
SCOPE OF WORKS

GENERAL CONDITIONS AND SCOPE OF WORK

General Works Description	Alterations and improvements to 8 Manor Road, Leeds LS11 9AH
The Contract	The project is the subject of a Building Regulations approval. The type of contract to be used is JCT Minor Works Contract.
CDM Regulations	The 2015 CDM regulations affect ALL construction projects. This project is notifiable under the CDM Regulations. This project, due to duration is notifiable under the CDM regulations.
Health and Safety	Irrespective of the application of the CDM regulations to the project, the contractor will be required to submit a method statement and risk assessment of the works to be carried out together with continuing re-assessment of risks and methods during the project.
Insurances	Before starting work on site the successful contractor is required to submit documentary evidence and/or policies and receipts for the insurances required by the contract and including but not limited to insurance of the works and public and employers liability.
Site Visit & Quantification	Prior to tender/quotation, it is mandatory that contractors visit the site and take note of the environment, conditions and technical details. Note that where quantities are given in this scope of work, they are only approximate. Re-measurement and inspection of site by contractors is essential before submitting a tender/quotation.
Raising of Queries pre tender/quote	If there are any items over which the contractor is in doubt in relation to the scope of works, programme, specification and/or the extent of the works, then these doubts should be highlighted at the tender stage.
Programme	A detailed programme of work must be agreed with the Contract Administrator.
Site Meetings	The successful contractor will be expected to provide supervisory level attendance to site progress and evaluation meetings at intervals not exceeding one week in addition to their normal site supervision and attendance.
Provisional Sums	Tenders must include for all works described in the tender documents. Provisional sums will only be expended with the prior written approval of the CA
Tender Documents	<ol style="list-style-type: none"> 1. This Scope of Works. 2. Floor and elevation plan enclosed in Appendix One. 3. Structural engineers details in Appendix Two. 4. Cool Solutions Distribution Ltd enclosed in Appendix Three. 5. Leeds Glass details enclosed in Appendix Four. 6. Site plan enclosed in Appendix Five. 7. Electrical plan enclosed in Appendix Six. 8. Bin Store elevations enclosed in Appendix Seven. 9. Bike Store elevations enclosed in Appendix Eight.. 10. Shower room detail as shown on plan in Appendix Nine.
Tender Return	
Works to Be Notified	Allow to give reasonable notice to both the Contract Administrator and other inspecting parties such as Building Control Officers/Approved Inspectors prior to covering up or continuing a phase of work. The contractor is responsible for requesting site inspections by Building Control.
Setting Out and Recording	All dimensions should be checked by the contractor at tender stage. The successful contractor should check levels and dimensions of the site against those provided on the drawings and record the results on a copy of the drawings. Notify the Contract Administrator of any discrepancies and obtain instructions before proceeding. All dimensions must where possible be checked on site and not scaled from drawings.
Completion Requirements	The contractor is required to remove all temporary markings and protective coverings, clean works thoroughly inside and out and include all ducts and voids and remove all rubbish and debris. Cleaning works should include the use of all manufacturers recommended cleaning materials so as not to cause any damage. Make good any defects and or damage that have occurred during the works. Ensure all doors, windows and other moving parts operate as intended, including all services.
Site Security	Works must be undertaken having regard to maintaining security of the subject and adjoining premises and safety of the occupiers and end users of the site.
Costing to include	In addition to the scheduled items, allow for:- Works described and contained within the other tender documents, all safety, access, scaffolding, craneage, rubbish chutes, skips, skip lighting, pavement licences, road closure costs, temporary support works, weatherproofing, screening/hoarding, safety of public, occupants, neighbours, workers, visitors, protection of edges and surfaces, removal of all waste/demolished materials from site on a shift by shift basis and disposal to correct tip as necessary, occupied property working arrangements, any essential out of hours operations and security requirements. To leave the site in a clean, tidy and undamaged condition.
Contract Administrator	

Site Visit	Before tendering ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the work.
Programme	Provide full programme for work incorporating all items and specifications. If there are any items over which the contractor is in doubt in relation to the specification the extent of the works, these should be highlighted at tender stage.
Measurements	Give reasonable notice to structural engineer and contract administrator before covering up work which needs to be measured or approved. Ascertain from engineer stages of work which need to be inspected to satisfactorily certify work.
Interim Valuations	At least seven days before the established dates for these valuations submit to contract administrator details of amounts due under the contract with all necessary supporting information.

THIS SCHEDULE						
1.00						
1.01	All items in this schedule to the Scope of Works are to be priced on a supply and fix basis unless otherwise specifically noted.					
1.02	Structural Engineer's details take priority over Designer's drawings.					
2.00	MATERIALS					
2.01	Where specified, kiln dried timbers and all sheet materials must be stored in dry condition on site or items will be rejected.					
2.02	Where specified, structural graded timbers must be stamped or items will be rejected.					
3.00	SITE PREPARATION					
3.01a	Allowance for site foreman (14 weeks)					
	Allowance for Health & Safety documentation					
3.01	Provide portaloos for use of workman during course of contract.					
3.02	Prior to excavation and demolition check, mark and record position of underground services and protect all drainage and services furniture.					
3.04	Prior to commencement of any work, checks must be made to determine positions of all internal services and suitable isolation and protection made.					
3.05	Erect scaffolding to facilitate carrying out of high level works and roofing works.					
4.00	DEMOLITION WORKS					
4.00a	Allowance for skips					
4.01	The client is to arrange for certain works to be carried out prior to contractor commencing works on site. This is to include: 1) Removal of dividing wall between front and rear sections. 2) Removal of all plant and machinery relating to previous occupiers work. 3) Removal of raised floor to rear section making good all works disturbed. 4) Removal of any services relating to previous occupiers use and taking back safe to distribution boards.					
5.00	LANDLORDS PREPARATION WORKS					
5.01	Landlord to arrange working water supply to the premises.					
5.02	Landlord to provide working electric supply to the premises.					
5.03	Landlord to organise provision of new gas supply to the premises.					
6.00	ROOFING WORKS					
6.01	Take out leaf traps and save for reuse, clean out all leaves and debris, allow for repairs to any defective joints or guttering and refix anti-leaf traps.					
6.02	This item has been deleted.					
6.03	Take out and replace front gutter to match existing due to extensive leaks.					
6.04	Repair broken gutter to rear left hand corner and leave to operate as designed.					
7.00	EXTERNAL WORKS					
7.01	Take off floodlight fittings from front cladding and CCTV cameras and save for reuse.					
7.02	Take off existing profile metal sheet cladding to whole of front elevation and both side elevations to full depth.					

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7.03	Provide suitable lifting gear to deal with removal of old cladding and fitting of new cladding.					
7.04	Build framework on existing front elevation and side elevations in Tanalised 3 x 2 timbers to create framework to fit new panelling system.					
7.05	Build framework on existing front elevation brick columns and return corners in Tanalised 3 x 2 timbers to create a framework to fit the new panelling system.					
7.06	Supply and fit all spacers in between panels, cappings, corner trims, return edges for panelling system.					
7.07	Supply and fit 27No. Rock panels at approximately 800 x 2250. 8No. Rock panels at 500 x 750, 8No. Rock panels at 800 x 750 to front elevation. Supply and fit 18No. Rock panels to left elevation and 16No. Rock panels to right elevation.					
7.08	Rock panel to be in mixture of silver and dark grey.					
7.09	Refit new CCTV cameras. Work to be carried out by Taybell as part of burglar alarm installation and Tayell to be nominated sub-contractor.					
7.10	Check all existing external light fittings and save those suitable for reuse. Purchase additional light fittings to be fitted on exterior of building in accordance with position of light shown on plan in Appendix Five .					
7.11	Construct bin store and bike store in accordance with plans in Appendix No's.7 & 8 .					
8.00	WINDOWS					
8.01	Provide price for repairing existing rotten window frames to front and side elevations by deglazing window frames, cutting out and scarfing in new timber and refitting and repainting all on completion.					
8.02	As an alternative, provide price for taking out all existing tall glazing units and replacing with dark grey powder coated aluminium framed double glazed units with toughened glass in colour to match cladding to front elevation. Note: includes 2no side entrance doors					
8.03	This item has been deleted.					
8.04	Check all existing rainwater pipes, hopper heads, gullies and clean out and leave in working order and leave to operate as designed.					
8.05	Supply and fit two powder coated double glazed aluminium framed double entrance doors with locking system at top and bottom similar to existing.					
8.06	Supply and fit new roller shutter door to cover entrance doors in dark grey to match new cladding to front elevation.					
8.07	Internal shutters to be provided inside existing windows.					
8.08	Supply and fit powder coated aluminium framed double glazed windows to high level on right hand elevation within cladding system with all appropriate damp proofing and proprietary trim details around windows.					
8.09	Allow to install new window at ground floor level to warehouse packing area and provide electrically operated shutter externally. Window to match new windows being fitted elsewhere.					
9.00	EXTERNAL/GROUND WORKS					
9.01	Remove all existing vegetation from site and dispose.					
9.02	Remove all vegetation growing on paving flags to paths around perimeter of property.					
9.03	Level all uneven paving flags, ensure laid secure and level and repoint throughout.					
9.04	Repoint brickwork as required to dwarf wall with metal hand rail barrier in front of entrance doors and repaint metal barrier in colour to match existing new cladding.					
9.05	Take out dwarf wall to front planting area and only retain hard landscaping as detailed on plan shown in Appendix Five .					
9.06	Take up all areas of paving including paving to right hand side of building, defective concrete and tarmac, landscaping and fully prepare ground and provide base to meet NHBC standards for hardstanding and parking areas.					
9.07	Provide new top coat over existing tarmac and newly prepared areas to provide level even finish. For the avoidance of doubt the tarmac finish needs to got up to the end of the bin store.					

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9.08	Mark out bays for electricity charging point, disabled space and delivery surface hardstanding as detailed on plans in Appendix Five .					
9.09	Construct bin store with locked gates in palisade fencing material.					
9.10	Create bike store with palisade fencing with locked gates in position shown on plan in Appendix Five .					
9.11	Supply and fit Proctors mesh panel fencing down both side elevations on boundary line to height not exceeding 2m and around front elevation up to vehicular entrance. Supply and fit sliding electrically operated gate to vehicular opening with secure locking system.					
	To allow for hard digs on posts					
	To excavate 1m x 1 m x 1.5m concrete pad x 2no for support for electronic gates to bolt down on to. Concrete pad to have reinforced steel mesh in					
9.12	Remove graffiti from brickwork to left hand elevation.					
9.13	Cut out existing cladding to right hand elevation, provide new high level windows in double glazed powder coated aluminium framed units in dark grey as show on plan in Appendix One .					
9.14	Repaint metal cladding to existing side entrance doors in colour to match existing new cladding.					
9.15	Fit air-conditioning units as detailed below on left hand and right hand elevations in positions shown on plan in Appendix One . Air-conditioning to be undertaken by Cool Solutions Distribution Ltd as detailed on specification in Appendix Three .					
9.15b	Fit air-conditioning units as detailed below on left hand and right hand elevations in positions shown on plan in Appendix One . Air-conditioning to be undertaken by Cool Solutions Distribution Ltd as detailed on specification in Appendix Three .					
91.5c	To fit security grills/anti vandal grills on the outside					
	Fit air conditioning units to same specification using Toshiba units					
10.00	<u>INTERIOR</u>					
10.01	Construct mezzanine floor in accordance with structural engineer's details enclosed in Appendix Two .					
10.02	Floor finish to be in 18mm plywood.					
10.03	Supply and fit Trellidor sliding internal shutters to inside face of all internal glazing with the exception of main entrance doors. Shutters to be Trellidor T800. Contractor to provide price for manual and electrical operation in the alternative.					
10.04	As an alternative to details in 10.03, provide price for electrically operated perforated internal shutters.					
10.05	Supply and fit 4 air-conditioning units to be 550 x 780 x 290 condensor units. Nominated sub-contractor to be Cool Solutions Distribution Ltd 01332 799520. Contact Dan Stevenson.					
10.06	Supply and install glass lobby at ground floor lobby and glass wall to front wall of mezzanine in accordance with details provided by Leeds Glass enclosed in Appendix Four .					
10.07	Install glazed panel to mezzanine as detailed on plan in Appendix One and quote from Leeds Glass enclosed in Appendix Four . Leeds Glass to be nominated sub-contractor.					
10.08	Strip out plasterboard to high level rear elevation where leaks occurred. Investigate extent of damage, make good all works disturbed and plasterboard and skim and prepare for decoration.					
10.09	To all internal faces of external walls currently not plastered, provide metal stud frame inset with 50mm Kingspan insulation and provide 12.5mm plasterboard and skim finish and prepare for decoration.					

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10.10	Remove door and door frame from existing store and wall up in stud framing with plasterboard and skim finish and prepare for decoration.					
10.10a	1 missed door needs turning around and refitting back in position					
10.11	Create new door opening opposite gents W.C. to proposed staff area and reuse door and frame removed from store room.					
10.12	Construct stud partitioned walls with metal stud framework with plasterboard and skim finish as per ground floor proposed plan. The stud partitioning only needs to go just above the height of the suspended ceiling. Please note that it is intended that the main front right hand section is to be lofty and open up to the underside of the roof.					
10.13	Sound insulation to be installed in proposed disabled W.C. wall.					
10.14	Provide new doors, door frames and door furniture with all doors having suited five lever locks to all new doors as shown on ground floor proposed plan.					
10.15	Install new timber staircase between ground floor and mezzanine floor level with lever space risers and lever space goings as detailed on plan in Appendix Two.					
10.16	Ensure all walls enclosing staircase have one hour fire resistant plasterboard.					
10.17	Rear wall of mezzanine first floor level to be constructed in metal stud framework with half hour fire resistant plasterboard and skim to both sides.					
10.18	Install disabled W.C. kit in disabled W.C. and disabled W.C. to be fully tiled in plain white tiles.					
10.19	Internal doors to shower facilities and gents and ladies W.C. and doors between staff areas and warehouse areas and all internal link doors to be white painted half hour fire doors. Doors leading into lofty ground floor reception area to be Prem door, white oak veneer, 18G clear glazed internal fire door or similar with chrome door furniture. All back of house fire doors also to have vision panel.					
10.20	Shower tray to be fitted in shower room as per plan in Appendix Nine with shower screen and shower door. Supply and fit electric shower being Triton or similar.					
10.21	Supply and fit a Aurora stone square shower tray 900 x 900 x 40mm including all necessary plumbing and waste outlets connected to existing drainage system.					
10.22	Tile all three walls of shower room in plain white tiles.					
10.23	Provide inward opening by-folding shower screen door to shower tray.					
10.24	Supply and fit Triton T80Z fast fit electric shower 8.5kw in white and chrome together with all required fuse spurs, electrical connections and water supply connections.					
10.25	Provide MDF Torus/OGEE skirting board 14.5mm high to all accommodation with the exception of glazed walling.					
10.26	Remove all protruding bolts from floor from previous raised floor and provide level finish. The bolts should be ground down to below the level of the floor an epoxy resin applied flush with the existing floor.					
10.27	Supply and install new entrance mat.					
11.00	FIRE ALARM AND SMOKE DETECTION AND BURGLAR ALARM					
11.01	Fire alarm, smoke detection and burglar alarm to be installed by client. Sub-contractor to be Taybell Alarms. Main contractor to contact Taybell to obtain detailed specification.					
12.00	ELECTRICITY					
12.01	Install double sockets and double CAT six cables in position shown on plan in Appendix Six. All rooms to be fitted with dado trunking to allow fitting of sockets and data boxes. Contractor to supply data boxes and fitted in trunking but separate sub-contractor to undertake wiring to data boxes.					
12.02	Install recessed LED lighting to provide required lux levels throughout all accommodation.					
13.00	CEILINGS					

Site Visit	Before tendering ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the work.					
13.01	Take out existing suspended ceiling tiles in rear section and save for reuse. Provide new suspended ceiling grid to all ceilings including underside of roof to lofty areas and also underside of roof to mezzanine area and all ground floor accommodation, reuse existing ceiling tiles and provide new to remainder.					
14.00	LOCATION OF AIR CONDITIONING CASSETTES					
14.01	Air-conditioning cassettes to be installed in accordance with Cool Solutions Plan attached at Appendix Three .					
15.00	DECORATION					
15.01	All wall surfaces to be painted with two coats of emulsion paint, colour to be confirmed by client. All timber to be painted with two coats of good quality gloss paint.					
16.00	FLOOR COVERINGS					
16.01	Vinyl floor coverings to be fitted to warehouse packing area, warehouse storage area and around kitchen units in staff area and consulting room. All remaining areas to have carpet tiles of colour to be chosen to client. Contractor to allow for fitting and supply cost of £20 per sq.metre.					
16.01a	Carpet tile 210m2					
16.01b	Vinyl floor covering 150m2					
	Nosings for staircase					
16.02	Liaise with client at tender stage with regard to colour and quality.					
16.03	Floor coverings in W.C.'s and shower facilities to be in vinyl.					
17.00	DATA INSTALLATION					
17.01	Data sockets to be installed by nominated sub-contractor to be advised.					
18.00	KITCHEN IN STAFF AREA					
18.01	Kitchen to be installed in staff area to comprise 1No. 1,000 base unit, 2 under worktop gaps of 600mm with dividing panel, 1 x 600 drawer pack, tiled splash-back behind worktop and 2 x 1000 base wall units. Tiles to be in plain white tiles. Kitchen units to be Magnet Kitchens Leighton glass white units or similar.					
19.00	HEATING					
19.01	Contractor designed gas fired central heating to be installed with gas fired central heating boiler located in room to be advised by client. All back of house rooms to have Stelrad Concord Low-Line radiators or similar fitted at skirting level to facilitate fitting of clients shelving and ground floor main open plan office and mezzanine offices to have Florence 2 1800mm x 305mm column radiators or similar. All radiators to be fitted with thermostatic radiator valves and system zoned. Boiler to be combination boiler to provide hot water supply to all necessary areas.					