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| Document |
| **Schedule of Works** |
| Project |
| **Window Remedials** |
| Building/Asset/Site |
| **Links Primary School**  **Frinton Road**  **London**  **SW17 9EH**  Client |
| **Merton Council** |
| Date |
| **July 2025** |
| **Contact** |
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|  | **Description** | **Item** | **£** |
| **1.0** | **GENERAL** |  |  |
| **A** | Works proposed at Links Primary School are in relation to issues identified to the Teleflex winders provided to high level apertures to the uPVC double glazed windows to specific areas where investigated. Works specified deal with the overhaul of these units in order to ensure they are correctly functioning on completion. Where this is not possible the Contractor will be required to renew with matching new following review/confirmation of defective units with the CA in attendance.  The Contractor is to be aware that works will be envisaged to take place over the October half term w/c 27th October 2025, in order to mitigate impact on the school. Works largely involve overhaul of the existing Teleflex winders provided to the double glazed uPVC windows to the three storey building. The Contractor will however be required to liaise closely with each school on a daily basis with the Caretaker being the first point of contact with regards to access, particularly with regards to access to working areas. Confirmation will be provided shortly as to access arrangements.  **Over the half term the School will be partially occupied by a holiday club and as such valid DBS checks are to be provided for all operatives**. The Contractor will need to ensure that works are phased to ensure use of the North West side of the playground is not compromised.  The Contractor shall meet all requirements set out in this document, and the main tender specification document.  **Note that the Contractor is to review timescales for the project to advise if the proposed programme is achievable.**  **Contractor is to note that should their return be favourable they will be subject to a financial assessment. Should any concerns be raised, the Contractor will likely not be appointed by the Client. As such they should make the CA aware of any potential issues in advance of tender return.**  The Contractor should allow for developing a sufficient Construction Phase Plan in order for the works to be executed in a safe and professional manner.  Contractor is to review where requested the drawings referenced within this document which form part of the tender documents, in order correctly price the works.  The Contractor must read/price this document following review of the appendices and plans.  **Note:** Should any issues arise the Contractor should raise them to the CA at their earliest convenience.  **Note:** Contractor is to provide an individual price for this section per school.  **Note:** Any area made available to the Contractor for site set up and storage must be cleaned and returned to the Client in the same condition in which it was found prior to works commencing on site. | **Item** |  |
|  | **Services** |  |  |
| **B** | The Contractor will be allowed use of the main services to the site in order to undertake works. Contractor to allow for sufficient and safe connections. | **Item** |  |
|  | **Protection** |  |  |
| **C** | The Contractor is to allow for suitable protection throughout the duration of the works, ensuring all surfaces are protected and cleaning undertaken on completion of the works. Details of temporary protection are to be provided and approved by the Contract Administrator prior to commencement.  All site personnel to wear appropriate PPE and the Contractor is to make an allowance for site protection / access restriction as identified by site RAMS. | **Item**  **Item** |  |
|  | In particular and given the nature of the site, the Contractor will be expected to provide suitable protection and to ensure safe access can be obtained by the school to existing building/egress routes. Access will need to be maintained to all existing entrances and exits to the buildings. | **Item** |  |
|  | The Contractor is to provide screened off herras fencing prior to commencement of works and upto completion, which is to be provided around working areas at each time and site compound. Where possible chapter barriers may also be used around working areas for review by the CA/PD.  Site compound will need to be provided with a lockable FB key so that maintenance operatives can obtain access throughout duration of the works. | **Item** |  |
|  | **Rubbish** |  |  |
| **D** | Remove all rubbish and debris from the site from time to time as it accumulates and at the completion of the contract. Leave the site neat and tidy to the satisfaction of the Contract Administrator. It is assumed waste can be removed by operatives vans due to extent of works proposed. A provisional site setup plan has been provided for each site within the PCI document for development by the Contractor. | **Item** |  |
|  | **Cleaning** |  |  |
| **E** | The Contractor is to allow for thorough professional clean of all working areas and site setup areas as works progress and on completion. | **Item** |  |
|  | **Parking/ Storage** |  |  |
| **F** | The Contractor should price on the basis parking being made available on-site by the school throughout the half term inc weekends. No parking on-site during term time hours as there is no car park on-site. Access to Frinton Road is not possible between the street safe hours of , with the Council issuing tickets. | **Item** |  |
|  | **Access** |  |  |
| **G** | The Contractor will be responsible for traffic management around the site area at all times in order to ensure the safety of visitors and staff is ensured at all times whilst works are on-site.  **Note:** As such it is paramount that the Contractor ensures the access into the site is not obstructed at any time during the course of the works.  **Handover Documents** | **Item**  **Item** |  |
| **H** | The Contractor must collate all required Handover Documentation as the work proceeds and submit to the Contract Administrator all information requested by McBains by the completion date to enable Practical Completion to be issued. | **Item** |  |
| **I** | **Working Hours**  The works are to be undertaken both during and outside of normal working hours in order to achieve programme. Normal working hours are classed as Monday to Friday 7.30am – 5.00pm. | **Item** |  |
|  | **Welfare Facilities** |  |  |
| **J** | It is currently envisaged that the Contractor will be provided with a designated toilet and should ensure this is cleaned and returned in the same condition.  The Contractor will be able to make use of existing services on each site but will be responsible for making all connections and ensuring these have been carried out safely (no trip hazards etc). | **Item** |  |
|  | **Health and Safety** |  |  |
| **K** | It is considered that due to the nature of the works and anticipated contract period these works will **NOT** be notifiable under the CDM Regulations 2015. As such a Health and Safety Folder is **NOT** required.  Contractor to allow for providing a Construction Health and Safety Plan to the satisfaction of the Principal Designer prior to works starting on site. The Contractor is to review any existing building plans/health & safety documentation prior to starting the works. The Pre-Construction Information Document provided within the tender pack will need to be reviewed in full prior to the appointed Contractor developing their Construction Phase Plan.  During the Construction phase and as works progress the Contractor is expected to supply all required method statements/obtain from sub-contractors where applicable, to the satisfaction of the Principal Designer. | **Item** |  |
|  | **Security** |  |  |
| **L** | Due to the nature of the works the contractor will be responsible for site security and ensuring that the site is secure at the end of each working day. Should there be any security issues during the scheme the Contractor should notify the Client/CA.  The Contractor will be responsible for ensuring the site is secure throughout the duration of the works and will be responsible for any loss of materials from site. As such it is advised that materials/items of value be brought to site on day of install etc. | **Item**  **Item** |  |
|  | **Preliminaries** |  |  |
| **M** | Allow here for all contractors’ preliminary costs for undertaking these works. | **Item** |  |
|  | **Qualifications** |  |  |
| **N** | Please provide details of similar education/public sector schemes you may have worked on previously including references as part of your tender return.  Contractor to also provide proof of valid DBS checks for management and operatives planned to execute the works if appointed.  Please also provide confirmation of your Construction line accreditation and insurances as part of your tender return. | **Item**  **Item** |  |

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| **2.0** | **ACCESS /PLANT** |  |  |
|  | For all works please refer to the existing plans where provided. |  |  |
| **A** | The Contractor is to provide suitable means of access and all plant in order to execute the works appropriately. In particular the Contractor is to ensure that access into the site and buildings are not obstructed at any time.  Should the Contractor have any concerns with being able to complete the necessary works on the below basis they should inform the CA at their earliest convenience prior to returning their tender.  **Note:** Contractor to allow for liaising closely with the School Caretaker in order to arrange access. | **Item** |  |
| **B** | Contractor is deemed to have allowed for providing all high level access such as mobile towers and hop-ups, required in order to successfully execute the works detailed within this document. | **Item** |  |
| **C** | Means of access should be appropriate for the scope works as outlined within the Specification. | **Item** |  |
| **D** | The Contractor is to ensure that all areas outside of the working area are kept unobstructed at all times throughout the works. | **Item** |  |
| **E** | Contractor to provide sufficient protection to all working areas prior to works commencing in order to limit extent of redecoration required following. | **Item** |  |

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| **3.0** | **WINDOW REMEDIALS** |  |  |
| **A** | Ground Floor |  |  |
| **i** | To the windows highlighted (asterisk) on plans to the Ground Floor, the Contractor is to allow for overhauling the existing Teleflex winders identified as not working correctly to ensure they are fully operational and with ease on completion.  Contractor to price for overhauling 8.nr Teleflex devices to window units so that they function correctly and with ease. Contractor to allow for removing casings to allow chains to be cleaned and greased, prior to adjusting cables and winders as needed to ensure smooth operation. On completion reinstate all casings and clean. | **Item** |  |
| **ii** | Should the Contractor be unable to overhaul the existing units and require replacement, Contractor to allow for removing and disposing of the existing units and for the supply and install of new Teleflex winders to suit the opening and size of aperture.  For pricing purposes please allow for renewing 4.nr Teleflex winders with matching new units, Teleflex Clearline Midi in white (or equal and approved) including winding gear, cables, handles, mounts etc. | **PC QUANT** |  |
| **iii** | To the surround of window units where works have taken place particularly where replacement undertaken, Contractor to allow for touching up decorations on completion of works. Contractor to allow for applying 2.nr top coats of paint in emulsion to match existing finish. | **Item** |  |
| **B** | First Floor |  |  |
| **i** | To the windows highlighted (asterisk) on plans to the First Floor, the Contractor is to allow for overhauling the existing Teleflex winders identified as not working correctly to ensure they are fully operational and with ease on completion.  Contractor to price for overhauling 22.nr Teleflex devices to window units so that they function correctly and with ease. Contractor to allow for removing casings to allow chains to be cleaned and greased, prior to adjusting cables and winders as needed to ensure smooth operation. On completion reinstate all casings and clean. | **Item** |  |
| **ii** | Should the Contractor be unable to overhaul the existing units and require replacement, Contractor to allow for removing and disposing of the existing units and for the supply and install of new Teleflex winders to suit the opening and size of aperture.  For pricing purposes please allow for renewing 12.nr Teleflex winders with matching new units, Teleflex Clearline Midi in white (or equal and approved) including winding gear, cables, handles, mounts etc. | **PC QUANT** |  |
| **iii** | To the surround of window units where works have taken place particularly where replacement undertaken, Contractor to allow for touching up decorations on completion of works. Contractor to allow for applying 2.nr top coats of paint in emulsion to match existing finish. | **Item** |  |
| **C** | Second Floor |  |  |
| **i** | To the windows highlighted on plans to the Second Floor, the Contractor is to allow for overhauling the existing Teleflex winders identified as not working correctly to ensure they are fully operational and with ease on completion.  Contractor to price for overhauling 26.nr Teleflex devices to window units so that they function correctly and with ease. Contractor to allow for removing casings to allow chains to be cleaned and greased, prior to adjusting cables and winders as needed to ensure smooth operation. On completion reinstate all casings and clean. | **Item** |  |
| **ii** | Should the Contractor be unable to overhaul the existing units and require replacement, Contractor to allow for removing and disposing of the existing units and for the supply and install of new Teleflex winders to suit the opening and size of aperture.  For pricing purposes please allow for renewing 12.nr Teleflex winders with matching new units, Teleflex Clearline Midi in white (or equal and approved) including winding gear, cables, handles, mounts etc. | **PC QUANT** |  |
| **iii** | To the surround of window units where works have taken place particularly where replacement undertaken, Contractor to allow for touching up decorations on completion of works. Contractor to allow for applying 2.nr top coats of paint in emulsion to match existing finish. | **Item** |  |
| **D** | Mezz Floor |  |  |
| **i** | To the 3.nr units highlighted on the plans to the Mezzanine Floor, the Contractor is to allow for overhauling and replacing the window handles including locking mechanisms in full to ensure they correctly operate with ease on completion, including locking into place. | **Item** |  |
| **ii** | Should the above for any reason not resolve the issues to hand, Contractor is to allow cost for provisionally renew all 3.nr units with matching new uPVC double glazed units complete with new ironmongery in white. | **PC ITEM** |  |
| **iii** | Should renewal be required, Contractor to allow cost for providing suitable high level access in order to safely execute works. Given scope it is assumed that a scissor lift could be used for 1-2 days to complete, however this will be the responsibility of the Contractor to determine. Contractor to allow costs for operative trained with SMSTS to operate MEWP. | **PC ITEM** |  |
| **iv** | Should the School request that Teleflex winders be provided, the Contractor is to provisionally price for providing new Teleflex Clearline Midi in white (or equal and approved) including winding gear, cables, handles, mounts etc, securing back to the brickwork. Price for 3.nr. | **PC ITEM** |  |
| **v** | To the surround of window units where works have taken place particularly where replacement undertaken, Contractor to allow for touching up decorations on completion of works. Contractor to allow for applying 2.nr top coats of paint in emulsion to match existing finish. | **Item** |  |
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| **4.0** | **MISCELLANEOUS** |  |  |
| **A** | Prior to works commencing, Contractor to allow for moving, setting aside and reinstating loose furniture such as desks and tables, in order to reach working areas. There may on occasion be loose items such as books to window cills which the Contractor will need to relocate to a nearby desk. The school will be required to facilitate this generally.  It is advised that the Contractor allows for undertaking a photographic schedule of condition at the outset of the works to prevent any issues arising at a later date. | **Item** |  |
| **B** | Contractor is assumed to have allowed for making good all areas disturbed by the works, site setup, deliveries etc, such as soft and hard landscaped areas, ensuring that surfaces are reinstated to their condition prior to commencing works.  It is advised that Contractors undertake a photographic Schedule of Condition prior to commencing works and issued to the Contract Administrator. | **Item** |  |
| **C** | On completion of all works the Contractor is to ensure that working areas are left tidy, clean and presentable on completion, including thorough builders cleaned. | **Item** |  |
| **D** | Contractor to allow Contingency Sum in relation to any unidentified works for the CA to instruct. | **PC SUM** | £2,500 |

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|  | **LINKS PRIMARY SCHOOL**  **WINDOW REMEDIALS** |  |  |
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|  | **SUMMARY** |  |  |
| **1.0** | **GENERAL** | **£** |  |
| **2.0** | **ACCESS/PLANT** | **£** |  |
| **3.0** | **WINDOW REMEDIALS** | **£** |  |
| **4.0** | **MISCELLANEOUS** | **£** |  |
|  |  |  |  |
|  | **TOTAL CARRIED TO OVERALL SUMMARY** | **£** |  |