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KNUTSFORD, ST. CROSS;

ALTERATIONS TO THE HALL SUITE

## Schedule of Work & Specification

Graham D. Holland, DipArch DipArchConsv RIBA. A.A.B.C.,  
Associates: Nigel H. Lea, BA(Hons)Arch DipArch RIBA. Carl S. Thorgaard, BA(Hons) DipArch RIBA.

**PREAMBLES**

**The Employer will be** the Vicar, Churchwardens and P.C.C. c/o  
Mr. D. Whiteley, 16 Delmar Road, Knutsford, WA16 8BG. Tel: 01565 654909.  
Email: michael.whiteley20@outlook.com.  
Vicarage Tel: 01565 640702.

**The Architect** will be Graham Holland, Graham Holland Associates,  
Winnington Hall, Cheshire, CW8 4DU. Tel: 01606 624626.

And at

Plas Draw, Ruthin, Denbighshire, LL15 1RT, Tel: 01824 704709.

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**The Project Comprises** Alterations to the lobby & kitchen of the hall suite, to the south side of the church. Three sections of work

- 1 Refitting the kitchen & opening a new doorway into the hall – consequent of section 2
- 2 Constructing an easy access lavatory in the lobby area
- 3 Altering the west emergency exit to widen the door.

**Drawings:** The cover shows the east entrance of the hall suite

- 1 Location plans & elevations as existing & proposed
- 2 Detailed plans & sections of the lavatory & kitchen
- 3 Details of the emergency exit door

**Access:** By arrangement with the Employer internally and externally.

**Location:** The church is prominently sited adjacent to the Vicarage in Mobberley Road, to the north east of Knutsford centre at Post Code WA16 8EL.

**Pricing:** A detailed priced schedule including rates will be required before order and subsequently for each valuation. All or part of the works may be ordered subject to favourable tenders received. The works will be let on a 'letter of acceptance'.

**Tendering:** The employers do not bind themselves to accept the lowest of the tender or to be liable for any expense in the preparation thereof. The tender is to be a firm price and will be deemed to relate to the items of work specified and/or shown on the drawings. The Code of Procedure for selective tendering 1989 will be used to allow for adjustment of genuine errors.

**CDM:** On these works the Construction (Design and Management) Regulations are unlikely to require notification due to the likely limited timescale on site for the work; the contractor is to include for carrying out all duties of the Principal Contractor, as defined in the Regulations. A statement of compliance with CDM Regulations is to be provided, covering such matters as knowledge, resources, management structure etc. to enable the client to be satisfied that the Contractor is competent to carry out the work in accordance with the regulations.

<b>Conditions and Site Work Risks</b>	<b>Risk Level</b>
The Contractor must visit the site prior to tendering to acquaint himself of all aspects and details of the works and restrictions of the site.	<b>Note</b>
Public access, history of local vandalism – need for a high degree of security on site.	<b>Med</b>
Busy access road – traffic hazard.	<b>High</b>
Off street parking in front of the Vicarage off Mobberley Road.	<b>High</b>
Non-injurious materials to stonework and pointing except dust during raking out.	<b>M</b>
Sharp edges with steelwork and fixings.	<b>H</b>
Working at low level & internally.	<b>Low</b>
Access to the church must be maintained and protected at all times.	<b>H</b>
The church will continue to be used during the works.	<b>Note</b>
There is a supply of electricity and water for the use of the Contractor free of charge.	<b>Note</b>
The Contractor may use the hall lavatory with the agreement of the employer and subject to strict cleanliness.	<b>Note</b>
No Sunday working will be permitted and works must cease during funerals and occasional services as notified by the Employer.	

## GENERAL CONDITIONS OF WORK, MINOR WORKS 'CONTRACT, 2011 EDITION

- A. Form of Contract: The Contractor will be required to sign the Agreement For Minor Building Works, issued by the Joints Contracts Tribunal Ltd, together with the Contract drawings and the Specification and schedule. To be signed 'under hand'.
- The Articles of Agreement may be examined at the Architect's office.
- The following is a list of the Schedule of Conditions for which the Contractor is to make due allowance in his tender:
- |                  |   |
|------------------|---|
| <u>Section 1</u> | Intentions of the parties   |
| <u>Section 2</u> | Commencement and completion to be stated on the tender form; damages £250 per week; defects liability 12 months                   |
| <u>Section 3</u> | Control of the Works  |
| <u>Section 4</u> | Payment: 21 days from issue of interim certificate; Retention: 5% (2.5% after practical completion); final certificate; 12 months |
| <u>Section 5</u> | Contractor's insurance: £2,000,000<br>Injury, damage and insurance: clause 5.4B will apply.                                       |
| <u>Section 7</u> | Determination<br>Settlement of disputes: RIBA.  |
- B. Finance Act 1975: The Contractor's attention is drawn to the Construction Industry Statutory Tax Deduction Scheme provided for in the Finance (2) Act 1975 and all subsequent revisions. The provisions of the scheme are set out in the Board of Inland Revenue booklet IR 14/15 (1982) and subsequent revisions. If the Employer is a 'Contractor' within the meaning of the Act, the Contractor will be required to satisfy the Employer that he holds a valid Sub-contractor's Tax Certificate before making payments to them.
- C. Insurance of the Works: The Contractor must satisfy the Employer that adequate insurances have been taken out to cover the works and /or as required, satisfy himself that the Employer has taken out required insurance cover as in the case of works to existing buildings.
- D. Pricing the Specification: All figures entered by the Contractor should be in ink. Should the Contractor leave unpriced any items contained in the Spec/Schedule he shall be deemed to have included elsewhere in his tender for the obligations and services described therein.
- The Spec/Schedule has been prepared from and in conjunction with the noted drawings. The tenderer is to include for all the works noted on the drawings; any apparent omission in the Schedule shall be deemed to be included.
- The Contractor must examine all the documents and site and satisfy himself of the full scope of the works prior to tendering.
- E. Visit to Site: The Contractor is strongly advised and will be deemed to have visited the site prior to tendering and have examined the works in detail; where the building is secure permission to enter must be obtained from the Employer with notice given to the Architect.
- F. Alterations: No unauthorised alteration, deletion or addition is to be made by the Contractor to the text of the Spec/Schedule, and any alteration, if made, will be deemed to be ignored and the text of the Spec/Schedule as printed will be adhered to.
- The tender figure submitted by the Contractor shall be deemed to be a true resultant total from correct arithmetical extensions to all his rates.
- G. Checking: The Spec/Schedule of the lowest tender received will be arithmetically checked, and if any errors are discovered these will be corrected and carried to the Final Summary. The Contractor will be notified of any such adjustments, and he shall be given the opportunity of agreeing to these adjustments, or of withdrawing his offer. The Contractor will be deemed to have satisfied himself before submitting his tender as to the correctness of his tender as a whole and of the prices and rates entered in the Spec/Schedule, which prices shall cover all an agreement, or otherwise on entering into a Contract, it will be deemed and constructed as an acknowledgement on his part that he has so satisfied himself.

The amount of the tender will be the sum at which the Contractor engages to execute the whole of the works as shown on the drawings and set forth in the Specification and any item left unpriced in the Specification will be held to be included in the prices of other items.

Due allowance must be made in the tendered programme for undertaking any repair works presently covered by contingency and provisional sums.

The dates for commencement and completion are to be quoted on the contract form, a detailed programme and priced Specification and Schedule will be required prior to an order being placed.

- A. Name Boards: Provide and erect a comprehensive signboard to display the style of the contract, together with particulars of the Contractor. The Architect and Quantity Surveyor and any grant aiding Authority, e.g. English Heritage, will supply their own name boards each, size approximately 300mm x 1200mm for fixing by the Contractor. The signboard is to be designed and constructed in a form prescribed by the Architect.
- B. Advertising Rights: Under no circumstances will the Contractor be allowed to use hoardings on any part of the building for advertisement purposes.
- C. Maintain Services: The Contractor shall maintain and protect public property including that of existing live drainage, water, gas, electricity and other mains, or power services, under, on or over the site and is to make good or pay for reinstatement of all damage thereto.
- D. Delivery of Materials: The Contractor's attention is drawn to the increasing delays experienced throughout the trade in respect of materials deliveries and he is strongly recommended to ensure that orders are placed in adequate time with the manufacturers to ensure delivery when required. Attention has been particularly directed to this as no extension of contract time will be permitted for non-delivery of materials or unit.
- E. Samples: The Contractor shall furnish at his own cost any samples of materials, colours or workmanship, as may be called for by the Architect for his approval or rejection, and any further samples in the case of rejection, until such samples are approved. The Architect may reject any workmanship or materials, which are not in his opinion, up to the standard of the approved samples.
- F. Dayworks: No charges for day work will be allowed as such unless the Architect for the work shall expressly direct it to be done as daywork or unless the work cannot from its character be reasonably valued by measurement. All vouchers for daywork are to be delivered to the Architect within seven days following the week in which the work may have been executed.
- G. Re-Measurement: Allow for giving due notice to the Architect whenever works requiring inspection of any kind are ready for covering up. If this is not done the Contractor will be required to remove any such work and cover up again entirely at his own expense.
- H. Accounts: The Contractor will be required to produce invoices and receipted accounts for all items as Prime Cost or Provisional Sums.
- I. Areas of Operation: Allow for taking all reasonable precautions to prevent work people, including those employed by sub-contractors, from trespassing on adjoining owner's property or any part of the land or premises which are not at the time connected with the works. If the Contractor wishes to erect scaffolding on, or otherwise make use of adjoining and or properties, he shall allow for serving notices, obtaining permissions, and clearing away and making good any damage at his own expense and paying any costs and charges in connection therewith.

Allow for confining to as small area as practicable, any operations which will affect the surface of the site and for protecting the paved courtyard and parking area. Any flags damaged by the Contractor and/or his sub-contractors are to be made good at his own expense.

The Contractor's attention is drawn to the fact that any closely adjoining plants, shrubs and lawn must not be damaged. A temporary covering of plywood or similar material shall be erected to protect shrubs etc. from mechanical damage or mortar or other material deposit. All damage is to be made good at the Contractor's expense.

- A. Attendance Allow for all attendance of one trade upon another, including cutting away for and making good after all trades, and leave all perfect on completion.
- B. Artists & Tradesmen: The Contractor shall permit the execution of the work not forming part of this contract by Artists, Tradesmen or other engaged by the Employer. Every such person shall be deemed to be a person for whom the Employer is responsible and not be a sub-contractor.
- Allow for use by Artists and Tradesmen of the Contractor temporary roads, pavings and paths, standing scaffolding, standing power operated hoistings plant, the provision of temporary lighting and water supplies, clearing away rubbish, provision of space for the Artists and Tradesmen's own offices, and for the storage of his plant and materials and the use of messrooms, sanitary accommodation and welfare facilities.
- C. Materials for the Works & Workmanship: Materials, goods and workmanship shall be to the satisfaction of the Architect and shall be to the best of their respective kinds and shall apply where applicable to the current British Standards and/or Codes of Practice. Preambles and description of materials, goods and workmanship given in any one section or trade shall apply throughout the Specification/Schedule. All setting out, levels, drawings and dimensions are to be checked by the Contractor before and as work proceeds.
- D. Noise Control: The amount of noise on the Works is to be kept to a minimum; the Contractor must note Section 60 of the Control of Pollution Act 1974 with reference to the control of noise, especially where the works are adjacent to occupied property, ascertain what requirements or restrictions, if any, shall apply to the Works.
- E. Provide All Plant, Tools, Scaffolding & Protection: Provide, maintain and install all necessary hoists, ladders, scaffolding, staging tackle, tools and other plant (mechanical and otherwise) and allow for altering, adapting and maintaining them as necessary for the proper execution of the works in accordance with current British Standards, Codes of Practice and the requests of Health & Safety and all other applicable legislation.
- F. Provide All Vehicles and Transport: Provide all necessary transport for labour, materials, plant etc. for the works.
- G. Site Meetings: All for arranging site meetings at regular intervals as required by the Architect.
- H. Protection, Lighting & Watchmen: The Contractor shall provide all requisite protection upon and adjacent to the site as may be necessary for the public safety, including all lighting barriers, etc. and he shall protect the works whilst in progress and he shall be held responsible for and must indemnify the Employer against all actions, claims, loss, damages or costs brought, taken or incurred by any person or persons consequent upon negligence of the Contractor or his workmen, and also in respect of all accidents and damages to persons, vehicles, etc. or for trespass during the performance of this Contract. The building and contents are to be kept fully protected and secure at all times and particularly when the site is unattended.
- I. Protection of the Works From the Weather: Allow for providing and maintaining all necessary protection and coverings of the building, fittings, new and existing works to prevent injury by frost, wet, or other inclement weather and removing and reinstating all damaged works which the Architect decides have not been adequately protected.
- The Contractor's attention is drawn to the fact that any existing structures must not be overloaded and materials must not be stored thereon and any temporary storing or supports must be provided and maintained to protect existing structures.
- Any damage to existing or new works and contents or surroundings arising from the works shall be made good by the Contractor.
- J. Site Practice: The playing of radios, consumption of food, smoking are not to be permitted within the site area, building or on the roof. The site works are at times to be maintained in a tidy and clean state to the satisfaction of the Architect.

- A. Casing up & Protection: Allow for casing up and protection of all new and existing works and fittings in all trades as necessary during the execution and until completion of the works and reinstating as last described.
- In the case of Ecclesiastical buildings where an organ is fitted, this is to be fully protected against dirt, impact and ingress of water to the satisfaction of the Architect and Employer.
- B. Water for the Works (see Scope of the Work): Where an adequate water supply for the works exists on the site, this may be used with the Employer's permission.
- C. Temporary Lighting & Power (see Scope of the Work): Where an adequate lighting and power supply for the works exists on the site, this may be used with the Employer's permission with adequate counter charge agreement or as stated in the schedule.
- D. Temporary Accommodation: All necessary temporary accommodation for the storage of materials is to be provided by the Contractor and located as agreed. All compounds, site cabins, plant and material storage are to be positioned to the satisfaction of the Employer, Architect and Local Authority.
- The Contractor must ensure that only small quantities of the materials are stored day by day.
- The Contractor shall ensure that gas cylinders (calor, propane, or other gases) whether full or empty are, when not in use, to be stored in a secure place constructed of non-combustible materials, well ventilated and away from sources of heat.
- The Contractor must provide for all temporary sanitary accommodation and the cleaning of same.
- E. National Insurance & Injury Pay all contributions and expenses incurred in complying with the requirements of the Social Security Act 1973 and with the National Insurance (Industrial Injuries) Act Order (Employers Liability Insurance) Redundancy Payments Act 1965.
- In addition to be liable for and indemnifying the Employer against loss, liability, claim or proceedings as stated in the conditions, the Contractor is also to insure against such risks. The Contractor will be responsible for ensuring that all sub-contractors are similarly insured.
- F. Maintenance of Roads: The Contractor shall ensure that roads and footpaths in the approach to the site are kept free of mud and debris, and that damage, beyond fair wear and tear is caused to the public and private roads and footpaths by site traffic. In the event of any damage being so caused or expenses being incurred, the Contractor is to make good or pay for the reinstatements to the satisfaction of the Employer, Architect and Local Authority.
- G. Clearing Away: Take down and clear all plant and temporary works, including sanitary convenience, mess rooms, offices, sheds etc. otherwise described and make good. Remove all existing rubbish, (including that of sub-contractors), surplus materials as they accumulate and at completion, clean floors, pavings and external surfaces, and leave the works clean and tidy.

### 3. SCHEDULE OF WORK

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#### GENERALLY

- A. Preparation** Provide and maintain all necessary plant, scaffolding, equipment, tools and materials for the proper execution of the works in accordance with these preliminaries, preambles and general specification and all current British Standards, Codes of Practice and Legislation and to comply with all Health and Safety requirements.
- B. Protection** Protect all areas adjacent to the works from damage during the works.
- C.** The Contractor is to report and make good any damage caused, without delay and to the satisfaction of the Architect. Any new materials or fixings damaged during the works are to be replaced by the Contractor.
- D.** Assess ground and roof structure for support of workloads before tendering and make adequate provision.
- E. Note** Dust from the works must not be allowed to cause damage; provide secure barriers to the paths & doorways.
- F. Dimensions** Take all dimensions required prior to tender and assess details of work.
- G. Area of Work** To the hall suite to south of the church.

#### MECHANICAL SERVICES

- H. Generally** To the kitchen & lavatories; qv. detail schedules.
- I. ELECTRICS** Engage NICEE registered electrician to provide the installation complete in accordance with current Regulations and the 'Lighting and wiring of churches' and in accordance with current N.I.C.E.E. Regulations.
- J.** Provide test certificate on completion.
- K. Mains** Extend and provide from the existing mains to local distribution in F.P. cable.
- L. PLUMBING** Engage registered plumber to fix all.



### **KITCHEN ALTERATIONS**

- A. Preparation** Include for all preambles, preparation & protection as described.
- B. Take out** Remove the existing cupboards & fittings.
- C.** Temporarily seal off services & make safe, prepare for new connections.
- D.** The employer is to remove all loose furniture storage & equipment.

### **NEW DOORWAY**

- E. Cut out** In cavity blockwork wall to west for new opening.
- F. Lintol** Prepare for & build in 2 course reinforced concrete lintols fair faced to the hall include brick corbels to course in with blockwork.
- G. Jambs** Quoin up the jambs.
- H. Threshold** Screed finish to threshold.
- I. New frame** Prepare for, provide & fit rebated ex. 100 x 75 frame & 25 mm. linings to the opening; secure to blockwork with stainless steel screws & pallet.
- J.** Provide 75 x 20 chamfered architraves both sides.
- K.** To be in unselected wote redwood primed before fixing and prepared for pointing.
- L. Door** Provide 850 x 1980 solid core ½ hr. hardwood ply factory finished ½ hr. fire resisting door include vision panel. Hang on 1½ pair 100 mm. brass washered stainless steel butt hinges.
- M.** Stainless steel lever latch lock & escution.
- N.** Patent over-door closer.

### **EXISTING DOORWAY**

- O. Take out** The north door, frame & architraves complete.
- P. Build up** The opening with concrete blockwork thickness to match the existing – note check on site.
- Q.** Prepare for plastering.

**WINDOW**

- A. Take out** The north door, frame & architraves complete.
- B. Build up** In matching brick & blockwork to the west side cavity construction with stainless steel ties into existing & across the cavity insulation, dpc & insulated cavity closer.
- C.** Form 2 no. outlets for extraction fans.
- D. New frame** Provide & fit new fixed – light white upvc frame & cill (to match the existing windows to the hall).
- E.** Prime before fixing.
- F. Glazing** Provide & fit 'obscure' double glazed unit to manufacturer's specification.

**VENTILATION**

- G. Cut out** In the north wall for lavatory vent duct and in the existing wall plate.
- H.** Prepare previously formed south wall outlets.
- I. Ducting** Provide 100 mm. diameter upvc duct to ceiling to connect the lavatory fan to the outlet strap to ceiling joists.
- J.** Line the second outlet for the kitchen fan.
- K.** Provide timber block on the north side of the north wall.
- L.** Provide frame & 5 mm. plywood boxing to ceiling duct & prepare for painting.
- M. Fans** Attend on named electrician to provide & fit 100mm diameter Ventaxia fans to lavatory & kitchen, complete include external cowls.

**FITTINGS**

- N. Attend** On specialist kitchen fitter to provide & fix base & wall units, sinks & wash basin.
- O.** Plumb in & reconnect to existing supplies & wastes to new & existing fittings.
- P.** Attend an electrician to connect all.

**LAVATORY**

- A. Preparation** All as previously, following completion of the kitchen works.
- B. Clear** The employer to clear all loose furnishings.
- STRUCTURE** Take up the carpeting for the area of work & clear.
- C. Partitions** Provide & construct new partitions, tanzalized 100 x 50 s.s.w. studding at 400 c-c onto 'plate; secured to floor & adjacent walls at 400 c-c with stainless steel screws into pvc plugs.
- D.** Screw fix to existing rafters. Form doorway to west.
- E. Plaster boarding** Provide & fix 12.5 mm. plasterboard to both sides.
- F. Boxing** Form & frame with tanzalized 50 x 50 at 300 c-c to the east wall for plumbing & services.
- G.** Fix 6 mm. w.p. ply facing include; brass cup & screw fix panels for access as required.

**DOORWAY**

- H. Door lining** Provide & fix ex. 30 mm. rebated lining; 75 x 20 chamfered architraves following plaster staining noted below.
- I. Door** Provide & hang solid core 900 x 1980 factory finished hardwood ply faced door onto stainless steel rise & fall hinges.
- J.** Fit latch leaver bathroom lock with coin operated execution externally. Sign "easy access lavatory".

**TO THE KITCHEN & LAVATORY****PLASTERING**

- K. Walls** To the existing blockwork to the walls internally & new partitions skim coats plaster to manufacturer's specification, smooth float finish.
- L. Beadings** Angles and beads to be white upvc.
- M. Attend** On all trades including electrician and services engineer for fixings and generally.

**TILING**

- N. Walls** To be Pilkington's 150 square white glazed and white grouted to the south wall and to the east wall boxing.
- O.** Provide 1m high tiling to rear of lavatory & splash-back to 'basin.

**FLOORING**

- P. Vynil flooring** Provide & lay 'Polyfloor plans' to employer's colour choice to coved skirting in the lavatory.
- Q.** Ditto in kitchen, to below units & stainless steel edging to new doorway.

**ELECTRICS**

<b>A.</b>	<b>Wiring</b>	General wiring is to be in 'Fireproof' cable, in roof void & bedded in plaster where protected with plastic sheeting, or run in partition voids.
<b>B.</b>		Agree all wiring runs with architect before proceeding.
<b>C.</b>	<b>Fittings</b>	Switches and sockets are to be from Messrs. M.K. range white plastic.
<b>D.</b>	<b>Power Points</b>	As noted on the dwg. to be 4 no. double 13 amp switched socket outlets in the kitchen @ 1,200mm above floor level.
<b>E.</b>	<b>Fire</b>	2 no. ceiling moulded smoke/heat detectors wired to mains and with battery back-up.
<b>F.</b>	<b>Fans</b>	Supply and fix 2 no. 'Ventaxia' extract fans' 1 no. 100mm 1 no. 150mm; separate switch in kitchen; in lavatory to be light switch operated.
<b>G.</b>	<b>Low level spurs</b>	For undersink water heater at 400 & neon control switch above unit @ 1200.
<b>H.</b>	<b>Low level socket</b>	For refrigerator, ditto & ditto.
<b>I.</b>	<b>Cooker control</b>	In the kitchen at 1,200mm and spur at low level.
<b>J.</b>	<b>Switched spurs</b>	For over sink water boiler @ 1200mm.
<b>K.</b>		For low level tubular electric heater at high level in the lavatory at 1,800mm.
<b>L.</b>		For dishwasher in the kitchen.
<b>M.</b>	<b>Alarm</b>	Emergency pull cord in lavatory and warning light in the church fitted above D.1 as noted on the dwg.
<b>N.</b>	<b>Lights</b>	To ceilings be surfaced fixed.
<b>O.</b>		2 no. ceiling mounted 400 diameter LED fittings. Switch externally by the door.
<b>P.</b>		1 no. in 1,200mm ditto lavatory and switch by D.4.
<b>Q.</b>	<b>Fittings</b>	Fix only light fittings and include the provisional sum of £700 (seven hundred pounds) for light fittings to be supplied to site.
<b>R.</b>		Add for profit.

700 00

			£	p
<b>PLUMBING</b>				
A.	<b>Water Supply</b>	Extend the existing water supply in copper tube to new works and fittings.		
B.	<b>External tap</b>	Include the provisional sum of £500 (five hundred pounds) for new hot boiling water unit in the refitted kitchen.	500	00
C.	<b>Pipe routes</b>	Mains to be insulated and internally; exact route of pipe to be agreed on site with Architect.		
D.		And to adapt the adjacent heating pipework in door 1.		
E.	<b>Connect</b>	To all fittings in copper tube.		
F.		Provide 'hot' connections to basin.		
G.		All to be fitted with in-line isolating valves adjacent to fittings.		
H.		Ditto wheel valve at source.		
I.	<b>Sanitaryware</b>	Supply and fit complete to manufacturer's instructions:		
J.		Armitages Doc 'M' plus suite of wc, basin & handrail set complete with chromium plated taps & wastes.		
K.	<b>Mirror</b>	To be fitted by employer.		
L.	<b>Baby change</b>	Shelf, ditto.		
M.	<b>Towels</b>	Paper holder by employer.		
N.	<b>Waste pipes</b>	And traps to be upvc & deep seal; sizes noted on the drawings collected to rear of units and in the boiler chamber to rear of the west wall of the lavatory to the soil pipe and to the new sink in kitchen & dishwasher.		
O.	<b>SVP</b>	Connect wc to macerator unit & waste pipe through to rear of kitchen units & connect to existing waste.		
P.		Allow for boxing in & access traps and liaise with carpenter and joiner.		
Q.	<b>Record</b>	Provide 'as fixed' plan for all mechanical services installations and all operating instructions and advice to building owner's representative.		
<b>DECORATING</b>				
R.	<b>Plasterwork</b>	Prime x 2 coats contract matt emulsion off white; Dulux or similar.		
S.	<b>Timberwork</b>	Prime before fixing; undercoat & satin oil tint to match the existing adjacent.		
<b>TOTAL KITCHEN &amp; LAVATORY TO TENDER</b>				

**EMERGENCY EXIT DOOR**

- |           |                     |  |
|-----------|---------------------|--|
| <b>A.</b> | <b>Area of work</b> | To the west exit door.   |
| <b>B.</b> | <b>Take off</b>     | Existing door & frame.   |
| <b>C.</b> | <b>Report</b>       | To Architect, details of walling where the frame has been removed & take instructions.                                   |
| <b>D.</b> | <b>Threshold</b>    | Take out the brick edgings & excavate in existing mortar & concrete.   |
| <b>E.</b> |                     | Provide new weathered threshold in cast concrete & build in stainless steel weather bar.                                 |
| <b>F.</b> | <b>New frame</b>    | Provide & fit as detailed, upvc frame secured to the external brickwork face with stainless steel screws into pvc plugs. |
| <b>G.</b> | <b>Weathering</b>   | Cut into brickwork, provide & fix Tearn coated cover flashing to the head of the frame.                                  |
| <b>H.</b> | <b>New door</b>     | Provide & frame new door to match the existing & hang on 1½ pairs 100 mm. brass washered stainless steel butt hinges.    |
| <b>I.</b> |                     | Provide & fix 'panic bolt' to match existing. Keeps to top & bottom in frame & threshold.                                |
| <b>J.</b> | <b>Render</b>       | To the jambs & bed in cement sand mix onto stainless steel expended mesh secured with stainless steel screws to masonry. |

**DECORATING**

- |           |                   |  |
|-----------|-------------------|--|
| <b>K.</b> | <b>Timberwork</b> | All frames, architraves skirtings : ditto 'mahogany' stain.                                      |
| <b>L.</b> | <b>New door</b>   | To emergency exit, prepare & apply 2 coats clear semi matt Sadolins stain.                       |
| <b>M.</b> | <b>Frame</b>      | To frame prime undercoat & semi matt oil, 'pale stone' Dulux or similar equivalent.              |
| <b>N.</b> | <b>Protect</b>    | Adjacent surfaces and especially stonework. Do not allow paint to stray. Do not paint stonework. |

**COMPLETION**

- |           |                   |   |
|-----------|-------------------|---|
| <b>O.</b> | <b>Completion</b> | Clear all debris, plant, equipment and unused materials and leave the area of works clean, tidy and free of defect. |
|-----------|-------------------|---|

**TOTAL EXIT DOOR TO TENDER**