

Church of St Peters, Mountsorrel

Specification and Schedule of Works

Parochial Church Council of St Peters, Mountsorrel

February 2015 Draft

March 2015 Final



T.J.K. Dodson RIBA AABC
Parkinson, Dodson & Associates



**T.J.K. Dodson RIBA AABC
Chartered Architect**

Parkinson, Dodson & Associates
Tugby Orchards
Wood Lane
Tugby
Leicester
LE7 9WE

0116 2598403

john@dodsonarchitects.co.uk

www.dodsonarchitects.co.uk

**St Peters
Mountsorrel, Leicestershire**

Specification & Schedule of Works

CONTENTS

A	Introduction
B	Form of Contract
C	Preliminaries
D	Trade Preambles
E	Schedule of Works
Appendix 1	Tender Return

A INTRODUCTION

1.0 Project Particulars

1.1 Scope of the Works:

Repairs to the Church fabric, removal of over render and over pointing of parts of external walls, stone repointing, gutter repairs, minor roof slate repairs, external decoration, timber treatment to raised areas of platforms.

2.0 Contract Details

Site: Church of St Peters, Mountsorrel

Employer: Contact: David Bird
Parochial Church Council of St Peters, Mountsorrel
218 Leicester Road, Mountsorrel, Loughborough, LE12 7DE
T: 0116 2303095

Architect: Contact: T.J.K.Dodson RIBA AABC
Parkinson, Dodson & Associates
Tugby Orchards, Wood Lane, Tugby, Leicester, LE7 9WE
T: 0116 2598403
E: john@dodsonarchitects.co.uk

CDM Contact: T.J.K.Dodson RIBA AABC
Co-ordinator: Parkinson, Dodson & Associates
Tugby Orchards, Wood Lane, Tugby, Leicester, LE7 9WE
T: 0116 2598403
E: john@dodsonarchitects.co.uk

3.0 Schedule of Contract Documents

The contract documents are:

3.1 This Specification

3.2 The Schedule of Works

3.3 For tendering purposes it should be assumed that the works will be carried out under the terms of the JCT Minor Building Contract 2011 edition with amendments.

4.0 Tendering Conditions and Information

4.1 Tenders must be returned using the tender return in the Appendix.

4.2 The PCC do not guarantee that any tender will be accepted and will not be responsible for costs incurred by a contractor in the preparation of pre-contract information.

4.3 The General Contractor shall be responsible for visiting the site in order to acquaint himself with the site conditions, access, storage provisions, services etc., and to amplify the contact of the specification.

- 4.4 Access to the site should be arranged in advance by contacting the Employer unless otherwise stated.
- 4.5 The General Contractor shall be responsible for checking all dimensions and taking measurements on site.
- 4.6 Tenders must include for all works shown or described in the tender documents as a whole and as being necessary for the complete and proper execution of the works. Alterations or qualifications to the specification should not be made without consent of the Architect. Costs relating to items in the specification which are not priced will be assumed to have been included elsewhere in the tender.
- 4.7 Valuations: the Contractor will be required to provide an itemised and priced specification. Valuations are to be presented as a schedule indicating for each specification item the Contract allowance percentage complete and the value of work to date.
- 4.8 The Contractor must indicate in his first and subsequent valuations those items that are zero rated for VAT. The contractor will be required to provide receipted invoices to allow reclaim of VAT.

5.0 Health & Safety

- 5.1 The Contractor must comply with all relevant Health & Safety legislation.
- 5.2 Locate, identify and protect, isolate or make safe as appropriate electrical and any other services.

6.0 Special Insurance Provisions

- 6.1 Terrorism cover is not required.

7.0 Adjudication Procedures

- 7.1 The referring party is to bear the costs of the Adjudicator's fee and reasonable expenses.
- 7.2 The President of the RIBA, is to nominate the Adjudicator.

B FORM OF CONTRACT

- 1.0 The Form of Contract will be the 2011 edition of the JCT Minor Building Contract with the latest amendments.
- 2.0 The Contract will be for works to be carried out on a fixed price basis and will not be subject to fluctuations.
- 3.0 The appendix of articles of agreement will be completed as follows:

Article 3 Architect/Contract Administrator: T.John K.Dodson Architect

Article 4 CDM Co-ordinator: T.John K.Dodson Architect

Article 5 Principal Contractor: To be the successful tenderer unless agreed otherwise.

Contract Particulars

Fourth Recital and Schedule 2; Base date: To be the date of the return of Tender.

Fourth Recital and Clause 4.2; Construction Industry Scheme (CIS): Employer is not a 'contractor'.

Fifth Recital; CDM Regulations: the project is notifiable.

Sixth Recital; Framework Agreement: not applicable

Seventh Recital; Supplemental Provisions: the following paragraphs will all apply –

- | | |
|-------------|--|
| Paragraph 1 | Collaborative working |
| Paragraph 2 | Health & Safety |
| Paragraph 3 | Cost savings and value improvements |
| Paragraph 4 | Sustainable development and environmental considerations |
| Paragraph 5 | Performance indicators and monitoring |
| Paragraph 6 | Notification and negotiation of disputes |
- Employers Nominee: David Bird, Churchwarden
Contractor's Nominee: to be confirmed by the contractor

Article 7, Arbitration applies – disputes to be resolved through arbitration and not legal proceedings.

Clause 1.1; CDM Planning Period: 21 days beginning from the date of letter of intent.

Clause 1.2; Date for commencement of the Works: to be confirmed.

Clause 2.2; Date of Completion: to be confirmed.

Clause 2.8; Liquidated damages: at the rate of £100 per week.

Clause 2.10; Rectification period: 6 months

Clause 4.3; Percentage of total value of work etc: 95%

Clause 4.4; Percentage of the total amount to be paid to the contractor: 97.5%

Clause 4.8.1; Supply of Documentation for computation of amount to be finally certified: 3 months.

Clause 4.11 and Schedule 2; Contribution, levy and tax changes (Fluctuations Option): does not apply.

Clause 4.11 and Schedule 2; Percentage addition for Fluctuations Option: not applicable.

Clause 5.3.2; Contractor's insurance – injury to persons or property: £5 million

Clause 5.4; Insurance of the Works: Clause 5.4B applies (insurance by the Employer in Joint Names). Note. The Contractor shall be responsible for the insurance for theft of all unfixed materials, goods and plant on site.

Clause 5.4; Percentage to cover professional fees: 15%

Clause 7.2; Adjudication: Nominating body – the Royal Institute of British Architects

Schedule 1; Arbitration: Arbitrator appointed by the President of the Royal Institute of British Architects.

C PRELIMINARIES

1.0 Terms and Definitions

- 1.1 Architect: the person nominated in the contract as Architect
- 1.2 Approval: approval in writing of the Architect. Unless otherwise specified in the approval is limited to the visible appearance of the work, materials or components involved and shall not relieve the Contractor from compliance with the specification.
- 1.3 Equivalent products: where the specification states “or equivalent” or “similar approved” to permit substitution of a product specified, and such substitution is desired, submit evidence that the product is equivalent in material, safety, fitness for purpose and appearance (where relevant)
- 1.4 Fix only: all labour in unloading, handling, storage and fixing in position, including the use of plant.
- 1.5 Supply and fix: unless otherwise stated, all items given in the specification and/or drawings are to be supplied and fixed complete.
- 1.6 Removing: disconnect, dismantle as necessary and remove the stated element and all associated accessories, fastenings, supports, bedding materials, and dispose of unwanted materials.
- 1.7 Setting aside for re-use: prevent damage to stated components or materials during removal and clean off bedding/jointing materials. Stack neatly, adequately protect and store until required by Employer for use in the Works.
- 1.8 Replacing: remove stated component, feature, finish etc. Provide and fit in lieu new component, feature, finish etc, which, unless specified otherwise, must be a new version of those removed. Make good as necessary.
- 1.9 Repairing: Carry out local remedial work to components, features, finish, etc, as found in the existing building. Re-secure or refix as necessary and leave in sound, neat condition. It does not include:
 - a) Forming up square jambs.
 - b) Cutting, tothing and bonding in-filling materials to the adjacent existing structure.
 - c) Cutting out for, providing and inserting new components (lintels, cills etc) stated in description.
 - d) Making good any of existing structure to remain.
 - e) Extending and making good finishes and skirting's around/across the opening.

2.0 Schedule of Existing Conditions

- 2.1 Before commencing work on site, prepare and agree with the Architect a schedule of dilapidations of existing structures, boundaries, fixtures, paving's etc. inside and adjacent to the site area, making a photographic record and handing one copy to the Architect.
- 2.2 Defects in Existing Construction are to be reported to the Architect without delay.

3.0 Prior Notification

- 3.1 The Contractor is to notify the Architect before Works are closed up to allow for inspection. The Architect reserves the right to order any part of the Works to be opened up if it has not been approved.
- 3.2 The Employer will endeavour to give the Contractor seven days notice of any period during which work must not be carried out. Ie for specialist service on funerals etc.

4.0 Preliminary Inspection

- 4.1 The Contractor will be responsible for visiting the site in order to acquaint himself with the site conditions, access, storage provision, services etc., and to amplify the content of the Specification.
- 4.2 Access to site must be arranged in advance by contacting the Employer.
- 4.3 The General Contractor shall be responsible for checking all dimensions and taking measurements on site.
- 4.4 Tenders must remain open for acceptance for a minimum of 12 weeks, but it is the PCC's intention to commence work within 4 weeks of receipt of tenders.

5.0 Insurance

- 5.1 The Employer and the Contractor will provide the insurance cover required by the Contract.
- 5.2 Additionally the Employer will notify their Insurance Company of the extent of the works and be responsible for any additional premium that may be levied.
- 5.3 For the purposes of tendering it should be assumed that terrorism cover will not be required within insurances.
- 5.4 For the purposes of tendering it should be assumed that the Joint Fire Code does not apply – however, refer to fire precautions section below.
- 5.5 It is likely that the Employers insurers will remove cover for external building metal theft and malicious damage whilst any external scaffolding or platforms are in place. Metals should be brought to site only when needed for fixing. Spare metal materials should be kept away from the site insecure premises until needed. Note special requirements for security for scaffolding which should be included in tender figures and must be put in place during the contract. The contractor will be responsible for covering the cost of theft of any unfixed metals from site.

6.0 Fire Precautions

- 6.1 The General Contractor must provide and maintain on site adequate hand operated extinguishers, kept available at the place of Work.
- 6.2 No smoking is permitted within the whole of the site area.
- 6.3 Flammable materials, e.g. paint, oil are not to be stored in the building, but outside, well away but a minimum of 5 meters from the building in a secure, well ventilated and locked compound/store, unless agreed otherwise with the Architect.

7.0 Hot Work

- 7.1 Any lead-burning and use of flame-producing apparatus to be carried out at ground level away from the building unless otherwise specifically agreed with the Architect. Where there is no alternative to carrying out hot work on the building, and with the Architect's approval, the Contractor is to ensure the appropriate flame-guards are used to protect the fabric of the building during the course of any in-situ lead burning work. All hot work and other similar operations must be completed two hours before the end of work for the day by qualified plumbers. Two workmen must be on site at all times, with suitable fire-fighting equipment to hand. Prior to hot work the site should be cleared of readily flammable material. After hot work the site should be checked for heat or flame every half hour and appropriate action taken. The Contractor is to notify the Employer of any hot work to enable the Employer to arrange for further checks to be made in the evening. Any special requirements of insurers must also be followed. A Hot Work Permit is to be submitted and signed as approved prior to commencement of the work. See 7.2.
- 7.2 Hot work is permitted only when deemed necessary by the Architect. Contractor to obtain and comply with hot work permit before executing any works.
- 7.3 The working area must be swept clear of all debris and combustible materials and flammable liquids removed prior to any hot work starting. Any holes or openings through which sparks could pass are to be covered over temporarily with a non-combustible material. Beware the potential for metal to retain and conduct heat. The contractor is to consult the Architect in such circumstances.

8.0 Temporary Services

- 8.1 Electrical supply is available for use within the building. The contractor should check the suitability of the system prior to commencing work and should include for making temporary adjustments to supply arrangements (including making good on completion) or supply of generators if necessary to undertake the works.
- 8.2 There is a water supply to the Church.
- 8.3 There are toilet facilities at the Church. These must be kept clean at all times Any other welfare facilities that may be required, can be provided within the Church but the Contractor must note that the Church is not normally heated.
- 8.4 The Contractor is responsible for ensuring these supplies are adequate and meet any statutory obligations and costs.
- 8.5 Provide a site telephone during the works to allow the issue of instructions and summoning of emergency services if required. A mobile phone will be acceptable provided this is kept charged and has good signal. Also provide a contact phone number for the client for out of working hours emergencies.

9.0 Scaffolding/Towers etc.

- 9.1 Provide and erect any necessary scaffolding and/or tower access to the Works, including hoisting facilities, as required to carry out and complete the Works; alter and adapt as necessary, provide and maintain all necessary temporary lighting, provide and erect all necessary temporary barriers, signs, etc., and when no longer required, remove, clear away and make good all disturbed.
- 9.2 The scaffold/towers must provide safe access to the building to allow the execution and inspection of repair of the works.

- 9.3 At the end of each working day, and when there is no one on site, remove access ladders and secure inside the Church.
- 9.4 Scaffolds must be designed as freestanding. Provide bearers or other protection to floors/finishes under scaffolds/towers to protect floor finishes.
- 9.5 No putlogs or other members shall be inserted or fixed into the Fabric.
- 9.6 All putlog ends facing masonry or other building fabric must be protected by plastic caps.
- 9.7 Obtain any permits, statutory consents etc, required for the scaffolding.
- 9.8 Fixed scaffolding is to be protected with 2.4m high metal sheeting to prevent climbing. A scaffold alarm is also to be installed.

10.0 Working Hours

- 10.1 Where dayworks are authorised, the General Contractor is responsible for obtaining dayworks sheets from subcontractors.
- 10.2 Working hours are to be limited to 7.30am – 6.00pm Monday to Friday, 8.30am – 2.00pm Saturday and no work Sunday unless otherwise agreed.
- 10.3 The building will remain in use during the works. The building should be made available for Sunday Worship and at other times where possible: give a minimum of 7 days notice for any unavoidable closure of the Church.

11.0 Care of the Works

- 11.1 Use of the site is to be restricted to the construction of the Works.
- 11.2 Prevent damage to existing property which is to remain unaltered: make good any defects caused by the works, to match existing. Damage caused to adjoining property shall be reinstated by the appointed Contractor at his own expense. The Contractor shall inform the Architect immediately of any such damage and confirm this in writing, setting out the cause and intended remedial measures, within seven days of the occurrence.
- 11.3 Roads and Footpaths: Make good any damage to public highway, footpaths, grave markers, verges etc, caused by site traffic or otherwise, to the satisfaction of the Architect.
- 11.4 Trees: there are no trees within the working area.
- 11.5 Existing services:
 - a) Where necessary, notify all service authorities not less than one week before starting work on site. Before starting work check positions of existing services. Observe service authorities recommendations for work adjacent to existing services.
 - b) Protect and prevent damage to all live services. Notify Architect and appropriate authority of any damage resulting from the Works and make arrangements for the work to be made good without delay.
- 11.6 Security: Safeguard the Works and stored materials from theft, vandalism or other damage. Ensure the security of the building is maintained during the works.

11.7 Cleaning:

- a) During the works the site is to be kept in a clean, safe and workman like condition and all areas affected by the works are to be made good and all waste to be carried away.
- b) Inform the Architect of the intended siting of all spoil heaps, temporary works and services. Clear away when no longer required.

11.8 Public/Employer's Access:

- a) Maintain as far as is practical access routes into the Church in clean and tidy state.
- b) Thoroughly clean the works on completion.

11.9 Provide and temporarily fix temporary protective coverings, including all necessary supporting framework, to protect the buildings and contents during the Works, maintain as required, and on completion clear away and make good all disturbed. Where protection to existing features is appropriate, the following may be considered a guide to appropriate protection measures, but subject to evaluation of appropriate measures in each case:

- Open Roofs, covered by Tarpaulins or stout impermeable covers, well battened, supported underneath and regularly checked in all weathers. Working to be restricted to small sections to reduce the risk of the ingress of water.
- Walkways, Seating Areas etc. protected by polythene, dust sheets or soft covers to protect from dust; softwood framing and boarding to protect from physical damage where appropriate.
- Open Window, where the existing window is removed, the opening is to be secured until the new windows are fitted and secured.
- Glazing (particularly stained glass and historic plan glazing) within three metres of any scaffolding to be temporarily fitted with protective 6mm plywood or rigid insulation board templates and on completion, remove, clear away and make good all items disturbed. Templates are not to be forced but shaped correctly.
- Wall Monuments, covered by light softwood framing and hardboard.
- Organ, enclose the top and all sides with tied sheeting and closed joints. It is essential that no moisture or dust is allowed to enter the mechanism of the organ. This work is to be executed by the specialist Organ Repairer, who can be contacted by requesting details from the Employer, in accordance with any requirements of the Employer's Insurers.
- Light Fittings, Pictures, Movable Objects, carefully removed and stored or protected with sheets or hardboard.
- Floor Tiles, Paving, Monumental Brasses, canvas dust sheets or soft coverings.
- Slates/tiles Roofs, as for lead, plus straw or other soft packing.
- Polished Surfaces, dust sheets.
- Floors where Re-plastering or Grouting is in progress, soft covers or dust sheets.
- Arches, Beams, Bulges, Trench Excavation etc, should be shored, propped, strutted or braced as required.
- If required provide temporary rainwater disposal during the Works, maintain as required, and on completion remove, clear away and make good all disturbed.

11.10 Take all reasonable measures to protect neighbouring properties from nuisance.

12.0 Cleaning

12.1 During the works the site is to be kept in a clean, safe and workmanlike condition and all areas affected by the works are to be made good and all waste material to be carted away.

13.0 Masonry Work During Dry or Inclement Weather Conditions

- 13.1 During warm, dry weather the work should be kept covered with dampened undyed/unbleached Hessian to inhibit excessive drying out.
- 13.2 During driving rain, the work should be kept covered with sheeting, laid over hessian as above.
- 13.3 In cold weather the work should be protected by breathable insulating material (sacking, boarding etc). No work to be carried out when temperature is likely to be below +5°C and falling.
- 13.4 Where inclement weather is possible the protection of the works should remain in place for sufficient time to avoid damage occurring
- 13.5 Any damage caused by dry, inclement or frosty weather is to be made good at the Contractor's expense.

14.0 Roofing or Similar Work During Inclement Weather Conditions

- 14.1 Provide temporary sheeting/covers and rainwater disposal methods as necessary to prevent water ingress during the contract period. Ensure that interiors are protected, boarding to lead work is kept dry etc. Ensure adequate securing of tarpaulins and other covers against wind uplift. The Contractor will be required to make good any damage caused by inadequate protection at their own expense.

15.0 Access & Parking

- 15.1 The Church is approached through a gate in the East boundary wall and up a resin bound gravel path leading to the North Porch.
- 15.2 There is no off road parking to the Church. The contractor must visit the site as access is restricted and off loading materials will require a banksman.

16.0 Archaeology

- 16.1 Any excavations deeper than 450mm must be undertaken with archaeological supervision (watching brief). All digging should be done by hand.
- 16.2 Any bones found during excavation should be treated respectfully and placed in a container inside the Church until they can be reburied under the direction of the Vicar. Bones must not be removed from the boundaries of consecrated land (the churchyard).
- 16.3 Any other finds to remain the property of the Employer.

17.0 Contractor's Site Area

- 17.1 The Contractor will generally restrict operations and access to the site, to an area to be agreed on site, prior to commencement of the works.

18.0 Contractor's Facilities

- 18.1 Sanitary and welfare accommodation and facilities are available at the Church to satisfy all Health and Safety and other relevant Regulations and Acts. See item 8.3

19.0 Statutory Approvals

19.1 The works are with a Faculty Consent. The Contractor is to check and ensure that any works he is undertaking are covered by a current consent and that any conditions of that consent are adhered to.

20.0 Bats/Protected Species

20.1 A bat survey has not been required due to the nature of the works, but if bats are discovered during the works, work must cease immediately and the Architect notified before proceeding further.

20.2 General procedure to follow should bats be found during work

- i) If at any point in any demolition/repair/alteration/felling, bats are discovered, contractors must stop work immediately and contact Barry Collins (Licensed Ecologist) on 01636 830058 or 07957 122217.
- ii) Actions will then be taken following the advice given. This may include the removal of bats, but only where direct written or verbal permission has been given on behalf of Natural England or Barry Collins.
- iii) Only when the Consultant Barry Collins and English Nature are satisfied that the risk to bats has ceased will work commence.
- iv) Should it transpire that the operation being carried out is of more risk to the bats than originally thought, work will be stopped until supervised by an appropriately licensed person.
- v) Should any bats be found under a tile or any other aperture, work will stop immediately. If the bat doesn't voluntarily fly out, the aperture is to be carefully covered over to provide protection from the elements. A small gap should be left for the bat to make its own escape. Any covering must be free from grease or other contaminant and should not be fibreglass based material. Advice should then be sought from Barry Collins.
- vi) Bats are a protected species and there should be no attempt to handle a bat if discovered. The bat should be covered with a light material (clean cloth) and the bat ecologist called out to conduct the rescue.

21.0 Acts, Regulations, etc

21.1 Comply with any and all regulations made by any authority having jurisdiction over or in connection with the works; Codes of Practice published by BSI and major trades organisations British Standards referred to in this specification; BRE digests and other authoritative documents prepared by the major government organisations; printed directions issued by the manufacturers of propriety materials used (whether specified or not). Provide any relevant part of the above documents for use on site if necessary for the efficient execution of the work or if so directed.

22.0 Health and Safety

22.1 The work does not within the full scope of the CDM regulations.

22.2 There is no known asbestos within the Church. The presence of asbestos in working areas is generally considered a low risk but the contractor should be aware of the need to seek specialist advice should asbestos be suspected in respect of the works.

22.3 The Church may remain in use during the works: protect entry routes into the building and enclose working areas as necessary to protect building users from all forms of potential hazards associated with the works.

23.0 Management of the Works

- 23.1 The Contractor should accept responsibility for co-ordination, supervision and administration of the Works, including all subcontractors. Arrange and monitor a programme with each subcontractor, supplier, Local Authority and statutory undertaker and obtain and supply information as necessary for co-ordination of the Works.
- 23.2 Include all expenses whatsoever in connection with labour, including overtime if necessary, to complete the works within the stated period or to ensure completion of parts of the Works within a given time to avoid deterioration of fabric.
- 23.3 Provide all mechanical and non-mechanical plant, haulage, scaffolding, gantries, walkways, road tarpaulins etc. and temporary services and other equipment necessary for the satisfactory completion of the works.
- 23.4 Include for temporary measures, watching, lighting, hoardings, shorings to buildings, protection of roads and paths etc. and other safety measures to the entire satisfaction of the Local and Statutory Authorities.
- 23.5 Site Foreman: The Contractor shall at all times keep upon the works a competent person in charge, and any written instructions given to him by the Architect shall be deemed to have been given to the contractor.
- 23.6 Sub-Letting/Sub Contracting: Work contained in this specification shall not be sub let without the prior consent of the Architect and the Employer. Contractors are invited to use subcontractors and suppliers where named in this specification. Such contractors/suppliers are to be domestic subcontractors to the Contractor. The Contractor is responsible for ensuring that subcontractors are made aware of the requirements of this specification and schedule of works and kept informed of any alteration or amendments to the specification, schedule of work, new or revised drawings.
- 23.7 Ownership: Products and materials salvaged from the alteration/demolition works are to become the property of the Contractor unless otherwise stated. All waste material is to be removed from site as work proceeds.

24.0 Records

- 24.1 Keep a properly documented and dated job diary for inspection when so requested.
- 24.2 Record all events relevant to the construction of the Works including (but not limited to) the following:
- a) Daily weather conditions.
 - b) Keep on site a maximum and a minimum thermometer and keep a daily log of temperatures, recording the temperatures at the start and completion of works each day as a minimum requirement.
 - c) All drawings or other documents issued or requested, all instructions issued to the Contractor and the action taken, including verbal instructions and the date of written confirmation; adequate details of daywork; weather conditions; records of tests (if not recorded elsewhere); any poor workmanship observed or reported and condemned work stating reasons; delays and their causes; details of labour and plant.
 - d) Details of work originally classified as provisional; details in support of claims for extra payment; measurements and cost information to support valuations and the final account; commencement and completion dates of significant elements of work, adequate photographs, names of personnel involved in critical activities.

25.0 Drawings

- 25.1 Check any drawings issued after the start of the Works to ensure they do not conflict with those previously supplied, or with actual dimensions on site. Notify the Architect of any discrepancies.
- 25.2 Areas of work involved with the existing buildings where dimensions are stated on the drawings/specification must always be checked on site by the Contractor.

26.0 Programme

- 26.1 Provide start and completion dates for the work and key dates/periods for significant aspects of the work including periods when work is planned that may otherwise affect the function of the Church as a place of Worship. Provide this information to the Architect and Employer for review and in good time to allow any significant dates in the parish calendar to be planned or incorporated and the programme modified if necessary.

27.0 Inspections and Covering Up

- 27.1 Give notice regarding any work that must be inspected prior to covering up, this includes:
- a) Work of structural importance.
 - b) Functional work, e.g. drains.
 - c) Work treated as provisional at time of tendering.
- 27.2 Do not cover up such work until inspected and approved by the Architect or other authorised inspector.

28.0 Workmanship

- 28.1 The work shall be of the highest possible standard and carried out by reliable tradesmen experienced in the type of work in hand. It is a requirement of the Employer that the quality of workmanship and materials is to be of a standard acceptable to any relevant funding body.
- 28.2 In the event of any query on site or regarding the specification, the Architect must be consulted before work proceeds.
- 28.3 The working materials should be in accordance with the manufacturer's instructions, together with current Codes of Practice and the relevant Appendices attached to the Specification.
- 28.4 The Contractor is to make good any defective work and materials directed by the Architect at the Contractor's own expense.

29.0 Materials

- 29.1 General Standards and Requirements
- a) All new materials for the Works shall be the best of their respective kind, guaranteed free from defect and the current British Standards and Code of Practice will be deemed to apply to this Specification.
 - b) The type and colour of all materials shall be in accordance with the Specification/Schedule of Work; samples of materials visible in finished work are to be submitted to the Architect and (where applicable) to the Local Planning Authority (or Diocese Advisory Committee) for approval before being fixed.

- c) In the event the Contractor is instructed to use materials reclaimed from the Works, prior to installation all such materials shall be submitted to and approved by the Architect.
 - d) The Contractor shall be responsible for providing adequate handling and storage facilities on site for materials including a lock-up shed for all perishables, toxic or inflammable materials.
- 29.2 Standard of Acceptance. Do not accept delivery of any materials that:
- a) Do not comply with Specification.
 - b) Do not match approved samples.
 - c) Are damaged or contaminated.
 - d) Can not be used within stated storage life.
- 29.3 Handling and Storage: As soon as materials are checked on to site, carefully handle and securely store them in a manner that provides adequate protection from mechanical damage, distortion, contamination and deterioration.
- 29.4 Source Restrictions: Use a single source of supply for materials and components having characteristics that differ according to source of supply or manufacture; or could affect their appearance or performance.
- 29.5 Unspecified Items: Ensure any and all materials which are left to the choice of the Contractor are of good quality, fit and for their intended purpose, comply with relevant codes of practice or British Standards, and comply with good building practice.
- 29.6 The Contractor is to make good any defective materials as directed by the Architect at the Contractors own expense.

30.0 Proprietary Materials, Components and Systems

- 30.1 Observe all manufacturers written instructions, particularly regarding handling, storage lift and conditions, preparing, fixing and protecting.
- 30.2 Specifications of propriety materials and components is not binding. The Contractor may suggest alternatives of a similar quality and performance.

31.0 Fixings

- 31.1 Subject to specified requirements, fix everything that is intended to be fixed in such a manner that it stays fixed. Select fixings with proof against likely corrosion, suited to likely stresses, to suit visually the item being fixed.

32.0 Named Craftsmen and Suppliers

- 32.1 The Contractor is invited to use the named craftsmen and suppliers included within this specification. If the contractor proposes to use alternative craftsmen and suppliers this is to be confirmed in the tender and evidence of their skills and experience will be requested. The craftsmen and suppliers named are to be domestic subcontractors to the Contractor.

D TRADE PREAMBLES

1.0 Stonework and Brickwork Repairs

1.1 *Recording and Dismantling of Existing Facing/Dressed Stonework as Part of Repair*

1.1.1 Prior to dismantling any stonework to allow repair etc., stones should be numbered with chalk or otherwise labelled in a manner agreed with the Architect. Adequate photographs should be taken of the numbered stones in situ to assist in correct reinstatement.

1.1.2 Stones should be removed with care and progressively.

- i) Cut out only stones which are severely eroded or cracked such that the building fabric/structure is compromised and as directed by the Architect.
- ii) Cut/rake out joints using fine toothed mason's saws and hooked blades to release the stone from surrounding work.
- iii) Lever from cavity ensuring surrounding work is not disturbed.
- iv) Support surrounding work with timber blocks until replacement or redressed stone is installed.
- v) Immediately notify Architect in the event any movement is detected.
- vi) Remove all loose material from cavity using stiff bristle brush.
- vii) Rinse out with minimal quantity of clean water immediately prior to placing new or redressed stone.

At low level stones should be laid out and stored on timber pallets.

1.2 *Re-bedding Existing Masonry*

1.2.1 Remove all loose particles from the surface of the stone (churn brush) by hand. Thoroughly dampen down all masonry before re-bedding allowing a period for any free water lying on surface of stone to dry out before applying mortar. In hot, dry weather sections of stone to be bedded should be immersed in water for up to 10 minutes before allowing surface water to dry out for a short period immediately before bedding.

1.2.2 Stone to be bedded to follow line of existing (whether or not the existing is level or plumb) with joint thickness to correspond with that of surrounding masonry.

1.2.3 Lay stones on a full bed of mortar with all joints and voids filled. Where necessary use temporary lead or stainless steel distance pieces to ensure consistent joint width; remove when mortar is sufficiently strong.

1.2.4 Keep stonework clean during construction and until Practical Completion. Ensure that no mortar encroaches on face when laying. Turn back scaffolding boards at night and during heavy rain. Rubbing to remove marks or stains will not be permitted.

1.3 *Preparation of Stonework for Re-pointing*

1.3.1 Extent of all existing mortar to be removed to be agreed with Architect before proceeding with the work. Provisionally this is as shown on the drawings.

1.3.2 Depth of raking out in preparation for re-pointing to be at least twice the height of the joint and, in any case, not less than 18mm.

- 1.3.3 Lime based mortar to be removed by hand by scraping (not striking) a sharp chisel or quirk across the joint, ensuring that the back of the joint is square. For fine stone joints a fine toothed saw or hooked blade may be used.
- 1.3.4 Any cement-based mortar to be removed by scraping with a chisel where mortar is loose. Where directed by Architect, firm/sound cement-based mortar to be removed with a hammer and chisel but otherwise should be left untouched. Chisels should be kept sharp, and removal should be carried out by a stonemason and with appropriate care to minimise damage to existing stonework. Where very hard cement based mortars are encountered, the use of a drill may be permitted to break the back of joints using an electric drill with a diamond tipped bit (6mm dia for a 10mm joint) on a low speed and low torque setting. Use of drilling of holes is subject to a test sample of the method to be approved by the Architect.
- 1.3.5 Do not use mechanical chisels, angle grinders, etc. to remove existing mortar.
- 1.3.6 Remove all loose particles from joints and all organic growth (lichen, moss etc.) from area of stone immediately adjacent to joint (25 nominal).
- 1.3.7 Thoroughly dampen down masonry with water before repointing with lime mortar allowing a period for free water to dry out. As necessary, repeat dampening down of un-pointed areas as the work proceeds to ensure masonry is damp when re-pointed.
- 1.3.8 Allow for executing sample panels of pointing in the mortar mix approved in 2.5 to a standard approved by the Architect prior to commencing the works, including a sample area of pointing removal. Sample area of pointing removal and repointing are to be 0.5 meter square in area. Location of sample panels to be agreed with the Architect.

1.4 *Repointing Stonework*

- 1.4.1 Point up raked out joints ensuring that mortar is forced well into the joints to fill all voids. When mortar is semi-set firmly tamp joints with a churn brush to remove laitance. Face of mortar to be finished just behind the face of surrounding stone stones in ashlar work.
- 1.4.2 Where joints are large (i.e. deeper or wider than 30mm), it will be necessary to point up in more than one application (to avoid slumping of mortar or excessive shrinkage) allowing each application to dry to a semi-set condition before applying more mortar.
- 1.4.3 Mortar joints to be finished slightly recessed to the surrounding stone with surface of joint robustly tamped with a churn brush when mortar is semi-set (i.e. when mortar surface can still be worked with a brush but without leaving brush marks in the surface of the mortar or smearing mortar onto surrounding stone) to re-compact the mortar and finish the joint.

1.5 *Preparation of Mixes*

- 1.5.1 Mortar mixed using a gauging box, mix provisionally 1:3 – lime: sand subject to approval of samples.
- 1.5.2 Design mixes

Mortar to be mixed on site. For non-hydraulic mortar mix up enough lime/sand mortar at start of contract to complete the work set out in Schedule of Works, or in batch sizes to suit work stages. All coarse-stuff mortar (whether mixed on site or supplied to site) to be stored in plastic tubs (or dustbins) or on timber sheeting and protected from the weather and contamination by polythene sheeting/damp Hessian. Coarse-stuff to be remixed immediately before use. Hydraulic lime

mortar to be mixed in accordance with manufacturers recommendations (where available) and in batches of appropriate size to suit setting rates, weather conditions and work stages.

(Mix A) Non-hydraulic mortar

Lime to be Singleton Birch Lime Putty or similar and approved.

(Mix B) Hydraulic Mortar

Lime to be hydraulic lime hydrate (NHL3.5) from Singleton Birch/Hydraulic Lincolnshire Limes Ltd, Melton Ross Quarries, Barnetby, North Lincolnshire, DN38 6AE Telephone 01652 686000 or similar approved by the Architect.

1.5.3 Aggregates and inclusions for use in mortars

Sand provisionally to be 50% washed course/sharp sand (Wanlip or similar) and 50% washed fine sand (Wanlip or similar) subject to approval of sample panels.

Other inclusions to be introduced only on discussion and approval of the Architect, approval of suppliers and agreement of samples.

1.5.4 Samples and approvals

Prepare biscuits of mortar samples, samples of raking-out and repointing/consolidation as required in the Schedule of Works. Undertake in-situ samples in locations pre-agreed with the Architect. Await approval before implementing samples elsewhere in the works.

1.6 Repairs to Fractured Masonry

1.6.1 All repairs to masonry to be agreed in detail with the Architect before proceeding with the work.

1.6.2 Fractures in dressed masonry to be pinned in accordance with the Architects instructions.

1.7 Dowels and Cramps

1.7.1 Dowels and Cramps are to be Delta bronze or stainless steel as directed by the Architect. Approved manufacturers of dowels and cramps are Abbey Building Supplies Co., 213 Stourbridge Road, Halesowen, West Midlands BS6 3QY; Ancon Building Products, President Way, President Park, Sheffield, S4 7UR; ACS stainless Steel Fixings Ltd, Cross Green Approach, Leeds, LS9 0SG. Stainless steel to be grade 1.4401 to BS EN 10088 and BS EN 10027.

1.7.2 Existing rusting iron cramps are to be carefully removed where accessible during the works or where directed in the schedules/drawings and replaced with new cramps in materials as specified in 1.7.1 generally to match the design of the originals or, where agreed with the Architect, to a new design.

E THE WORKS

ITEM	DESCRIPTION	CONTRACTOR COSTING
1.0	Scaffolding	
1.1	Supply and erect scaffolding to the North, part South wall East of the lean to and East and West elevations, to give access to stonework repairs to the East Gable, Gutter and stonework repairs to the North and South sides of the Nave, and repointing repairs to the West elevation. Supply and erect scaffolding above the lean to roof to allow for gutter and minor roof repairs to the South slope of the Nave roof.	
1.2	Allow for protecting the scaffold with metal sheeting up to a height of 2.4 metres to the East elevation.	
1.3	Provide and fix a scaffold alarm above the height of the sheeting on the East elevation and to cover the 1 st and 2 nd lift of the other areas of scaffolding.	
1.4	Allow for providing a protected walkway from the main East gateway, all the way round to the double doors of the meeting room sufficient to allow for continued disabled access.	
1.5	Note scaffolding to the tower is not required.	
2.0	Brickwork and Masonry Repairs	
2.1	<i>East Wall Chancel</i>	
2.1.1	Carefully remove all sections of perished copings to the South side of the apex brickwork. Allow for replacing in Ancaster Stone for pricing purposes, but the replacement stones are to match any retained copings and to the approval of the Architect. Allow for 3 metres of replacement copings.	
2.1.2	Allow for raking out and repointing 10% of the apex brickwork.	
2.1.3	Allow for raking out and repointing the copings to the North slope of the apex brickwork.	
2.1.4	Allow for replacing the top apex stone of the copings.	
2.1.5	Allow for carefully taking down and rebuilding the lower section of the displaced brickwork on the right hand side of the brick gable.	

2.1.6	Allow for raking out the stonework (just below the decorative brick string course to the apex brickwork) in the top South East corner and up to W10. Allow 2m ² .	
3.0	Masonry Repairs	
3.1	<i>Nave and Chancel North Wall</i>	
3.1.1	Rake out and repoint around the down pipe fixings 2m ² .	
3.1.2	Allow for raking out and 100% repointing to the North East buttress.	
3.1.3	Allow for cleaning off the areas of remaining lime render on the Nave North wall, to expose the granite walling. For pricing allow 5m ² , actual area to be measured on completion.	
3.1.4	Allow for raking out and repointing the remainder of the North wall and the buttresses, for pricing allow a further 30m ² .	
3.1.5	Allow for cleaning down the metal air vents and repainting.	
3.2	<i>Nave West Wall (North of Tower)</i>	
3.2.1	Carefully dismantle the dislodged brickwork at the eaves and reconstruct. Allow for inserting 2 length of 900mm long helibar in the rebuilt brickwork.	
3.2.2	Allow for resetting any disturbed roof slating.	
3.2.3	Allow a PC sum of £250.00 for a timber repairs.	
3.2.4	See item 6 re. gutter repairs but allow for refixing the gutter support brackets where loose.	
3.2.5	Allow for repointing 2m ² of brickwork.	
3.2.6	Allow for removing of ivy and vegetation at the base of the wall.	
3.3	<i>Nave West Wall (South of the Tower)</i>	
3.3.1	Allow for raking out and repointing the brick surround to Window W3.	
3.3.2	Allow for raking out 3m ² of the granite walling to the upper right hand side of W3 and repointing.	

4.0	Tower North Wall	
4.1	Provide access to replace 1no. small granite stone at approx. 5 meters from ground level, allow for cleaning out the area around the fallen stone replacing a stone and pointing in.	
5.0	Nave South Wall including Organ Chamber	
5.1	Allow for refixing the gutter support bracket and repointing 4m ² of stone work to the walling at high level. Allow for inserting a 900mm length of Helitie where the walling is cracked.	
5.2	Allow for removing all the vegetation from the South East buttress and treating with herbicide. Allow for raking out and all loose mortar and repointing.	
5.3	Allow for repointing the brickwork under the eaves of the organ chamber.	
5.4	Carefully remove the patches of deteriorated lime render beneath window W12. Clean off the stonework and repoint.	
5.5	Allow for inserting a small piece of granite where the original kitchen extract was removed.	
6.0	Guttering Repairs	
6.1	<i>Vestry</i>	
6.1.1	Clean out all debris from the guttering, check all support brackets and test all falls and adjust as required.	
6.2	<i>High Level Gutters to the Nave Roof North Side</i>	
6.2.1	Clean out the entire length of the gutter and check for leaks. Check and refix any loose gutter fixings, clean down and repaint. Check all gutter falls to the outlets and adjust the supporting brackets as required. Brush down the internal surface of the gutter and repaint with 2 coats of bitumen. Clean down and de-rust the external surface of the guttering and repaint with primer, 2 undercoat and 1 gloss.	
6.2.2	Rod out the downpipes and ensure they are running clear. Clean down and remove all rust and repaint with primer, 2 undercoat and 1 gloss.	

6.2.3	<i>Sewer Vent pipe in the North East Corner</i> Clean down remove rust and repaint as above.	
6.3	<i>High Level Gutter to the Nave Roof South Side</i>	
6.3.1	Carefully dismantle the displaced lengths of guttering by the South East corner, due to the failed gutter brackets. Clean down the internal surface and check for cracks. Allow a PC sum of £800.00 for replacement of damaged gutter sections.	
6.3.2	Carefully check all remaining gutter support brackets. Clean down and repaint.	
6.3.3	Clean out the remainder of the south gutter and check for leaks.	
6.3.4	Clean down and de-rust all the internal surface of the guttering and repair with 2 coats of bitumen based paint.	
6.3.5	Reassemble the removed sections of guttering adjust falls as required and test for leaks.	
6.3.6	Clean down and de-rust the external surfaces of the guttering and paint with primer 2 undercoat and 1 gloss.	
6.3.7	Rod out all downpipes and check they are running clear.	
6.3.8	Clean down de-rust and repaint all downpipes with primer, 2 undercoat and 1 gloss.	
6.4	<i>North Porch Gutter</i>	
6.4.1	Clean out both gutters, remove vegetation and ensure the downpipe is clear.	
6.4.2	Allow for repainting the guttering and downpipe as above.	
7.0	Timber Redecoration	
7.1	<i>Vestry Windows</i>	
7.1.1	Allow for cleaning down the timber staining to the windows and recoat with 2 coats of Sadolin Wood stain.	
7.2	<i>Redecoration to Window W3</i>	
7.2.1	Carefully remove the protective polycarbonate sheeting and cart away. Allow for replacing in new polycarbonate sheet.	

7.2.2	Carefully remove the defective pointing to the glazing and make good. Allow for replacing the existing lead cill flashing in code 3 lead.	
7.2.3	Clean down the window frame work and redecorate with 2 undercoats and 1 gloss.	
7.2.4	Carefully clean the poly carbonate sheeting using only a soft sponge and water, do not use window cleaning products or abrasives.	
7.2.5	Refix the polycarbonate sheeting.	
7.3	<i>North Porch Timberwork</i>	
7.3.1	Carefully strip back the existing varnished surfaces to all the timberwork including the door and frame, both internally and externally. Allow for removing all decorative hardware and setting a-side for refixing.	
7.3.2	Allow for cutting out and making good to the existing frame work where rotted. Specialist resins timber repair material may be used where directed by the Architect. Note on the East side of the Porch, the bottom rail is perished where it enters the Church main wall.	
7.3.3	Allow for cleaning off all the decorative hardware and repainting on all surfaces prior to refixing.	
7.3.4	Allow for re-staining all the prepared timberwork with a primer and 2 coats of Sadolin Wood stain.	
7.4	<i>Organ Chamber Door</i>	
7.4.1	Allow for cleaning down and re-varnishing with primer and 2 coats of Sadolin wood stain.	
8.0	<i>Window Guards & Support Fixings</i>	
8.1	Carefully remove any ferrous fastenings and replace with stainless steel clips and screws.	
8.2	Carefully remove the existing galvanised mesh screens to W9 & W10 and return to specialist galvaniser for stripping and re-galvanising.	
8.3	Allow for preparing a specialist report on the state of the glazing to all the churchwardens.	
9.0	Slating and Tiling Repairs	
9.1	<i>Meeting Room</i>	
9.1.1	Allow for resetting 2no. displaced slates.	

9.2	<i>North Porch</i>	
9.2.1	Allow for replacing 2no. broken claytiles.	
9.3	<i>Vestry Roof</i>	
9.3.1	Allow for resetting 4no. slipped slates.	
9.4	<i>Nave South Slope</i>	
9.4.1	Allow for resetting 1 slipped slate and replacing 1 broken slate (9 courses below the injection with the South East corner of the Tower).	
10.0	Disused Clock Mechanism in the Roof Void	
10.1	Allow a PC of £150 for a specialist to visit to assess the value of the redundant mechanism and prepare a brief report.	
11.0	Tower Roof Access	
11.1	Allow for the construction of a small platform above the bells to allow for a new fixed ladder access for the new platform up to the roof access. Allow a PC of £500 for a platform and new ladder.	
11.2	Allow for re-greasing the weather vane bearing.	
12.0	Drainage Channel on the South Side of the Vestry	
12.1	Carefully lift off the grille covering the drainage channel, clean and repaint.	
12.2	Sweep out the drainage channel and remove all debris ensuring all outlets are clear.	
12.3	Replace the grille cover.	
12.4	On the South side of the Church, the small yard area requires the area cleaning of vegetation and debris. Allow for spraying the pavings with a herbicide to prevent regrowth.	
13.0	Wood Worm Treatment to Pew Staging and Chancel Flooring.	
13.1	Allow for carefully lifting areas of the floor boarding to allow for spraying the underside of the boarding and joists by timber treatment specialist. Allow for refitting boards on completion. Allow for adjusting the raised section of flooring by the ladies choir pew in improve access.	

14.0	Roof Void Over Nave & Chancel	
14.1	Remove redundant wiring and relay insulation where disturbed.	
15.0	Organ Stool	
15.1	Carefully remove the existing organ stool which is severely damaged by beetle attack and replace.	
16.0	Contractor Prelims	
17.0	Net Total	

SPECIFICATION FOR THE REPAIRS TO THE CHURCH FABRIC

at

ST PETERS, MOUNTSORREL, LEICESTERSHIRE

for

THE PCC OF ST PETERS CHURCH

FORM OF TENDER

Dear Sir,

I/We the undersigned, do hereby Tender and undertake to erect and complete the above mentioned works in accordance with the Conditions of Contract, Drawings and Specification, and to the satisfaction of your Architect, PARKINSON DODSON & ASSOCIATES, TUGBY ORCHARDS, WOOD LANE, TUGBY, LEICS, LE7 9WE for the firm price of
.....£ _____ : _____.

Exclusive of Value Added Tax.

I/We undertake to complete the whole of the works within weeks of starting on site.

I/We agree to a defects liability period of six months after the certified date of completion.

AS WITNESS Our/My hand this day of2015.

Signature:

Address:
.....
.....

Sealed Tenders to be delivered to: Parkinson Dodson & Associates, Tugby Orchards, Wood Lane, Tugby, Leics, LE7 9WE not later than noon on _____.

VALUE ADDED TAX: The above tender figure is exclusive of Value Added Tax. We consider that the following value of works within the firm price tender is likely to be taxable:

Taxable items £ Value Added Tax at% £.....

St Peters, Mountsorrel, Leicestershire