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| **1.0** | **GENERALLY** |  |
| 1.1 | Each item should be priced separately. |  |
| 1.2 | The clauses below detail the work deemed to be included when standard works descriptions are used. |  |
| 1.3 | The standard of works shall be in full compliance with the current British Standards, Building Regulations and relevant statutes and legislation. The Contractor must carry out the works conforming to all current Health & Safety legislation including but not limited to The Health & Safety at Work Act 1974 and Working at Height Regulations 2005. Contractor to adhere to best practice and guidance when working on roof structures including but not limited to: HSG33 and INDG401. |  |
| 1.4 | The Contractor is to attend a pre-start meeting, any interim site meetings for the duration of the contract and handover meeting. |  |
| 1.5 | The Contractor will be required to submit a detailed programme to reflect the schedule of works. |  |
| 1.6 | All measurements and dimensions are approximate, and the Contractor is to verify all dimensions and quantities on site. |  |
| 1.7 | The Contractor shall employ only fully qualified, competent, and experienced tradesmen through the Contract period. |  |
| 1.8 | The Contractor is to provide all necessary safety barriers and warning signs to establish works area and to cordon off any areas as necessary in order to maintain safe pedestrian access and emergency escape routes. The Contractor must always ensure segregation of the works from the occupied areas of the site. |  |
| 1.9 | Disposal of all redundant materials arising from the works shall be in accordance with the Code of Practice, Waste Management, The Duty of Care 1991 and subsequent revisions. All waste transfer notices must be submitted to the Project Manager (PM). |  |
| 1.10 | Prior to pricing of any items within the Schedule, the Contractor is to fully and certainly ascertain the extent of the works and any local features, and other factors of construction which affect the nature of the works. |  |
| 1.11 | The Contractor must, before pricing, examine the Specification, assess the full extent and nature of the works, visit site to ascertain the nature of the site, accessibility and all local conditions and restrictions likely to affect the execution of the works. No claim for any costs that arises out of the Contractor’s omission or neglect in this respect will be accepted. |  |
| 1.12 | The Contractor is to ensure that the site works are supervised by a competent full-time working foreman. The foreman must be contactable at all times via mobile phone, for the duration of the works. |  |
| **2.0** | **SCAFFOLDING/ACCESS/GUARDING** |  |
| 2.1 | The Contractor shall provide all necessary guarding, scaffolding and access equipment to execute all sections of works correctly and to comply with all current relevant Health and Safety Regulations. |  |
| 2.2 | All methods of access are to be left in a condition to prevent unauthorised access to the works at the end of each working day. |  |
| 2.3 | The Contractor is to undertake all necessary precautions to protect those using the building from any action resulting from the execution of the works. |  |
| 2.4 | The method of access should be available for the Project Manager to safely inspect the works. |  |
| 2.5 | The Contractor shall determine the roof type and propose access arrangements accordingly. The Contractor must assume all roof surfaces are fragile until such a time that the Contractor has determined the roof structure is safe to walk on. |  |
| 2.6 | Contractor to design and erect all scaffolding to facilitate the works. The design of the scaffolding will be the responsibility of the Contractor and is to be in accordance with the recommendations with current British Standards, Codes of Practice and Health & Safety legislation including but not limited to EN 13374, BS 6180:2011. |  |
| 2.7 | Where tying to the existing structure is required, the Contractor is to include for all necessary and appropriate making good following removal of the ties as the scaffolding is removed at completion. |  |
| 2.8 | The design of the scaffold is to take account of the requirements of all trades which will require access, use as a working platform or storage. No claims will be entertained for additional scaffold, or amending scaffold already erected to suit the requirements of trades contained within the specification. |  |
| 2.9 | Copies of all handover certificates issued by the scaffold sub-contractor shall be forwarded to the PM upon receipt by the Contractor. |  |
| 2.10 | No scaffolding shall be used unless handover certificates and test certificates have been issued. The scaffold is to be maintained and inspected in accordance with the current regulations and all inspection records kept onsite. |  |
| 2.11 | All scaffolding shall be designed and erected to prevent unauthorised access. Where protective measures are considered inadequate the Contractor will at his own expense provide additional protection directed by the PM. |  |
| 2.12 | Provide all necessary protection to internal and external fixtures, fittings, finishes and floor coverings during the works and make good damage after. |  |
| **3.0** | **SKIPS** |  |
| 3.1 | Provide adequate skips to remove debris from the works. Positioning to be verified with the Project Manager. Skips are to be covered or left secure and locked at the end of each working day or when unattended and remain on-site for a minimum duration. |  |
| **4.0** | **PROTECTION** |  |
| 4.1 | Provide all necessary protection to internal and external fixtures, fittings, finishes and floor coverings during the works and make good any damaged surfaces at completion. |  |
| 4.2 | The Contractor shall complete a schedule of condition of the working area and present to the Project Manager before commencement of the works. This is for the Contractor's protection. |  |
| **5.0** | **THE WORKS GENERALLY** |  |
| 5.1 | **Location**  The Contractor is to allow for undertaking the works at Tyelands, Parsonage Lane, Margaretting, Essex, CM4 9LJ |  |
| 5.2 | **The Works**  The works comprise of the following external repair works -    Remove balcony balustrade and balcony doors, create an upstand between the balcony and door threshold, install new balcony doors to match existing. Install a new composite decking balcony finish to a 1:40 fall.  Should the Contractor wish to deviate from the specified manufacturer/system, this must offer equal or improved performance over the system proposed, including thermal performance, life expectancy and guarantees, and like for like maintenance regimes. Alternative solutions should be proposed at tender for client approval. Any alterations to the specification must first be approved by the PM. |  |
| **6.0** | **SCHEDULE OF WORKS** |  |
| 6.1 | **Front elevation**  The contractor is to allow for carefully removing the render to the front elevation to a level that exposes the DPC.    The contractor is to carefully expose all the airbricks and to ensure the holes are clear of all concrete and any other residue.  The contractor is to carefully reduce the concrete hard-standing on the front elevation to 150mm below the existing DPC.  The contractor is to supply and install a DPC between the porch structure and the house.  The contractor is to allow for the removal of the front reception room window and door.  The contractor is to ensure the correct dimensions and then supply and install a new uPVC, double glazed window and doorset.  The contractor is to allow for supplying and installing insulated cavity closers and a DPC to the window reveal.  The contractor is to ensure that the replacement window and door match with the existing windows.  The contractor is responsible for removing all debris from site and dispose of suitably. |  |
| 6.2 | **Rear Elevation**  The contractor is to carefully cut a drainage channel of 25mm between the steps and the house.  The contractor is to supply a suitable drainage shingle and fill the channel between the steps and the house.  The contractor is responsible for removing all debris from site and dispose of suitably. |  |
| **7.0** | **COMPLETION** |  |
| 7.1 | On completion of the works, allow for making good to all disturbed surfaces, allow for thoroughly cleaning down all surfaces and remove all debris arising from site to the approval of the PM.  Allow for clearing site and carting away all debris to the complete satisfaction of the PM.  Allow for thoroughly cleaning all adjacent areas of the building, which have been affected by any dust/debris created by the works, to the complete satisfaction of the PM.  Allow for polishing all existing windows/ glazing upon completion to the full extents of the front, along with rear and side windows and doors.  The contractor is to provide the following details on the completion of the installations.  ▪ Record drawings and schedules of equipment used.  Operation and Maintenance manuals for specific items of equipment. Blank maintenance logs where appropriate.  ▪ The required information is to be contained within a suitable A4 sized ring binder with hardcovers and suitably indexed and in a digital format. |  |
| **8.0** | **COLLECTION** |  |
| 8.1 | **Preliminaries Total** |  |
| 8.2 | **Schedule of Works Total** |  |

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