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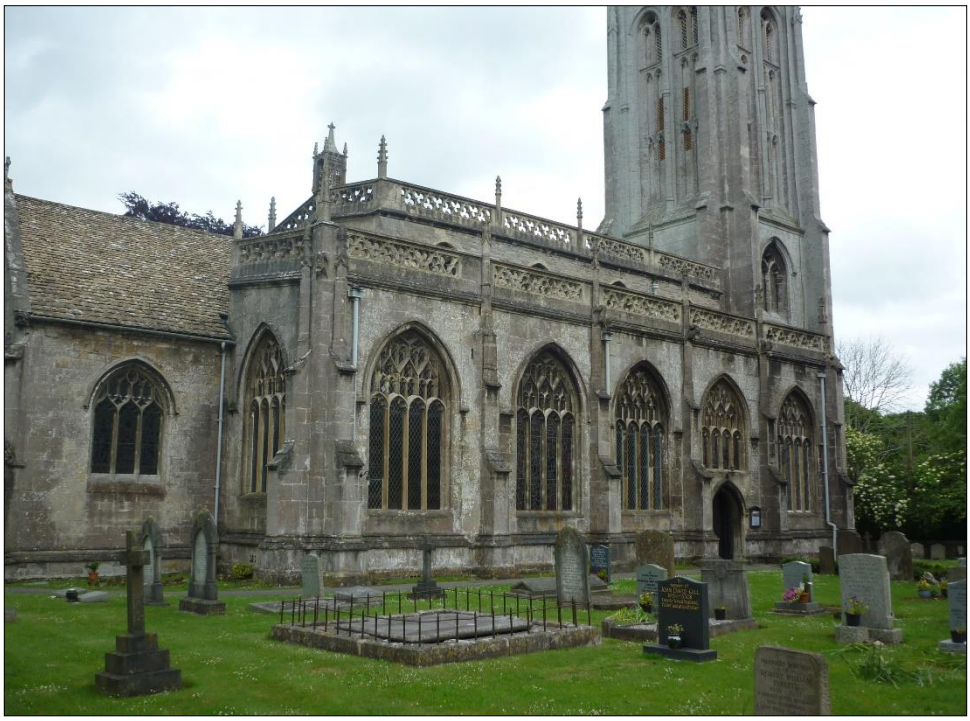
WRINGTON
All Saints

Proposed Tower Vestry Works



NBS and Schedule of works
Project No 0104

April 2025

1. PREAMBLE

1.1 Description of Church

The church is largely of C15-early C16 date. The church retains rare and historically important roofs, fittings and details. The church stands within a rectilinear churchyard on Station Road, a small lane The Triangle runs to the north gate of the churchyard, and is suitable for access.

1.2 Condition

The church and church yard are clearly well kept. The fabric of the church has been well maintained by the PCC.

1.3 Scope and Principles of the Works

This project comprises the following range of work:

- Carefully dismantling Vestry joinery.
- Removal of raised timber floor.
- Lifting and re-laying stone floors.
- Construction of studwork.
- Installing new and salvaged joinery for servery and accessible WC.
- New heating underfloor heating.
- New lighting.

1.4 Location of Site

The church is sited in Station Road, Wrington, Avon. Postcode: BS40 5LG.

1.5 Access

Arrangements to visit the church should be made by contacting Mr Andrew Whiting, the Churchwarden, telephone 07311 735453.

1.6 The Contract

The Employer will be the PCC of All Saints, Wrington. A contract will be drawn up between the Employer and the selected Contractor using the JCT Minor Works Building Contract 2016, latest edition. All contract figures shall be exclusive of VAT.

The following Contract Particulars shall apply:

1st Recital	The Employer wishes to have the following work carried out: A reordering of the tower Vestry to provide an accessible WC.
2nd Recital	A Specification (which includes a Schedule of Works and Daywork rates) and drawings have been prepared.
3rd Recital	Reference to Work Schedules and Schedules of Rates will be deleted.
4th Recital	The 'Base Date' shall be ten days before the tender return due date.

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	CIS – The Employer at the Base Date is not a Contractor for the purpose of the CIS.
5th Recital	The Project is not considered to be notifiable.
6th Recital	Framework agreements do not apply.
7th Recital	Supplementary Provisions: - Collaborative working applies - Health and Safety applies - Cost savings and value improvements does not apply - Sustainable development and environmental considerations does not apply - Performance indicators does not apply - Notification of disputes does not apply
Article 7	& Schedule 1 (arbitration) shall apply
Clause 1.1	CDM Planning period shall end on the date of the Commencement of the Works.
Clause 2.2	Date for commencement of the works: TBA Date for completion of the works: TBA
Clause 2.8	Liquidated damages: £200/week
Clause 2.10	Rectification period shall be 12 months
Clause 4.3	Percentage rate of the total value shall be 95 %
Clause 4.54	Percentage rate of total amount paid to the contractor shall be 97½ %
Clause 4.8.1	Supply of documentation: 3 months
Clause 4.11	& Schedule 2 – Fluctuations for Contribution, levy and tax changes shall not apply
Clause 5.3.2	Insurance shall be taken out to cover an unlimited number of incidents at £5 million per incident.
Clause 5.4A&B	Clause 5.4B applies. The PCC will advise their insurers. Clause 5.4A.1 Percentage shall be 15%
Clause 5.4B.1	Percentage shall be 15%
Clause 7.2	The adjudicator shall be the President or a Vice President or a Vice Chairman of the Royal Institute of British Architects.

1.7 CDM Regulations 2015 - Health & Safety Plan

See CDM pre-construction H&S document.

1.8 Variations and Unforeseen Work

The contractor is to notify the architect immediately if any unforeseen defects are uncovered. Any extra works found to be necessary during the works shall not be commenced without the architect's prior instruction, which will be confirmed in writing as a variation.

No claim for extras can be considered in the assessment of the Final Account unless this procedure has been followed.

No variations in addition to, or omissions from, the work shall be made without the written authority of the architect. All authorised variations shall be measured and valued on the basis of priced schedules supplied by the contractor.

Immediately upon receipt of a written architect's Instruction the contractor shall return one copy of the Architect's Instruction issued under the appropriate clause of the contract.

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1.9 Care, Protection and Security

The church building, contents and grounds are valuable and unique. Great care is to be taken in the carrying out of the works and any necessary temporary protection is to be provided to prevent damage to property or injury to persons. The contactor is to make good, at his own expense, any damage or loss arising out of his failure to provide adequate care and protection.

The works are to be left safe and tidy and the lowest stages of any ladders are to be removed or otherwise made inaccessible at the end of each working day. Adequate safeguards are to be taken against theft or vandalism.

1.10 Property

Allow for protecting the property both real and personal of the church, their neighbours and visitors. The contractor will be held responsible for and must make good at his own expense any damage caused to buildings, roads, pavements, fencing, drains electric, gas or water services and the like, arising from the contract. He shall not allow his own or any other workmen engaged upon the works to trespass upon the grounds adjoining the works.

The contractor will be required to make good to the architect's satisfaction all damage to paths, lawns and flowerbeds, including those within the area allocated for storage and working space. All areas of storage and transit operations at the current site must be made good to the architect's satisfaction.

1.11 Programme

The contractor is to prepare a written programme for the works for submission within two weeks of the date for commencement for the works.

The contractor will commence work within five days of the date for commencement and shall proceed regularly and efficiently with the works until completion.

1.12 Water for the Works

Water is available on site. Water must not be drawn as to cause any inconvenience to the Employer.

1.13 Lighting and Power for the Works

Provide all lighting and power for the works and for temporary arrangements for distribution about the site. The contractor may make temporary connections to the existing installation. All temporary lights on site to assist with the work will be fluorescent, **no 'hot lamp'** halogen lights are to be used at any time.

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1.14 Removal of Rubbish and Spoil, No Fires

The contactor is to clear and cart away from time to time, as it accumulates, all rubbish and spoil arising from the work. Paths and roadways are to be kept free of obstruction. Consent for parking a skip, if required will be the contractor's responsibility.

No water, or other liquid, containing cement, lime, paint, solvent, oils etc., is to be allowed to enter any drain and must be removed from the site for proper disposal.

1.15 Temporary Accommodation

The contractor is to provide Welfare Facilities as required by the works and Health & Safety legislation.

No WC is available on site.

The siting of temporary buildings will be agreed on site prior to commencement.

1.16 Discoveries

Any unusual discoveries of artefacts or fragments of metal, glass, or carved wood are to be carefully preserved and reported to the architect or archaeologist if engaged.

If any human remains are inadvertently uncovered, they are to be brought to the attention of the archaeologist and the architect.

1.17 Bats

If any bats are discovered in any area of works, operations there are to cease and further advice sought from the architect. The contractor is reminded bats are a protected species.

1.18 Salvage, Removal of Material

No material is to be removed from the site without the permission of the architect. Where noted a full savage value for materials is to be allowed against the contract.

1.19 Completion and Clearing Up

On completion of the works, remove from site all temporary installations, rubbish and surplus materials. Clean the affected parts of the building and working areas. Repair paths, turf, fences etc, and leave everything clean and tidy to the satisfaction of the architect.

1.20 Plant and Equipment

The contractor is to provide all plant and equipment necessary for the execution of the works and will be responsible for ensuring that it complies with, and is used entirely in accordance with, safety recommendations and statutory regulations.

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1.21 Health and Safety File

This is in relation only to the construction work carried out under this contract.

At the completion of the works, the Contractor is to supply to the church the completed Health & Safety file in accordance with the current legislation. The information provided should include the following:

- Schedules of the materials used showing the source of supply for each material with manufacturer's literature of all materials, plant and equipment used in the works.
- The names and addresses of every sub-contractor engaged upon the contract, together with a description of the work carried out by each company.
- A maintenance plan describing the nature and the frequency of future maintenance work and identifying risks. The employer's attention to be drawn to the use of any hazardous materials - COSHH assessments to be provided to ensure safe working methods.

1.22 Working Times, Radios and Church Services

The main body church is not open to the public for the duration of the works, but regular church services will still be taking place.

We do not foresee the need for any weekend work and this should be agreed in advance.

The Contractor is not to generate noisy operations before 8am and after 5pm unless by prior agreement. Radios, CD or tape players will not be allowed at the church.

1.23 Provisional Sums

Provisional sums may be included for works that cannot be quantified until the work is opened-up. These sums are to be used as directed in whole, or in part, if not required.

Where Provisional Sums are stipulated for the cost of specialist items these are to cover the net cost of supply and delivery only. They will be spent, in whole or in part, as directed by the architect. The contractor should allow in addition for profit and any handling charges.

Where Provisional Sums are included for specialist works or services these will be assumed to be carried out by domestic, specialist subcontractors whose identity will have been discussed with the architect. The contractor should allow in addition for profit and attendance.

1.24 Drawings and Specification

Copies of the architect's specification are to be readily available at all working times. All craftsmen must read the Preliminaries and those parts of the Specification relating to their work, prior to commencement.

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1.25 Record Photographs

The contractor is to provide 'before' and 'after' photographs of the works. The photographs should be dated and titled and if appropriate or cross-referenced to the drawings. They are to be presented on a CD in jpeg format prior to completion of the contract.

1.26 Conservation Practice

All works to be undertaken with due care and attention to prevent any damage to the structure and fabric of the existing building. All conservation and repair work is to be carried out to best practice standards.

All temporary electrical installations are to be inspected and tested by a competent person, before use.

Chemicals and other harmful substances must not be discharged into open watercourses or drains.

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MATERIALS AND WORKMANSHIP

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C20 DEMOLITION

SERVICES AFFECTED BY DECONSTRUCTION/ DEMOLITION

210 SERVICES GENERALLY

- Work carried out to or affecting new and/ or existing services: Carry out in accordance with the byelaws and/ or regulations of the relevant Statutory Authority.
- Services affected by deconstruction/ demolition work: Locate and mark positions.
- Mains services marking: Arrange with the appropriate authorities for services to be located and marked. Mark in accordance with National Joint Utilities Group 'Guidelines on the positioning and colour coding of underground utilities' apparatus'.
- Arrange with the appropriate authorities for disconnection of services and removal of fittings and equipment owned by those authorities prior to starting deconstruction/ demolition.
- Disconnection of drains: Locate, disconnect and seal disused foul and surface water drains. Sealing should be permanent and within the site.
- Protect drains and associated manholes, inspection chambers, gullies, vent pipes and fittings; maintain normal flow during deconstruction/ demolition and make good any damage arising from deconstruction/ demolition work. At completion of deconstruction/ demolition work, leave clean and in working order.
- Provide as necessary to maintain continuity of services to occupied areas of the site on which the deconstruction/ demolition is taking place and to adjoining sites or properties.
- Damage to services: Give notice of damaged services to be retained, and notify relevant service authorities and/ or owner/ occupier regarding damage arising from deconstruction/ demolition. Repairs should be completed as directed and to the satisfaction of the service authority or owner.

DECONSTRUCTION/ DEMOLITION WORK

310 WORKMANSHIP

- Standard: Demolish structures in accordance with BS 6187.
- Operatives shall be appropriately skilled and experienced for the type of work.
- Site staff responsible for supervision and control of work: Experienced in the assessment of risks involved and methods of deconstruction/ demolition to be used.
- Demolitions shall be done in such a manner as to cause as little disturbance as possible to the adjoining parts of the building. Works should be phased and co-ordinated accordingly. Where necessary, discuss with the Architect or Structural Engineer and submit Method Statements.
- The Contractor should install appropriate shoring, propping and strutting as may be necessary.
- Demolition must be carefully managed as construction may not necessarily be as anticipated.
- Partly demolished structures leave in a stable condition, with adequate temporary support at each stage to prevent risk of uncontrolled collapse. Make secure outside working hours.
- Temporary works: Prevent overloading due to debris.
- Dangerous openings: Provide guarding at all times, including outside of working hours. Illuminate during hours of darkness. Prevent access by unauthorized persons.
- Adjoining Property: Provide temporary support and protection. Maintain and alter, as necessary, as work proceeds. Do not leave unnecessary or unstable projections. Report any defects discovered. Minimize damage and if required repair promptly to

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ensure safety, stability, weather protection and security. Do not disturb support to foundations.

340 HEALTH HAZARDS AND PRECAUTIONS

- Precautions: Protect site operatives and general public from hazards associated with vibration, dangerous fumes and dust arising during the course of the Works.
- Precautions: Prevent fire and/ or explosion caused by gas and/ or vapour from tanks, pipes, etc.
- Reduce airborne dust by employing careful measures and if so agreed periodically spraying deconstruction/ demolition works with an appropriate wetting agent. Keep public roadways and footpaths clear of mud and debris.
- Lead dust: Submit method statement for control, containment and clean-up regimes.
- Give notice immediately when hazards such as unrecorded voids, tanks, chemicals, are discovered during deconstruction/ demolition.
- Give notice immediately of suspected asbestos-containing materials when discovered during deconstruction/ demolition work. Avoid disturbing such materials. Once discovered, submit statutory risk assessments and details of proposed methods for safe removal.
- Give notice immediately of any archaeologically or historically sensitive discoveries and cease works until an assessment can be made.

MATERIALS ARISING

510 Components and materials arising from the deconstruction/ demolition work to become the property of the Contractor except where otherwise stated. Remove materials from site as the work proceeds where not to be reused or recycled for site use.

- Materials arising from deconstruction/ demolition work can be recycled or reused elsewhere in the project, subject to compliance with the appropriate specification.
- Recycled materials are to be cleaned and stacked and stored in a dry and secure environment. Extra costs associated with handling and cleaning will be deemed to have been covered by the price provided for new materials.
- Materials to be specifically reused have been so described.

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C41 MINOR MASONRY WORKS

To be read with Preliminaries/ General conditions.

WORKMANSHIP GENERALLY

150 POWER TOOLS
- Usage for removal of mortar: Not permitted under any circumstances.

155 PUTLOG SCAFFOLDING
- Usage: Not permitted

160 PROTECTION OF MASONRY UNITS AND MASONRY
- Masonry units: Prevent overstressing during transit, storage, handling and fixing. Store on level bearers clear of the ground, separated with resilient spacers. Protect from adverse weather and keep dry. Prevent soiling, chipping and contamination. Lift units at designed lifting points, where provided.
- Masonry: Prevent damage, particularly to arrises, projecting features and delicate, friable surfaces. Prevent mortar/ grout splashes and other staining and marking on facework. Protect using suitable nonstaining slats, boards, tarpaulins, etc. Remove protection on completion of the work.

165 STRUCTURAL STABILITY
- General: Maintain stability of masonry. Report defects, including signs of movement, that are exposed or become apparent during the removal of masonry units.

170 DISTURBANCE TO RETAINED MASONRY
- Retained masonry in the vicinity of repair works: Disturb as little as possible.
- Existing retained masonry: Do not cut or adjust to accommodate new or reused units.
- Retained loose masonry units and those vulnerable to movement during repair works: Prop or wedge so as to be firmly and correctly positioned.

180 WORKMANSHIP
- Skill and experience of site operatives: Appropriate for types of work on which they are employed.

185 ADVERSE WEATHER
- General: Do not use frozen materials or lay masonry units on frozen surfaces.
- Air temperature: Do not bed masonry units or repoint:
  - In hydraulic lime:sand mortars when ambient air temperature is at or below 5°C and falling or unless it is at least 3°C and rising.
  - In nonhydraulic lime:sand mortars in cold weather, unless approval is given.
- Temperature of the work: Maintain above freezing until mortar has fully set.
- Rain, snow and dew: Protect masonry by covering during precipitation, and at all times when work is not proceeding.
- Hot conditions and drying winds: Prevent masonry from drying out rapidly.
- New mortar damaged by frost: Rake out and replace.

190 CONTROL SAMPLES
- General: Complete an area of each of the following types of work, and arrange for inspection before proceeding with the remainder:
  - Repointing of ashlar stonework

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- Mortar repair of masonry

MATERIALS/ PRODUCTION/ ACCESSORIES

215 MATERIAL SAMPLES
- Representative samples of designated materials: Submit before placing orders.
- Designated materials:
  - New dressed stone

- Retention of samples: Unless instructed otherwise, retain samples on site for reference. Protect from damage and contamination.

220 RECORDING PROFILES
- Profiles: Take measurements from existing masonry units, as instructed, to allow accurate matching of replacements.
- Recording in situ: If there are no suitable joints to allow use of inserts, seek instructions.
- Drawings and templates: Prepare as necessary. Templates must be clearly and indelibly marked to identify use and location.

250 STONE ORIENTATION
- Orientation of natural bed:
  - In plain walling: Horizontal.

255 ASHLAR BLOCKS/ DRESSINGS
- Cutting and dressing stone: To true and regular surfaces, free from hollow or rough areas.

258 TEMPLATES
- Templates for replacement stones are to be prepared by careful measuring and inspection of the adjoining stonework.

281 DOWELS AND CRAMPS FIXINGS FOR STONEWORK GENERALLY
- Type: Submit proposals.
- Material: Austentic stainless steel – Grade 316.
- Size, strength and number: As necessary to resist loads likely to occur during the life of the building, and to prevent lateral displacement or pulling apart of the construction.

DISMANTLING/ REBUILDING

310 DISMANTLING MASONRY FOR REUSE
- Masonry units to be reused: Remove carefully and in one piece.
  - Treatment: Clean off old mortar, organic growths and dirt, and leave units in a suitable condition for rebuilding.
  - Identification: Mark each unit clearly and indelibly on a concealed face, indicating its original position in the construction.

320 REBUILDING
- Existing salvaged stone from site.
- Mortar: As section Z21.
  - Mix: 1:2.5 Hydraulic Lime NHL 3.5:
  - Sand source/ type: Smooth, sharp and well graded to approval

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- Fixings: Cramps and dowels as Clause 281.
- Rebuilding: To match previous face and joint lines, joint widths and bonding. Adequately bonded to retained work/ backing masonry, as appropriate.
- Joint surfaces: Dampen, as necessary, to control suction.
- Laying masonry units: On a full bed of mortar; perpend joints filled.
- Exposed faces: Remove mortar and grout splashes immediately.
- Joints: Joint finishing to be completed as separate pointing operation in association with other repointing and using a weaker hydraulic lime mix (NHL 2.0)
- Other requirements: Where stones have been taken down from the wall the stones are to be relaid where possible in original locations, with external faces retained externally, but whilst also ensuring a good bond is achieved. Seek clarification if required.

TOOLING/ DRESSING STONE IN SITU

458 REDRESSING STONE
- No redressing is to be undertaken.

MORTAR REPAIRS

510 PREPARATION FOR MORTAR REPAIRS
- Decayed masonry: Remove loose and flaking material back carefully to a sound background. Where the depth of removal exceeds 25 mm, seek instructions. Wherever possible material must be saved and locally consolidated with mortar fill and syringe lime grouting.
- Precautions: Do not weaken masonry by removing excessive material. Do not damage adjacent masonry.

515 REINFORCEMENT FOR MORTAR REPAIRS
- Material: Austenitic stainless steel, phosphor bronze or copper alloy wire, 3mm diameter. Ceramic 'T' armatures are also permitted for repair depths less than 50mm.
- Armatures: Form to suit profiles of mortar repair and provide effective reinforcement.
- Cover to reinforcement: Not less than 18 mm.
- Installation: Drill holes into background to receive reinforcement, and bond firmly with a suitable hydraulic grout.
- Re-inforcement must only be used if agreed on site with the architect.

520 MORTAR REPAIRS _____
- Undercoats: As section Z21.
  - Mix: 1:3 Non-hydraulic lime: sand.
  - Sand source/ type: Stone dust and sand to match the existing stone.
  - Building up: In layers where necessary, each layer not exceeding 12 mm.
- Finishing coat: To match approved samples.
- Reinforcement: As clause 515.

540 APPLYING MORTAR
- Surfaces to receive mortar: Clean, and free from dust and debris. Dampen the stone several times with Limewater to control suction.
- Applying coats: Build up in layers to specified thickness. Apply a slurry of diluted mortar first and when it starts to turn matt it is ready for mortar application. Apply mortar firmly, ensuring good adhesion with no voids. Compress the mortar after it

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has stiffened slightly – typically 5- 15 minutes after application. Form a mechanical key to undercoats by combing or scratching to produce evenly spaced lines.
Allow each layer to achieve an initial set before applying subsequent coats. Prevent each layer from drying out rapidly by covering immediately with plastics sheeting and/ or dampening intermittently with clean water.

- Finishing mortar coat: Form accurately to required planes/ profiles, and finish flush with adjacent masonry.
- Protection: Protect completed repairs from adverse weather until mortar has set.

550 FINISH TO MORTAR REPAIRS

- Procedure: Finish final coat of repair mortar proud of existing masonry face. When mortar is set, but not too hard, scrape back to required face line using fine saw blade or other suitable means, to achieve required finish.
- Except where explicitly instructed to the contrary, finish the repair to a gently 'decayed' appearance: make no attempt to recreate the full profile of the original work.

640 PINNING LOOSE OR DETACHED MASONRY IF REQUIRED

- Dowels/ Pins:
  - Type: Austentic stainless steel threaded rods
  - Diameter: 3, 4 or 6mm to suit
- Resin: Contractor's choice
- Holes: Drill carefully, sloping downwards into background. Remove drilling dust and debris and keep dry.
- Filling holes:
  - Check that dowel lengths are correct before filling with resin.
  - Use sufficient resin so that when the dowel is inserted the resin is dispersed to achieve an effective repair.
- Exposed faces: Keep clean and free from resin stains. Use temporary plugging material and/ or isolating membranes as necessary.
- Clearances: Keep ends of ties and resin back from face of masonry.
- Making good after resin has cured: Allow for stone plugs as Clause 692 but discuss on site prior to installing.

POINTING/ REPOINTING

810 PREPARATION FOR REPOINTING

- Existing mortar: Working from top of wall downwards, remove loose mortar carefully, without damaging adjacent masonry or widening joints, to a minimum depth of 30mm. Do not remove any sound mortar.
- Raked joints: Remove dust and debris by brushing and gentle flushing out with clean water.

820 POINTING TO RUBBLE WALLING

- Preparation of joints: As Clause 810
- Mortar: As section Z21.
  - Mix: 1:3 Hydraulic Lime NHL 3.5: sand
  - Sand source/ type: Smooth, sharp and well graded to approval
- Joint profile/ finish: Recessed very slightly back from the weathered arrises and to match the approved sample.
- Other requirements: Deep pack locally or grout any voids found.

822 POINTING TO ASHLAR WORK

- Preparation of joints: Remove any loose and failing mortar. Retain sound mortar. Rake out to a depth of 20mm.
- Mortar: As section Z21.

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C51 REPAIRING/ RENOVATING/ CONSERVING TIMBER

To be read with Preliminaries/ General conditions.

GENERAL

150 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.

160 TIMBER SUPPLIER
- Supplier: Contractor's Choice

165 TIMBER GENERALLY
- All structural timbers are to be sawn die square, regularised where necessary and shall hold to the full basic size.

- The timber shall be properly seasoned, free of sap wood, large knots and decayed knots, waney edges and other defects to suit the particular purpose for which it is intended.

- Assembled timber is to have tight, close fitting joints to produce rigid components free from distortion and ensure that notches and holes are not so positioned in relation to knots or other defects that strength of the timber will be reduced or the detailing compromised.

- For each repair, the architect is to agree the extent of the repair on site with the joiner/carpenter before the original timber is cut.

- All timber must be appropriately protected during the course of the works to prevent physical damage and or exposure to the lime, gypsum or cement products and water.

PRODUCTS

310 GRADED SOFTWOOD FOR STRUCTURAL AND CARCASSING WORK
- Grading Standard: To BS 4978, BS EN 14081-1 or other national equivalent and so marked.
- Strength Class to BS EN 338: C16 or C24 - as specified by the Structural Engineer
- Treatment: C8
- Moisture content at time of installation:
  - Covered in generally unheated spaces 24%
  - Covered in generally heated spaces 20%
  - In continuously heated spaces 20%

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360 SOFTWOOD OR HARDWOOD FOR JOINERY

- Species: To match the existing. Oak should be English Oak.
- Quality: Generally to BS EN 942; free from decay and insect attack (except pinhole borers).
  - Appearance class:
    - Class J2 for glazing bars, all balusters and all timber components with a cross section of less than 20mm x 20mm.
    - Class J10 for doors and windows generally including stiles and rails where unpainted.
    - Class J30 for doors and windows generally including stiles and rails where painted
    - Class J40 or J50 is unacceptable
- The use of laminated, finger jointed and edge jointed wood is not acceptable unless specifically agreed.
- Treatment: Required for external joinery only.
- Moisture content on delivery:
  - 13-19% for external joinery
  - 12-16% for unheated buildings
  - 9-13% for buildings with heating providing room temperatures in the range 12-21degrees C.
  - 6-10% for buildings with heating providing room temperatures in excess of 21degrees C.
- Timber for staining or polishing shall be free from pith, splits, stain knots on the surface, or any other defect.
- All softwood shall be treated for resistance to attack by beetle or rot by an approved method prior to installation in the building
- Joinery shall be framed and put together in the best manner with all necessary tenoning, mortising, grooving, roughing, rebating, housing and all other labours necessary for carrying out the work in a proper and workmanlike manner, together with all plates, screws, nails and other items required for the proper execution of the work.

420 STAINLESS STEEL SECTIONS AND PLATES

- Standard: To BS EN 10088.
- Grade: Grade 304 (1.4301)
- Source: Obtain steel from a source accredited to a national or internationally accepted quality standard.

450 STAINLESS STEEL BOLT ASSEMBLIES

- Bolts: To BS EN ISO 3506-1.
  - Designation:
    - Grade A2
  - Nuts and washers: To suit grade of bolt.
  - Washer size:
    In contact with timber: Diameter: 2 times bolt diameter; thickness: 0.2 times bolt diameter.
    In contact with steel section/ plate (required when surface finish may be damaged by nut or bolt head rotating): To BS 4320.

480 SCREWS GENERALLY UNLESS SPECIFIED OTHERWISE

- Standard: As section Z20.
- Material: Stainless steel Grade 304 (1.4301)
- Tensile strength (minimum): As appropriate for location

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- Screw heads to be counterbored and pelleted where visible, with the pellet grain aligning with the existing grain. All visible fixings must be spaced at equal centres and must line through.

490 COACH SCREWS GENERALLY UNLESS SPECIFIED OTHERWISE
- Standard: German Standard DIN 571
- Material: Stainless steel Grade 304 (1.4301) or Grade 316 (1.4401) (Select)
- Tensile strength (minimum): 550 N/mm².
- Finish as delivered: None

EXECUTION

600 WORKMANSHIP
- Skill and experience of site operatives: Appropriate for types of work on which they are employed.
  - Documentary evidence: Submit on request.

610 TEMPORARY SUPPORTS/ PROPPING
- General: Provide adequate temporary support at each stage of repair work to prevent damage, overstressing or uncontrolled collapse of any part of the structure.
- Bearings for temporary supports/ propping: Suitable to carry loads throughout repair operations.

620 PROTECTION OF TIMBER AND WOOD COMPONENTS BEFORE AND DURING INSTALLATION
- Storage: Keep dry, under cover, clear of the ground and with good ventilation. Support sections/ components on regularly spaced, level bearers on a dry, firm base.
- Handling: Do not overstress, distort or disfigure sections or components during transit, storage, lifting, erection or fixing.

630 MATERIAL SAMPLES
- Representative samples of designated materials: Submit before placing orders.

650 DIMENSIONS GENERALLY
- Site dimensions: Take as necessary before starting fabrication.
  - Discrepancies with drawings: Report without delay and obtain instructions before proceeding.

660 CROSS SECTION DIMENSIONS OF STRUCTURAL SOFTWOOD AND HARDWOOD
- General: Dimensions given on drawings and in schedules of work are finished sizes.
- Maximum permitted deviations from finished sizes:
  - Sawn surfaces:
    Thickness and widths < 100 mm: -1, +3 mm.
    Thickness and widths > 100 mm: -2, +4 mm.
  - Further processed surfaces:
    Thickness and widths < 100 mm: -1, +1 mm.
    Thickness and widths > 100 mm: -1.5, +1.5 mm.

670 CROSS SECTION DIMENSIONS OF NONSTRUCTURAL SOFTWOOD AND HARDWOOD
- General: Dimensions given on drawings and in schedules of work are finished sizes.
- Maximum permitted deviations from finished sizes:
  - Sawn surfaces:
    Thickness and widths < 100 mm: -1, +3 mm.
    Thickness and widths > 100 mm: -2, +4 mm.
  - Further processed surfaces: -0, +1.

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680 WARPING OF TIMBER
- Bow, spring, twist and cup: Not greater than the limits set down in BS 4978 or BS EN 14081-1 for softwood, or BS 5756 for hardwood.

690 PROCESSING TREATED TIMBER
- Cutting and machining: Carry out as much as possible before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thicknessed, planed, ploughed, etc.
- Surfaces exposed by minor cutting and/ or drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.

710 REUSE OF TIMBER SECTIONS/ WOOD COMPONENTS
- Not to be undertaken unless specifically stated.

720 TEMPORARY REMOVAL AND REINSTATEMENT OF FITTINGS/ FIXTURES
- Items to be removed, and reinstated on completion of repair work:
  - Identification: Attach labels or otherwise mark items using durable, non-permanent means, to identify location and refixing instructions, where applicable.
  - Treatment following removal: _____ .
  - Storage: Protect against damage, and store until required.
    Storage location: In a secure location of the contractor's choice
  - Reinstatement: Refit in original locations using original installation methods.
- Items unsuitable or not required for reuse: Obtain instructions regarding disposal.

730 PARTIAL REMOVAL OF EXISTING DECORATIVE/ PROTECTIVE FINISH _____
- Extent: Remove minimum necessary to expose damaged or decayed wood. Feather the edge of remaining coating around repair site.
- Generally historic finishes are an important part of the component's history and they should not unnecessarily be removed.
- Method: _____ .

750 CLEANING DIRTY OR STAINED WOOD
- Generally: Scrub with neutral pH soap and clean, warm water.
- Old varnish: Remove using mixture of turpentine (not turpentine substitute) and acetone in proportions determined by experiment, followed by washing down.

850 ADHESIVE JOINTS
- Moisture content of sections to be joined: Within 5% of equilibrium moisture content for conditions of service, and differing from each other by not more than 3%.
- Surfaces to be bonded: Close fitting, structurally sound, unfrozen, dry, and free from contamination by dirt, dust, grease or other deleterious substances likely to affect bond.
- Where necessary clean surfaces using methods and materials recommended by the adhesive manufacturer. Adjust surface regularity and texture to suit bonding and gap filling characteristics of the adhesive.
- Apply adhesives using recommended spreaders/applicators to ensure correct coverage. Bring surfaces together within recommended time period and apply pressure evenly over full area of contact to ensure full bonding. Remove surplus adhesive using methods and materials recommended by adhesive manufacturer and without damaging surfaces.

855 PUTTY
- Unpainted timber is to be lightly painted with a single application of linseed oil to help prevent the wood drawing the oil binder out of the putty.

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- Linseed oil putty is to be used unless stated otherwise. The putty is to be supplied fresh and is to be well worked prior to installation to ensure no excess oil is present.
- The new putty should be left for at least 7 days prior to painting with an oil based primer.

860 MOISTURE CONTENT CHECKING
- Procedure: When instructed, check moisture content of timber sections with an approved electrical moisture meter.
- Test results: Keep records of all tests. If moisture content falls outside specified range obtain instructions.

870 MOISTURE CONTENT TESTING
- Procedure: When instructed, test timber sections with an electrical moisture meter with deep probes, that has been carefully calibrated against oven drying tests or otherwise guaranteed by an independent testing authority.
- Test sample: Test 5% but not less than 10 lengths of each cross-section in the centre of the length.
- Test results: 90% of values obtained to be within the specified range. Provide records of all tests.

COMPLETION

910 MECHANICALLY FASTENED JOINTS
- General: Inspect accessible bolted, coach screwed and timber pegged joints and tighten fasteners if necessary.
- Timing: On Completion and at end of Defects Liability Period or Rectification Period.

920 DATING TIMBERS USED IN STRUCTURAL REPAIRS
- Principal replacement members: Mark by carving or branding with date of repair and, when appropriate, initials of carpenter, in characters 20-25 mm high.
- Location of marks: In discrete locations.

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- Mix: 1:3 Non-hydraulic lime
- Sand source/ type: Stone dust and sand to match the existing.

- Joint profile/ finish: Flush and to match the approved sample

840 POINTING WITH TOOLS/ IRONS

- General: Press mortar well into joints using pointing tools/ irons that fit into the joints, so that they are fully filled, and taking great care not to spread any mortar over the surface of the masonry units
- Face of masonry: Keep clear of mortar: Work carefully using specialist tools to suit the width of joint to avoid spreading mortar over arises or surfaces of the masonry units. Should this occur, it should be removed immediately and washed clean with clean water. Where arises are sharp and clear, gentle adhesive tape may be permitted for use as a mask. Finish joints full and neat.

860 BRUSHED FINISH TO JOINTS

- Following initial mortar set, when the mortar is still 'going off', carefully remove the surface of the mortar using saw blade or knife and dress back the joint using a stiff churn brush to compact the mortar, and to provide a coarse texture with the aggregate exposed and visible in the finished appearance.

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M20 PLASTERED/ RENDERED/ ROUGHCAST COATING

TYPES OF COATING

309 LIME:SAND PLASTERS FOR INTERNAL USE (LIME PUTTY MIXED ON SITE)
- Substrate: Masonry.
  - Preparation: Ensure that the substrate has been repaired in full to the architect's approval. All loose and failing pointing must be removed and replaced.
- Lime manufacturer: Lime putty as Z21
- Scat Coat:
  - For blockwork surfaces and surfaces where a good key is not easily obtainable first apply a slurry scat coat thrown onto the wall in advance of the scratch coat. Apply with Pozzalanic additive.

- Scratch coat: 2.5 parts sharp well graded sand: 1part mature lime putty with hair re-inforcement.
  - Thickness (excluding dubbing out and keys): not exceeding 10mm
- Floating coat: 2.5 parts sharp well graded sand: 1part mature lime putty. No hair re-inforcement.
  - Thickness (excluding dubbing out and keys): not exceeding 8mm
- Finishing coat: 1 parts kiln dried fine sieved silver sand to 1 parts mature lime putty. NO hair reinforcement. Prepare at least 7 days before use and then thoroughly knock up prior to use.
  - Thickness: 2-3mm applied in 2 applications.
  - Finish: Smooth
- Accessories: Any beads, stops or meshes specified must be austentic stainless steel.
- Allow to prepare 1Nr sample area approx 1m^2 for consideration and approval prior to commencing finishing coats.

310 LIME: SAND PLASTERS FOR INTERNAL USE (HYDRAULIC LIME BASE COATS AND LIME PUTTY FINISHING COAT)
- Substrate: Masonry
  - Preparation: Ensure that the substrate has been repaired in full to the architect's approval. All loose and failing pointing must be removed and replaced.
- Lime manufacturer: Hydraulic Lime as section Z21
  - Product reference/ Type: NHL 3.5
- Scratch coat: 2.5 parts sharp well graded sand: 1part hydraulic lime (NHL 3.5) with hair re-inforcement.
  - Thickness (excluding dubbing out and keys): not exceeding 10mm
- Floating coat: 2.5 parts sharp well graded sand: 1part hydraulic lime (NHL 3.5). No hair re-inforcement.
  - Thickness (excluding dubbing out and keys): not exceeding 8mm
- Finishing coat: 3 parts kiln dried sieved silver sand to 2part mature lime putty. NO hair reinforcement. Prepare at least 7 days before use and then thoroughly knock up prior to use.
  - Thickness: 2-3mm applied in 2 applications.
  - Finish: Smooth
- Accessories: All beads or stops specified must be austentic stainless steel.
- Allow to prepare 1Nr sample area approx 1m^2 for consideration and approval prior to commencing finishing coats.

330 PROPRIETARY LIME: SAND PLASTERS FOR INTERNAL USE
- Substrate: New and existing masonry and stud walls and lathe ceilings.

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- Preparation: Ensure that the substrate has been repaired in full to the architect's approval. All loose and failing pointing must be removed and replaced. Apply plaster coats in accordance with the supplier's recommendations.
- Manufacturer:
  - Limebase Products Ltd, Walronds Park, Isle Brewers, Taunton, Somerset. TA3 6QP. Tel: 01460 281921.
  - Mike Wye and Associates Ltd, Buckland Filleigh Sawmills, Buckland Filleigh, Devon. EX21 5RN. Tel: 01409 281644.

  or Contractor's choice - submit proposals.
- Scat Coat:
  - For blockwork surfaces and surfaces where a good key is not easily obtainable first apply a slurry scat coat thrown onto the wall in advance of the scratch coat. Apply with Pozzalanic additive. Ensure adjacent surfaces are well protected.
- Scratch Coat:
  - Product reference/ Type: UP4 from Limebase Products Ltd or Lime Mortar 3/1 from Mike Wye & Associates Ltd.
    Fibre reinforcement: Animal hair.
  - Thickness (excluding dubbing out and keys): not exceeding 10mm.
- Floating Coat:
  - Product reference/ Type: UP4 from Limebase Products Ltd or Lime Mortar 3/1 from Mike Wye & Associates Ltd.
  - Fibre reinforcement: No hair.
  - Thickness (excluding dubbing out and keys): not exceeding 8mm.
- Final coat:
  - Product reference: FP14 from Limebase Products Ltd or Lime Plaster 3/2 from from Mike Wye & Associates Ltd.
  - Thickness: 2-3mm applied in 2 applications.
  - Finish: Smooth to match the approved sample
- Accessories: Any beads or stops specified must be austentic stainless steel but generally beads and stops are not required.
- Allow to prepare 1Nr sample area approx 1m^2 for consideration and approval prior to commencing finishing coats.

400 **PLASTER CONSERVATION AND REPAIR**

405 REPAIRS TO SMALL PATCHES OR LARGE CRACKS IN LIME PLASTER WORK INTERNALLY

- Large cracks and patches must be prepared by undercutting the edges of the well adhered plaster with a sharp knife to create a dovetail key. The area of repair may need to be widened slightly to ensure all the edges are tightly adhered to the background.
- Remove all loose dust and debris by careful brushing and the use of a vacuum cleaner.
- Treat the surrounding plaster with a weak solution of PVA solution (10%) and once dry thoroughly wet the masonry, laths and adjacent plaster with limewater. Dry plaster may require additional applications of limewater.
- The patch or crack should then be built up in coats no greater than 10mm with the lime putty finishing coat approximately 3mm thick. Finish with a soft brush to marry in with the adjacent existing surfaces.

406 REPAIRS TO SMALL CRACKS IN PLAIN LIME PLASTER WORK INTERNALLY

- Small cracks should be thoroughly cleaned; wetted with limewater and then filled with lime putty mixed with a small amount of fine aggregate. Apply with a soft brush.

MATERIALS AND MAKING OF MORTAR

481 READY PREPARED LIME PUTTY

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- Type: Slaked directly from CL 90 quicklime to BS EN 459-1, using an excess of water.
  - Maturation: In pits/ containers that allow excess water to drain away.
  - Density of matured lime putty: 1.3–1.4 kg/litre.
- Maturation period before use (minimum): 90 days.
- Storage: Prevent drying out or wetting. Protect from frost.

492 HAIR REINFORCEMENT TO SCRATCH COATS
- Manufacturer/ Supplier: Contractor's choice
  - Product reference: Goat or cow hair between 25mm and 100mm long. The hair should be strong, soft and not springy.
- Proportions (approximate): Allow 2 kg of hair/tonne of coarse stuff for ceilings and 1kg of hair/tonne of coarse stuff for walls.
- Condition: Clean, sterile and free from grease and other impurities. Well teased before adding to the mix.
- Distribution: Evenly throughout with no balling into lumps.
- Hair must always be added to the mix as late as possible and certainly never to non-hydraulic batches which are left to 'fatten up' prior to knocking-up.

495 MIXING
- Render mortars (site-made):
  - Batching: By volume. Use clean and accurate gauge boxes or buckets.
  - Mix proportions: Based on damp sand. Adjust for dry sand.
  - Mixing must be thorough and generally for 15 – 20 minutes
- Mixes: Of uniform consistence and free from lumps. Do not retemper or reconstitute mixes.
- Contamination: Prevent intermixing with other materials.

497 COLD WEATHER
- General: Do not use frozen materials or apply coatings on frozen or frost bound substrates.
- External work: Avoid when air temperature is at or below 5°C and falling or below 3°C and rising. Maintain temperature of work above freezing until coatings have fully hardened.
- Internal work: Take precautions to enable internal coating work to proceed without detriment when air temperature is below 3°C.

PREPARING SUBSTRATES

510 SUITABILITY OF SUBSTRATES
- Soundness: Free from loose areas and significant cracks and gaps.
- Cutting, chasing, making good, fixing of conduits and services outlets and the like: Completed.
- Tolerances: Permitting specified flatness/ regularity of finished coatings.
- Cleanliness: Free from dirt, dust, efflorescence and mould, and other contaminants incompatible with coatings.

556 REMOVING DEFECTIVE EXISTING RENDER OR PLASTERS
- Plaster or render for removal: Detached, hollow, soft, friable, badly cracked, affected by efflorescence or otherwise damaged. Agree the extent of removal on site in advance as hollow, detached areas in historic plasterwork can frequently be reattached to avoid the loss of the historic plaster and decorative finishes.
  - For smooth renders, edges should be square cut or slightly undercut but for rough cast the edge should be feathered.
  - Bottom edges to external render: Do not undercut to avoid creating a water trap.

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- Cracks:
  - Fine hairline cracking/ crazing: Leave.
  - Other cracks: Discuss with architect
- Faults in substrate (structural deficiencies, damp, etc.): Discuss with architect
- Dust and loose material: Remove from exposed substrates and edges.
- Perished and salt contaminated masonry: Rake out mortar joints.
- Drying out substrates: Established drying conditions. Leave walls to dry for as long as possible before plastering.
- Great care must be taken to minimise damage to masonry.
- In certain situations and when used by skilled operatives small power or air chisels may be used to remove large flat areas of render, but render removal must always be by hand around carved stonework.
- For wide joints, carefully drilled holes into the mortar can assist with the breaking up the mortar, but care must be taken never to drill the stonework. Hacksaw blades may be beneficial for narrow joints.
- Cement pointing must be picked out with care with joints always cleaned out by hand.
- Any evidence of historic renders below should be retained for close inspection and analysis.
- Where timber lintels are revealed internally allow to counterbatten with oak laths prior to re-plastering. Externally apply stainless steel mesh over timber lintels.

INTERNAL PLASTERING

705 WALL PREPARATION GENERALLY

- Where sound backgrounds are found, with good pointing then only loose surface material needs to be removed.
- Failing and loose pointing must be raked out and replaced before a new render application is applied. All joints in masonry should be left open or raked to a minimum depth of 2.5mm.
- Dampening down must be undertaken to modify the suction characteristics of the substrate. When patch repairing, the edges of surrounding material must be well dampened.

710 APPLICATION GENERALLY

- Application of coatings: Firmly and in one continuous operation between angles and joints. Achieve good adhesion. When applying a scratch coat over laths apply diagonally.
- Appearance of finished surfaces: Even and consistent. Free from rippling, hollows, ridges, cracks and crazing.
  - Accuracy: Unless stated or agreed otherwise, finish to a true plane, to correct line and level, with angles and corners to a right angle unless specified otherwise, and with walls and reveals plumb and square.
- The substrate should be thoroughly wetted down to control suction.
- Drying out: Prevent excessively rapid or localized drying out.

720 DUBBING OUT

- General: Correct substrate inaccuracies.
- Existing and new masonry surfaces: Dubbing out prohibited unless total plaster thickness is within range recommended by plaster manufacturer.
- Thickness of any one coat (maximum): 10 mm.
- Mix: As undercoat.
- Application: Achieve firm bond. Allow each coat to set sufficiently before the next is applied. Cross scratch surface of each coat.

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725 UNDERCOATS GENERALLY

- General: Rule to an even surface and the cross scratch to provide a key for the 'floating coat'.
- Scratch coats on metal lathing: Work well into interstices to obtain maximum key.
- Wherever possible routinely inspect the rear of the lathing to ensure a good key is being maintained.
- Do not apply next coat until drying shrinkage is substantially complete. The recommended interval between coats is one to three weeks but this will vary according to humidity and temperature.
- The undercoats are to be finished with a wooden float prior to scratching.
- Ensure that the floating coat is accurately gauged to allow the finishing coat thickness to be consistent over all areas.
- It is essential that the 'floating coat' is vigorously 'scoured' or compacted with a wood float at least twice before it sets to consolidate as it shrinks on drying.
- The 'floating coat' is to be scratched with a 'devil float'.

778 WOOD FLOAT FINISH

- Appearance: An even overall texture. Finish with a dry wood float as soon as wet sheen has disappeared.

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Z10 PURPOSE MADE JOINERY

110 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 including plane flutters.
- Joints: Tight and close fitting.
- Assembled components: Rigid. Free from distortion.
- Screws: Provide pilot holes.
  - Screws of 8 gauge (4 mm diameter) or more and screws into hardwood: Provide clearance holes.
  - Countersink screws: Heads sunk at least 2 mm below surfaces visible in completed work.
  - Adhesives: Compatible with wood preservatives applied and end uses of timber.

120 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:-
    Clause 6 for sawn sections.
    Clause NA.2 for further processed sections.
  - Hardwood sections: To BS EN 1313-2:-
    Clause 6 for sawn sections.
    Clause NA.3 for further processed sections.

130 PRESERVATIVE TREATED WOOD
- Cutting and machining: Completed as far as possible before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thicknessed, planed, ploughed, etc.
- Surfaces exposed by minor cutting and/ or drilling: Treat as recommended by main treatment solution manufacturer.

140 MOISTURE CONTENT
- Wood and wood based products: Maintained within range specified for the component during manufacture and storage.

150 TIMBER
- All timber is to be well seasoned and sourced from managed and sustainable plantations and is FSC certified. Evidence of the source of the timber should be available if requested.
- The contractor is to provide a sample of the proposed timber prior to commencing work.
- Softwood for new joinery should be joinery grade European Redwood unless otherwise described.
- New timber doors should be made from English Oak unless stated otherwise.

250 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.

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Z21 LIME MORTARS

300 NON-HYDRAULIC LIME MORTARS

310 LIME:SAND MORTAR MIXES
- Specification: Proportions and additional requirements for mortar materials are specified elsewhere.

320 SAND FOR LIME:SAND MASONRY MORTARS
- Type: Sharp, well graded.
- Grading/ Source: As specified elsewhere in relevant mortar mix items or if not stated to include the following:
    - Fine yellow washed pit sand
    - Bath stone dust
    - Ham stone dust
    - Lias stone dust
    - Beer Stone dust
    - Corfe Mullen sand
    - Culm measure sandstone dust
    - Crushed Thorverton stone
    - Heavitree stone dust
    - Holme sand
    - Hornton Brown sand
    - Ginger Building Sand
    - Silver sand
    - Fine red quartz sand
    - Taunton Red / Hill Head sand fine or coarse
    - Wareham washed pit sand
    - Chard Coarse stock
    - Others of the Contractor's choice
- Quality, sampling and testing: To BS EN 13139. Sands should not be marine dredged due to salt contamination.
- Ensure all sands and aggregates are stored in different stockpiles on clean hard bases that allow free drainage.
- Allow to prepare a total of 3nr mortar samples based on mixes using various sands and stone dusts for consideration for the various situations

330 READY PREPARED LIME PUTTY
- Type: Slaked directly from CL 90 quicklime to BS EN 459-1, using an excess of water.
    - Maturation: In pits/ containers that allow excess water to drain away.
    - Density of matured lime putty: 1.3–1.4 kg/litre.
- Maturation period before use (minimum): 6 months

335 READY PREPARED LIME PUTTY
- Lime putty can be obtained from various sources. Suggested suppliers include:
    - Limebase Products Ltd, Walronds Park, Isle Brewers, Taunton. TA3 6QP Tel: 01460 281921.
    - Rose of Jericho Ltd, Horchester Farm, Holywell, Evershot, Dorchester. DT2 OLL. Tel: 01935 83676.
    - Cornish Lime Company Ltd, Brims Park, Old Callywith Road, Bodmin, Cornwall, PL31 2DZ Tel: 01208 79779.
    - Mike Wye & Associates, Buckland Filleigh Sawmills, Buckland Filleigh, Devon, EX21 5RN. Tel: 01409 281644.
    - HJ Chard & Sons, 1 Cole Road, Bristol, BS2 0UG. Tel: 0117 977 7681.
- Maturation period before use (minimum): 2 months
- Ensure that all supplied lime comes in bins with the date of slaking clearly marked.

- Store ready lime putty in conditions that prevent drying out and protect from frost.
- Note: 'Reconstituted lime putty' made by mixing bagged hydrated non-hydraulic lime with water is not acceptable.

340 POZZOLANIC ADDITIVES FOR NONHYDRAULIC LIME:SAND MORTARS
- Manufacturer/ Supplier: As for Clause 335
- Product reference:
  Metastar 501- white and based on china clay
  PFA – (for consideration in the repointing mix for the rubble walls of the house as the mortar analysis of the original records 'occasional fine fuel ash (charcoal) particles').
  The use of Pozzolanic additives should be discussed with the Architect before use. Use only as and when directed. Use is likely to depend on the analysis of past mortars used on site.
- Mixing: Mix thoroughly into mortar during knocking up and ensure that the mortar is used promptly.
- The quantity of the additive will depend on the usage and location. Seek recommendations from the supplier. Usage for Metastar products is as follows:
  External pointing – 8-12% by volume
  Rendering – 12-30% by volume
  Copings – 24-48% by volume
- Follow strict Health & Safety Guidelines when using fine mineral dusts.

360 MAKING LIME:SAND MORTARS GENERALLY
- Batching: By volume. Use clean and accurate gauge boxes or buckets.
- Mixing: Mix materials thoroughly to uniform consistency, free from lumps.
- Allow for bulking if sand is damp.
- Contamination: Prevent intermixing with other materials, including cement.

370 SITE PREPARED NONHYDRAULIC LIME:SAND MORTARS
- Mixing: Mix materials thoroughly by compressing, beating and chopping. Do not add water.
- Ensure putty and aggregates are thoroughly mixed in large batches.
- Equipment: Paddle or roller pan mixer or submit proposals.
- Maturation period before use (maximum): 7 days
- The mortar, plaster or render should be left to mature in air tight containers. Include additional covering inside the bin to prevent drying out.

390 KNOCKING UP NONHYDRAULIC LIME:SAND MORTARS
- Knocking up before and during use: Achieve and maintain a workable consistency by compressing, beating and chopping. Do not add water.
- Equipment: Paddle or roller pan mixer or submit proposals.

400 HYDRAULIC LIME MORTARS

405 Hydraulic lime is available as follows:
- NHL 2.0 – Feebly hydraulic
- NHL 3.5 – Moderately hydraulic
- NHL 5.0 – Eminently hydraulic
- NHL 5.0Z – Eminently hydraulic

410 LIME:SAND MORTAR MIXES
- Specification: Proportions and additional requirements for mortar materials are specified elsewhere.

420 SAND FOR LIME:SAND MASONRY MORTARS
- Type: Sharp, well graded.
- Grading/ Source: As specified elsewhere in relevant mortar mix items for if not stated as follows:
- Fine yellow washed pit sand
  - Chard Coarse stock
  - Wareham washed pit sand
  - Fine red quartz sand
  - Holme sand
  - Ginger Building Sand
  - Silver sand
  - Taunton Red / Hill Head sand
  - Washed sand of the Contractor's choice
  - Quality, sampling and testing: To BS EN 13139. Sands should not be marine dredged due to salt contamination.
- Ensure all sands and aggregates are stored in different stockpiles on clean hard bases that allow free drainage.
- Prepare mortar samples based on mixes using various sands and stone dusts for consideration.

445 ADMIXTURES FOR HYDRAULIC LIME:SAND MORTARS
- Do not use any admixtures.
- Do not use cement.

460 MAKING LIME:SAND MORTARS GENERALLY
- Batching: By volume. Use clean and accurate gauge boxes or buckets.
- Mixing: Mix materials thoroughly to uniform consistency, free from lumps.
- Contamination: Prevent intermixing with other materials, including cement.

470 MAKING HYDRAULIC LIME:SAND MORTARS
- Lime can be obtained from various sources. Suggested suppliers include:
  - Limebase Products Ltd, Walronds Park, Isle Brewers, Taunton. TA3 6QP Tel: 01460 281921.
  - Rose of Jericho Ltd, Horchester Farm, Holywell, Evershot, Dorchester. DT2 OLL. Tel: 01935 83676.
  - Cornish Lime Company Ltd, Brims Park, Old Callywith Road, Bodmin, Cornwall, PL31 2DZ Tel: 01208 79779.
  - Mike Wye & Associates, Buckland Filleigh Sawmills, Buckland Filleigh, Devon, EX21 5RN. Tel: 01409 281644.
  - HJ Chard & Sons, 1 Cole Road, Bristol, BS2 0UG. Tel: 0117 977 7681.
- Mixing hydrated hydraulic lime:sand: Follow the lime manufacturer's recommendations for each stage of the mix and allow for each batch of lime to be

mixed for at least 15 minutes and then left to stand for a short period to improve workability prior to application.

- Water quantity: Only sufficient to produce a workable mix.
- Contamination: Prevent intermixing with other materials, including cement.
- Working time: Within limits recommended by the hydraulic lime manufacturer.

CONTRACT SCHEDULE

Item	Description	Spec Ref	Tender £
A	**PRELIMINARIES**		
	Sub-total Prelims		**-00**
B	**DAYWORKS AND CONTINGENCIES**		
	The contractor is to allow for providing the provisional amounts of labour and materials to be used as directed by the architect in dayworks throughout the period of the contract and during the defects liability period. The rates inserted for each class of labour are interpreted as the total cost of employing one man for one hour's work on site.		
B1	General labourer .....10 hours		
B2	Tradesman .....10 hours		
B3	Carpenter.....10 hours		
B4	Joiner .....10 hours		
B5	Stonemason.....10 hours		
B6	Provide the provisional sum of £250 for plant to be used in day works		250.00
B7	Percentage rate .....% on the above		
B8	The materials to be used in day works will be paid for at net cost plus a percentage for handling, profit and like. Allow the Provisional Sum of £250 for materials to be used in dayworks.		250.00
B9	Percentage rate .....% on the above		
B10	Additional general contingency		5,000.00
	Sub-total Dayworks & Contingencies		***5,500.00***
C	**SCAFFOLDING**		
C1	Provide, erect and maintain all necessary and adequate scaffolding required for the execution of the works, and clear away when no longer required or at the end of the Contract.		
	Sub-total Scaffolding		**-00**
D	**PROTECTIONS**		
D1	Provide, install and maintain all necessary and adequate protections required to protect the building and its contents, and adjacent fabric, windows, roofs and the like against water, dust, smoke, fire, weather, mechanical damage and the like. Clear away protections when no longer needed or at the end of the Contract.		
D2	Cover and protect all of the windows in the area of the works with 10mm twin polycarbonate sheeting. Upon completion of the works, cart away and make good any damage caused by the installation of the protection.		
D3	Protect all stone floors and fitted furniture from mechanical and works related damage, including temporary flooring to main trafficked areas in and out of the building.		
D4	Provide appropriate protection and Heras fencing at ground level to protect the site for the duration of the works. The Contractor is to be responsible for providing adequate protection for all members of the public.		
D6	Allow here for a full height temporary screen set within the tower arch. Allow for dismantling protections, clearing away, and all making good.		

	Sub-total Protections		**-00**
E	**SITE SECURITY**		
E1	Provide and maintain for the duration of the Contract and at all times, all necessary and adequate measures of security, physical and otherwise, required to protect the works, the building and its contents and adjacent property against theft, trespass, vandalism, and all other unlawful intrusion.		
E2	Ensure that at the end of the working day all tools and the like are securely locked away or removed from the site.		N/A
	Sub-total Site Security		**-00**
F	**SITE ACCESS AND PREPARATION**		
F1	The Contractor should identify here the cost for the provision of their own Welfare Facilities for the duration of the works.		
F2	The contractor is to allow for a joint site inspection as part of the Pre-Contract meeting before the works commence. As part of this inspection, the Contractor is to complete a full photographic record of the site area including the building, paths, memorials and the like within the work area and between the work area and the parking/delivery area. The contractor will be expected to make good any damage at his expense.		
F3	Any materials compound must be securely fenced in and no unfixed materials of value to be left in the open. As the church is to be open for church services for the duration of works, there will be limited opportunity to store materials in the church. Allow for an unspecified area of the churchyard not exceeding 5m x 5m to be fenced off separately.		
F4	The main body of the church will be closed to the general public for the duration of works, however power and heating needs to be maintained.		N/A
	Sub-total Site Access		**-00**
G	**DEMOLITIONS**		
G1	Safely terminate all services within the working area.		
G2	Remove all redundant electrical fittings and cables.		
G3	Allow here to carefully remove all existing electrical fittings currently attached to the vestry cupboards and leave in a safe and secure state.		
G4	Carefully dismantle the existing vestry screen, cupboards and cabinets taking care to label and record all component locations in readiness for adaptation and re-assembly. Carefully inspect all components for signs of beetle attack and refer to architect any found.		
G5	Carefully lift existing floorboards and set aside all sound boards for possible re-use. Remove existing floor structure and supporting beams. Remove immediately from site any beams showing active signs of beetle attack.		
G6	Allow for lifting existing Lias stone tower floor. Set aside all paving for re-use. Excavate the area to a depth of 420mm below the proposed finished floor level to allow sufficient depth for the Ty-Mawr insulated limecrete floor. NOTE all work in sub floor to be monitored by archaeologist.		
G7	Allow to lift the existing stone step (Currently concealed) across the tower arch and set aside for re-use.		
G8	Allow to unbolt and move the main safe (to be retained) and set aside for re-		
	Sub-total Demolitions		**-00**
H	**DRAINAGE**		
H1	Install the new foul drainage connected to existing 110mm plastic drainage pipe at the west end of south aisle currently capped off, rising into a stub-stack within the electrical cupboard complete with air admittance valve. Allow here to carefully lift the purbeck paving slab over the point of connection.		

H5	All above ground waste pipework within the Vestry is to be concealed within the studwork.		
	Sub-total Drainage		**-00**

J	**MASONRY**		
J1	Allow to excavate and pour shallow foundation and then re-lay the tower arch stone step to the inner face of the west wall. Allow to lift, cut and relay existing Lias paving between step and west door threshold.		
J2	Allow for infilling the floor void with clean stone blinding to an approximate compacted depth of 50m to achieve a uniform clear depth of 370mm for Ty-Mawr limecrete floor to be laid over.		
J3	Allow to lay Ty-Mawr Sublime insulated limecrete floor comprising100mm Ty-Mawr lime screed over hot water underfloor heating pipes as per M&E specification on Tyvek Reflex reflective breather membrane on 200mm Glapor recycled foam glass gravel on geotextile membrane.		
J4	Cast new concrete base for the safe with south cupboard. Base to extend down to layer of compacted clean stone.		
	Sub-total Masonry		**-00**

K	**JOINERY/CARPENTRY**		
K1	Allow here to treat all the lower frame components of the salvaged vestry screen and cupboards with insecticide prior to re-assembly.		
K2	Reassemble and fix the existing Vestry screen and cupboards (Excluding those now omitted in place of the accessible WC) in a location approximately 150mm east of where they previously stood.		
K3	Re-hang the pair of cupboard doors from the north sink cupboard into the frame in front of the south desk cupboard. Supply and fit a 3 lever keyed lock.		
K4	Construct new stud partitions as shown on drawing 0104.WD.020 to form the accessible toilet cubicle using treated 100mm x 50mm studs at 400mm centres. Clad both sides where shown with 18mm plywood boarding.		
K5	Construct new low-level stud frame on north wall of the accessible toilet cubicle to conceal services using treated timber 75mm x 50mm studs at 400mm centres with 25mm thick oak shelf over.		
K6	Construct new roof over the accessible WC and sink area using 125mm x 50mm treated softwood rafters at 400mm centres hung from a wall plate fixed to the tower wall with M12 sleeve anchors at 40mm centres.		
K7	Supply and fix 100mm x 18mm flush oak skirting board to the inner studwork partitions within the accessible WC. Allow for a 5mm x 5mm break joint mould to the top edge.		
K8	Supply and fix new joinery screen, to exactly match existing, from Tulip wood, fixed back to the new north studwork frame, incorporate the salvaged single cupboard door from the northwest cupboard.		
K9	Carefully remove the existing shelves within the southwest cupboard and amend the frame to enable the pair of cupboard doors from the north robes cupboard to be re-hung in this location.		
K10	Supply and fix new compliant toilet door (to match existing Vestry screen entrance doors, as if joined) to exactly match existing joinery.		
K11	Supply and fix new electrical cupboard door and frame, to match existing but with 625mm width.		
K12	Re-fix cupboard door salvaged from low level cupboard unit and supply & fix new frame and oak counter top under sink.		
K13	Re-fix salvaged single door from southwest cupboard into south east cupboard and fix into new frame and carcass to form robes cupbaord and open slot for table storage		
K14	Allow a **provisional sum of £750** for the supply of new brass ironmongery. Allow for fitting elsewhere.		750.00

K15	Using the central drawer section of the existing low-level cupboard construct an independent moveable unit.		
K16	On the north side of the Vestry re-fix salvaged cornice mould togther with 2m of new moulding to exactly match existing.		
K17	Allow here to make the southwest corner section of the accessible toilet cubicle demountable to allow the future removal of the tenor bell through the west doors.		
K18	Construct removeable timber step infill to sit between the west doors and the raised tower base Lias floor & step, using treated timber joists and reclaimed pine floorboards all treated to prevent beetle attack. When removed this will allow the west doors to open sufficiently inwards to then be lifted off their pintle hinges to allow future bell removal.		
K19	Supply and fix 12mm cementitious board to a height of 300mm around the three side of the recess within the flower arranger's sink. (18mm plywood above).		
K20	Supply and fix a 300mm x 300mm Premium Metal Door Access Panel from The Access Panel Co. below the accessible WC sink to access waste pipe and H&C stop valves.		
	Sub-total Joinery		**750.00**

L	**FINISHES**		
L1	Allow here for re-laying 20mm Purbeck 'Jurassic Blend' paving where lifted. Generally 20mm thick, and allowing for a 10mm bed of lime mortar under. Slabs should be tightly jointed with max 3mm joints throughout.		
L2	Relay the existing salvaged tower Vestry blue Lias floor allowing for a 10mm bed of lime mortar under. Slabs should be tightly jointed with max 5mm joints throughout.		
L3	Allow to supply 4m2 of reclaimed Lias flagstone paving to match existing.		
L4	Allow here to re-fix the safe to the new concrete base.		
L5	Treat all stone flooring and grout joints within the tower base with Polycote Stoneguard allow for two coats applied by roller.		
L6	Supply and fix 15mm acoustic plasterboard to the interior studwork walls and celing of the accessible WC. Using skim plaster stop-beads at junction with flush oak skirting back-to-back joints to allow for corner disassembly.		
L7	Allow for skim plaster finish to all new plasterboard.		
L8	Supply and fix three vertical rows of white 100mm x 100mm tiles into the three sides of the flower arrangers sink recess, allow for adhesive, grout and tile edging strip.		
	Sub-total Finishes		**-00**

M	**DECORATIONS**		
M1	Protections: provide protections to furniture, floor finishes and the like whilst decorations are in hand. Clear away on completion of work.		
M2	Ensure that the surface of the walls is brushed down and washed to remove any loose dust flushed from the surface of the render or plaster. Any algae or mould must be treated with an algaecide or fungicide and thoroughly washed off with clean water.		
M3	Repair cracking to plaster surfaces as specification ref M20/ 406. Allow for repair of a total of 5 linear metres of cracking in up to 10 localised areas.		
M4	Allow for patch repairs to existing plaster, being careful to minimise the amount of removal of historic plaster finishes. Allow for 2m2 of 3 coat traditional lime plaster patch repairs.		
M5	Masonry Walls: Apply two coats (3 on new plaster) of casein bound distemper Farrow & Ball 'Pointing' to all existing and repaired walls within Vestry to a height of 2.5m.		
M6	New Joinery: Decorate all new painted joinery. Prepare and apply primer, 2 coats undercoat, 2 coats eggshell finish, colour to match existing.		

M7	Plastered Walls & Ceilings: Prepare and apply thinned primer coat and 2 coats matt farrow & ball 'Modern emulsion paint' (washable/wipeable finish) 'Pointing'.		
M8	Oak Worktops and skirtings: allow here for 4no cloth applied coats of Osmo Top Oil 3058 clear matt, microporous natural hardwax-oil wood finish.		
	Sub-total Decorations		**-00**

N	**EXTERNAL WORKS**		
N1	Allow lift and relay the blue Lias step under the tower west doors, allowing for a continuous bed of lime mortar under.		
	Sub-total external works		**-00**

O	**MECHANICAL SERVICES**		
	Prices to include all necessary testing, commissioning and certification		
O1	All 'hot work' (including plumbing pipework) must be undertaken using a Hot Works permit as supplied by Ecclesiastical Insurance Group.		N/A
O2	Mechanicall installation, in accordance with drawing 104.WD.20		
O3	Carefully remove redundant existing hot water heating pipework, make good wall surfaces and finishes.		
O4	Carefully remove redundant existing plumbing and waste water pipework associated with the existing sink.		
O5	Include here for agreeing all pipework final positions with the architect on site before commencing mechanical system installations. All new plumbing to be concealed, run through and behind studwork.		
O6	Supply and fit underfloor heating loop within tower Vestry connected to existing flow and return pipes that previously served the large cast iron heating pipes (Currently supplied through the existing UFH heating system).All connection pipework to be concealed under floor.		
O7	WC extract fan - Core drill 1no 100mm diameter hole at high level through the north tower wall. Locally cut back the stone around the new hole and instal new painted cast iron grille set flush with the face of the existing stonework.		
O8	Supply and fix 30l/s extract fan for the WC with adjustable overrun housed within the ceiling structure and accessed via a removeable plywood panel over.		
O9	Accessible WC - Supply and fit Armitage Shanks Contour 21 Close Coupled Doc M Pack with stainless steel handrails. Install fully in accordance with Part M Regulations.		
O10	Supply and fit IKEA inset stainless steel sink with wall mounted taps over for flower arranging use.		
O11	Allow to supply and fix a new electric point-of-use water heater within the cupboard below the flower arrangers sink to provide hot water to the Acessible WC and Flower arrangers sinks.		
O12	Supply and fit hot and cold water supplies to serve new sanitary fittings as shown on plans.		
O13	Include here for final waste connections to above ground drainage sub-stack and any necessary sealing of sanitary ware to surrounding finishes.		
O14	Include for providing record drawings of all mechanical installations and pipe routes if variation from design drawing are required. Architect will provide blank plans upon request for marking up.		
O15	Include for any and all other builders' work associated with the mechanical installation and for making good in all areas.		
O16	NB Associated electrical work already included in Electrics section below.		N/A
	Sub-total mechanical services		**-00**

P	**ELECTRICAL SERVICES**		
	Prices to include all necessary testing, commissioning and certification. *Services layouts TBA.*		

P1	Electrical installation, in accordance with drawing 0104.WD.020 Allow here for alterations to the existing electrical installation to enable the removal of the existing vestry cupboards.		
P2	Include here for agreeing all cable and pipework final positions with the architect on site before commencing electrical system installation.		N/A
P3	Include for providing record drawings of all electrical installations, wiring and cable routes. Architect will provide blank plans upon request for marking up.		
P4	Supply and fit 2No recessed ceiling spotlights, battery backup emergency light and PIR serving the accessible WC		
P5	Install emergency alarm, pull cord, sounder and warning light serving the Accessible WC.		
P6	Supply and fit 1No recessed ceiling spotlight and PIR serving the electrical cupboard.		
P7	Supply and fit 1No recessed ceiling spotlight and PIR serving the flower arrangers sink recess.		
	Sub-total electrical services		**-00**
Q	**COMPLETION**		
Q1	Clean down the works thoroughly, remove all debris.		
Q2	Remove all manufacturers labels from any equipment supplied.		
Q3	Check all traps, gulleys, drains and the like are free of debris and free flowing.		
Q4	Co-ordinate with the churchwarden to ensure all is in order before leaving site. Make good any damage to grassed areas, tarmac paths and the like before leaving.		
Q5	Leave all in a clean and serviceable state.		N/A
	Sub-total completion		**-00**

	GENERAL SUMMARY		
	TOTAL SECTION A - PRELIMINARIES		**-00**
	TOTAL SECTION B - DAYWORK AND CONTINGENCIES		**5,500.00**
	TOTAL SECTION C		**-00**
	TOTAL SECTION D		**-00**
	TOTAL SECTION E		**-00**
	TOTAL SECTION F		**-00**
	TOTAL SECTION G		**-00**
	TOTAL SECTION H		**-00**
	TOTAL SECTION J		**750.00**
	TOTAL SECTION K		**-00**
	TOTAL SECTION L		**-00**
	TOTAL SECTION N		**-00**
	TOTAL SECTION O		**-00**
	TOTAL SECTION P		**-00**
	TOTAL SECTION Q		**-00**
	Profit		**-00**

	TOTAL MEASURED (TAKEN TO VALUATION)		**-00**

FORM OF TENDER

FOR WRINGTON All Saints – Tower Vestry Works

Subject to the execution of a contract with the Employer, we undertake as follows:

1. To carry out and complete the works described or referred to in the drawings and specification supplied to us and to the satisfaction of the architect, and in accordance with the conditions of the latest revision of the Form of Agreements for Minor Building Works issued by the Joint Contracts Tribunal in 2005, for the sum given below.

2. To begin the works upon a date to be agreed and to proceed diligently and in a workmanlike manner until the whole of the works are complete.

3. To furnish upon acceptance of our tender a priced copy of the Schedule of Works and a Schedule of Rates for retention by the architect.

4. To complete the whole of the works within …… weeks of our unimpeded working time in compliance with a written programme which we agree to provide within two weeks of the commencement of the works. The completion date of the contract to be agreed.

5. We agree that should obvious errors in pricing in errors in arithmetic be discovered before acceptance of this offer in the priced specification submitted by us these errors will be corrected in accordance with Alternative 1 of Section 6 of the 'Code of Procedure for Single Selective Tendering 1989'.

All for the fixed price sum of: .....

..... (£ ……)

The price to remain firm for a period of 12 months from the date of this tender.

We agree that this offer shall remain open for acceptance for a period of 6 months.

For and on behalf of:

Signature ……

Date ……..……

benjamin + beauchamp architects
the borough studios, the borough, wedmore, BS28 4EB
T: 01934 713313 **email** studio@b2architects.com
www.b2architects.com

APPENDIX

APPENDIX I Hot Work Permit

benjamin + beauchamp architects
the borough studios, the borough, wedmore, BS28 4EB
T: 01934 713313 **email** studio@b2architects.com
www.b2architects.com

5.3 APPENDIX I HOT WORK PERMIT

Date …… To be issued daily for **each** operation

A Hot Work Permit is required for all operations involving flame, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat or having naked flames.

A Permit may only be issued by the person responsible for authorising the work, and a stand-by operative is to be in attendance.

PERMISSION IS GRANTED TO …….. Name

To use ……describe equipment

……

……

between the hours of …….. AM

AND …….. AM

AND/OR …….. PM

AND …….. PM

Only on the date noted above

CONDITIONS

i) **NO** blowlamps, hot air or heat producing equipment shall be used for stripping paint.

ii) Smoking is strictly prohibited at all times during building work of any type.

iii) The apparatus referred to and approved in this Permit must be operated only by skilled tradesmen.

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iv) A stand-by operative is to be in attendance at all times including tea and meal breaks from commencement of the work until one hour after the cessation of burning work.

v) All litter, rubbish and combustible material must be removed from the area before starting work. The surrounding areas of the work must be protected against heat and sparks by flame retardant boards or other suitable fire resistant material.

Where combustible material is fixed and immovable, it must be protected as above.

vi) Flame producing equipment must not be used on or near containers of inflammable liquids or compressed gases.

vii) All operatives must be aware of the nearest fire alarm activating points.

viii) Except in an emergency, the use of the apparatus must be discontinued not less than two hours before the site is vacated.

ix) An adequate number of fire fighting appliances, eg buckets of sand, fire extinguishers, or fire hoses must be to hand within and outside the building and left there until all possibility of an outbreak of fire has passed. Contractors employed on the church must provide their own equipment for fire fighting purposes.

x) Butane and not paraffin lamps should be used, and lighted appliances must not be left unattended.

Signature of person
issuing permit ……date/time

Signature of person
carrying out work ……date/time

Signature of
contractor ……date/time

Signature of person who
has made these
checks ……date/time

Signature of
contractor
on completion of the work ……date/time

This Permit is to be returned to the Contractor and copied to the architect

benjamin + beauchamp architects
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