

November 2022

**SCHEDULE OF WORKS
ALL SAINTS CHURCH, BERKHAMSTED**

BATTRAM ASSOCIATES

Chartered Building Surveyors, Architectural Design & Historic Building Conservation



SCHEDULE OF WORKS

PROJECT:

ITEM	DESCRIPTION	COST
1.	Preliminaries	
A10	Project Particulars	
110	<p>THE PROJECT: Name: All Saints Church, Berkhamsted Nature: Roof overhaul Timescale for completion of the construction work: 12 weeks commencing on the agreed date of commencement, or by any other timescale yet to be agreed with the appointed Contractor.</p>	
120	EMPLOYER (CLIENT): All Saints Church, Berkhamsted	
127	THE PRINCIPAL CONTRACTOR:	
140	ARCHITECT (hereinafter referred to as 'CA'): Battram Associates	
150	CDM CO-ORDINATOR: Andrew Goddard Associates	
160	STRUCTURAL ENGINEER: Robert Tucker	
A11	TENDER AND CONTRACT DOCUMENTS	
	<p>THE TENDER DRAWINGS are: Full drawings prepared and attached to this specification, comprising: Architectural drawings</p>	
120	THE CONTRACT DRAWINGS will be the same as the tender drawings.	
A12	THE SITE/EXISTING BUILDINGS	
110	THE SITE: the site is indicated on the site plan. The site is indicated on the Site location plan	
140	EXISTING MAINS/SERVICES: existing drainage is indicative only and needs to be inspected and connected to as specified.	
200	ACCESS TO THE SITE: The Contractor must keep the access clear at all times and plan for vehicle as a busy residential area locally to comply with local restrictions. All waste heaps, materials storage and contractor facilities to be within the site confines. It is recommended to have a Highways permit to use	
220	USE OF THE SITE: Do not use the site for any purpose other than carrying out the works. (With agreement of the CA). The Hall at the East End will be used during the works and foot access off the Highway protected to the SE door entrance is to be maintained. Services beyond the site working days are to be maintained and allowances for any internal temporary scaffolding to be protected is to be taken onboard.	
230	SURROUNDING LAND/BUILDING USES: residential property.	
290	SITE VISIT can be executed at any agreed time – internal access by arrangement via CA. See contact details on covering letter	
A13	DESCRIPTION OF THE WORK	
120	THE WORK: Roof overhaul	
A31	PROVISION, CONTENT AND USE OF DOCUMENTS	
	DEFINITIONS AND INTERPRETATIONS	
130	IN WRITING: When required to notify, inform, instruct, agree, confirm, obtain information, obtain approval or obtain instructions do so in writing.	
140	APPROVAL (and words derived therefrom) means the approval in writing of the CA unless specified otherwise.	
180	CROSS-REFERENCES TO THE SPECIFICATION:	

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	<p>other document the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause.</p> <ul style="list-style-type: none"> • Where a numerical cross-reference is not given, the relevant section(s) and clause(s) of the specification will apply, cross-reference thereto being by means of related terminology. • Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply. • The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity which he may discover. 	
200	<p>EQUIVALENT PRODUCTS: Where the specification permits substitution of a product of different manufacture to that specified and such substitution is desired, before ordering the product notify the CA and, when requested, submit for verification documentary evidence that the alternative product is equivalent in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance. Submit certified English translations of any foreign language documents</p> <p>Any proposal for use of an alternative product must also include proposals for substitution of compatible accessory products and variation of details as necessary, with evidence of equivalent durability, function and appearance of the construction as a whole. If such substitution is sanctioned, and before ordering products provide revised drawings, specification and manufacturers' guarantees as required by CA.</p>	
225	<p>REFERENCES TO BSI DOCUMENTS are to the versions and amendments listed in the BSI Standards Catalogue current at the date of tender.</p>	
270	<p>SIZES: Unless otherwise stated: Products are specified by their co-ordinating sizes. Cross section dimensions of timber shown on drawings are nominal sizes before any required planning.</p>	
280	<p>FIX ONLY means all labours in unloading, handling, storing and fixing in position, including use of all plant.</p>	
290	<p>SUPPLY AND FIX: Unless stated otherwise all items given in the schedule of work and/or on the drawings are to be supplied and fixed complete.</p>	
	<p>TERMS USED IN REFURBISHMENT/ALTERATION</p>	
311	<p>REMOVE means disconnect, dismantle as necessary and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials. It does not include removing associated pipework, wiring, ductwork or other services</p>	
321	<p>KEEP FOR REUSE means: During removal prevent damage to the stated components or materials, and clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.</p>	
331	<p>REPLACE means: Remove the stated existing components, features and finishes. Provide and fit in lieu new components, features or finishes which, unless specified otherwise, must match those which have been removed. Make good as necessary.</p>	
341	<p>REPAIR means: carry out local remedial work to components, features and finishes as found in the existing building, resecure or refix as necessary and leave in a sound and neat condition. It does not include: Replacement of components or parts of components. Redecoration.</p>	

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351	<p>MAKE GOOD means carry out local remedial work to components, features and finishes which have been disturbed by other, previous work under this Contract and leave in a sound and neat condition.</p> <p><i>It does not include:</i> Replacement of components or parts of components. Redecoration.</p> <p>The meaning of the term shall not be limited by this definition where used in connection with the defects liability provisions of the Contract.</p>	
361	<p>EASE means make minor adjustments to moving parts of the stated component to achieve good fit in both open and closed positions and ensure free movement in relation to fixed surrounds. Make good as necessary.</p>	
371	<p>TO MATCH EXISTING means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible, all to approval of appearance.</p>	
	<p>DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER</p>	
410	<p>ADDITIONAL COPIES OF DRAWINGS: Two copies of drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge. Additional copies will be issued on request but will be charged to the Contractor.</p>	
430	<p>ADDITIONAL COPIES OF SPECIFICATION: After execution of the Contract, two copies of the Specification will be issued to the Contractor in accordance with the Contract. Additional copies will be issued on request, if available, but will be charged to the Contractor.</p>	
440	<p>DIMENSIONS: The accuracy of dimensions scaled from the drawings is not guaranteed. Obtain from the CA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.</p>	
460	<p>THE SPECIFICATION: All sections of the specification must be read in conjunction with Main Contract Preliminaries/General conditions.</p>	
	<p>DOCUMENTS PROVIDED BY CONTRACTOR</p>	
711	<p>TECHNICAL LITERATURE: The Contractor is required to keep copies of the following on site, readily accessible for reference by all supervisory personnel: Manufacturers' current technical literature relating to all products to be used in the Works. Those parts of BS 8000 'Workmanship on Building Sites' which are invoked in the specification.</p>	
720	<p>MAINTENANCE INSTRUCTIONS AND GUARANTEES: Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and hand over to CA on or before Practical Completion.</p>	
A32	<p>MANAGEMENT OF THE WORKS</p>	
120.00	<p>INSURANCES: Before starting work on site submit documentary evidence and/or policies and receipts for the insurances required by the Conditions of Contract.</p>	
130	<p>INSURANCE CLAIMS: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.</p>	
150	<p>OWNERSHIP: Roofing materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds</p>	
212	<p>PROGRAMME: As soon as possible and before starting work on site prepare in an approved form a programme for the Works, which must make allowance for all: Planning and mobilisation by the Contractor</p>	
261A	<p>CA'S SITE MEETINGS: The CA will hold site meetings to review progress and other matters. Meetings will normally be held monthly, but there will be interim periodic general site visits.</p>	
290	<p>NOTICE OF COMPLETION: Give CA at least 4 weeks notice of the anticipated dates of practical completion of the whole or parts of the Works.</p>	
410	<p>CASH FLOW FORECAST: As soon as possible and before starting work on site submit to the CA a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period and based upon the programme for the Works.</p>	

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420	EXISTING WORK: The extent and location of renewal of existing work must be agreed, at least on a provisional basis, with the CA before the work is started. Remove existing work in ways which will reasonably minimise the amount of removal and renewal.	
430	ESTIMATED COST OF VARIATIONS: If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days.	

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PROJECT:

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461	<p>INTERIM VALUATIONS: At least 7 days before the established dates for interim valuations submit to the CA details of amounts due under the Contract together with all necessary supporting information</p>	
A33	<p>QUALITY STANDARDS/CONTROL MATERIALS AND WORK GENERALLY</p>	
110	<p>GOOD PRACTICE: Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be: Of a standard appropriate to the Works and suitable for the functions stated in or reasonably to be inferred from the project documents, and In accordance with relevant good building practice</p>	
121	<p>GENERAL QUALITY OF PRODUCTS: <ul style="list-style-type: none"> • Products to be new unless otherwise specified. • For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested. • Where a choice of manufacturer or source is allowed for any particular product, the whole quantity required must be of the same type, manufacture and/or source unless otherwise approved. Produce written evidence of sources of supply when requested. • Ensure that the whole quantity of each product required is of consistent kind, size, quality and overall appearance. • Where consistency of appearance is desirable ensure consistency of supply from the same source. Do not use different colour batches where they can be seen together. • If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence. Do not use if there are any signs of deterioration, setting or other unsatisfactory condition. </p>	
131	<p>PROPRIETARY PRODUCTS Handle, store, prepare and use or fix each product in accordance with its manufacturer's current printed or written recommendations. Inform CA if these conflict with any other specified requirement. Submit copies when requested. The tender will be deemed to be based on the products specified and recommendations on their use given in the manufacturers' literature current at the date of tender. Where British Board of Agrément certified products are used, comply with the limitations, recommendations and requirements of the relevant valid certificates.</p>	
141	<p>CHECKING COMPLIANCE OF PRODUCTS: Check all documentation and the products themselves to ensure compliance with the project documents. Where different types of any product are specified, check to ensure that the correct type is being used in each location. In particular, check that: The sources, types, qualities, finishes and colours are correct, and match any approved samples. All accessories and fixings which should be supplied with the products have been supplied. Sizes are correct. Where tolerances are critical, measure a sufficient quantity to ensure compliance. The delivered quantities are correct, to ensure that shortages do not cause delays in the work. The products are clean, undamaged and in good condition. Products which have a limited shelf life are not out of date</p>	
151	<p>PROTECTION OF PRODUCTS: Prevent over-stressing, distortion and other damage. Keep clean and free from contamination. Prevent staining, chipping, scratching or other disfigurement, particularly of products exposed to view in the finished work. Keep dry to prevent premature setting, moisture movement and similar defects. Where appropriate store off the ground and allow free air movement between stored products. Prevent excessively high or low temperatures and rapid changes of temperature in the products. Protect adequately from rain, damp, frost, sun and other elements as appropriate. Ensure that products are at a suitable temperature and moisture content at time of use. Ensure that sheds and covers are of ample size, in good weatherproof condition and well secured. Keep different types and grades of products separately and adequately identified. Keep products in their original wrappings, packings or containers, until immediately before they are used. Wherever possible retain protective wrappings after fixing and until shortly before Practical Completion. Ensure that protective measures are fully compatible with and not prejudicial to the products/materials.</p>	
161	<p>SUITABILITY OF RELATED WORK AND CONDITIONS: Provide all trades with necessary details of related types of work. Before starting each type of work, ensure that: <ul style="list-style-type: none"> • Previous work is appropriately complete, in accordance with the project documents, to a suitable standard and in a suitable condition to receive the new work. • All necessary preparatory work has been carried out, including provision for services, openings, supports, fixings, damp proofing, priming and sealing. • The environmental conditions are suitable, particularly that the building is suitably weathertight </p>	

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171	<p>GENERAL QUALITY OF WORKMANSHIP: Operatives must be appropriately skilled and experienced for the type and quality of work. Take all necessary precautions to prevent damage to the work from frost, rain and other hazards. inspect components and products carefully before fixing or using and reject any which are defective. Fix or lay securely, accurately and in alignment. Where not specified otherwise, select fixing and jointing methods and types, sizes and spacings of fastenings in compliance with section Z20. Provide suitable, packings at screwed and bolted fixings to take up tolerances and prevent distortion. Do not overtighten. Adjust location and fixing of components and products so that joints which are left open to view are even and regular. Ensure that all moving parts operate properly and freely. Do not cut, grind or plane prefinished components and products to remedy binding or poor fit without approval.</p>	
181	<p>BS 8000: BASIC WORKMANSHIP: Where BS 8000 gives recommendations on working methods, compliance will be deemed to be a matter of industry good practice and not a requirement of the CA. If there is any conflict or discrepancy between the recommendations of BS 8000 on the one hand and the project documents on the other, the latter will prevail.</p> <p>SAMPLES/APPROVALS</p>	
230	<p>APPROVALS: Where and to the extent that products or work are specified to be approved or the CA instructs or requires that they are to be approved, the same must be supplied and executed to comply with all other requirements and in respect of the stated or implied characteristics either: To the express approval of the CA or To match a sample expressly approved by the CA as a standard for the purpose.</p> <p>ACCURACY/SETTING OUT GENERALLY</p>	
321	<p>SETTING OUT: Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings. Notify CA in writing of any discrepancies and obtain instructions before proceeding.</p>	
322	<p>SETTING OUT: Inform CA when overall setting out is complete and before commencing construction.</p>	
341	<p>APPEARANCE AND FIT: Arrange the setting out, erection, juxtaposition of components and application of finishes to ensure satisfactory fit at junctions, no practically or visually unacceptable changes in plane, line or level and a true, regular finished appearance. Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical or difficult to achieve obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible</p>	
371	<p>LEVELS OF STRUCTURAL FLOORS: Maximum tolerances for designed levels to be as follows: Floors which are to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm. Floors to receive dry board/panel construction with little or no tolerance on thickness: +/- 10 mm. Floors to receive fully bonded screeds/toppings/beds: +/- 15 mm. Floors to receive unbonded or floating screeds/beds: +/- 20 mm.</p> <p>SERVICES GENERALLY</p>	
410	<p>SERVICES REGULATIONS: Any work carried out to or which affects new or existing services must be in accordance with the Bye Laws or Regulations of the relevant Statutory Authority.</p>	
420	<p>SERVICE RUNS: Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.</p>	

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440	<p>MECHANICAL AND ELECTRICAL SERVICES must have final tests and commissioning carried out so that they are in full working order at practical completion.</p> <p>SUPERVISION/ INSPECTION/ DEFECTIVE WORK</p>	
550	<p>DEFECTS IN EXISTING CONSTRUCTION to be reported to CA without delay. Obtain instructions before proceeding with work which may:</p> <p>Cover up or otherwise hinder access to the defective construction, or Be rendered abortive by the carrying out of remedial work.</p>	
560	<p>TIMING OF TESTS AND INSPECTIONS: Agree dates and times of tests and inspections with CA several days in advance, to enable the CA and other affected parties to be present. On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.</p>	
570	<p>PROPOSALS FOR RECTIFICATION OF DEFECTIVE WORK/PRODUCTS: As soon as possible after any part(s) of the work or any products are known to be not in accordance with the Contract, or appear that they may not be in accordance, submit proposals to CA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. Such proposals may be unacceptable to the CA, and he may issue contrary instructions.</p> <p>WORK AT OR AFTER COMPLETION</p>	
611	<p>GENERALLY:</p> <p>Make good all damage consequent upon the work. Remove all temporary markings and protective coverings. Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials. Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials. Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers. Touch up minor faults in newly painted/repainted work, carefully matching colour. Repaint badly marked areas back to suitable breaks or junctions. Adjust, ease and lubricate moving parts as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.</p>	
640	<p>SECURITY AT COMPLETION: Leave the Works secure with all accesses locked. Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.</p>	
650	<p>MAKING GOOD DEFECTS: Make arrangements with the CA and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects. Inform CA when remedial works to the various parts of the Works are completed.</p>	
A34	<p>SECURITY/SAFETY/PROTECTION GENERALLY</p>	
125	<p>HSE APPROVED CODES OF PRACTICE: Comply with the following:</p> <ul style="list-style-type: none"> • Management of health and safety at work. • Managing construction for health and safety. 	
130	<p>SECURITY: Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.</p>	
140	<p>STABILITY: Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary. Prevent overloading; details of design loads may be obtained from CA.</p>	
150	<p>OCCUPIED PREMISES: The main building will not be permanently occupied and will be left clear for the works, during the agreed working days / hours - the Easy=1 End entrance to the Hall will be required at all times. Internal use of the main church will be out of hours and Sundays only. However, where agreed access to the Church will need to be maintained. Carry out the Works without undue inconvenience, nuisance and without danger to neighbouring occupants and users. If it transpires that compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorised by the CA in advance.</p>	

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PROJECT:

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170	<p>EMPLOYER'S REPRESENTATIVES SITE VISITS: Inform the CA in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or his representatives when visiting the site. Provide protective clothing and/or equipment for the Employer and his representatives as appropriate.</p>	
	<p>PROTECT AGAINST THE FOLLOWING:</p>	
221	<p>NOISE: Comply generally with the recommendations of BS 5228:Part 1, clause 9.3 for minimising noise levels during the execution of the Works. Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles. Do not use pneumatic drills and other noisy appliances outside of normal working hours without consent of the CA. Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.</p>	
231	<p>POLLUTION: Take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways.</p>	
236	<p>USE OF PESTICIDES: will not be permitted.</p>	
240	<p>NUISANCE: Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.</p>	
250	<p>ASBESTOS BASED MATERIALS: Report immediately to the CA any suspected asbestos based materials discovered during demolition/refurbishment work. Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.</p>	
260	<p>FIRE PREVENTION: Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire. Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Building Employers Confederation, the Loss Prevention Council and the National Contractors' Group.</p>	
263	<p>FIRE PREVENTION: Smoking will not be permitted on the site.</p>	
265	<p>BURNING ON SITE: of materials arising from the work will not be permitted.</p>	
280	<p>MOISTURE: Prevent the work from becoming wet or damp where this may cause damage. Dry out the Works thoroughly. Control the drying out and humidity of the Works and the application of heat to prevent:</p> <ul style="list-style-type: none"> • Blistering and failure of adhesion. • Damage due to trapped moisture. • Excessive movement. 	
285	<p>INFECTED TIMBER: Where instructed to remove timber affected by fungal/insect attack from the building, do so in a way which will minimise the risk of infecting other parts of the building.</p>	
290	<p>WASTE: Remove rubbish, debris, surplus material and spoil regularly and keep the site and Works clean and tidy. Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in. Ensure that non-hazardous material is disposed of at a tip authorised by a Waste Regulation Authority. Remove all surplus materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with relevant regulations. Retain waste transfer documentation on site</p> <p>PROTECT THE FOLLOWING:</p>	
410	<p>WORK IN ALL SECTIONS: Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.</p>	
421	<p>EXISTING SERVICES: Notify all service authorities and adjacent owners of the proposed works not less than one week before commencing site operations. Before starting work check positions of existing services. Observe service authorities' recommendations for work adjacent to existing services. Do not interfere with their operation without consent of the service authorities or other owners. If any damage to services results from the Works, notify CA and appropriate service authority without delay. Make arrangements for making good without delay to the satisfaction of the service authority or other owner as appropriate.</p>	

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	Replace marker tapes or protective covers disturbed by site operations to the service authority's recommendations.	
430	ROADS AND FOOTPATHS: Adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris. Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner. Bear any costs arising.	
440	RETAINED TREES/HEDGES/SHRUBS/GRASSED AREAS: Adequately protect and preserve, except those which are to be removed. Replace to approval or treat as instructed any species or areas damaged or removed without approval.	
	Mature trees and shrubs which, due to the Contractor's negligence, are uprooted, destroyed, or in the opinion of the CA, damaged beyond reasonable chance of survival in their original shape, must be replaced with those of a similar type and age at the Contractor's expense.	
450	EXISTING FEATURES: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features which are to remain in position during the execution of the Works.	
460	EXISTING WORK: Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused. Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.	
465	BUILDING INTERIORS: Protect building interiors exposed to the weather during the course of the work with temporary "top hat" roofing enclosure of sufficient size to permit execution of the work and which will remain weathertight in severe inclement weather.	
470A	EXISTING FURNITURE, FITTINGS AND EQUIPMENT: Prevent damage to any furniture, fittings or equipment left in the property. Move as necessary to enable the Works to be executed, cover and protect as necessary and replace in original positions.	
481	ADJOINING PROPERTY: Prevent trespass of workpeople. Take all reasonable precautions to prevent damage to adjoining property. Obtain permission as necessary from the owners if requiring to erect scaffolding on or otherwise use adjoining property, and pay all charges. Clear away and make good on completion or when directed. Bear the cost of repairing any damage arising from execution of the Works.	
490	EXISTING STRUCTURES: Provide and maintain during the execution of the Works all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining that may be endangered or affected by the Works. Support existing structure as necessary during cutting of new openings or replacement of structural parts. Do not remove supports until new work is strong enough to support the existing structure. Prevent overstressing of completed work when removing supports.	
A35	SPECIFIC LIMITATIONS ON METHOD/SEQUENCING/TIMING	
140	ACCESS TO THE SITE: See section A12	
150	USE OF THE SITE: See section A12.	
155	SCAFFOLDING: Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit the programmes of all subcontractors.	
A36	FACILITIES/TEMPORARY WORK/SERVICES	
110	LOCATIONS: Inform CA of the intended siting of all spoil heaps, temporary works and services.	
120	MAINTAIN, alter, adapt and move temporary works and services as necessary. Remove when no longer required and make good.	
340	TEMPORARY SCREEN(S): Allow to fence off all ground areas with meshed Heras fencing. Agree where the Contractor's compound will be and protection to the public accessing the Church.	
350	TEMPORARY ROOF(S): Allow to include for temporary roof protection. To be agreed between C.A, Site Engineer and CDM Co-ordinator.	
420A	LIGHTING AND POWER: Contractor to use the mains electricity at the Church. The Employer will not be held responsible for the effects of any failure or restriction in supply. Point of supply: TBA Supply voltage: 240 volts Hz 50 phase.	

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431	WATER for the Works will be supplied free of cost to the Contractor. Nature of supply: Church taps. Point of supply to be agreed.	
440A	TELEPHONES: Any existing telephone installation / wiring on site may not be used by the Contractor.	
445	TELEPHONES: Provide as soon as practicable a means of direct telephone communication with the Contractor's person-in-charge.	
461	TEMPERATURE AND HUMIDITY: The permanent heating installation may be used for drying out the Works and controlling temperature and humidity levels, but: The Employer does not undertake that it will be available. The Contractor must take responsibility for operation, maintenance and remedial work, and arrange supervision by and indemnification of the appropriate Subcontractors, and pay costs arising.	

SCHEDULE OF WORKS

Roof overhaul-All Saint's Church Berkhamsted

ITEM	DESCRIPTION	COST
5.	Terms and Conditions of Contract	
5.1	Contract: JCT	
5.2	Employer/ Client:	
5.3	Contractor: TBC	
5.4	Works:	
5.5	Documents:	
5.6	Contract sum: TBC	
5.7	C.A Mark Battram of Battram Associates	
5.8	Base Date TBA	
5.9	CIS is a contractor for the purposes of CIS	
5.10	CDM Regulations: Apply - Project is deemed not notifiable	
5.11	Arbitration: Shall Apply	
5.12	CDM Planning Period: NA	
5.13	Commencement: TBA	
5.14	Completion: TBA	
5.15	Liquidated damages: XXXX per week or part thereof	
5.16	Rectification period: XX months	
5.17	Retentions (Interim) 95% to be paid to the contractor	
5.18	Retentions (Final) 97.5% to be paid to the contractor	
5.19	Terms of payment 14 days from the due date (or invoice date if later)	
5.20	Documentation for computation of final account: Within XXX weeks of practical completion	
5.21	Building Manual/ O&M Documents Documentation to be provided within 14 days of Practical Completion the penultimate certificate will not be issued until the O&M manual is received	
5.22	Fluctuations To be removed	
5.23	Contractor's Insurances: £ XX million for each and every claim	
5.24	Insurance of the works Works and existing insurance by Employer????	
5.25	Professional fees ??	
5.26	Adjudication/ Arbitration: To be appointed	
5.27	Contract Execution: ??	

To Collection

£

SCHEDULE OF WORKS

PROJECT: All Saints Church - Roof overhaul

ITEM	DESCRIPTION	COST
	Construction Works	
1.00	DIMENSIONS / SITE PREP / ALTERATIONS	
1.01	All lead dimensions are to be followed off the drawings and the Contractor must undertake their own setting out for CA approval.	
1.02	All works are to comply with the latest relevant specifications/codes of practice and British Standards, all manufacturers recommendations and instructions, good building practice, all Building Regulations and any other statutory legislation including the CDM regulations 2007 (as amended 2015).	
1.03	The main Contractor is to be the Principal Contractor.	
1.04	Allow to fence off all ground areas with meshed Heras fencing. Agree where the Contractor's compound will be and protection to the public accessing the Church.	
1.05	Erect scaffold according to approved design and specification. A design to be submitted for approval of the C.A, Site Engineer and CDM Co-ordinator.	
1.07	All tiles to all slopes of the high level roofs, to be removed by hand and stored on site for re-use. Areas of the main slopes to be worked on in phases as per agreed Contractor's method statement. Include to remove all leadwork. The Contractor's method statement for the work in phases to be agreed with the CA and Site Engineer.	
1.08	Remove all existing roof battens and dispose of, off site.	
1.09	Allow to remove existing aged roof felt/hessian and remove off site.	
1.10	To lower aisle roofs, again remove by hand the existing tiles and leadwork. Set aside those able to be re-used.	
1.11	Carefully remove all existing guttering sections and set aside for re-use.	
	Tender Collection	£
2.00	ROOFWORKS	
2.01	Over the existing roof boards, using galvanised nails to BS5524 min 3.35mm diameter and min 40mm penetration into the rafters. Apply 50mm tanalised timber counter battens along the length of the rafters at circa 400mm centres.	
2.02	Over the counter battens, according to manufacturers instructions, lay TLX Gold, draped but ensuring there is a 10mm unventilated air gap between the membrane and the roof boarding. https://tlxinsulation.co.uk/wp-content/uploads/2021/08/TLX-Gold-Draped-Single-Layer.pdf	
2.03	Atop the TLX Gold, affix tanalised 25x38mm timber tile battens at centres to gauge correctly with the roof tiles to be re-used (again galvanised nails). Use factory graded battens to BS55534:2014.	
2.04	Using the set aside roof tiles, re-cover the roof structure. Allow to mix in 25% replacement matching tiles- these are to be located on the north side - see annotated drawings for area. Ensure all fixings are galvanised clout head nails, min 38mm in length. Allow PC sum of £1.20 per tile, samples to be approved.	
2.05	Affix 500mm wide strip of non-UV affected roofing felt along eaves line, dressed into guttering.	
2.06	Bed down on mortar all new clay half round ridge tiles in 1:3 mortar mix.	
2.07	Allow to include new Code 3 soakers and lead flashings, including those at the apex joints of the apse prior to re-tiling. Include for 2no coats patination oil to all leadwork.	

SCHEDULE OF WORKS

PROJECT: All Saints Church - Roof overhaul

ITEM	DESCRIPTION	COST
2.08	To both aisle roofs, repeat works in s.2.01 - 2.05 and 2.07. Allow to mix in 25% replacement matching tiles- these are to be mixed into the north aisle roof. Allow PC sum of £1.20 per tile, samples to be approved.	
2.09	To all roof eaves, allow to modify the eaves detail according to the nominal rise in roof line caused by the addition of the 25mm counter battens. All eaves details to be formed in tanalised timber and treated with 2no black coats Sadolin.	
3.00	RAINWATER GOODS	
3.01	Re affix all guttering sections previously set aside on new rise and fall brackets. Allow to re-seal all worn joints.	
3.02	As the application of the new counter battens will nominally raise the level of the roof eaves line, allow PC sum of £1000.00 for any modifications required to the swan neck sections if required.	
4.00	COMPLETION	
4.01	Allow the Contingency sum of £10,000 for unforeseen and additional client led instructions during the course of the works.	
4.02	The Main Contractor shall thoroughly clean out the Church upon completion of the internal scaffolding and again at completion of the works to ensure all falling dust is recovered and allow for all such attendance on sub-contract works	
4.03	When site cleaning, allow to make good soft areas where disturbed by scaffolding, materials and plant areas.	
Tender Collection		£

TENDER SUMMARY

PROJECT:

ROOF OVERHAUL

DESCRIPTION		COST
Collection		
	Preliminaries	inc
	Contract	inc
1.00	Dimensions/site prep/alterations.	£
2.00	Roof works	£
3.00	Rainwater goods	£
4.00	Completion	£
	Sub Total	£ -
	Project Contingency	£ 10,000.00
	OHP @	
	Contractors Preliminaries	
	Tender Sum	£ -

Contractor _____

Signed by contractor _____