

# Specification & Schedule of Works

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for

Extension and resurfacing of existing carpark and associated

PHASE ONE

at

St. Peter's Church

St. Peter's Street

St. Albans,

Hertfordshire



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## **SPECIFICATION** of WORKS TO BE DONE AND MATERIALS TO BE USED

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in connection with the

### **Extension and resurfacing of existing carpark and associated works**

at

#### **St. Peter's Church**

St. Peter's Street

St. Albans,

Hertfordshire

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### **1.0 PRELIMINARIES**

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- 1.1 The Employer is  
**St. Peter's PCC**  
C/o St. Peter's Church Office,  
St. Peter's Street,  
ST. ALBANS,  
Hertfordshire  
AL1 3HG  
Telephone: **01727 855485**
- 1.2 The Architect is  
**Michael Dales Partnership Limited**  
65 Hermitage Road, Hitchin, Hertfordshire, SG5 1DB  
Telephone: **01582 881210**
- 1.4 The CDM Regulations 2015 apply. The Architect will act as Principal Designer. The Main Contractor will act as Principal Contractor
- 1.5 Works comprise:  
Phase one of extending and resurface the existing car park and driveway. Provision of new electrical ducting access boxes for future electrical connections. Removal of existing tree and relandscaping where required. New foul water connection at west end.  
All works as shown on Architect's drawings and details and/or as listed in schedule of works.
- 1.6 The works will be inspected by and are to be carried out to the satisfaction of the Architect.  
The Contractor is advised to visit the site prior to the submission of his Tender to inspect the building, the means of access and the site conditions.  
The Contractor will be required to ensure that all activities related to this building contract are strictly confined within the immediate location of the works.  
The Contractor shall allow in his tender for any inconvenience, uneconomic working.
- 1.7 The form of Contract under which the works are to be executed will be the JCT Minor Works Building Contract 2024  
Tenders are to remain open for acceptance for a period of not less than 90 days from the date fixed for the submission of tenders.

The following are the Clause numbers and headings of the Conditions of the Contract and the Contractor is to allow in their Tender for observing the full text of each Condition.

**4th Recital & JCT Fluctuation Option** | Tender date shall be base date

**4th Recital & Clause 4.2** | Employer is not a contractor

**5th Recital** | CDM regulations – the project is not notifiable

**6th Recital** | Framework Agreement is not applicable.

**7th Recital & Schedule 2** |

Health and safety shall apply.

Cost savings and value improvement shall apply.

Performance indicators shall not apply.

**Article 8 & Schedule 1** | Notification of disputes applies-

**Clause 1.6.2** | Employer and Contractor to complete to show their respective nominees

**Clause 2.2** | Will be completed to indicate that the works will be commenced by the date shown on the Form of Tender.

**Clause 2.8** | Will be completed to show the sum of £400.00 per week.

**Clause 2.10** | Will be completed to show a rectification period of 12 months.

**Clause 4.3** | Will be completed to show one month after the works commencement date specified in 2.2, and at monthly intervals thereafter.

**Clause 4.4** | Will be completed to show 95%

**Clause 4.4** | Will be completed to show 97.5%.

**Clause 4.4 & 4.9** | Shall be deleted (Fluctuations Provision does not apply)

Percentage addition shall be completed to show Nil.

**Clause 4.9.1** | Shall be completed to show 3 months.

**Clause 4.11 & Schedule 2** | Shall be deleted (Fluctuations Option does not apply)

Percentage addition shall be completed to show Nil.

**Clause 5.3** | Shall be completed to show that the contractor shall indemnify the Employer in the sum of not less than **£10,000,000.00**.

**Clause 5.4** | Shall be deleted

**Clause 5.5** | Shall apply

**Clause 5.6** | Shall be deleted

**Clause 5.4 & 5.5** | Shall be completed to show 15%

**Clause 5.6** | Is not applicable

**Clause 6.2.3.2** | Is not applicable

**Clause 7.1** | Employer and Contractor to complete to show their respective nominees

**Clause 7.3 (Schedule 1)** | Adjudicator or arbitrator shall be appointed by RIBA

**Notwithstanding the standard terms of the contract, Insurance cover for acts of Terrorism shall be excluded as is required by the Client's Insurer**

The date of practical completion will be the date specified under clause 2.9.

The Employer, Contractor and any Sub-Contractor shall produce evidence to the Architect to show that the insurances referred to in the contract have been taken out and are in force at all material times.

All existing structures, contents, also the works and unfixed materials and goods (except Contractor's sheds, plant, tools and equipment) shall be at the sole risk of the Employer as to the loss or damage by the perils listed in the Contract. The Employer shall maintain insurance against those risks, including any necessary demolition and removal of any debris, for the full reinstatement value concerned plus 15% for fees.

The Contractor must Indemnify the Employer against all liabilities, loss, claim, expense or proceedings whatsoever, in respect of damage to the building arising out of the negligent use of blow lamps, lead burning torches, welding equipment and any other apparatus. The Contractor must also cause any sub-Contractor to maintain insurance against all liability of the aforesaid risks.

In addition to the above the following precautions are also to be put into force:

- a). Where any external tower scaffolding or platforms are used it is essential that they are dismantled at the end of each working day.
- b). All lower level access ladders to permanent scaffolding are to be removed from the site or locked in the building (if agreed with Employer) at the end of each working day.
- c). The lowest platform of any scaffolding must be a minimum of 3 metres above ground level.
- d). A secure compound a min of 4.5m high in corrugated iron sheet with a lockable access door is to be maintained around any scaffolding outside the existing building and shall comply with the current requirements of Ecclesiastical Insurance Group. (see appendix)

1.9 **Tendering Procedure:** Competitive tenders will be invited based upon the detailed drawings and this Specification. When considering the tenders submitted the Employer will take into account the dates quoted for commencement and completion of the works in addition to the tender sum.  
The Employer does not bind himself to accept the lowest or any Tender. No remuneration will be paid for the preparation of Tenders.

1.10 **Programme.** Within fourteen days after the signing of the Contract, the Contractor shall prepare and submit to the Architect for approval, a programme (in bar chart form) clearly showing the Contractors proposals for the procedure and timing of the Works.  
During the course of the Works the programme shall be regularly marked up to show the actual progress for inspection by the Architect.  
Similarly **within fourteen days after the signing of the Contract** the Contractor shall submit to the Architect a priced copy of this Specification with each item priced to show the cost of the work described. This priced copy of the Specification will not be treated as a Bill of Quantities and will be used only for assessing the value of work in progress and the cost of any variations.

1.11 Two copies of the drawings (not counting any certified copy of the contract drawings) will be issued to the Contractor free of charge. Extra copies will be issued on request, but will be charged to the Contractor.

1.12 Do not scale from the drawings. All dimensions should be checked on site or with the Architect. Any significant discrepancies should be notified to the Architect.

1.13 The Contractor is required to present his Application for Payment in the following manner:

Spec Item	Detail	Cost in Priced Spec.	% complete	Valuation
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1.14 The Contractor will be required to provide proper on site supervision of the Works throughout the whole period of the Contract by the employment of a Site Foreman, or other suitable person as agreed with the Architect. The Foreman shall not be removed from the site or replaced without the written consent of the Architect.  
The Architect will make inspections of the work in progress as appropriate. The Contractor is to notify the Architect if he is to be off-site.

1.15 The words "**supply**", "**provide**", or "**provide and fix**", in this Specification are to be taken to assume that the Contractor will include all the labour and materials required to complete the operation described.  
The work "**approved**" is to be taken to mean approved by the Architect.

- 1.16 The Contractor is to provide everything necessary in the way of materials, tools, plant and labour for the proper and complete execution of the Works involved in the Contract according to the intent and meaning of the drawings and this Specification providing that this can be reasonably inferred from either. The absence of an Estimated Cost in the priced copy of this Specification submitted by the Contractor in compliance with Clause 1.10 shall not vitiate the requirements of this Clause.
- 1.17 The quality of materials and products to be used for the works shall not be less than described in the appropriate British Standard Specification.  
Where work is shown or described to be in accordance with a Code of Practice, the Contractor shall ensure that the recommendations of the Code of Practice are complied with in all respects.  
  
Workmanship shall in all cases be in accordance with the best methods recognised throughout the trade.
- 1.18 Materials and work that are likely to deteriorate if left exposed must be kept undercover and/or protected.  
Similarly the Contractor shall protect completed works to prevent damage by following trades.
- 1.19 The Contractor shall accept delivery of all materials to the site and shall ensure that they are of the quality and quantity specified, in proper condition at the time of delivery and that they are properly stored until fixed.
- 1.20 Where appropriate, the Contractor shall be responsible for serving the Notices on the Local Authority & Building Control when work on site is commenced, at the appropriate times as the Works proceed and upon completion. Where appropriate, the Contractor will be required to obtain a Notice of Satisfactory Completion of the Works from the Local Authority or Building Control provider. Where appropriate, the Contractor shall also be responsible for the service of any other Statutory Notices required as a result of him carrying out the Works. The Contractor shall pay all charges due in respect of same.
- 1.21 The Contractor may use the Employer's water and electricity supply. The Contractor shall arrange with the appropriate Supply Authorities for any changes to the connection of all services, and shall pay all charges due in respect of same.
- 1.22 The Contractor shall attend upon, cut away for and make good after all trades and domestic and Nominated Sub-Contractors.
- 1.23 The Contractor is to provide such site and storage accommodation as he may require. The contractor may use the employer's toilet facilities providing they are maintained by the contractor in a clean condition **AT ALL TIMES**.
- 1.24 Upon completion of the Works the Contractor shall leave the whole of the Works clean and in proper condition. The Contractor shall clear away all temporary buildings and re-instate any area of the site affected by same.
- 1.25 The Contractor shall be responsible for checking all dimensions on the site and shall advise the Architect of any discrepancies found.

1.26 **CONTINGENCIES**

**Allow a contingency sum of 10% of cost of works in addition to the cost of the works.** This is to be used in whole or in part as directed by the Architect. The whole or any part of the Contingency sum not so used shall be deducted at the settlement of the Accounts.

1.27 **HEALTH AND SAFETY**

The Contractor shall ensure that he, his employees, sub-contractors and visitors to the site at all times observe the relative standards and codes of practice for health and safety where building work is carried out.

In particular, where work is carried out on scaffolding at high level, industrial safety helmets to BS5240 are to be worn. All visitors to the site are to be provided with safety helmets should they require them.

1.28 The Contractor shall allow for observing the full implications of the current requirements of the CDM Regulations. The Contractor shall note that all CDM documentation must be completed before the issue of a Final Certificate.

Contractor shall consider use of mechanical hoists for lifting heavy materials.

1.29 **FIRE PRECAUTIONS**

Take all necessary precautions to prevent nuisance to public on and off site from smoke, dust, rubbish and other causes.

1.30 The Contractor is to take all reasonable measures to prevent loss or damage by fire. All workmen should be shown the location of fire extinguishers and are to be told where telephones can be found in the event of an emergency. Where work involving the use of blow-lamps, lead burning torches or any other flame producing apparatus it should be carried out under close supervision. 2 No. 2 gallon water type extinguishers should be kept in close proximity to the apparatus. All parts of the building fabric where a heating process has been carried out must be given a final inspection two to three hours after work has ceased for the day. The Contractor should make due allowance within his tender for shortened working days where this applies.

1.31 Smoking is prohibited on the site by all contractors and visitors.

1.32 The playing of radios during the working day will not be permitted. The Contractor, his sub-Contractors and operatives should bear in mind this is the employers home and behave in an appropriate manner at all times.

1.33 Any electrical contractor shall have **N.I.C.E.I.C Approved Contractor Status**. Any temporary electrical wiring should comply with N.I.C.E.I.C. Regulations and should be disconnected at the end of each working day. All waste material should be removed from the site at the earliest opportunity. Where any fittings are specified and they arrive in packaging, the packaging should be removed outside the building and disposed of. No bonfires or disposal of packaging or waste material should be carried out on site.

1.34 The storage of inflammable materials shall be outside the building and well away from the building.

1.35 **INSURANCE:**

Dependant upon the type and extent of the 'hot work' it may be prudent to notify Insurers of the work and seek their approval of safety precautions put in place.

1.36 **PROTECTION**

Every effort is to be made to prevent damage to existing building fabric, fences, walls, gates, paving, and other features which are to remain in position during the execution of the works.

The Contractor shall provide all and any necessary temporary casings etc. to ensure this.

The Contractor shall provide all necessary protection to the Building, Scaffolding, Contractor's Operatives and the Public as necessary to carry out the works.

The Contractor shall make due allowance within his tender for the inconvenience caused by stoppages in work to accommodate services, deliveries etc.

The contractor shall take adequate measures to ensure that rainwater gutters, hoppers, downpipes and drains are not blocked or choked as a result of the works. Where appropriate the contractor shall take such measures as necessary for diverting rainwater temporarily for the protection of the building and its contents.

1.37

#### **AUTHORITY**

All works are to have been approved by the Diocesan Advisory Board, the Local Authority Planning Department & Building Control provider and have received a Faculty and relevant permissions prior to work commencing on site. Where special or urgent circumstances occur the contractor shall advise the architect who will enquire whether a licence may be required to proceed.

Where day work is carried out, each time-sheet and invoice is to be signed by the Foreman as correct and is to refer to the Architect's Instruction for the work. Day works only to be carried out with authority of architect.

**Completed day-work sheets will only be considered for acceptance if submitted with ten working days.**

All additional works or variations shall be valued at rates comparable with those used in the tender process.

1.38

Where work is to be carried out and is to be concealed a minimum of 24 hours' notice is to be given to the Architect in order that an opportunity for an inspection may occur.

1.39

#### **THE WILDLIFE AND COUNTRYSIDE ACT 1981 AND CONSERVATION (NATURAL HABITATS ETC.) REGULATIONS 1994**

This Act gives very full protection to bats because of their special requirements for roosting. It is illegal not only to intentionally kill, injure or handle any bat, but also intentionally damage or destroy or obstruct access to any place that a bat uses for shelter or to disturb a bat whilst it is occupying such a place. In this context "damage" means make worse for a bat, and so includes such operations as chemical treatment of timbers. The Act provides defences so that building, maintenance or remedial operations can be carried out in places used by bats.

It is important that all contractors and subcontractors under this specification and contract notify the Bats Conservation Trust. Their Contact details are 0845 1300 228, email [enquiries@bats.org.uk](mailto:enquiries@bats.org.uk) so they can decide if the building is inhabited by bats. Failure to comply with this Act could render the Contractor liable for heavy fines.

No work is to proceed without written confirmation from the Architect.

**NOTE:** No organochlorine woodworm killers are to be used where bats are in evidence. Synthetic pyrethroid insecticides such as permethrin and cypermethrin can be permitted if used by an approved timber treatment.

1.40

#### **GENERAL PROCEDURES**

Where materials and work are not fully specified they are to be carried out using materials fit for the purpose, in line with current standards and where ever possible match existing materials in type, texture, colour, size and quality. Final material choice and workmanship is to be agreed on site with Architect.

1.41

Tenders are to remain open for acceptance for a period of not less than 90 days from the date fixed for the submission of tenders.

## 2.0 TRADE PRELIMINARIES AND PREAMBLES

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### 2.1.0 EXCAVATOR & CONCRETOR

2.1.1 Excavations are to be kept dry at all times.

2.1.2 Remove from the site all excavated materials (excluding topsoil). Suitable materials approved by the Architect may be retained for backfill. Topsoil is to be carted to a spoil heap in a position to be determined by the Architect.

2.1.3 Concrete mixes are to be as follows:

Grade:	Maximum	Minimum	Minimum Cube strength	
	Size	Cement	-----	
	Aggregate	Content	at 7 days	at 28 days
-----				
10	20mm	140 Kg/m <sup>3</sup>	6.7 N/mm <sup>2</sup>	10.0 N/mm <sup>2</sup>
21	20mm	280 Kg/m <sup>3</sup>	14.0 N/mm <sup>2</sup>	21.0 N/mm <sup>2</sup>

Grade 10 concrete shall only be used for blinding and filling and for drainage work as specified. Grade 21 concrete shall be used for any reinforced concrete work and for all foundations and floor slabs.

Concrete shall be mixed in a pan or drum type mixer.

Concrete shall be placed in its final position within 30 minutes of the addition of water to the mix.

Cement in concrete to be placed above ground shall be ordinary British Portland Cement to BS 12.

Cement in concrete to be placed below ground shall be sulphate resisting to BS 401.

Aggregates are to comply with BS882 and BS1201.

Water shall be clean and free from acids, vegetable and deleterious matter.

Admixes and/or other additives shall not be used without the written permission of the Architect.

When required by the Architect, or the Structural Engineer, test cubes shall be taken at the expense of the Contractor, in accordance with the requirements of BS1881. Laboratory analysis reports shall be submitted to the Architect, with a copy to the Structural Engineer. Any concrete not achieving the required design strengths within the stipulated time shall be removed and replaced at the expense of the Contractor.

When required by the Architect, or the Structural Engineer, test cubes shall be taken at the expense of the Contractor, in accordance with the requirements of BS 1881. Laboratory analysis reports shall be submitted to the Architect, with a copy to the Structural Engineer. Any concrete not achieving the required design strengths within the stipulated time shall be removed and replaced at the expense of the Contractor.

2.1.4 Where additional depth of excavation is required to achieve a good bottom the excavations shall be back filled with lean mix concrete up to the level of the designed foundations.

2.1.5 Steel re-inforcement bars shall comply with the appropriate BS and shall be formed and bent in Re-inforcement shall be carefully placed and fixed in position to ensure that it is not displaced when the concrete is poured.



## **2.2.0 DRAINLAYER**

- 2.2.1 The Clauses in EXCAVATOR and DRAINLAYER shall also apply to Drainage work where applicable.
- 2.2.2 The Excavator shall allow for the grading and ramming of the bottoms of trenches for drains.
- 2.2.3 Foul water drains are to be laid true to falls (minimum 1 in 40), in straight lines, with Hepsleeve, or Osma or Polypipe Plastic pipes and joints and fittings installed strictly in accordance with the manufacturers recommendations, of the diameters shown, laid on and surrounded with 150mm of pea shingle. Back and/or side inlet gullies, and the easy bends at the foot of Soil/and vent pipes and stub stacks, are to be set on and surrounded with 150mm of lean mix concrete. External trapped back inlet gullies are to be fitted with galvanised gully grids, And are to have an appropriate diameter extension through the external wall for the connection of waste pipes as specified later. Internal back/side inlet gullies are to be fitted with double seal screw down galvanised covers and frames, and are to have back/side extensions of the appropriate diameter, left ready for the connection of waste pipes as specified later.
- 2.2.4 Inspection Chambers are to minimum 675 x 560 internal size, increased as necessary to accommodate the number of branch drains connections, with 150mm thick concrete base slab, 225 thick walls in Class B engineering bricks built in cement mortar mix 1:3, and with 150 thick re-inforced concrete cover slab, with hole for Inspection Cover. Set in the base slab half round glazed channel with branches as required for drain connections. Form benching in bottom of chamber properly finished smooth. Alternatively the Contractor may use plastic Inspection chambers of an approved make, providing that they are suitable for the purpose, and fixed strictly in accordance with the manufacturer's instructions and recommendations. Inspection Covers shall be double sealed and of an appropriate structural grade and type to accept existing surface finish to be re-laid within.

## **2.3.0 LANDSCAPER**

- 2.3.1 Hardcore ground stabilization to be Terram Geocell cellular confinement system. Depths to vary as specified
- 2.3.2 Surface edging to be EverEdge Titan (Slate Finish) pinned to proposed sleeper edges
- 2.3.3 Asphalt binder course is to be permeable throughout the developed area
- 2.3.4 Duct Access boxes to be preform polypropylene with composite cover and galvanised frame

## **2.4.0 BRICKLAYER & STONEMASON**

- 2.4.1 The Clauses in EXCAVATOR and DRAINLAYER shall also apply to Bricklayer where applicable.
- 2.4.2 Common bricks shall be sound, well burnt Flettons from an approved manufacturer to comply with BS 3921. Common bricks to be rendered externally are to be keyed.
- 2.4.3 Load-bearing blocks shall be 100 millimetre or 200 millimetre thick Celcon Standard solid blocks with standard reveal and half reveal blocks to openings.
- 2.4.4 Mortar mixes:  
The mortar mix for brickwork below the damp-proof course, shall be cement: sand, mix 1: 3, the cement shall be sulphate resisting to B.S. 401.  
  
The mortar mix for load-bearing block work shall be as for facing brickwork below the damp-proof course.  
  
The mortar mix for new brick walls above the damp-proof course, are to be NHL 3.5 lime, sand in the proportions 1.3.  
  
All joints of brickwork are to be well flushed up and every horizontal and every vertical joint must be grouted up solid.  
  
All joints of brickwork are to be well flushed up and every horizontal and every vertical joint must be grouted up solid.  
  
Setts are to be Marshalls Sawn and Tumbled (Colour -Silver Birch )
- 2.5.0 CARPENTER AND JOINER**
- 2.5.1 Where softwood is specified for carpentry it is to be GS or MGS Swedish 5ths or 1st or 2nd common Hemlocks to BS 4978.
- 2.5.2 Where softwood is specified for joinery it is to be unsorted quality Swedish or Russian Redwood. Where softwood joinery is to receive a stain or clear finish the timber shall be selected for clear faces and shall be kept clean and free from marks until treated.
- 2.5.3 Hardwood is to be Western European Oak (English or French) supplied with FSC Certification and Chain of Custody, unless otherwise specified.
- 2.5.4 Plywood is to be BS 1455 with grade 2 veneers and WBP bonding supplied with FSC Certification.
- 2.5.5 Blockboard is to be to BS 3444 with Grade 1 veneers and BR bonding.
- 2.5.6 Timber described as "Tanalised" is to be vacuum/pressure impregnated with Tanalith 'C' preservative carried out strictly in accordance with the Code of Practice No.2 issued by Hicksons Timber Impregnation Company (GB) Limited. Timber must be machined to its final dimensions before treatment.
- 2.5.7 Timber stored on site is to be stacked to allow free circulation of air around the timbers and is to be kept clear of the ground and protected from the weather.
- 2.11.0 ELECTRICIAN**
- 2.11.1 Any electrical works to the electrical installation are to be carried out by a specialist Sub-Contractor and shall be a relevant competent person as described under the Building Regulations.

- 2.11.2 The whole of the installation is to comply with N.I.C.E.I.C. recommendations, and is to be earthed to satisfy the requirements of the Electricity Board. No wiring of any sort is to be installed in the cavities of the external walls. Surface wiring is not acceptable.

Where wiring is specified located to be behind wall plaster it is to be protected with PVC conduit properly chased into brickwork or blockwork and fixed in position.

Where wiring is specified to be located in the thickness of structural timber work, the timber members are to be drilled along the line of the neutral axis to allow for the passage of wiring.

- 2.11.3 Upon completion the Contractor will be required to test the whole of the electrical installation, (including the earthing of same) and to provide certificates to show that the whole system is satisfactory.

- 2.11.4 Allow for paying all Electricity Charges due in respect of this Contract.

- 2.11.5 Where work specified is not in accordance with electrical regulations or best practice, the Architect is to be notified before commencement.

#### 2.15.2 PROTECTION

Provide all necessary temporary fences, hoardings, screens, planked foot ways, guard rails as may be necessary for protecting the public, users of the building, and statutory bodies and to enable the satisfactory completion of the works.

Provide all necessary temporary protection to all parts of the building from damage by inclement weather.

In order to avoid delays due to cold weather the Contractor is to take the following precautions:

1. Protect stone from rain and frost by stacking clear of ground and completely covering with waterproof sheet.
2. Store timber, cement and lime on a raised dry platform and completely cover with waterproof sheet.
3. Do not use frozen materials
4. Chemical accelerators, retardants or anti-freeze additives are not to be used.
5. Keep finished work covered for at least three days after completion.

All retained elements should be suitably protected against accidental damage when works are carried out in close proximity. The nature of the protection to be provided is to be agreed with the Architect.

#### STAINED GLASS and LEADED LIGHTS

All leaded windows should be suitably protected against accidental damage when works are carried out in close proximity. The nature of the protection to be provided is to be agreed with the Architect.

#### 2.15.4 ACCOMMODATION

The Contractor is to provide all necessary temporary sheds, offices, mess rooms etc. as required by site operatives and as required under Health & Safety Legislation. Huts are to be sited in positions agreed with the Architect and shall be removed from the site before the works are deemed to have been completed.

The Contractor is to make proper arrangement for sanitary accommodation for operatives and site visitors etc. The Contractor may, with the permission of the Employer, use existing facilities within the building these subject to them being in full working order and properly connected to the foul drain, and the Contractor maintaining them in a clean and tidy condition at all times.

#### 2.15.5 WATER AND ELECTRICITY

The Contractor may use the Employer's water and electricity subject to agreement on connections with Employer and Architect.

### 2.16 CLEANING

Where any works have affected the interior of the church the contractor shall carry out a thorough clean of the area affected to return them to a level of cleanliness comparable with the remainder of the building.

Where works have been carried out externally the contractor shall clean the area and reinstate any areas of hard or soft landscaping to a condition comparable with their original state.

## **2.17**

### **ARCHAEOLOGIST**

The Employer shall appoint an archaeologist, to manage archaeological monitoring, recording and to attend during the excavation work. The archaeologist will have authority to suspend work if they wish to examine or record the contents of excavations or control the way in which the excavation proceeds.

The Employer will pay all costs for archaeological services direct.

The contractor will need to accommodate the delays which may occur and record these in order that any additional costs may be ascertained. Further directions are contained within the schedule of works

All excavations are to be carried out under direction of the Archaeologist. Further directions on this are contained within the schedule of works.

The archaeologist will be required to submit post examination reports on the works for the PCC and the Architect.

3.0	SCHEDULE OF WORKS - Phase 1 of Car Park Extension	Tender Figures
	<p>All works are to be carried out in conjunction with Report regarding the impact on trees of proposals for development Ref: S111-J4-IA-1 as prepared by John Cromar's Arboricultural Company Ltd</p> <p>A written scheme of investigation will be issued by the appointed Archaeologist. The contractor shall give notice to the Archaeologist prior to any excavations to enable the Archaeologist to be in attendance and supervise as required</p>	
3.1.0	<b>DEMOLITIONS AND GENERAL WORKS</b>	
3.1.1	<p>Prior to the commencement of works a Construction Management Plan/Statement must be prepared, submitted and approved by the selected contractor. Allow for preparing this document, the architect to submit the information and the 8 weeks at the beginning of the programme for the planning team to agree the statement. Information included shall be the following:</p> <ul style="list-style-type: none"> <li>a. Construction vehicle number, type;</li> <li>b. Access arrangements to the site;</li> <li>c. Traffic management requirements;</li> <li>d. Construction and storage compound details (including areas designated for car parking, loading/unloading and turning areas);</li> <li>e. Siting and details of wheel washing;</li> <li>f. Cleaning of site entrances, site tracks and the adjacent public highways;</li> <li>g. Timing of construction activities (including delivery times and removal of waste) and to avoid school pick up/drop off;</li> <li>h. Provision of sufficient on-site parking to commencement of construction activities;</li> <li>i. Post construction restoration/reinstatement of the working areas and temporary access to the public highways;</li> <li>j. where works cannot be contained wholly within the site a plan should be submitted showing the site layout on the highway including extent of hoarding, pedestrian routes and remaining road width for vehicle movements;</li> <li>k. phasing plan</li> </ul>	
3.1.2	<b>EMPLOYER WILL REMOVE ALL ITEMS OF VALUE FROM THE WORK AREA IN ADVANCE OF THE WORKS COMMENCING AND SHALL DIRECT THE CONTRACTOR TO COVER ANYTHING OF VALUE REMAINING</b>	
3.1.3	Allow for providing welfare facilities for the workforce commensurate with the works being carried out, including W/C and washing facilities to comply with the requirements of health and safety. The contractor should make allowance for all sub-contractors and specialist contractors to also use the welfare facilities (including any to be employed by the Employer directly for the duration of their works).	
3.1.4	Allow for temporary removal and refitting of fixtures and disconnection and reconnection of services as required to enable the works to be completed.	
3.1.5	Allow for providing all necessary safety signage for the duration of the works	
3.1.6	Supply and fix all necessary protective fencing and guarding as required - Further details of tree protection to be adhered to as contained in tree report. Methodology and location within the report to be carefully followed. <b>The Contractor's site foreman shall meet with the Arboriculturist prior to the work commencing to agree and sign off the measures outlined in the report. Allow for attending on the arboriculturist for a further three meetings on site, who will be checking protection measures.</b>	
3.1.7	<b>Remove T17</b> - 14.5m Sycamore on the south boundary. Work to be carried out in accordance with 'Tree Work Recommendations' BS3998:2010. Allow for grinding out the stump to 300mm below ground level.	
3.1.8	<b>Prune T15</b> - Lawson Cypress - 12m. Prune to clear 3m +GL on South South-west side only as outlined in the tree report	

- 3.1.9 The Contractor shall make provision for suppressing air-borne particles from the process of the works on site. The use of dust extraction or spraying of materials and surfaces to ensure the suppression of dust is to be maintained during the works.
- 3.1.10 Supply and fix all temporary shoring and supports as required to maintain structural stability of retained elements throughout the works. Allow for programming and carrying out of works such that structural stability is maintained at all times.

### **3.2.0 EXCAVATOR, CONCRETOR, DRAINLAYER & LANDSCAPING**

- nb.** **St.Peter's is a Grade I listed church surrounded by an extensive churchyard. Any excavation work must be overseen by the Archaeologist appointed by the PCC. Please allow for as much prior notice to book in a site visit as availability of the Archaeologist as possible to allow time scheduling as required.**
- n.b** **All excavation of the ground within the protected areas shall be carried out by hand, or by hand tools other than power driven tools. Refer to Arboricultural Report for designated protection zones.**
- 3.2.1 Levels to be carefully assessed on site in line with existing road and path levels to accommodate future build up for the access road, path and run off provision. 20mm depth resin bound finish to be included in the following phases.
- 3.2.2 Excavate as required to reduce the external ground levels in areas of new Surecell build up. As shown on section the majority of the build up is proposed above the current ground levels to avoid disturbing tree roots and archaeology. Move the removed soil to an pre-agreed position on site. Where feasible retain the existing grasscrete finish and build up over. Allow for removal off site of the existing paving finish, build up and tipping charges in respect of same. Ensure all vegetation and has been removed prior to laying and that the substrate is well compacted.
- 3.2.3 Allow for lifting existing brick setts south of the vestry lobby along the path to form a trench. Store the setts safely for relaying. Excavate for electrical ducting route and junction boxes along the route as indicated on plan. Allow for relaying the brick setts once the ducting is in place. In this area pipes lagged with Asbestos are believed to be present. Once the pipes have been carefully exposed allow for a licensed sub-contractor to remove or make safe the Asbestos.
- 3.2.4 Allow supply and fit of 110m length of conduit/ducting to proposed location marked on drawings. Where feasible run the conduit pipe through the geocell layer. Fit with draw through string suitable for future electrical wiring to be routed. Allow for the electrician to size the correct pipe required as a draw through element based on the lights and car charging points marked the final proposed plan. Ducting to be connected to the access boxes specified later.
- 3.2.5 Lift and grub up the existing bollards from the east end of the car park. Set aside and store safely to be temporary refitted.
- 3.2.6 Carry out such temporary operations as required. Supply and fix all temporary necessary shorings and supports to enable safe and practical site works.
- 3.2.7 Across the proposed area excavated, lay a heavy duty geotextile membrane. To protect any present tree roots compaction of the existing soil must be avoided
- 3.2.8 Allow for supply and fit 3.no 450 x 450 x 320 preform polypropylene Duct Access Box with composite cover and galvanised frame positions as indicated on plan
- 3.2.9 Allow supply and fit of 2.no 600 x 450 x 320 preform polypropylene Duct Access Box with composite cover and galvanised frame as indicated on plan
- 3.2.10 Allow supply and fit of 10.no 250 x 250 x 250 preform polypropylene Duct Access Box with composite cover and galvanised frame positions as indicated on plan. These are to be fitted as temporary creation of fitting positions for nine inset light and two electrical charging points which will follow in phase two

Areas below marked on plan **1-3**

- 3.2.11 **Area 1 (Approx 150m2)** - Allow for floor build up to be edged with 200 x 75 tanalised timber sleeper. Lay geotextile membrane. Over fit 200mm Geocell layer, pinned to the outer sleeper. Within the Geocell supply and fit type 1 well compacted hardcore. To the sleepers attach everedge titan in slate colour on the outer edge. Allow for running the electrical ducting as previously mentioned and fitting of junction boxes to allow for future fitting of electrical connections as specified above. Where sett edging markers are proposed allow for edging with 200 x 75 tanalised timber sleepers. Between sleepers lay 95mm layer of compacted hardcore. Lay a concrete base of 100mm. Over lay Marshalls fairstone setts in silver birch colour where indicated on plan. Over the whole area within the everedge markers and around the setts layer a 70mm layer of permeable asphalt binder course. Leave all ready to take a 20mm resin bound gravel finish in later phases.
- 3.2.12 **Area 2 (Approx 50m2)**- Allow for floor build up to be edged with 100 x 75 tanalised timber sleeper. Lay geotextile membrane. Over fit 100mm Geocell layer, pinned to the outer sleeper. To the sleepers also attach everedge titan in slate colour on the outer edge. Allow for running the electrical ducting as previously mentioned to allow for future fitting of electrical connections as specified above. Over the whole area within the everedge markers and around the setts layer a 70mm layer of permeable asphalt binder course. Leave all ready to take a 20mm resin bound gravel finish in later phases.
- 3.2.13 **Area 3 (Approx 137m2)** - Allow for floor build up to be edged with 200 x 75 tanalised timber sleeper. Lay geotextile membrane. Supply and lay fit type 1 well compacted hardcore. Allow for reducing the hard core base layer as it meets with the existing levels. (Refer to Section C) To the sleepers also attach everedge titan in slate colour on the outer edge. Allow for running the electrical ducting as previously mentioned and fitting of junction boxes to allow for future fitting of electrical connections as specified above. Where sett edging markers are proposed allow for edging with 200 x 75 tanalised timber sleepers. Between sleepers lay 95mm layer of compacted hardcore. Lay a concrete base of 100mm. Over lay Marshalls fairstone setts in silver birch colour where indicated on plan. Over the whole area within the everedge markers and around the setts layer a 70mm layer of permeable asphalt binder course. Leave all ready to take a 20mm resin bound gravel finish in later phases. Where the edge meets to the existing tarmac or grass Crete finish chamfer the edge to avoid a trip hazard.
- 3.2.14 Allow for all edges around the everedge titan where levels are raised to be banked with top soil as indicated. Allow for the topsoil to be grass seeded.
- 3.2.15 Refit the existing metal bollards as a temporary measure where indicated on plan.
- 3.2.16 Where drains and services cross grass, the turf is to be lifted, set aside and re-laid after trenches have been backfilled. Where hard surfaces are disturbed allow for reinstatement of same.

**foul water and incoming water connection at west end to and from proposed new kitchenette at rear of nave**

- 3.2.17 Excavate north of the nave to locate the existing incoming water supply to the church hall believed to be approximately in the position of new MH 3 as indicated on plan. Once located update the exact position on plan with the Architect.
- 3.2.18 Excavate for drainage & shared new water connection routes and new inspection chambers New MH2 (drop manhole) and MH3. Excavate for the new connection from MH2 to the existing MH4 west of the church
- 3.2.19 Inspection chamber MH 1 is to be carried out by a certified sewer connection specialist with full approval and inspection by Thames Water. Allow for traffic management costs and other associated fees to Thames Water. Allow a provisional sum of £15,000 for this connection from drop MH2 and to created new MH1. Ensure the specification from Thames Water has been followed to allow connection.
- 3.2.20 Allow for supply and fix of drainage with 100mm Osma/Hepsleeve pipes laid on 150mm gravel, inspection chambers, inspection/rodding points, gulleys etc gully for kitchen sink waste. Allow
- 3.2.21 Supply and fit new inspection chambers FWIC 2 and 3 within the churchyard as indicated on plan.
- 3.2.22 Supply and fit new frames and covers to comply with the weight allowances required.
- 3.2.23 Ensure the road, paths and grass routes excavated are all reinstated as existing.
- 3.2.24 Allow provisional sum of £1000.00 for infilling soft patches following surface strip with well consolidated hardcore/MOT .
- 3.2.25 Supply and lay sundry pockets of concrete for gully bases, inspection chambers, etc.



- 3.2.26 Allow for back-filling along the line of all trenches and tamping down, after installation of ducting is complete
- 3.2.27 In grass areas, top 300mm of backfill to be topsoil, and re-lay turf over or grass seed
- 3.2.28 Allow for the protection of excavations which may be left exposed at night.
- 3.2.29 Allow an additional 2 days of labourer's time for sundry additional works as directed by the Architect.
- 3.2.30 Allow a provisional sum of £500.00 for sundry materials in connection with excavations.

### 3.6.0 ELECTRICIAN

- 3.6.1 *Allow for disconnecting and reconnecting electrical supply during the works. Ensure that all electrical services to the remainder of the building are retained. Allow for providing an electrical inspection on practical completion and for providing the employer with a test certificate.*
- 3.6.2 Carefully strip out all redundant electrical services, cabling and conduit and remove from site.
- 3.6.3 Adapt and extend electrical services that are able to be retained for the new services. All new services shall be ducted through new elements.
- 3.6.4 Allow for assessing the existing electrical capacity on site to the incoming supply and consumer unit located in the south vestry.
- 3.6.5 Allow for calculating the proposed required loading in the future phases to include the following:
  - 25. No Inset LED ground lights
  - 1.No Electrical operated vehicle bollard
  - 2.No Electrical vehicle charging points

Based on the above calculate the ducting sizes required for future connection wiring to be pulled through
- 3.6.6 Allow an additional 3 hours of electrician's time for sundry works as directed by Architect

### 3.8.0 Ensure Inclusion of Contingency identified in clause 1.26