

SPECIFICATION OF  
WORKS  
for  
THE BUTTERCROSS  
LUDLOW  
SHROPSHIRE

For

Ludlow Town Council  
The Buttercross  
King Street  
Ludlow  
Shropshire  
SY8 1AW

Architect

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THE BUTTERCROSS  
LUDLOW  
SHROPSHIRE

PRELIMINARIES

## **A10 PROJECT PARTICULARS**

- 110 THE PROJECT
- Name: The Buttercross, Ludlow.
  - Nature: Repairs to roof and Cupola.
  - Location: The Buttercross, Ludlow, SY8 1AW.
  - Length of contract: 8 weeks.
- 120 EMPLOYER (CLIENT)
- Name: Ludlow Town Council.
  - Address: The Buttercross, Ludlow, SY8 1AW.
  - Telephone: 01584 878437.
- 140 ARCHITECT (HEREIN REFERRED TO AS 'CA')
- Name: Nick Joyce Architects LLP.
  - Address: 5 Barbourne Road, Worcester, WR1 1RS.
  - Telephone: 01905 726307/29911.
- 150 CDM COORDINATOR
- Name: Graham Projects & Consulting.
  - Address: Brook Cottage, Bridges Stone, Alfrick, Worcestershire, WR5 5 HR.
  - Telephone: 01886 833899.

## **A11 TENDER AND CONTRACT DOCUMENTS**

- 110 TENDER DRAWINGS
- The tender drawings are: 1186/1,2,3,4,5 and SK1.
- 120 CONTRACT DRAWINGS
- The Contract Drawings: The same as the tender drawings.
- 160 PRECONSTRUCTION INFORMATION
- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

## **A12 THE SITE/ EXISTING BUILDINGS**

- 110 THE SITE
- Description: The site Known as The Buttercross sits at the junction of King Street, High Street and Broad street in the busy market town Ludlow. It is a densely developed area of Ludlow being at the heart of the town. Adjacent to the site are shops and upper floor flats.
- 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE
- Description: The site comprises The Town Council Offices at first floor with shops and residential flats immediately adjacent .

- 200 ACCESS TO THE SITE
- Description: Access will be via the entrance door to the Town Council offices. The roof access trap in the ceiling above the stairs gives access to the roof and bell tower..
  - Limitations: Town Council working hours.
- 210 PARKING
- Restrictions on parking of the Contractor's and employees' vehicles: There is no on site parking.
- 230 SURROUNDING LAND/ BUILDING USES
- General: Adjacent or nearby uses or activities are as follows:  
- Shops, residential flats, Church.
- 240 HEALTH AND SAFETY HAZARDS
- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:  
- refer to CDM Co ordinators Health and Safety Plan.
  - Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
  - Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.
- 250 SITE VISIT
- Before tendering: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
  - Arrangements for visit: telephone 01584 878437.

## **A13 DESCRIPTION OF THE WORK**

- 120 THE WORKS
- Description: The works comprise: repairs to roof and taking down cupola to bell tower and rebuilding.

## **A20 JCT MINOR WORKS BUILDING CONTRACT (MW)**

### **JCT MINOR WORKS BUILDING CONTRACT**

- The Contract: JCT Minor Works Building Contract 2005, Revision 2 2009.
- Requirement: Allow for the obligations, liabilities and services described therein against the headings following:

### **THE RECITALS**

#### **First - THE WORKS AND THE CONTRACT ADMINISTRATOR**

- The work comprises: Repairs to roof and rebuilding of the cupola..
- Architect/ Contract Administrator: See clause A10/140.

**Second - CONTRACT DOCUMENTS**

- Contract drawings: As listed in clause A11/120.
- Contract documents: The following have not been prepared and will be deleted from this recital: Work schedules.

**Third - PRICED DOCUMENTS**

- The references to Work Schedules will be deleted.

**THE ARTICLES**

**3 - ARCHITECT/ CONTRACT ADMINISTRATOR**

- Architect/ Contract Administrator: See clause A10/140.

**4 and 5 - CDM COORDINATOR/ PRINCIPAL CONTRACTOR**

- CDM Coordinator: See clause A10/150.
- Principal Contractor: See clause A10/130.

**CONTRACT PARTICULARS**

**Fourth Recital and Schedule 2 - BASE DATE**

- Base date: 30 November 2009.

**Fourth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)**

- Employer at the Base Date is not a 'contractor' for the purposes of the CIS.

**Fifth Recital - CDM REGULATIONS**

- The project is notifiable.

**Sixth Recital - FRAMEWORK AGREEMENT**

- Framework agreement: Does not apply.
- Details:
  - Date: not applicable.
  - Title: not applicable.
  - Parties: not applicable.

**Seventh Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS**

- Collaborative working: Paragraph 1 applies.
- Health and safety: Paragraph 2 applies.
- Cost savings and value improvements: Paragraph 3 applies.
- Sustainable development and environmental considerations: Paragraph 4 applies.
- Performance indicators and monitoring: Paragraph 5 applies.
- Notification and negotiation of disputes: Paragraph 6 applies. Where paragraph 6 applies, the respective nominees of the parties are:
  - Employer's nominee: The Town Clerk.
  - Contractor's nominee: not known at present.Or such replacement as each party may notify to the other from time to time.

**Article 7 - ARBITRATION**

- Article 7 and Schedule 1 do not apply.

**Clause 1.1 - CDM PLANNING PERIOD**

- Shall mean the period of 2 weeks ending on the date of possession.

Clause 2.2 - COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: to be advised.
- Date for Completion: to be advised.

Clause 2.8 - LIQUIDATED DAMAGES

- At the rate of £250 per calendar week or pro-rata thereto.

Clause 2.10 - RECTIFICATION PERIOD

- Period: Twelve months from the date of practical completion.

Clause 4.3 - PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Percentage: 95 per cent.

Clause 4.4 - PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 97½ per cent.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: Three months from the date of practical completion.

Clause 4.11 and Schedule 2 - CONTRIBUTION, LEVY AND TAX CHANGES

- Clause 4.11 and Schedule 2 will be deleted.

Clause 5.3.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): Not less than £5 million.

Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

- Clause 5.4B (Works and existing structures insurance by Employer in Joint Names) applies.

Clauses 5.4A.1 and 5.4B.1.2 - PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 per cent.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: RIBA.
- Nominating body: Royal Institute of British Architects..

Schedule 1 paragraph 2.1 - ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice president of the: Royal Institute of British Architects.

**THE CONDITIONS**

SECTION 1: DEFINITIONS AND INTERPRETATION

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed under hand.

**A30 TENDERING/ SUBLETTING/ SUPPLY**

**MAIN CONTRACT TENDERING**

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145 TENDERING PROCEDURE

- General: In accordance with the principles of: the Construction Industry Board 'Code of practice for the selection of main contractors'.
- Arithmetical errors: Overall price is dominant.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 13 weeks.
- Date for possession/ commencement: See section A20.

**PRICING/ SUBMISSION OF DOCUMENTS**

210 PRELIMINARIES IN THE SPECIFICATION

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7.



250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: Within one week of request.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

440 SCHEDULE OF RATES

- Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items. All items must be fully priced.
- Fully priced copy: Submit within one week of request.

515 ALTERNATIVE TIME TENDERS

- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
- Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
  - A copy of the contractor's health and safety policy document, including risk assessment procedures.
  - Accident and sickness records for the past five years.
  - Records of previous Health and Safety Executive enforcement action.
  - Records of training and training policy.
  - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: Within one week of request.

- 570      **OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**
- Content: Submit the following information within one week of request:
    - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
    - Details of the management structure and responsibilities.
    - Arrangements for issuing health and safety directions.
    - Procedures for informing other contractors and employees of health and safety hazards.
    - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
    - Procedures for communications between the project team, other contractors and site operatives.
    - Arrangements for cooperation and coordination between contractors.
    - Procedures for carrying out risk assessment and for managing and controlling the risk.
    - Emergency procedures including those for fire prevention and escape.
    - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
    - Arrangements for welfare facilities.
    - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
    - Arrangements for consulting with and taking the views of people on site.
    - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
    - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
    - Review procedures to obtain feedback.

**SUBLETTING/ SUPPLY**

- 630      **DOMESTIC SUBCONTRACTS**
- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.

**A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

**DEFINITIONS AND INTERPRETATIONS**

- 110      **DEFINITIONS**
- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.
- 120      **COMMUNICATION**
- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
  - Format: In writing to the person named in clause A10/140 unless specified otherwise.
  - Response: Do not proceed until response has been received.
- 130      **PRODUCTS**
- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
  - Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Unload, handle, store, place and fasten in position including all labours and use of site equipment.
- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
  - Manufacturer: The firm under whose name the particular product is marketed.
  - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
  - manufacturer and product reference;
  - cost;
  - availability;
  - relevant standards;
  - performance;
  - function;
  - compatibility of accessories;
  - proposed revisions to drawings and specification;
  - compatibility with adjacent work;
  - appearance;
  - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
  - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
  - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

**DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER**

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

**DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS**

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
  - Manufacturers' current literature relating to all products to be used in the Works.
  - Relevant British, EN or ISO Standards.

**A32 MANAGEMENT OF THE WORKS**

**GENERALLY**

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

120 INSURANCE

- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
  - Daily maximum and minimum air temperatures (including overnight).
  - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

## **PROGRAMME/ PROGRESS**

### 210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor
  - Subcontractor's work.
  - Running in, adjustment, commissioning and testing of all engineering services and installations.
  - Work resulting from instructions issued in regard to the expenditure of provisional sums.
  - Work by others concurrent with the Contract.
- Submit two copies.

### 245 START OF WORK ON SITE

- Notice: Before the proposed date for start of work on site give minimum notice of one week.

### 250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

### 290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): Two weeks.

### 310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
  - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
  - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
  - All other relevant information required.

## **CONTROL OF COST**

### 420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

### 430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

### 440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery each voucher must be:
  - Referenced to the instruction under which the work is authorised.
  - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
- Submit: By the end of the week in which the work has been executed.

460 INTERIM VALUATIONS

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
- Submission: At least seven days before established dates.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

### **A33 QUALITY STANDARDS/ CONTROL**

#### **STANDARDS OF PRODUCTS AND EXECUTIONS**

110 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
  - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - Suitable for the purposes stated or reasonably to be inferred from the project documents.
- Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

- 135      **QUALITY OF EXECUTION**
- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
  - Colour batching: Do not use different colour batches where they can be seen together.
  - Dimensions: Check on-site dimensions.
  - Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
  - Location and fixing of products: Adjust joints open to view so they are even and regular.
- 140      **COMPLIANCE**
- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
  - Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
    - Properties tested.
    - Pass/ fail criteria.
    - Test methods and procedures.
    - Test results.
    - Identity of testing agency.
    - Test dates and times.
    - Identities of witnesses.
    - Analysis of results.
- 150      **INSPECTIONS**
- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
    - Date of inspection.
    - Part of the work inspected.
    - Respects or characteristics which are approved.
    - Extent and purpose of the approval.
    - Any associated conditions.
- 160      **RELATED WORK**
- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
    - Appropriately complete.
    - In accordance with the project documents.
    - To a suitable standard.
    - In a suitable condition to receive the new work.
  - Preparatory work: Ensure all necessary preparatory work has been carried out.
- 170      **MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**
- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
  - Changes to recommendations or instructions: Submit details.
  - Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
  - Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.
- 180      **WATER FOR THE WORKS**
- Mains supply: Clean and uncontaminated.
  - Other: Do not use until:
    - Evidence of suitability is provided.
    - Tested to BS EN 1008 if instructed.



210 SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
  - To an express approval.
  - To match a sample expressly approved as a standard for the purpose.

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

**ACCURACY/ SETTING OUT GENERALLY**

320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
  - Submit proposals; or
  - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

360 RECORD DRAWINGS

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

**SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

525 ACCESS

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
- Designate: Architect.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
  - Minimum period of notice: Two days.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
  - Hinder access to defective products or work; or
  - Be rendered abortive by remedial work.

560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

610 DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

**WORK AT OR AFTER COMPLETION**

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.  
Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
- Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Employer.
- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

## **A34 SECURITY/ SAFETY/ PROTECTION**

### **SECURITY, HEALTH AND SAFETY**

110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
  - Description of project: Sections A10 and A11.
  - Client's consideration and management requirements: Sections A12, A13 and A36.
  - Environmental restrictions and on-site risks: Section A12, A35 and A34.
  - Significant design and construction hazards: Section A34.
  - The Health and Safety File: Section A37.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before commencement of work on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: none specified.

160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
- Design loads: Obtain details, support as necessary and prevent overloading.

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: Town Clerks office and adjacent buildings owned by the Town Council.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

## **PROTECT AGAINST THE FOLLOWING**

### **340 POLLUTION**

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

### **350 PESTICIDES**

- Use: Not permitted.

### **360 NUISANCE**

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

### **370 ASBESTOS CONTAINING MATERIALS**

- Duty: Report immediately any suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.

### **375 ANTIQUITIES**

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- Preservation: Keep objects in the exact position and condition in which they were found.
- Special requirements: none.

### **380 FIRE PREVENTION**

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

### **390 SMOKING ON SITE**

- Smoking on site: Not permitted.

### **400 BURNING ON SITE**

- Burning on site: Not permitted.

### **410 MOISTURE**

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
  - Blistering and failure of adhesion.
  - Damage due to trapped moisture.
  - Excessive movement.

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
- Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.

430 WASTE

- Includes: Rubbish, debris, spoil, containers and surplus material.
- Minimize: Keep the site and Works clean and tidy.
- Remove: Frequently and dispose off site in a safe and competent manner:
  - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
  - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

**PROTECT THE FOLLOWING**

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
  - Comply with service authority's/ statutory undertaker's recommendations.
  - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
  - Below ground: Use signboards, giving type and depth;
  - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
  - Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

- 580 BUILDING INTERIORS
- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.
- 610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS
- Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
    - clock workings.
  - Method statement: Submit within one week of request describing special protection to be provided.
- 620 ADJOINING PROPERTY
- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.
- 625 ADJOINING PROPERTY RESTRICTIONS
- Precautions:
    - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
    - Pay all charges.
    - Remove and make good on completion or when directed.
  - Damage: Bear cost of repairing damage arising from execution of the Works.
- 630 EXISTING STRUCTURES
- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
  - Supports: During execution of the Works:
    - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
    - Do not remove until new work is strong enough to support existing structure.
    - Prevent overstressing of completed work when removing supports.
  - Adjacent structures: Monitor and immediately report excessive movement.
  - Standard: Comply with BS 5975 and BS EN 12812.

### **A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING**

- 160 USE OR DISPOSAL OF MATERIALS
- Specific limitations: to be removed from site on a daily basis.
- 170 WORKING HOURS
- Specific limitations: none specified.

### **A36 FACILITIES/ TEMPORARY WORK/ SERVICES**

#### **GENERALLY**

#### **ACCOMMODATION**

230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
  - It is used solely for the purposes of carrying out the Works.
  - The use to which it is put does not involve undue risk of damage.
  - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
  - It is vacated on completion of the Works or determination of the Contract.
  - When vacated, its condition is at least equivalent to its condition at the start of the Contract.
- The accommodation/ land: Toilet and welfare facilities are available in the Town Clerks Office.
- Available services: water and electricity.

**TEMPORARY WORKS**

340B NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: permitted and subject to agreement on content and positioning. It is a requirement that a signboard is displayed which will be provided by English Heritage.

**SERVICES AND FACILITIES**

410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
  - Metering: Free of charge.
  - Point of supply: tba.
  - Available capacity: tba.
  - Frequency: 50 Hz.
  - Phase: tba.
  - Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

430 WATER

- Supply: The Employer's mains may be used for the Works as follows:
  - Metering: Free of charge.
  - Source: tba.
  - Location of supply point: tba.
  - Conditions/ Restrictions: tba.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

440 TELEPHONES

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

550 THERMOMETERS

- General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2.
  - High visibility waistcoats to BS EN 471 Class 2. Number required: 2.
  - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 0.
  - Disposable respirators to BS EN 149.FFP1S.
  - Eye protection to BS EN 166.
  - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
  - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

## **A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS**

### **GENERALLY**

115 THE HEALTH AND SAFETY FILE

- Responsibility: the CDM coordinator.
- Content: Obtain and provide the following information: tba.
- Format: A4
- Delivery to: Client By (date): Practical completion.



THE BUTTERCROSS  
LUDLOW  
SHROPSHIRE

PREAMBLES

## C20 Demolition

- 5 SURVEY
- Scope: Before starting deconstruction/ demolition work, examine available information, and carry out a survey of:
    - the structure or structures to be deconstructed/ demolished,
    - the site on which the structure or structures stand, and
    - the surrounding area.
  - Report and method statements: Submit, describing:
    - Form, condition and details of the structure or structures, the site and the surrounding area.
      - Extent: As drawing 1166/1 and 2 .
    - Type, location and condition of features of historical, archaeological, geological or ecological importance.
    - Type, location and condition of adjoining or surrounding premises that might be adversely affected by removal of the structure or structures or by noise, vibration and/ or dust generated during deconstruction/ demolition.
    - Identity and location of services above and below ground, including those required for the Contractor's use, and arrangements for their disconnection and removal.
    - Form and location of flammable, toxic or hazardous materials, including lead-based paint, and proposed methods for their removal and disposal.
    - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
    - Proposed programme of work, including sequence and methods of deconstruction/ demolition.
    - Details of specific pre-weakening required.
    - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
    - Arrangements for control of site transport and traffic.
    - Special requirements: none .
- 10 EXTENT OF DECONSTRUCTION/ DEMOLITION
- General: Subject to retention requirements specified elsewhere, deconstruct/ demolish structures down to levels as shown on drawing 1166/1 ie FFL.
- 50 WORKMANSHIP
- Standard: Demolish structures in accordance with BS 6187.
  - Operatives: Appropriately skilled and experienced for the type of work. Holding, or in training to obtain, relevant CITB Certificates of Competence.
  - Site staff responsible for supervision and control of work: Experienced in the assessment of risks involved and methods of deconstruction/ demolition to be used.
- 60 ADJOINING PROPERTY
- Temporary support and protection: Provide. Maintain and alter, as necessary, as work proceeds. Do not leave unnecessary or unstable projections.
  - Defects: Report immediately on discovery.
  - Damage: Minimize. Repair promptly to ensure safety, stability, weather protection and security.
  - Support to foundations: Do not disturb.
- 85 SITE CONDITION AT COMPLETION
- Debris: Clear away and leave the site tidy on completion.
  - Special requirements: remove rubbish from site on a daily basis.

90 CONTRACTOR'S PROPERTY

- Components and materials arising from the deconstruction/ demolition work: Property of the Contractor except where otherwise provided.
- Action: Remove from site as work proceeds where not to be reused or recycled for site use.

## F10 Brick/ block walling

51 BASIC WORKMANSHIP

- Bond where not specified: Half lap stretcher.
- Mortar joints: Fill all vertical joints. Lay bricks, solid and cellular blocks on a full bed.
- Quoins and advance work: Rack back.
- Locations for equal levelling of cavity wall leaves:
  - Every course containing vertical twist type ties or other rigid ties.
  - Every third tie course for double triangle/ butterfly ties.
  - Courses in which lintels are to be bedded.
- Lift height (maximum): 1.2 m above any other part of work at any time.
- Daily lift height (maximum): 1.5 m for any one leaf.

55 FACEWORK

- Commencement of facework: Not less than 150 mm below finished level of adjoining ground or external works level.
- Brick/ block selection: Do not use units with damaged faces or arrises.
- Cut masonry units: Where cut faces or edges are exposed cut with table masonry saw.
- Coursing: Evenly spaced using gauge rods. To produce satisfactory junctions and joints with built-in elements and components.

60 ALTERATIONS/ EXTENSIONS

- Coursing: Line up with existing work.
- Block bonding new walls to existing: Unless agreed otherwise cut pocket requirements as follows:
  - Width: Full thickness of new wall.
  - Depth (minimum): 100 mm.
  - Vertical spacing: As follows:
    - Brick to brick: 4 courses high at 8 course centres.
    - Block to block: Every other course.
    - Pocket joints: Fully filled with mortar.
- New and existing facework in the same plane: Bonded together at every course to achieve continuity of bond and coursing.
- Support of existing work: Fully consolidate joint above inserted lintel or masonry with semidry mortar to support existing structure.

90 CRACKED BRICKS IN EXISTING FACEWORK

- Replacement: Prior to repointing adjacent cracked joints, cut out and replace with matching sound bricks to approval.
- Jointing mortar: As section Z21.
  - Standard: Not applicable.
  - Mix: 1:2 NHL3.5 hydraulic lime:sharp well graded sand.

95 REPOINTING

- Preparation: Cut out joints to form a rectangular recess of 15-20 mm depth. Clean and dampen joints sufficiently to control suction.
- Joint profile: Flush .
- Mortar: As section Z21.
  - Standard: Not applicable.
  - Mix: 1:2 NHL3.5 hydraulic lime:sharp well graded sand.

## F20 Natural stone rubble walling

10 WALLING To Parapet

- Stone: Sandstone .
  - Supplier: Submit proposals .
  - Product reference: Cropped and sawn; split faced .
  - Size: to match replacement area .
  - Quality: Seasoned and free from cracks, vents, fissures or other defects deleterious strength, durability or appearance.
- Mortar: As section Z21.
  - Mix: 1:2.5-3.5 masonry cement:sand .
  - Sand: To BS EN 13139; crushed stone graded to approval .
- Joints: Flush; brushed .

20 LAYING GENERALLY

- Absorbent stones: Dampen in warm weather to reduce suction.
- Mortar joints:
  - Laying: Full bed of mortar with all joints and voids filled.
  - Appearance: Neat and consistent.
- Natural bed of stones: Appropriate to properties of stones and positions in walling.
- Appearance and bonding: Consistent overall appearance, good bond, and satisfactory junctions and joints with built-in elements and components.
  - Random walling: Avoid long continuous vertical joints.
  - Quoins and jambs: Large stones dressed to a regular shape.
- Cleanliness: Keep facework clean.

40 BRUSHED FINISH TO JOINTS

- General: After the initial set has taken place, brush joints to remove laitance/ excess fines and give a coarse texture.

## H60 Plain roof tiling

- 3A ROOF TILING To Town Clerks office
- Substrate: Rafters at 450 mm centres.
  - Pitch: existing approx 35° .
  - Underlay: existing.
    - Head-lap (minimum): 100 mm.
  - Tiles: Clay to BS EN 1304.
    - Manufacturer: Contractor's choice to match existing.  
Product reference: Submit proposals.
    - Pattern: to match existing.
    - Colour: Brown/red.
    - Size: 265 x 165 mm.
    - Head-lap (minimum): 65 mm.
    - Fixing:
      - Fixing of local areas: Two nails per tile in every course.
      - Fixing of general areas: Two nails per tile in every course.
- 25A EXISTING UNDERLAY
- Maintain consistent tautness to existing underlay.m extra large clout head nails.
- 32A BATTEN FIXING
- Where existing battens are rotten and in need replacing use tanalised softwood battens to match existing in size.
- Batten length (minimum): Sufficient to span over three supports.
  - Joints in length: Butt centrally on supports. Joints must not occur more than once in any group of four battens on one support.
  - Additional battens: Provide where unsupported laps in underlay occur between battens.
- 35 TILE FIXING
- General: Fix tiling and accessories to make the whole sound and weathertight at earliest opportunity.
  - Exposed fittings and accessories: To match tile colour and finish.
  - Setting out: To true lines and regular appearance. Lay tiles to a half lap bond with joints slightly open. Align tails.
  - Cut tiles: Cut only where necessary, to give straight, clean edges.
  - Ends of courses: Use tile and a half tiles to maintain bond and to ensure that cut tiles are as large as possible.
  - Top and bottom courses: Use eaves/ tops tiles to maintain gauge.
  - Perimeter tiles: Twice nail end tile in every course. Twice nail or clip two courses of tiles at eaves and top edges.
  - Fixings: Nails/ clips as recommended by tile manufacturer.
- 37 LOCAL AND GENERAL FIXING AREAS
- Definitions:
    - Local areas: Bands of tiling around all edges or obstructions of each plane of the roof.  
Calculate extent of each band in accordance with BS 5534, section 5.
    - General areas: Remaining areas of roof tiling.
- 40A MORTAR BEDDING/ POINTING
- Mortar: As section Z21, 1:2.5 lime:sand NHL5,
  - Weather: Do not use in wet or frosty conditions or when imminent.
  - Appearance: Finish neatly and remove residue.

## H71 Lead sheet coverings/ flashings

2 ROOFING

- Underlay: Needle punched nonwoven polyester geotextile.
- Lead:
  - Thickness: 2.50 or 2.65 mm (Code 6).
- Joints in direction of fall: Wood cored roll with splash lap.
  - Spacing: As existing roofing.
- Cross joints: Not permitted.
  - Spacing: Determined by Contractor.
- Intermediate fixings: none.
- Other requirements: Not required.

25A RIDGE/ HIP ROLLS TO SLATE ROOFS

- Core: Rounded timber.
  - Size: 70 x 45 mm tapering to a flat base 30 mm wide.
  - Fixing: To ridge/ hip board with brass or stainless steel countersunk screws at 600 mm centres.
- Roof covering: Dress roofing sheets up roll.
- Capping: Lead of the same thickness as the roof, in lengths not more than roof sheet lengths. Wings to extend not less than 75 mm on to roof.
  - Laps in length: Not less than 150 mm for ridges, 100 mm for hips.
- Fixing: Secure wings with copper or stainless steel clips at roofing bay centres and laps.

60A MATERIALS AND WORKMANSHIP GENERALLY

- Lead production method:
  - Machine cast: Agrément certified.
- Identification: Colour marked for thickness/ code, weight and type.
- Workmanship standard: To BS 6915 and latest editions of 'Rolled lead sheet. The complete manual' published by the Lead Sheet Association.
- Fabrication and fixing: To provide a secure, free draining and weathertight installation.
- Marking out: Do not use scribes or other sharp instruments to mark out lead without approval.
- Solder: Use only where specified.
- Finished leadwork: Fully supported, adequately fixed to resist wind uplift but also able to accommodate thermal movement without distortion or stress.
- Patination oil: Apply smear coating to all visible lead, evenly in one direction and in dry conditions.

62A LEADWELDING

- In situ leadwelding: permitted with 'Hot Workd Permit' and with client's agreement.

64 NEEDLE PUNCHED NONWOVEN POLYESTER GEOTEXTILE UNDERLAY

- Manufacturer: British Lead Mills.
  - Product reference: BLM Standard Underlay.
- Weight: 220 g/m<sup>2</sup>.
- Recycled content: Submit proposals.

76 UNDERLAY

- Handling: Prevent tears and punctures.
- Laying: Butt or overlap jointed onto a dry substrate.
  - Fixing edges: With copper or stainless steel staples or clout nails.
  - Do not lay over roof edges.
  - Turn up at abutments.
- Wood core rolls: Fixed over underlay.
- Protection: Keep dry and cover with lead at the earliest opportunity.

78      FIXING LEAD SHEET

- Top edge: Secured with two rows of fixings, 25 and 50 mm from edge.
- Fixings:
  - Nails to timber substrates: Copper clout nails to BS1202-2 , or stainless steel (austenitic) clout nails to BS 1202-1.  
Shank type: Annular ringed, helical threaded or serrated.  
Length: Not less than 20 mm or equal to substrate thickness.
  - Screws to concrete or masonry substrates: Brass or stainless steel to BS 1210.  
Diameter: Not less than 3.35 mm.  
Length: Not less than 19 mm.  
Washers and plastics plugs: Compatible with screws.

80      CLIPS

- Material:
  - Lead clips: Cut from sheets of the same thickness/ code as sheet being secured.
  - Copper clips: Cut from 0.70 mm thick sheet to BS EN 1172, temper R220 (soft) or R240 (half hard) depending on position, dipped in solder if exposed to view.
  - Stainless steel: Cut from 0.38 mm sheet to BS EN 10088, grade 1.4301(304), terne coated if exposed to view.
- Dimensions:
  - Width: 50 mm where not continuous.
  - Length: To suit detail.
- Fixing clips: Secure each to substrate with either two screw or three nail fixings not more than 50 mm from edge of lead sheet. Use additional fixings where lead downstands exceed 75 mm.
- Fixing lead sheet: Welt clips around edges and turn over 25 mm.

83      WEDGE FIXING INTO JOINTS/ CHASES

- Joint/ chase: Rake out to a depth of not less than 25 mm.
- Lead: Dress into joint/ chase.
  - Fixing: Lead wedges at not more than 450 mm centres, at every change of direction and with at least two for each piece of lead.
- Sealant: Submit proposals.
  - Application: As section Z22.

92      WOOD CORED ROLL JOINTS WITH SPLASH LAP

- Wood core:
  - Size: 45 x 45 mm round tapering to a flat base 25 mm wide.
  - Fixing to substrate: Brass or stainless steel screws at 300 mm centres.
- Undercloak: Dress three quarters around core.
  - Fixing: Nail to core at 150 mm centres for one third length of the sheet starting from the head.
- Overcloak: Dress around core and extend on to main surface to form a 40 mm splash lap.

94      DRIPS WITH SPLASH LAPS

- Underlap: Dress into rebate along top edge of drip.
  - Fixing: One row of nails on centre line of rebate.
- Overlap: Dress over drip and form a 40 mm splash lap.

96      DRIPS WITH SPLASH LAPS

- Underlap: Dress up full height of drip upstand.
  - Fixing: Two rows of nails to lower level substrate. Seal over nails with a soldered or leadwelded dot.
- Overlap: Dress over drip and form a 75 mm splash lap.
  - Fixing: Lead clips leadwelded to underlap at bay centres.

## K20 Timber board flooring/ sarking/ linings/ casings

- 10A TIMBER BOARD FLOORING for lead roof base
- Substrate: Timber joists at 450 mm (assumed) centres.
  - Boards: rough sawn softwood, square edged.
    - Finished face width : 150 mm.
    - Finished thickness: 21 mm.
    - Moisture content at time of fixing: Notwithstanding BS 1297, clause 6.1, moisture content to be 12-19 %.
  - Fixing: 50 mm oval brad head nails, two per board per joist.

### WORKMANSHIP

- 50 FIXING BOARDS
- Protection during and after installation: Keep boards dry, clean and undamaged.
  - Boards to be used internally: Do not install until building is weathertight.
  - Moisture content of timber supports at time of fixing boards: Not more than 18%.
  - Fixing: Fix boards securely to each support to give flat, true surface free from undulations, lipping, splits and protruding fasteners.
  - Timber movement: Position boards and fixings to prevent cupping. springing, excessive opening of joints and other defects.
  - Heading joints: Tightly butted, central over supports and at least two boards widths apart on any one support.
  - Edges: Plane off proud edges.

## L20 Doors/ shutters/ hatches

- 10 TIMBER PROCUREMENT
- Timber (including timber for wood based products): Obtained from well managed forests and/ or plantations in accordance with:
    - The laws governing forest management in the producer country or countries.
    - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
  - Documentation: Provide either:
    - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied.
    - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.



- 30 WOOD DOORS To Access hatch
- Materials: Generally to BS EN 942.
    - Species: Softwood as table NA1.
    - Appearance class: J40.
  - Panels: 70 x 15 mm (PAR) t&g softwood boarding.
  - Assembly:
    - Adhesive: PVAC to BS EN 204, Class D4.
    - Joinery workmanship: As section Z10.
    - Accuracy: To BS 4787-1.
  - Preservative treatment: Organic solvent as section Z12 and WPA Commodity Specification C5; Desired service life: 30 years.
  - Moisture content on delivery: 13-19%.
  - Finish as delivered: Prepared and primed, as section M60.
  - Other requirements: None.
- 52 WOOD DOOR FRAMES To access hatch
- Materials: Generally to BS EN 942.
    - Species: European whitewood.
    - Appearance class: J40.
  - Assembly:
    - Adhesive: Thermosetting resin to BS EN 12765, class C4.
    - Joinery workmanship: As section Z12.
  - Preservative treatment: Organic solvent as section Z12 and BWPDA Commodity Specification C5; Desired service life: 30 years.
  - Moisture content on delivery: 13-19%.
  - Finish as delivered: Prepared and primed, as section M60.
  - Perimeter seals: EPDM weatherseal.
  - Fixing: Plugged and screwed.
    - Spacing of fixings (frames not predrilled): Maximum 150 mm from ends of each jamb, adjacent to each hanging point and at 600 mm maximum centres.
- 80 SEALANT JOINTS
- Sealant:
    - Manufacturer: Adshead Ratcliffe .  
Product reference: Arbosil 1090 .
    - Colour: Black .
    - Application: As section Z22 to prepared joints. Triangular fillets finished to a flat or slightly convex profile.
- 85 FIXING IRONMONGERY GENERALLY
- Fasteners: Supplied by ironmongery manufacturer.
    - Finish/ Corrosion resistance: To match ironmongery.
  - Holes for components: No larger than required for satisfactory fit/ operation.
  - Adjacent surfaces: Undamaged.
  - Moving parts: Adjusted, lubricated and functioning correctly at completion.

M60 Painting/ clear finishing

- 12 GLOSS PAINT TO EXTERNAL SOFTWOOD
- Manufacturer: Sikkens.
    - Product reference: Rubbol XD gloss.
  - Surfaces: Uncoated and previously coated.
    - Preparation: Degrease and provide key with methalated spirits, sand down and remove loose paint where previosly coated.
  - Initial coats: Rubbol Primer Plus.
    - Number of coats: 1.
  - Undercoats: Rubbol XD gloss.
    - Number of coats: 1.
  - Finishing coats: Rubbol XD gloss.
    - Number of coats: 1.
- 18 SPECIAL COATING Existing masonry of Bell Tower
- Manufacturer: Earthborn Paints.
    - Product reference: Earthborn Silicate Masonry Paint.
  - Surfaces: existing cement render.
    - Preparation: Wash down and degrease.
  - Initial coats: Earthborn Silicate Primer.
    - Number of coats: 1.
  - Undercoats: Earthborn Silicate Masonry paint.
    - Number of coats: 1.
  - Finishing coats: Earthborn Silicate Masonry paint.
    - Number of coats: 1.
- 30 PREPARATION GENERALLY
- Standard: In accordance with BS 6150.
  - Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
  - Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
  - Substrates: Sufficiently dry in depth to suit coating.
  - Efflorescence salts, dirt, grease and oil: Remove.
  - Surface irregularities: Provide smooth finish.
  - Organic growths and infected coatings:
    - Remove with assistance of biocidal solution.
    - Apply residual effect biocidal solution to inhibit regrowth.
  - Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.
  - Dust, particles and residues from preparation: Remove and dispose of safely.
  - Doors, opening windows and other moving parts:
    - Ease, if necessary, before coating.
    - Prime resulting bare areas.

32 PREVIOUSLY COATED SURFACES GENERALLY

- Preparation: In accordance with BS 6150, clause 11.5.
- Contaminated or hazardous surfaces: Give notice of:
  - Coatings suspected of containing lead.
  - Substrates suspected of containing asbestos.
  - Significant rot, corrosion or other degradation of substrates.
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
- Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
- Alkali affected coatings: Completely remove.
- Retained coatings:
  - Thoroughly clean.
  - Gloss coated surfaces: Provide key.
- Partly removed coatings: Apply additional preparatory coats.
- Completely stripped surfaces: Prepare as for uncoated surfaces.

37 WOOD PREPARATION

- General: Provide smooth, even finish with lightly rounded arrises.
- Degraded or weathered surface wood: Take back surface to provide suitable substrate.
- Degraded substrate wood: Repair with sound material of same species.
- Heads of fasteners: Countersink sufficient to hold stoppers/ fillers.
- Resinous areas and knots: Apply two coats of knotting.
- Defective primer: Take back to bare wood and reprime.

39 STEEL PREPARATION

- Corrosion and loose scale: Take back to bare metal.
- Residual rust: Treat with a proprietary removal solution.
- Bare metal: Apply primer as soon as possible.

41 MASONRY AND RENDERING PREPARATION

- Loose and flaking material: Remove.

45 PREVIOUSLY PAINTED WINDOW FRAMES

- Paint encroaching beyond glass sight line: Remove.
- Loose and defective putty: Remove.
- Putty cavities and junctions between previously painted surfaces and glass: Clean thoroughly.
- Finishing:
  - Patch prime, reputty, as necessary and allow to harden.
  - Seal and coat as soon as sufficiently hard.

61 COATING GENERALLY

- Application standard: In accordance with BS 6150, clause 9.
- Conditions: Maintain suitable temperature, humidity and air quality.
- Surfaces: Clean and dry at time of application.
- Thinning and intermixing: Not permitted unless recommended by manufacturer.
- Priming coats: Apply as soon as possible on same day as preparation is completed.
- Finish:
  - Even, smooth and of uniform colour.
  - Free from brush marks, sags, runs and other defects.
  - Cut in neatly.
- Doors, opening windows and other moving parts: Ease before coating and between coats.

70 EXTERNAL DOORS

- Bottom edges: Prime and coat before hanging.

P20 Unframed isolated trims/ skirtings/ sundry items

20 HARDWOOD applied mouldings

- Quality of wood and fixing: To BS 1186-3.
  - Species: European oak.
  - Class: 2.
- Moisture content at time of fixing: 12-19% .
- Preservative treatment: Not required.
- Profile: As shown on drawings.
  - Finished size: As shown on drawings.
- Finish as delivered: Natural.
- Fixing: Nailed at 200mm centres.

80 INSTALLATION GENERALLY

- Joinery workmanship: As section Z10.
- Metal workmanship: As section Z11.
- Methods of fixing and fasteners: As section Z20.
- Straight runs: To be in one piece, or in long lengths with as few joints as possible.
- Running joints: Location and method of forming to be agreed where not detailed.
- Joints at angles: Mitre, unless shown otherwise.
- Position and level: To be agreed where not detailed.

Z10 Purpose made joinery

10 FABRICATION

- Standard: To BS 1186-2.
- Sections: Accurate in profile and length, and free from twist and bowing. Formed out of solid unless shown otherwise.
  - Machined surfaces: Smooth and free from tearing, wooliness, chip bruising and other machining defects.
- Joints: Tight and close fitting.
- Assembled components: Rigid. Free from distortion.
- Screws: Provide pilot holes. Heads of countersunk screws sunk at least 2 mm below surfaces visible in completed work.
- Adhesives: Compatible with wood preservatives applied and end uses of timber.

20 CROSS SECTION DIMENSIONS OF TIMBER

- General: Dimensions on drawings are finished sizes.
- Maximum permitted deviations from finished sizes:
  - Softwood sections: To BS EN 1313-1.
  - Hardwood sections: To BS EN 1313-2.

- 30      PRESERVATIVE TREATED WOOD
- Cutting and machining: Completed as far as possible before treatment.
  - Extensively processed timber: Retreat timber sawn lengthways, thickened, planed, ploughed, etc.
  - Surfaces exposed by minor cutting and/ or drilling: Treat as recommended by main treatment solution manufacturer.
- 40      MOISTURE CONTENT
- Wood and wood based products: Maintained within range specified for the component during manufacture and storage.
- 50      FINISHING
- Surfaces: Smooth, even and suitable to receive finishes.
    - Arrises: Eased unless shown otherwise on drawings.
  - End grain in external components: Sealed with primer or sealer as section M60 and allowed to dry before assembly.

## Z11 Purpose made metalwork

- 31      METAL PRODUCTS
- Grades of metals, section dimensions and properties: To the appropriate British Standards and suitable for the purpose.
  - Fasteners: Generally, same metal as component, with matching coating and finish.
- 50      PREPARATION FOR APPLICATION OF COATINGS
- General: Fabrication complete, and fixing holes drilled before applying coatings.
  - Paint, grease, flux, rust, burrs and sharp arrises: Removed.
- 51      FABRICATION GENERALLY
- Contact between dissimilar metals in components: Avoid.
  - Finished components: Rigid and free from distortion, cracks, burrs and sharp arrises.
    - Moving parts: Free moving without binding.
  - Corner junctions of identical sections: Mitre.
  - Prefinished metals: Do not damage or alter appearance of finish.
- 52      COLD FORMED WORK
- Profiles: Accurate, with straight arrises.
- 53      WELDING AND BRAZING GENERALLY
- Surfaces to be joined: Clean thoroughly.
  - Tack welds: Use only for temporary attachment.
  - Joints: Fully bond parent and filler metal throughout with no inclusions, holes, porosity or cracks.
  - Surfaces of materials that will be self-finished and visible in completed work: Protect from weld spatter.
  - Flux residue, slag and weld spatter: Remove.
- 54      WELDING OF STEEL
- Method: Metal arc welding to BS EN 1011-1 and -2.

56 FINISHING WELDED AND BRAZED JOINTS VISIBLE IN COMPLETE WORK

- Butt joints: Smooth, and flush with adjacent surfaces.
- Fillet joints: Neat.
- Grinding: Grind smooth where indicated on drawings.

58 GALVANIZING

- Standard: To BS EN ISO 1461.
- Vent and drain holes:
  - Location: Submit proposals..
  - Sealing after galvanizing: Required. Submit proposals.

## Z20 Fixings and adhesives

10 FIXINGS AND FASTENERS GENERALLY

- Integrity of supported components: Select types, sizes, quantities and spacings of fixings, fasteners and packings to retain supported components without distortion or loss of support.
- Components, substrates, fixings and fasteners of dissimilar metals: Isolate with washers or sleeves to avoid bimetallic corrosion.
- General usage: To recommendations of fastener manufacturers and/ or manufacturers of components, products or materials fixed and fixed to.
- Fixings: To be in straight lines, at regular centres.

25 FASTENER DURABILITY

- Materials: To have:
  - Bimetallic corrosion resistance appropriate to items being fixed.
  - Atmospheric corrosion resistance appropriate to fixing location.
- Appearance: Submit samples on request.

30 FIXINGS THROUGH FINISHES

- Penetration of fasteners and plugs into substrate: To achieve a secure fixing.

35 PACKINGS

- Materials: Noncompressible, corrosion proof.
- Area of packings: Sufficient to transfer loads.

40 CRAMP FIXINGS

- Fasteners: Fix cramps to frames with screws of same material as cramps.
- Fixings in masonry work: Fully bed in mortar.

50 PELLETED COUNTERSUNK SCREW FIXINGS

- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Pellets: Cut from matching timber, grain matched, glued in to full depth of hole.
- Finished level of pellets: Flush with surface.

55 PLUGGED COUNTERSUNK SCREW FIXING

- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Plugs: Glue in to full depth of hole.
- Finished level of plugs: Projecting above surface.

60 APPLYING ADHESIVES

- Surfaces: Clean. Regularity and texture to suit bonding and gap filling characteristics of adhesive.
- Support and clamping during setting: Provide as necessary. Do not mark surfaces of or distort components being fixed.
- Finished adhesive joints: Fully bonded. Free of surplus adhesive.

## Z21 Mortars

10 MORTAR MIXES

- Specification: Proportions and additional requirements for mortar materials are specified elsewhere.

25 SAND FOR LIME:SAND MASONRY MORTARS

- Type: Sharp, well graded.
  - Quality, sampling and testing: To BS EN 13139.
  - Grading/ Source: As specified elsewhere.

60 MAKING MORTARS GENERALLY

- Batching: By volume. Use clean and accurate gauge boxes or buckets.
- Mix proportions: Based on dry sand. Allow for bulking of damp sand.
- Mixing: Mix materials thoroughly to uniform consistency, free from lumps.
  - Mortars containing air entraining admixtures: Mix mechanically. Do not overmix.
- Contamination: Prevent intermixing with other materials.

70A MAKING HYDRAULIC LIME:SAND MORTARS

- Mixing hydraulic lime:sand: Follow the lime manufacturer's recommendations for each stage of the mix.
  - Water quantity: Only sufficient to produce a workable mix.

THE BUTTERCROSS  
LUDLOW  
SHROPSHIRE

SCHEDULE OF WORK



**CUPOLA****DISMANTLING**

- 1 Weather vane : Carefully take down the weather vane and set aside for cleaning and re-gilding and subsequent re-fixing.
- 2 Lead capping to dome : Take lead covering to dome of cupola and clear away.
- 3 Dome to cupola : Carefully take off boarding to dome of cupola and set sound boards aside for re-use.  
  
Number each rafter with aluminium tags, dismantle rafters and set aside for re-use.
- 4 Applied mouldings : Carefully dismantle and take off all applied timber mouldings, key stones, cornices, arcading, cappings and the like to expose structure. Set sound mouldings aside for re-use.
- 5 Stone ball finials : Take up 4 nr stone ball finials with plinths, label according to its original position and set aside for re-use.
- 6 Base to cupola : Take up lead covering with lead rolls, collars to post and the like to the base of cupola and clear away.

Take up timber boarding to base with timber rolls and the like and clear away..

- 7 Posts : Carefully drive out pegs from mortice and tenon joints connecting post heads to wall-plates and disconnect feet of posts from base. Number posts with aluminium tags (starting from North point) and take out posts and set original post tops aside for re-use.

Take off all applied patches, strengthening pieces and the like from the pots to leave only original posts for inspection by the Architect.

Form chamfered groove around base of posts to receive dressed-in edge of leadwork.

- 8 Head frame of cupola : Carefully take down wall-plates and joists forming head frame and set aside for re-use. Number wall-plates in relationship to posts.

**RE-CONSTRUCTION**

- 9 Base to cupola : Clean down exposed joists and timbers and treat with timber preservative.

Provide and lay 25mm (nominal) penny-jointed sawn softwood boarding to base fixed with stainless steel nails. Form downstand at perimeter of square base to receive lead. Form step in base to form octagonal upstand at line of posts.

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To Collection £

Cut and fit boarding around central boss and feet of posts. Provide and fix 60 x 50mm wrot softwood rolls for lead as shown.

- 10 Posts : Provide and fix 7 nr new air dried English Oak posts shaped to match existing.

Provide and fix new air dried English Oak bottom section to 1 nr post shaped to match existing and scarf jointed to original post top. Scarf joints to be glued and bolted with countersunk lost headed bolts, nuts and washers, pellated both sides with diamond shape pellats.

Posts are to be left over-long to allow for final adjustment of levels when re-erected on site.

Bolt base of posts to timber strusture.

- 11 Head-frame : Overhaul head frame with wall-plates and cross-braces and re-make and glue joints as required. Set head frame on post heads, re-connect and glue mortice and tenon joints and secure with new oak pegs.

- 12 Dome to cupola : Re-fix curved rafters and central boss into position onto head frame.

Re-connect and glue joints and secure with oak pegs.

Re-fix boarding to cupola and secure with stainless steel nails. Make up for any defective boards with air dried oak boards curved to match existing.

- 13 Applied mouldings : Provide and fix new air dried English Oak mouldings to match existing including cornices and cappings at head of posts, arcading with key stones all round, boxed eaves around the base of the dome of the cupola with moulded architraves, trims and the like. All glued and neatly jointed together.

- 14 Stone ball finials : Clean down and re-fix stone ball finials and plinths and set into original positions.

- 15 Weather-vane : Carefully set weather-vane into position, secure and bed and point all round with lead mastic.

LEADWORK

- 16 Leadwork generally : All lead is to comply with BSEN 12588 and fixed generally in accordance with BS 6915 and with the recommendations of the publication 'Rolled Lead Sheet - The Complete Manual' produced by the Lead Sheet Association.

Sand cast lead should comply with the requirements for purity in BS 1178.

- 17 Leadwork to base : Provide and lay Code 6 sand cast lead to base of cupola on and including a non-woven polyester geotextile underlay (minimum weight 210 g/m<sup>2</sup>).
- Dress down and form welted edge around square base and secure with stainless steel clips at 400mm ctrs and to be crimped to form a concealed fixing.
- Dress and lap lead to form step in octagonal base on line of posts and secure with stainless steel clips.
- Dress and lap lead over wood cored rolls and formed bossed and soldered joints at base of posts and central boss.
- Provide shaped capping to central boss, dress down all round and secure with stainless steel clips.
- Dress lead around base of posts and form 100mm high collars around posts, fix into groove in posts and secure with stainless steel nails and point rear with Arbokol 1000 mastic.
- 18 Finials : Provide and fix sacrificial squares of Code 4 lead to receive plinths of 4 nr stone finials.
- 19 Leadwork to dome : Provide and lay Code 6 sand cast lead to dome of cupola on and including a non-woven polyester geotextile underlay (minimum weight 210 g/m<sup>2</sup>).
- Dress down and form welted edge at eaves and secure with stainless steel clips.
- Dress and lap lead and form hollow cored curved rolls with stainless steel clips at 450mm centres. Formed bossed ends at eaves and at weather-vane.
- 20 Cappings to posts : Provide and fix Code 4 lead cappings dressed over cornice at head of posts and beneath timber boarding to arcading and secure with stainless steel clips and nails.

PAINTING AND DECORATING

- 21 Existing painted surfaces : Remove all existing paint with an approved chemical paint stripper, wash and rub down and apply two brush coats of Sadolin Wood Preserver to saturation.
- Prepare, knot, prime and stop with Kodrin Spachtel surface filler and apply one coat of Rubbol Onol Primer/Undercoat and two coats Rubbol AZ opaque high gloss finish.
- 22 New timber surfaces : Prepare, knot, prime and stop with Kodrin Spachtel surface filler and apply one coat of Rubbol Onol Primer/Undercoat and two coats Rubbol AZ opaque high gloss finish.

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To Collection £

- 23 Existing metal surfaces : Prepare, wire brush to remove rust, clean down, apply one undercoat and two coats Hammerite Smoothrite finish on bell hangings and rod to weathervane
- 24 Gilding : The weather vane is to be gilded with gold leaf, The work is to be carried out by an expert specialist gilder whose advice and recommendations regarding the existing surface finishes and their suitability for gilding and measures to protect finished gilding from the elements.
- 25 Bell Tower : Wash and brush down rendered surfaces of bell tower, prepare and paint with one Earthborn Silicate Primer and two coats Earthborn Silicate Masonry paint  
(Earthborn Paints tel: 01928 734171)

**REPAIRS TO ROOFS : GENERALLY**

- 26 Generally : Allow for providing access to enable Architect's detailed inspection of all masonry to be repaired and/or replaced and confirm and agree the extent of such with the Architect prior to the commencement of the work. The Contractor shall prepare drawings to mark up stones to be replaced.
- 27 Shop drawings : Allow for preparation of shop drawings for the replacement stone and submit to Architect for his approval.
- 28 Samples of stone : Provide samples of new stone for replacement areas and submit to Architect for approval to ensure good match in colour and texture with the existing.

**REPAIRS TO ROOFS : EAST SLOPE**

- 29 Removal of vegetation : Remove vegetation from parapet and coping and kill roots with an approved weedkiller. Re-point joints after removal of roots in NHL 3.5 lime:sand mortar (1:2)  
  
Location : as shown on photographs 9 and 10 on survey 1166/PS2
- 30 Re-pointing brickwork : Rake out joints of brickwork to a minimum depth of 25mm and re-point with a neat flush joint in NHL 3.5 lime:sand mortar (1:2)  
  
Location : Inner face of parapet wall : Provisional area of 2 m<sup>2</sup>
- 31 Re-pointing stonework : Rake out crack in stone baluster to a minimum depth of 25mm and re-point with a neat flush joint in NHL 3.5 lime:sand mortar (1:2)  
  
Location : as shown on photograph 8 on survey 1166/PS2
- 32 Repairs to stonework : Cut back face of eroded coping stones and re-face in natural stone to match existing approx (200x200x75mm) bedded and pointed in NHL 3.5 lime:sand mortar (1:2)

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To Collection £

Location : as shown on photograph 9 on survey 1166/PS2

**REPAIRS TO ROOFS : NORTH SLOPE**

- 33 Re-pointing brickwork : Rake out joints of brickwork to a minimum depth of 25mm and re-point with a neat flush joint in NHL 3.5 lime:sand mortar (1:2)

Location : Inner face of parapet wall

- 34 Repairs to brick walls : Cut out defective brick for a depth of 102.5mm and replace with a new or sound reclaimed brick to match existing bedded and pointed in NHL 3.5 lime:sand mortar (1:2)

Location : Provisional number of replacement bricks – 2 nr

- 35 Re-pointing stonework : Rake out joints in stone copings to a minimum depth of 25mm and re-point with a neat flush joint in NHL 3.5 lime:sand mortar (1:2)

Location : Provisional number of joints – 6 nr

- 36 Air conditioning cables : Carefully raise cables above level of gutter and neatly clip to parapet wall with cable clips

Location : as shown on photograph 14 on survey 1166/PS3

- 37 Slipped roofing tiles : Remove loose roof tiles and re-fix. Tiles which are defective or without nibs are to be replaced with sound reclaimed clay tiles to match the existing.

Location : eaves level at north east and north west corner : as shown on photograph 13 on survey 1166/PS3  
: north slope Provisional number 15 nr : as shown on photograph 6 on survey 1166/PS1

- 38 Repairs to lead gutter : Remove 'flashband' patch repairs to lead parapet gutter, clean and de-grease lead and provide and fix Code 5 lead patches soldered into position

Location : Provisional number 4 nr : as shown on photograph 12 on survey 1166/PS2

- 39 Fascia to housing : Take off defective timber fascia and lead flashing and clear away

Provide and fix 300 x 25mm wrot softwood pressure impregnated fascia plugged and screwed and Code 5 lead flashing.

Prepare fascia, knot, prime and stop and paint two undercoats Dulux Weathershield undercoat and one coat Dulux Weathershield gloss paint.

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To Collection £

Location : as shown on photograph 15 on survey 1166/PS3

- 40 Access door : Take off defective door and frame from housing and clear away.

Provide and wrot softwood pressure impregnated with preservative pair of doors and frame to match existing. Plug and screw frame to walls and bed and point frame in non-setting mastic. Hang each door to a pair of heavy duty galvanised strap hinges and secure with pair of 100mm galvanised barrel bolts and keeps to inside face.

Prepare doors and frame, knot, prime and stop and paint two undercoats Dulux Weathershield undercoat and one coat Dulux Weathershield gloss paint.

Location : as shown on photograph 15 on survey 1166/PS3

**REPAIRS TO ROOFS : WEST SLOPE**

- 41 Re-pointing brickwork : Rake out joints of brickwork to a minimum depth of 25mm and re-point with a neat flush joint in NHL 3.5 lime:sand mortar (1:2)

Location : Inner face of parapet wall : Provisional area of 1 m<sup>2</sup>

- 42 Repairs to brick walls : Cut out defective brick for a depth of 102.5mm and replace with a new or sound reclaimed brick to match existing bedded and pointed in NHL 3.5 lime:sand mortar (1:2)

Location : Provisional number of replacement bricks – 4 nr

- 43 Repairs to stonework : Cut back face of eroded coping stones and re-face in natural stone to match existing (approx 200x200x75mm) bedded and pointed in NHL 3.5 lime:sand mortar (1:2)

Location : as shown on photograph 17 on survey 1166/PS3

- 44 Slipped roofing tiles : Remove loose roof tiles and re-fix. Tiles which are defective or without nibs are to be replaced with sound reclaimed clay tiles to match the existing. Nail each tile with 2 nr stainless steel nails.

Location : bottom half of roof slope : as shown on photograph 16 on survey 1166/PS3

**REPAIRS TO ROOFS : SOUTH SLOPE**

- 45 Removal of vegetation : Remove vegetation from parapet and coping and kill roots with an approved weedkiller. Re-point joints after removal of roots in NHL 3.5 lime:sand mortar (1:2)

Location : parapet and coping stones

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To Collection £

46 Re-pointing brickwork : Rake out joints of brickwork to a minimum depth of 25mm and re-point with a neat flush joint in NHL 3.5 lime:sand mortar (1:2)

Location : Inner face of parapet wall : Provisional area of 2 m<sup>2</sup>

47 Repairs to brick walls : Cut out defective brick for a depth of 102.5mm and replace with a new or sound reclaimed brick to match existing bedded and pointed in NHL 3.5 lime:sand mortar (1:2)

Location : Provisional number of replacement bricks – 60 nr

48 Repairs to stonework : Cut back face of eroded coping stone adjacent the flag pole and re-face in natural stone to match existing (approx 100x150x75mm) bedded and pointed in NHL 3.5 lime:sand mortar (1:2)

Location : as shown on photograph 18 on survey 1166/PS3

49 Slipped roofing tiles : Remove loose roof tiles and re-fix. Tiles which are defective or without nibs are to be replaced with sound reclaimed clay tiles to match the existing.

Location : Provisional number of replacement tiles 6 nr

50 Access door : Remove defective paint from door and frame with an approved chemical stripper, wash and rub down, knot, prime and stop and paint two undercoats Dulux Weathershield undercoat and one coat Dulux Weathershield gloss paint.

Location : as shown on photograph 6 on survey 1166/PS1

**REPAIRS TO ROOFS : MAIN RIDGE**

51 Ridge : Clean and de-grease ridge and lead burn Code 5 lead covers onto ridge capping where lead has been screwed down to ridge

**BUTTERCROSS : GROUND FLOOR**

52 Step : Carefully cut out centre flag of step, turn around and re-bed and point in NHL 3.5 lime:sand mortar (1:2). Make good edge where abutting block painting. Clean off white line marking from step. Paint white line to nosing of both steps.

Location : as shown on photograph 3 on survey 1166/PS1

Collection

3/1

3/2

3/3

3/4

3/5

3/6

3/7

TO GENERAL SUMMARY £

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THE BUTTERCROSS  
LUDLOW  
SHROPSHIRE

SCHEDULE OF PROVISIONAL SUMS

**PROVISIONAL SUMS**

**PROVISIONAL WORK/ITEMS**

1	Eaves closures in oak Include the Provisional Sum of £ 500 .00	500 .00
2	Work to steps Include the Provisional Sum of £ 350 .00	350 .00
3	Water-proofing to posts of cupola Include the Provisional Sum of £ 250 .00	250 .00
4	Lead repairs to west gutters Include the Provisional Sum of £ 1,000 .00	1,000 .00
5	CONTINGENCIES: Include the Provisional Sum of £ 5,000 .00	5,000 .00

To Collection £ \_\_\_\_\_

DAYWORK

The cost of Daywork will be calculated in accordance with the "Definition of Prime Cost of Daywork carried out under a Building Contract" current at the date of tender issued by the Royal Institution of Chartered Surveyors and the Building Employers Federation.

Basic rates for plant will be in accordance with "The Schedule of Basic Plant Charges for use in connection with Daywork under a Building Contract" current at the date of the tender issued by The Royal Institution of Chartered Surveyors.

1 (1) LABOUR

Provide the Provisional Sum of £1,000.00 for labour as defined in Section (3) of the above document.

1,000 .00

Add for incidental costs, overheads and profit as defined in Section (6) of the above document.

%

2 (2) MATERIALS AND GOODS

Provide the Provisional Sum of £ 500.00 for materials and goods as defined in Section (4) of the above document.

500 .00

Add for incidental costs, overheads and profit as defined in Section (6) of the above document.

%

3 (3) PLANT

Provide the Provisional Sum of £ 250.00 for plant as defined in Section (5) of the above document.

250 .00

Add for incidental costs, overheads and profit as defined in Section (6) of the above document.

%

To Collection £ \_\_\_\_\_

Collection

4/1

4/2

TO GENERAL SUMMARY £

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\_\_\_\_\_  
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GENERAL SUMMARY

PRELIMINARIES

PREAMBLES

SCHEDULE OF WORK

SCHEDULE OF PROVISIONAL SUMS

TOTAL

£