminium stair nosings to stairs from ground to first floor as shown on drawing ST-GA027	
	Electrical Services	
	All Electrical Works are to form part of Contractors design portion within the contract	
10.13	Supply and install new Hacer Solos Neutral White ceiling mounted lighting in locations of existing.	
10.14	Design supply and install new emergency lighting utilising fittings set out in items 9.11 to illuminate fire escape routes in accordance with BS5266-1. Proposals to be submitted to CA for approval prior to installation	
10.15	Supply and install illuminated drop glass fire escape signage where required to comply with Building Regulations and BS5499	
10.16	Supply and install new fire detection and sounder devices with new equivalents	
	Sub Total Section 10 - Internal Works to Primary Stairwell (From Reception to 6th Floor)	
11.00	Internal Works - Ground AND FIRST Floor WCs	
	Stripping Out	
11.01	Strip out and remove glass splashbacks mirrors and wall linings.	
11.02	Remove existing hand driers and leave wiring ready for new hand driers.	
	Preparation Works	
11.03	Allow to make good and patch wall surfaces to make good all surfaces following removal of wall linings and mirrors. Leave ready for redecoration/wall/floor treatments and new installations.	
11.04	Undertake thorough deep cleaning to all retained cubicles, sanitaryware and brassware.	
	Wall Fittings	
11.05	Supply and install new terrazzo tile wall finishes as shown on drawings WC-GA024 and 026 including matt black edge trims as specified.	
11.06	Allow for temporary removal and reinstallation of radiators to facilitate works.	
11.07	Supply and install new mirrors as shown on drawing WC-GA026	
11.08	Supply and install new soap dispensers as shown on drawing WC-GA027	
11.09	Supply and install new vanity unit frontals as shown on drawing WC-GA028	
	Decoration	
11.10	Undertake full internal redecoration as set out on drawings ST-GA027	
11.11	Decoration of all walls, ceilings and plastered surfaces to include full preparation and removal of surface imperfections with filling to small cracks and holes as required. Paint to include one mist coat and two full coats of good quality emulsion /eggshell paint as specified on drawing	
11.12	Decoration of joinery and timber to include full rub down to remove imperfections followed by one colour matched undercoat and two finishing coats in finish specified on drawing	
11.13	Paint to doors and large joinery surfaces to be roller applied to avoid brush marks	
	Flooring	
11.14	Deep clean existing floor tiling and bleach/acid clen grout to leave in good repair.	
11.15	Supply and lay new vinyl flooring within disabled WC as shown on drawings WC-GA024 and 025	
	Electrical Services	
	All Electrical Works are to form part of Contractors design portion within the contract	
11.16	Supply and install new Dyson V blade hand driers in Nickel finish in location of existing dryers	
11.17	Replace fused spur face plates with new brushed chrome finish plates	

	REPLACE BASINS	
	Provisional Sum for First Floor WCs	
	Sub Total Section 11 - Internal Works - Ground AND FIRST Floor WCs	
12.00	Internal Works - First Floor Meeting Room	
	Stripping Out	
12.01	Carefully strip out and remove from site the following and leave surfaces ready for new installations: a. All internal loose furniture and fittings including TV screen b. Carpet floor covering throughout	
12.02	Carefully isolate and remove the following M&E items: a. Internal light fittings including wiring b. power distribution fed from secondary traywork across left hand side elevation c. 13a socket and conduit fixed to masonry	
	Preparation Works	
12.03	Allow to make good and patch wall, floor, stair and ceiling surfaces to make good all surfaces following removal of fittings, lighting etc. Leave ready for redecoration/wall/floor treatments and new installations.	
	Ceilings	
12.04	Supply and install new plasterboard sections fitted between beams across ceiling as shown on drawing M1-GA021. Allow to install 100mm rigid insulation above level of plasterboard. Allow to fill fixings and joints in plasterboard ready for redecoration.	
12.05	Ensure exposed timber beams are protected during ceiling installation and decoration and remove any overpaint/filler from timber surfaces.	
	Wall Mounted Items	
12.06	Supply and install Acupanel Contemporary Oak wall lining as shown on drawing M1-GA023	
12.07	Allow provisional sum of £1000 for provision of 55" TV, bracket and sound bar	
12.08	Supply and install new skirting to left hand wall under Acupanel as shown on drawing M1-GA023	
	Decoration	
12.09	Undertake full internal redecoration as set out on drawings R-GA005 and FF-GA017.	
12.10	Decoration of all walls, ceilings and plastered surfaces to include full preparation and removal of surface imperfections with filling to small cracks and holes as required. Paint to include one mist coat and two full coats of good quality emulsion /eggshell paint as specified on drawing	
12.11	Decoration of joinery and timber to include full rub down to remove imperfections followed by one colour matched undercoat and two finishing coats in finish specified on drawing	
12.12	Paint to doors and large joinery surfaces to be roller applied to avoid brush marks	
	Flooring	
12.13	Supply and lay Amtico Carpet tile as shown on drawing M1-GA020	
12.14	Supply and lay Amtico vinyl as shown on drawing M1-GA021	
	Loose Furniture	
12.15	Supply and install furniture as shown on drawing M1-GA019	
	Electrical Services	
	<i>All Electrical Works are to form part of Contractors design portion within the contract</i>	
12.16	Supply and install new twin switched socket outlets to TV position (1 no) and at low level (3no) using Acupanel to conceal wiring.	
12.17	Supply and install HDMI and Cat 6 data cables from behind TV position terminating in face plate beneath Acupanel	
12.18	Supply and install new suspended lighting as shown on drawing M1-GA021 with new feed from existing traywork	
12.19	Supply and install new recessed LED light fittings within perimeter of ceiling within new plasterboard sections. Allow for 8no. Fittings	
12.20	Install new switching to include for presence detection with separate switch overrides to recessed perimeter lighting and central suspended lighting.	
12.21	Design supply and install new emergency lighting using recessed fittings set out in item 12.16 in accordance with BS5266-1. Proposals to be submitted to CA for approval prior to installation	

	Sub Total Section 12 - Internal Works - First Floor Meeting Room	
13.00	Third Floor Offices	
	Stripping Out	
13.01	Dismantle and remove solid and glazed partitioning forming large meeting room and separating kitchen from remaining floorplate and dispose off site.	
13.02	Remove all wall mounted items including shelving, signage, vinyls, dry wipe wall coverings and brackets from perimeter walls and internal dividing partitions and dispose off site. Partitions to be removed are parked in red on L3-GA036	
13.03	Dismantle and remove kitchen fittings in their entirety including all wall fixings and wall finishes. See Mechanical and Electrical Services sections below in relation to removal of services.	
13.04	Dismantle and remove fitted furniture adjacent to entrance door	
13.05	Take up and remove all floor coverings including carpet and vinyl and dispose off site.	
13.06	Allow provisional sum of £1,500 for removal of any plasterboard linings to brickwork (subject to inspection)	
	Preparation Works	
13.07	Clean down and remove any remaining residues where internal partitions have met the perimeter brickwork to leave brickwork surfaces clean.	
13.08	Undertake patching and re-skimming to perimeter plasterwork following removal of partitions, wall mounted fittings, kitchen and fitted furniture. All walls are to be smooth and ready for emulsion painting.	
13.09	Remove all adhesives from floor substrate to provide suitable base for the application of new floor finishes.	
	Ceilings	
13.10	Supply and install new plasterboard ceiling sections to fit between exposed beams as set out on drawing L3-GA040. Precise depth of reveal to be agreed on site. Plasterboard to be mounted on concealed battens/studs fixed into to existing beams.	
13.11	Allow to install 150mm Rockwool or similar insulation batt insulation above plasterboard.	
13.12	Allow to clean down all exposed timber and remove any plaster residues following plasterboard installations.	
	Walls	
13.13	Allow to brush down and clean surface of brickwork throughout perimeter walls and leave ready for seal coat.	
	Partitions/Wall Treatments	
13.14	Supply and install new solid plasterboard partitions in locations shown on drawing L3-GA041 and L3-GA044. Partitions to be Gyproc Soundbloc specification or equal approved. Allow for suitable deflection head and 25mm recessed shadow gap at head of partition. Solid partitions to have 100mm softwood or MDF square edge skirting to each side.	
13.15	Supply and install crittal effect double glazed partition as shown on drawing L3-GA044. Partition to include door as shown together with Eurolock and T Bar handle.	
13.16	Supply and install crittal type double glazed door and frame to Meeting Room 2 to match door and screen to Meeting Room 1 together with Eurolock and T Bar handle.	
13.17	Supply and install Acupanel wall feature as set out on drawing L3-GA045. Allow for conduit within wall to carry power and data cabling to TV position and to LED light strip.	
13.18	Allow for suitable pattressing within feature wall in position of TV.	
	Kitchen	
13.19	Supply and install new kitchen fittings as shown on drawing L3-GA043. Contractor is to include for all fixtures and fittings set out on the drawing notes including carcasses, worktops, doors etc and Lamona undercounter fridge and dishwasher and built in Microwave. All appliances to have 2 year guarantee.	
13.20	Supply and install new tied wall surfaces as shown on drawing L3-GA043 including preparation, tiles, adhesives and grout.	
13.21	Supply of loose furniture and chairs by others	
13.22	See Mechanical and Electrical section in relation to services.	
	Windows	
13.23	Remove existing spindle handles, stays and associated fittings from existing windows and supply and install new equivalents with matt black finish and matching screws and fixings.	
13.24	Overhaul existing window shutters and leave in working order.	
	Flooring	

13.25	Prepare surfaces and supply and lay Modulys Dsgn Could 932 carpet tiles in locations shown on drawing L3-GA038
13.26	Prepare surfaces and supply and lay Modulys Dsgn Could 914 carpet tiles in locations shown on drawing L3-GA039
13.27	Prepare surfaces and supply and lay Amtico Form Gotland Park vinyl flooring in locations shown on drawing L3-GA040. Vinyl to be laid on suitable plywood sub base screwed to timber floor. Perimeter edge trim to be provided (matt black)
	Redecoration
13.28	Undertake full internal redecoration to office floors as set out in drawing L3-GA041 This includes painted ceiling sections, previously painted walls, new partitions, window boards and skirting boards.
13.29	All emulsion painting to include 1nr mist coat, 1nr undercoat and 2nr finishing coats of good quality emulsion paint in colour/finish specified Preparation works to include caulking all hairline cracks to plasterwork;
13.30	All painted joinery to include full preparation, 1nr undercoat and 2nr finishing coats of good quality eggshell paint in colour specified;
13.31	Treat all exposed masonry walls (following cleaning and preparation) with suitable dust sealer such as Floorseal Interior Brick Sealer and Dust Proofer
	Mechanical Works
	Heating
13.32	Isolate and drain down existing perimeter central heating system.
13.33	Strip out and remove all existing radiators, support brackets, fixings and TRVs and leave pipework ready to accept new radiators and brackets
13.34	Modify existing pipework to serve new radiator in location shown on drawing L3-GA037.
13.35	Supply and install new 'Milano Windsor' radiators and support brackets to all existing and 1no. Revised position. Radiators to be sized to suit BTU calculation (to be undertaken by contractor) for the volume of space in office use.
13.36	Contractor to allow for any modification of pipework required to accommodate new radiators.
13.37	Supply and install new TRVs and valves to each radiator.
13.38	Strip out and remove all existing radiators, support brackets, fixings and TRVs and leave pipework ready to accept new radiators and brackets
	Kitchen
13.39	Strip out and remove water feeds to existing kitchen and cap off (dead legs to be removed)
13.40	Remove waste connection and pumped waste macerator to existing kitchen. Set aside pump for re-use.
13.41	Remove hot water heater and set aside for re-use.
13.42	Supply and install new cold water feed to serve new kitchen location and provide connections to tap, hot water heater and dishwasher
13.43	Supply and install waste connection to new kitchen location including re-use of existing waste pump. Drainage route to be agreed with CA.
13.44	Install existing hot water heater within new kitchen fittings and connect to water supply and taps
	Electrical Works
	Strip Out
13.45	Strip out and remove existing power distribution and fittings within suite including the following: a) Lighting and emergency light fittings and switching b) Small power wiring and circuits c) All exposed wall mounted conduits d) Steel trunking, conduit and socket outlets to perimeter and internal walls.
13.46	Fire alarm to be retained and altered as set out below * existing tray to high level to be retained
	Small Power
13.47	Re-using existing ceiling mounted cable tray, supply and install new small power distribution to provide socket outlets shown on drawing L3-GA042. Wall mounted drops from tray to outlets to be formed in galvanised steel conduit fixed to brick/plasterboard surfaces.
13.48	Supply and install small power installation to serve cleaner's sockets mounted on plasterboard walls/partitions at low level. Contractor to design cleaner's socket layout. Wall mounted drops from tray to outlets to be formed in galvanised steel conduit fixed to brick/plasterboard surfaces.
13.49	Supply and install power distribution to serve TV in Meeting Room 1. cabling to be concealed behind Acupanel finishes
13.50	Supply and install small power distribution to serve kitchen including fitted appliances, hot water heater, waste pump and 2no switched socket outlets at counter height
13.51	All switch sockets (surface mounted and recessed) to be matt black on galvanised steel back boxes
	Lighting
13.52	Supply and install new lighting scheme as set out in drawing L3-GA039. Lighting to be fed by new wiring contained where possible within new plasterboard ceiling and using galvanised conduit (no drilling of beams is permitted).

13.53	Office light fittings to be Ricoman Estrella Up (or equal approved). Lighting layout shown on drawing is indicative only and lux plot is to be provided by contractor. Office light levels to be between 300 and 500 lux to all areas	
13.54	Meeting room and kitchen background light fittings to be 150mm diameter recessed LED fittings. Lighting layout shown on drawing is indicative only and lux plot is to be provided by contractor. Office light levels to be between 300 and 500 lux to all areas. Kitchen to be 300 lux	
13.55	Meeting room 1 feature light to be Dowsing & Reynolds Large Frosted Bubble Chandelier as shown on drawing L3-GA039	
13.56	Kitchen feature lighting to be Industville Brooklyn Glass Dome Pendant Light as shown on drawing L3-GA039	
13.57	Allow to provide LED tape lighting as set out on drawings L3-GA043 and 045 within kitchen and meeting room 1	
13.58	All shall be switched by occupancy sensors and marshalling box connections shall be arranged to allow switching arrangement in groups of six. Override switches to be provided for meeting rooms, LED tape and kitchen Emergency Lighting	
13.59	Design supply and install emergency lighting system to serve office layout compliant with BS5266. Fittings to include drop glass illuminated signage and, where possible, recessed spot light fittings. Fire Alarm	
13.60	Retain existing fire alarm and devices and design revised layout to suit new arrangement of rooms and use. Wiring to be concealed where possible within new plasterboard ceilings and galvanised surface mounted conduit. Data Cabling	
13.61	Supply and install new Cat 6 data cabling to suite layout set out in drawing L3-GA042. Small wall mounted 8U cabinet to be located on wall adjacent to entrance door (colour: black). All data cabling to be contained within galvanised steel conduit fed from ceiling mounted cable tray.	
13.62	Supply and install data cable and HDIM cable connections to TV on wall of Meeting Room 1. HDMI to terminate into perimeter wall adjacent to power supplies	
13.63	All RJ45s (surface mounted and recessed) to be matt black on galvanised steel back boxes	
	Sub Total Section 13 - Third Floor Offices	
14.00	Internal Areas - Basement	
	Section omitted	
	Sub Total - Section 14 - Internal Areas - Basement	
15.00	External Works - Front Elevation	
	Strip Out	
15.01	Remove existing signage from each side for front elevation. Allow to fill fixing holes.	
15.02	Remove existing light fittings from each side of front elevation and leave wiring ready for new fittings.	
	Signage Banners	
15.03	Item omitted	
15.04	Item omitted	
	Signage	
15.05	Item omitted	
	Redecoration	
15.06	Allow to rub down and prepare all surfaces to be redecorated externally.	
15.07	To ground floor window frames, door and door frame, apply one undercoat and two top coats of Dulux Trade Exterior Grade Gloss Paint.	
15.08	Item omitted	
	Electrical	
15.09	Supply and install new exterior wall lights (Astro Messina 160) connected to existing electrical wiring.	
15.10	Install new power feeds to new external sign boxes in location shown on drawing EXT_049.	
	Sub Total - Section 15 - External Works - Front Elevation	