

DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

1. **1089-7 Phase 1CC Specification & Schedule of works** (1089-7 Phase 1CC Sub-Phase C Kitchenette & Servery Spec & SoW.pdf)
2. **1089-7-1CC1 Overall Plan of Phase 1C (previously approved) showing location of kitchenette** (1089-7-1CC1 Overall Plan as proposed.pdf)
3. **1089-7 -11CC3 Detail drawing of Servery** (1089-7-1CC3 Servery Unit.pdf)
4. **1089-7 -11CC2 Detail drawing of Kitchenette** (1089-7-1CC2 Kitchenette.pdf)

TO THE CHANCELLOR OF  
THE DIOCESE OF ST ALBANS

20/03/2026

VIEWED by the St Albans Diocesan  
Advisory Committee



# Specification & Schedule of Works

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for

Alterations to Nave & Aisles, & Chancel - Kitchenette

Phase 1CC

at

St. Peter's Church

St. Peter's Street

St. Albans

Hertfordshire

January 2026



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

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in connection with the

**Alterations to Nave & Aisles, & Chancel - Kitchenette (Phase 1CC)**

at

**St. Peter's Church**

St. Peter's Street

St. Albans

Hertfordshire

**January 2026**

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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: **01462 230803**
- 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:  
New Kitchenette facilities as subphase of Reordering works to the Nave, Aisles and Chancel.  
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.
- 1.8 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)
- 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 themselves 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 |
|-----------|--------|----------------------|------------|-----------|
|-----------|--------|----------------------|------------|-----------|
- 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 6% 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 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 DEMOLITIONS & GENERAL WORKS**

### **2.2.0 EXCAVATOR & CONCRETOR**

2.2.1 Excavations are to be kept dry at all times.

2.2.2 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.

### **2.3.0 DRAINLAYER**

2.3.1 The Clauses in EXCAVATOR and DRAINLAYER shall also apply to Drainage work where applicable.

2.3.2 The Excavator shall allow for the grading and ramming of the bottoms of trenches for drains.

2.3.3 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.

### **2.4.0 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 new brick/block 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.

2.4.5 STONEMASK:

Ashlar work and stone flooring is to have max 4mm joints.

Yorkstone slabs to be 50mm thick laid in bands 400mm-900mm wide and in various lengths, Diamond sawn or dragged Yorkstone paving as available from Hard York Quarries from Bolton Wood quarry or Crossley's or Mouselow or similar approved from samples provided. (Hard York Quarries - 01274 637307 www.hardyorkquarries.co.uk) (W S Crossley (York Stone) Ltd - 01422 344263) (Blockstone (Mouselow) - 01246 927100 www.blockstone.com)

All stone work is to be carried out by a qualified stonemason.

#### 2.4.6 MORTAR MIXES - STONEMASONRY:

A lime putty mortar is to be used for re-pointing and jointing in ashlar work and to Stone flooring. The lime putty is to be purchased from an approved source of supply. The lime putty is mixed with stone dust or sand in the proportion 3:1 (stone dust:lime). The type of stone dust or sand is to be agreed with the Architect before work commences.

### 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.

2.5.13 All internal joinery is to be stored internally on site with packaging removed for a period of no less than two weeks prior to installation to allow for acclimatisation.

2.5.14 Door butt hinges are generally to be 102x76x3mm 'Enduro' s/s twin ball race butt hinges, or similar approved

2.5.15 Parliament hinges are to be s/s 'Enduro' Max Parliament Hinge - 102 x 100 x 152 x 3.5mm, or similar approved

2.5.16 Fire & smoke seals to have been tested to achieve at least 30mins to BS476 part 22 & 31.1

### 2.6.0 TIMBER REPAIRS

2.6.1

Contractor is to draw the attention of the architect to any areas of timber decay at the earliest opportunity and as soon as it is discovered. All repairs to historic timbers or work of a fine architectural or furnishing nature are to be agreed with the architect in advance of any work being carried out. Any repairs to historic timbers are to be carried out in accord with the advice given in the English Heritage Vol 5 repair of Glass and timber.

### 2.7.0 PLUMBER AND HOT WATER ENGINEER

2.7.1 The heating installation, sanitary plumbing, hot and cold water services are to be carried out in accordance with the Bye-Laws and Regulations of the Local Authority and the Water Authority to the satisfaction of the Architect.

- 2.7.2 Sanitary goods are to be fixed strictly in accordance with the manufacturer's recommendations.
- 2.7.3 Soil and vent pipes are to be 100mm diameter black uPVC with fittings for sleeve to roof and approved terminal specified above at head. Diameter of vent pipes to be reduced to 75mm above the level of the highest connections into the stack. Soil pipes to have branch connections for wash basins, W/C's and sink wastes etc. to comply with BS 5572.
- 2.7.4 Where work specified is not in accordance with regulations or best practice, the Architect is to be notified prior to commencement.
- 2.7.6 Pipe insulation to be fitted to all internal pipework except exposed tails to radiators and is to be 20mm thick Kingspan FM insulation with all junctions taped and installed in accordance with manufacturers recommendations.
- 2.8.0 PLASTERER AND TILE FIXER**
- 2.8.1 Plaster mix - lime based masonry walls  
All internal plastering work to lime based walls shall be 3 parts sharp sand and 1 part lime putty. No cement to be added unless specifically instructed by the Architect.  
Plaster/render application:  
Cut back the old plaster to a firm surface and an undercut edge. Dub out and build up in successive coats of 13mm thickness. Finish with a wooden float or to match the adjacent plaster.
- 2.9.0 ELECTRICIAN**
- 2.9.1 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.
- 2.9.2 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.
- 2.9.3 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.
- 2.9.4 Allow for paying all Electricity Charges due in respect of this Contract.
- 2.9.5 Where work specified is not in accordance with electrical regulations or best practice, the Architect is to be notified before commencement.
- 2.10.0 PAINTER AND DECORATOR**
- 2.10.1 All paints used for the works are to be obtained from an approved manufacturer and are to be used strictly in accordance with the manufacturer's recommendations. To lime based walls paint shall be Classidur Tradition tinted to requirement or lime wash as directed.
- 2.10.2 No painting shall be carried out in wet, damp, foggy or frosty weather conditions or on any damp surfaces.
- 2.10.3 Colours will be selected by the Architect from the BS 4800 colour range.
- 2.10.4 All surfaces to be painted are to be properly prepared, including cleaning down, removing nibs and filling holes in plasterwork, filling all holes and rubbing down timber to a smooth and even surface. Finishing coats are to be well brushed out.

2.10.5 All new oak joinery is to be stained to match existing as directed. Sample of oak and joinery to be approved by Architect before production is put in place.

## **2.11.0 TEMPORARY SERVICES**

### **2.11.2 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, retardents 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.

### **2.11.3 ORGAN**

Provide protection as described to the organ in the Church to prevent it from being affected by dust or debris as a result of building works. The protection is to remain in place for the whole of the works.

The Building Contractor is to Indemnify the Church against any loss or damage in connection with this item.

### **2.11.4 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.

### **2.11.5 WATER AND ELECTRICITY**

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

## **2.12 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.

## **2.13 ARCHAEOLOGIST - No Excavations proposed**

**The Employer shall appoint an archaeologist, to manage archaeological monitoring, recording and to attend during any 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.**

#### 4.0 SCHEDULE OF WORKS - Sub-Phase CC

##### KITCHENETTE & JOINERY

#### 4.1 General Items

4.1.1 Works as shown on Architect's drawings : 1089/7-1CC1, 1089/7-1CC2 & 1089/7-1CC3

4.1.2 **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**

4.1.3 Supply and lay polythene sheeting and hardboard to retained elements of the floor to protect from falling masonry and dirt. Similarly allow for polythene protection of all wall panelling and Chancel screen throughout flooring works.

4.1.4 Allow for providing osb/sterling board boxings to protect all monuments, stone features, font & pulpit etc. adjacent to the area of works from accidental mechanical damage during the works.

4.1.5 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.

4.1.6 Allow for providing security fencing around drainage or other service works are carried out and for providing fencing around all excavations to maintain them in a safe condition. Allow for deep excavations to be covered if left unattended or left exposed overnight.

4.1.7 Allow for providing all necessary safety signage for the duration of the works

4.1.8 The main contractor shall assume responsibility for all builder's work in connection with the installation of all services.

#### 4.2 EXCAVATOR & DRAINLAYER

**No excavations beyond extent recent new construction elements to floor construction are proposed**

4.2.1 Back fill around all internal drainage with minimum 150mm of limecrete- Back fill around all external drainage with 150 lean mix concrete and backfill all trenches with approved fill.

4.2.2 Carry out such temporary operations as required. Supply and fix all temporary necessary shorings and supports to enable safe and practical site works. Particularly to support existing walls and surrounding ground levels during excavations

4.2.3 Adapt and extend existing soil pipe to provide drainage services required.

- 4.2.4 Excavate area of limecrete and glapor for same & dispose of waste material  
Allow for making good to glapor, geotextile membrane and limecrete where excavated and infill around drainage gulley as detailed in gulley manufacturers instructions.

### **4.3 BRICKLAYER & STONEMASON**

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- 4.3.1 Supply and fix rigid 100mm diameter uPVC duct through west wall of South aisle for extract fan to kitchenette, and finish externally with copper fly mesh and 4" black Conservation vent grille available from The Cast Iron Airbrick Company.  
[www.castironairbricks.co.uk](http://www.castironairbricks.co.uk) 01598 711999. Attend on Plumber/ Electrician for connection and fitting of extract fan unit. Exact position to be agreed on site with Architect
- 4.3.2 Attend on plumber and drainlayer and allow for carefully lifting up to 5no. slabs as required to facilitate new drainage connection and floor drain. All slabs to be retained for re-use.  
  
Allow for wet cutting stone slab(s) to suit new floor gulley and relay all lifted slabs and repoint all affected joints in lime putty and stone dust mix.
- 4.3.3 Similarly attend on Carpenter/Joiner for resin anchor installation of stainless steel dowels supports to posts. Again allow for dust suppression measures to protect organ
- 4.3.4 Similarly attend on carpenter and chase recess for bottom track to sliding folding door gear. Allow for wet cutting and dust suppression measures to protect organ.
- 4.3.5 Form upstand around gulley to side and rear as indicated on drawings using 100mm concrete blocks cut to height of 120mm, bedded in lime mortar.

### **4.4 CARPENTER & JOINER**

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- 4.4.1 Supply and fix bespoke oak kitchenette cupboard within which new kitchen units will be housed.  
Cupboard to be formed as follows:  
Form back and South side walls/boxing by fixing 18mm wbp ply on tanalised vertical 70x50mm studwork to maintain a minimum 24mm air gap against wall panelling. Cover internally with 6mm hardie tile backer board. Tile backer board not required below worktop where it will be behind kitchenette cabinetry. Allow for additional studs to align with wall unit fixings etc.  
Supply and fix 3 no 100mm sq. oak corner posts as indicated. Posts are to be anchored into floor by means of 12mm ss dowels set 150mm into floor and 300mm amount in post.  
  
Studwork and posts are to be anchored into floor by means of 12mm ss dowels/ studding set 150mm into floor and either 300mm in posts or cut to length fixed through studwork bottom rail and finished with ss washered nuts. (at max 600mm c/s)  
Supply and fix DPC/ Neoprene gaskets between posts and bottom rail to studwork etc (all joinery) and floor to prevent damp transmission to joinery.  
Supply and fix 100 x50 deep oak top rail housed into posts and 100 x 50 s/w ceiling joists at 600 centres. Secured back to s/w plate on back stud wall by galvanised hangers. Provide 50 x50 x5mm rigid steel angle iron to oak top rail to stiffen. Ceiling joists to be notched over angle bracket.

Form North side wall Supply and fix oak panel to outer face with 24mm thick rails and oak veneered 12mm WBP plywood panels. Solid oak mouldings to panels to match adjacent wall panelling joinery. Oak panel to be fixed over 38mm tanalised studwork frame between posts and lined internally with 18mm WBP plywood and then with 6mm hardie tile backer board. Tile backer board not required below worktop where it will be behind kitchenette cabinetry,

Over top of ceiling joists supply and fix ss insect mesh . On u/s supply and fix 15 x 35 oak battens at 50mm centres with 12.5mm moisture resistant plasterboard front panel as indicated on drawings. Attend on electrician for installation of downlights

Form bespoke moulded solid oak cornice to outer faces of kitchenette cupboard as indicated on drawings. Profile to be based upon adjacent wall panelling cap/cornice profile, and ends scribed to meet existing wall panelling at outer ends and with mitred corner above NE post.

Provide and fix 3 no 600 (approx) wide 40mm thick panelled oak doors in a sliding folding combination. Rails to be solid oak, panels to be 18mm thick WBP plywood with oak veneer to both faces. Solid oak mouldings to panels to match adjacent panelling. - Doors to be supported on recessed ss floor and head tracks. Allow 3no 100mm twin ball bearing antique brass butts to each leaf.

Sliding door mechanism to be SDS London Foldaside 240 Pivoting 3 Door Kit 2100 mm or Hafle HAWA Varifold 80H Sliding/Folding Door Hardware System or similar approved with hinges to match and floor track to full width of opening.

Supply and fix 12x40mm Oak stops to reveals and head of door opening.

All joints to be screwed and glued. All fixings to be dowelled and dowels to be left 2mm proud on external face as decorative feature

**All joinery fabrication drawings to be submitted to Architect for approval prior to fabrication.**

Supply and fix antique brass door handles and bolts. Allow provisional sum of 350.00 for supply of same.

Form access panel to low level boxing to south side of left hand undersink unit between door and heater unit with WBP plywood cover panel with all edges lipped and fix with stainless steel cups and screws to allow service access and use of void for expansion vessel etc.

- 4.4.2 Within kitchenette cupboard supply and fix Howdens Dove Grey Allendale kitchen with light grey oak cabinets, as indicated on drawing  
Units to be fitted with 170 degree Blum hinges, and soft close drawer boxes and runners

Supply and fix 20mm Apollo Slabtech Polar white composite work top with pre-formed nosing

Supply and fix 152mm antique brass T-bar handles

Supply and fix 2 no. 24mm thick, 180 deep Oak shelves to back wall between wall units and north side panel above Lincat water boiler as indicated on plans

Allow for matching blank & side panels, pelmet etc as indicated on drawings.

Form 'plinth kickboard' to drawer unit, right hand undersink unit and side panels with 150mm high 10-13mm thick grey Compact laminate upstand board (to full width) colourmatched to kitchen doors and fixed to 32mm tanalised square batten sections fixed to underside of base units. Plinth to be set back from face of doors with outer face flush with face of kitchen units and to maintain horizontal minimum 20mm gap at base over stone floor finish. No fixings to be visible to plinth. All fixings to be stainless steel

Form 'plinth kickboard' to left hand undersink unit and side panels with same 10-13mm thick grey Compact laminate upstand board (to full width) colourmatched to kitchen doors and fixed to inside face of door with 3no. stainless steel bracket fixings. 'Plinth' to align with face and bottom line of adjacent plinth sections with consistent 3mm gap to sides between sections. No fixings to be visible to plinth. All fixings to be stainless steel

Allow for adapting base and back panel of left hand under sink unit to suit floor gulley and water heater installation as indicated. Line retained base and nosing over gulley with self adhesive aluminium undersink unit protective liner cut to suit and turned up at sides/rear by 15mm. Allow for packing underside of retained base over upstand surround to gulley ensuring neoprene gasket/ DPC used to prevent moisture tracking, and fix unit to adjacent unit and studwork at sides to ensure rigidity.

4.4.3 Attend on electrician and plumber in relation to fixing of services elements and any additional brackets/supports or sundry holes required to complete installation.

4.4.4 Supply and fix purpose made oak servery unit as indicated on plans. Unit to be farmed up in solid oak sections and panels of 18mm WBP Plywood panels with oak veneer each side with section and moulding details to match existing adjacent panelling & new kitchenette. Allow for Oak shelves and base to be 20mm thick and for 30mm thick top/worktop. All joinery fabrication drawings to be submitted to Architect for approval prior to fabrication.

Casters to be 100mm stainless steel swivel and brake rubber wheel castors with 150kg load capacity.

Supply Trolley. Trolley to be Vogue stainless steel 3 tier clearing trolley (medium) -(Size: 855(H) x 810(W) x 455(D)mm Capacity: 128kg) or similar approved

4.4.4 Allow 4 hours of carpenter's time for additional sundry works as directed by Architect.

#### **4.5 PLUMBER AND HOT WATER ENGINEER**

4.5.1 Extend potable cold water supply in 22mm barrier pipe through existing duct and floor from isolating stop cock installed previously within inspection chamber immediately outside west end of South aisle. Supply and fix internal stop cock within Undersink unit and extend supplies in 15/22mm pipework with full bore isolating valves to final connections to counter-top water boiler, undersink water heater, cold tap feed and Handspray hose connection within kitchenette. Provide all necessary drains and valves and cocks and pumps etc.

4.5.2 Adapt and extend existing soil pipe to provide drainage services required.

4.5.3 Supply and fix ACO Hygenic 530x200mm Grade 316L Stainless steel box channel complete with matching ACO 142 horizontal outlet gulley with 110mm outlet and foul air trap connected to soil pipe below floor level. Supply and fix matching ACO waste strainer and mesh grating cover. All to be installed in accordance with manufacturers instructions.

4.5.4 Supply and fix stub duct with air admittance valve and all drainage branch connections complete with approved fittings and terminals. Supply and fix non return valve to drain run to terminate below worktop.

- 4.5.5 Supply and fix Ariston Andris Lux 10L undersink 3kw unvented water heater, together with all necessary valves, pressure reduction valve, expansion vessel etc. as required for installation in accordance with manufacturers recommendations Water heater to be wall mounted within cupboard beneath Sink with Salus EP110 Single channel 7day electronic programmer with 1hr boost function or similar approved complete with Relay Module (Salus RM-16A or equivalent. Programmer to be located internally on the side wall of the kitchenette in position to be agreed with Architect.
- 4.5.6 Supply and fix Lincat EBTFX Countertop Automatic Fill Twin Tap Water boiler (6.0kw) complete with spare Filiterflow cartridge, within kitcehnette. Install in accordance with manufacturers recommendations.
- 4.5.7 Attend on Electrician for installation and commissioning of water heater and above counter-top water boiler etc. Supply and fix any necessary pressure control/reducing/relief valves etc. to ensure installation accords with manufacturers recommendations.
- 4.5.8 Supply and fix Rangemaster Cosmo 1.0 bowl Kitchen sink RH drainer 960x500 in Stainless steel (1.0mm thick 18/10 steel) or similar approved complete with strainer waste.
- 4.5.9 Supply and fix 1 No. Crosswater MPRO Single Lever Mono Kitchen Mixer Tap - Chrome side lever mixer tap to sink.
- 4.5.10 Supply and fix white upvc extra flat sink trap, overflow and waste pipes to sink connected to stub duct. Similarly connect overflow and drainage outlets from water heater and water boiler units to stub duct.
- 4.5.11 Extend hot water supplies through from new under sink water heater to tap on Kitchenette sink. Full bore Isolating valve to be fitted at final connection. Provide all necessary drains and valves and cocks etc.
- 4.5.12 Supply and fix 1no. Abode Click handspray with 1.5m pullout hose in chrome finish. to position agreed with Architect within undersink cupboard as indicated on plans.
- 4.5.13 Supply and fix insulation to all concealed pipework in accordance with clause **2.9.6**
- 4.5.14 Allow 3 hours of plumber's time for additional sundry works as directed by Architect. Allow provisional sum of £100.00 for materials in connection with same.

#### **4.6 PLASTERER & TILE FIXER**

- 4.6.1 Within Kitchenette supply and fix 300 x 100 satin/matt white ceramic tiles to enclosing walls laid horizontally in stretcher bond style. Tile to full height of kitchenette over worktop, and to full height of side walls and to exposed faces and top of surround to floor gulley as indicated. All exposed edges to be finished with square edge white bead.
- 4.6.2 Allow for all necessary beads, grout and adhesive in connection with wall tiling. Tile joints to be 4mm.
- 4.6.3 Plaster skim underside of plasterboard section of ceiling. Allow for stainless steel stop beads against oak joinery and for protection of oak during plastering and decoration.

- 4.6.4 Allow 1 hours of plasterer's time for additional sundry works as directed by Architect. Allow provisional sum of £50.00 for materials in connection with same.

## 4.7 ELECTRICIAN

- 4.7.1 Adapt and extend the electrical installation to provide the following facilities.:
- Extend installation from existing sub-main cable installed during previous phase of works (end on ledge to top of panelling on West wall) with new metal enclosure sub consumer unit sized to accommodate electrical installation as described with one spare RCD space retained for potential future use)**
- Fitted position of sub consumer unit to be at high level to South internal face of kitchenette as indicated - exact position to be agreed with Architect**
- Connect sub-main cable to main supply consumer unit within South porch**
- Earth bonding to sink and ACO drainage gulley
- Illuminated Fused Spurs to kitchenette water heater, extract fan, fan convectors & Lincat water boiler (note: 6kw rating) . Positions to be agreed with Architect.
- 7 day programmer with timed 1hr boost control to water heater (described below)
- 3no. 7w warm white round panel type LED downlighters within Kitchenette ceiling operated by door switch.
- 4.7.2 Supply and fix Xpelair Simply Silent Contour C4HTR wall mounted Humidistat controlled mechanical ventilation extract fan to Kitchenette capable of venting at 15/21 l/s, and ducted through the wall construction to the external air. Boost to be operated by fan wall switch. Complete with exterior terminal specified earlier, rigid ducts and inline back-draught filter. Fan to be set to switch on automatically above 65% RH. Fan unit to be mounted at high level to East face of boxing within southern end of kitchenette.
- 4.7.3 Power: Switched double wall sockets within Kitchenette as indicated on plans. Exact positions to be agreed with Architect on site.
- 4.7.4 Spurs, sockets, outlets & switches are generally to be from the MK Edge range in antique brass finish faceplates to walls and white finish faceplates within floor boxes and within kitchenette unless unsuitable for particular application. If this is the case, Architect is to be advised and alternative to be approved. Single combination plates providing switched double socket and twin/triple euro module outlets (for usb & data/av + blank) may be utilised where specified to wall panelling.
- 4.7.5 Extend and connect cables to all spurs, socket/ outlets. Above ground power cabling behind panelling/ kitchenette/boxed skirtings to extend through from ducting and be run in flexible conduit clipped to wall with stainless steel screw fixings in rawl plugs. Above ground data cables to similarly extend through from ductwork in certified EMI/RFI shielded flexible conduit to outlets.
- 4.7.6 Contractor to ensure that all essential services are maintained during the working day, and that where services are to be interrupted the employer has 24hours notice to enable them to re- schedule activities.
- 4.7.7 Allow for electrical works in connection with earth bonding
- 4.7.8 Allow an additional 2 hours of electricians time for sundry works as directed by Architect

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**4.8 PAINTER AND DECORATOR**

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4.8.1 Prepare all new internal plaster prime and paint with two coats of undercoat and two coats of Zinsser Permawhite matt untinted finish. Similarly prime plywood access cover panel and finish with two coats of same.

4.8.2 Prepare and seal new oak doors and joinery and apply minimum two coats of selected Liberon finishing oil/woodstain to match finish and tone of existing adjacent joinery, applied in strict accordance with manufacturer's recommendations. Allow for preparation of 3-4 samples and trials under direction of Architect to achieve finish to approval of the Architect.

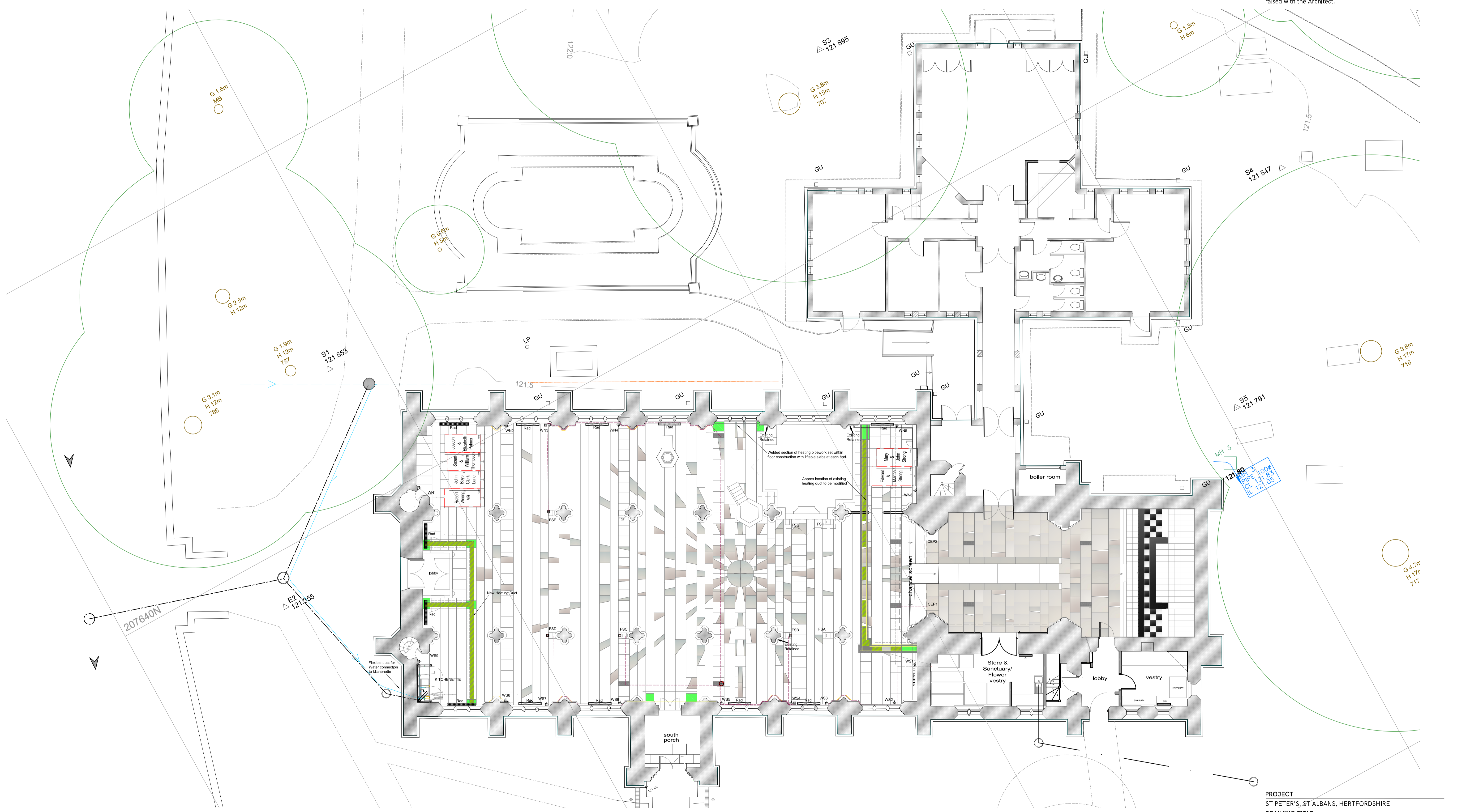
4.8.3 Clear away and clean all areas.

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**4.9 Ensure Inclusion of Contingency identified in clause 1.26**

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**NOTES**  
 Refer to figured dimensions only- do not scale from this drawing, except for planning purposes.  
 All dimensions are to be checked on site and any discrepancies raised with the Architect.



OVERALL PLAN showing location of Kitchenette  
 1:100

**PROJECT**  
 ST PETER'S, ST ALBANS, HERTFORDSHIRE

**DRAWING TITLE**  
 1CC - KITCHENETTE - OVERALL PLAN AS PROPOSED

**DATE**  
 JANUARY 2026

**SHEET SIZE**  
 A1

**PROJECT REF**      **DRAWING NO**      **REVISION**

**1089-7 1CC1**

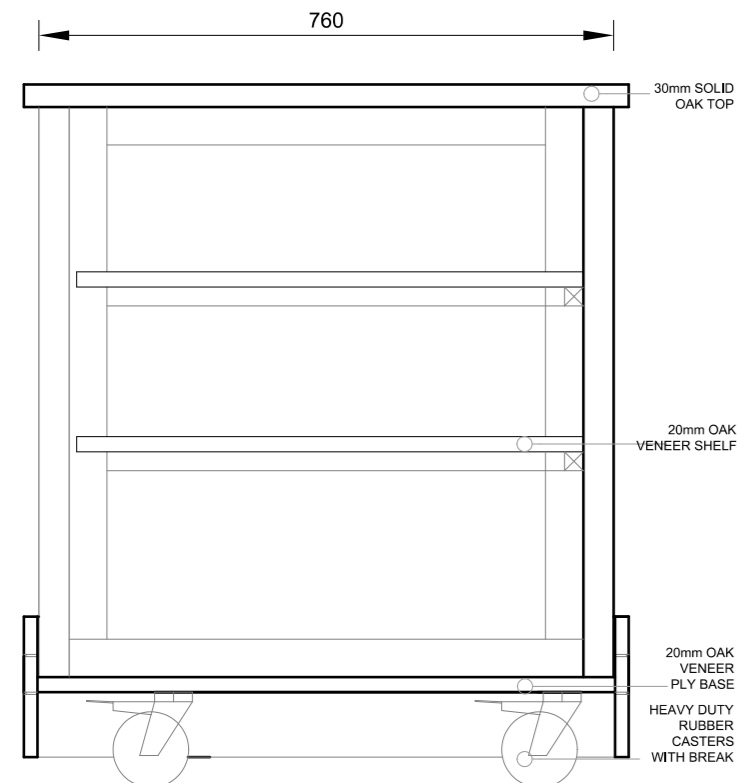
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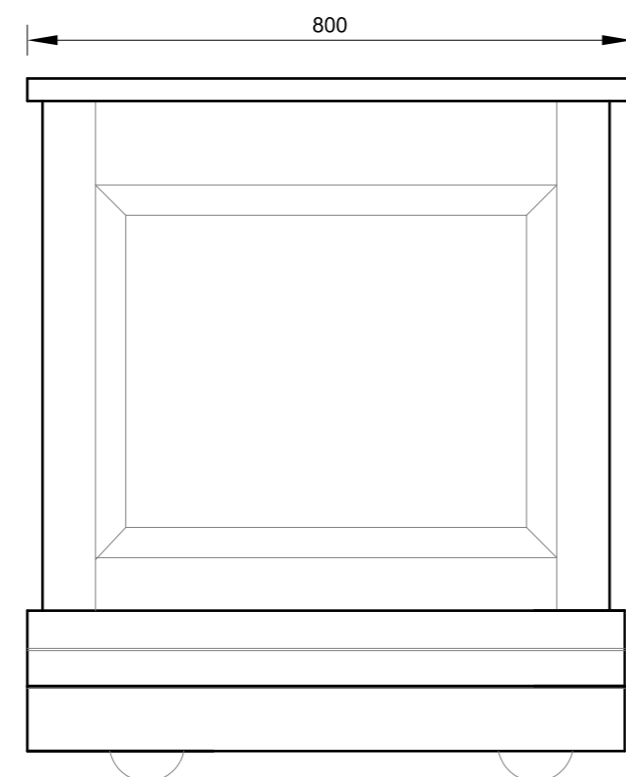


**NOTES**

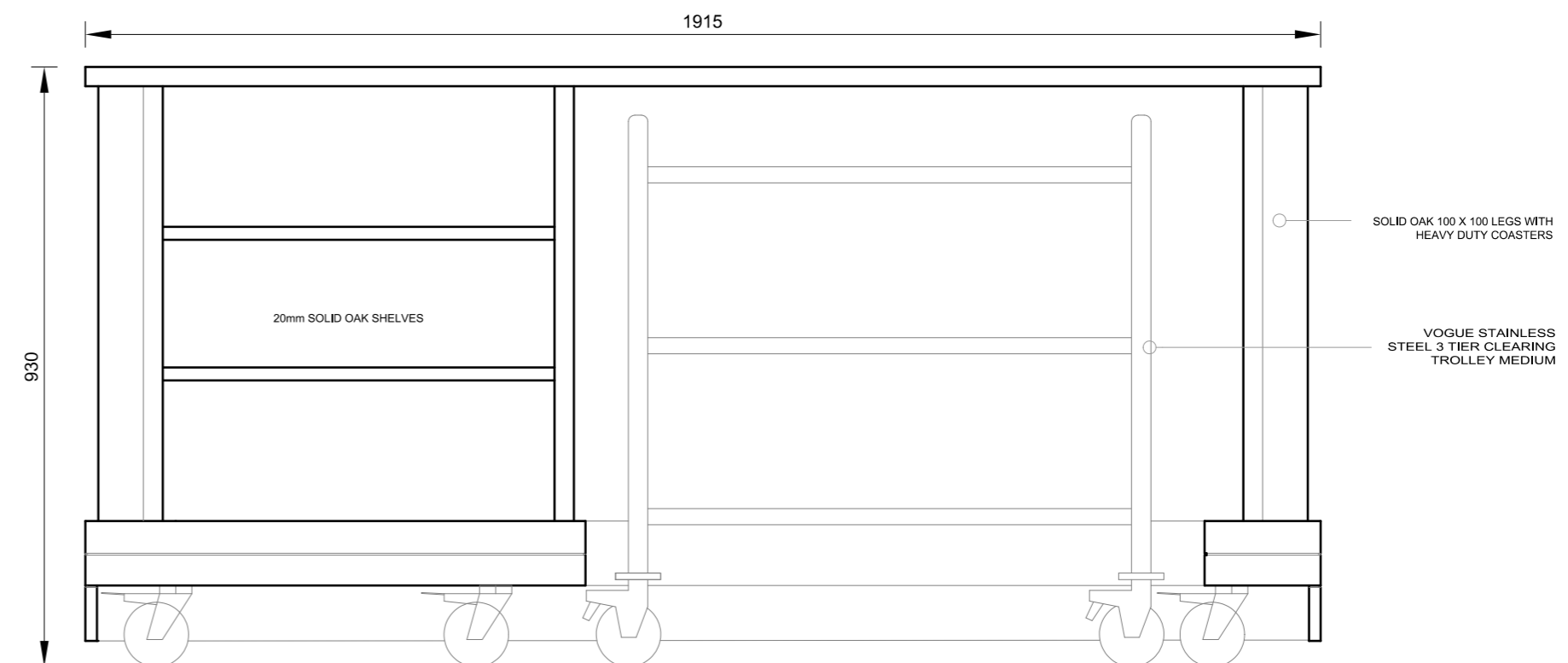
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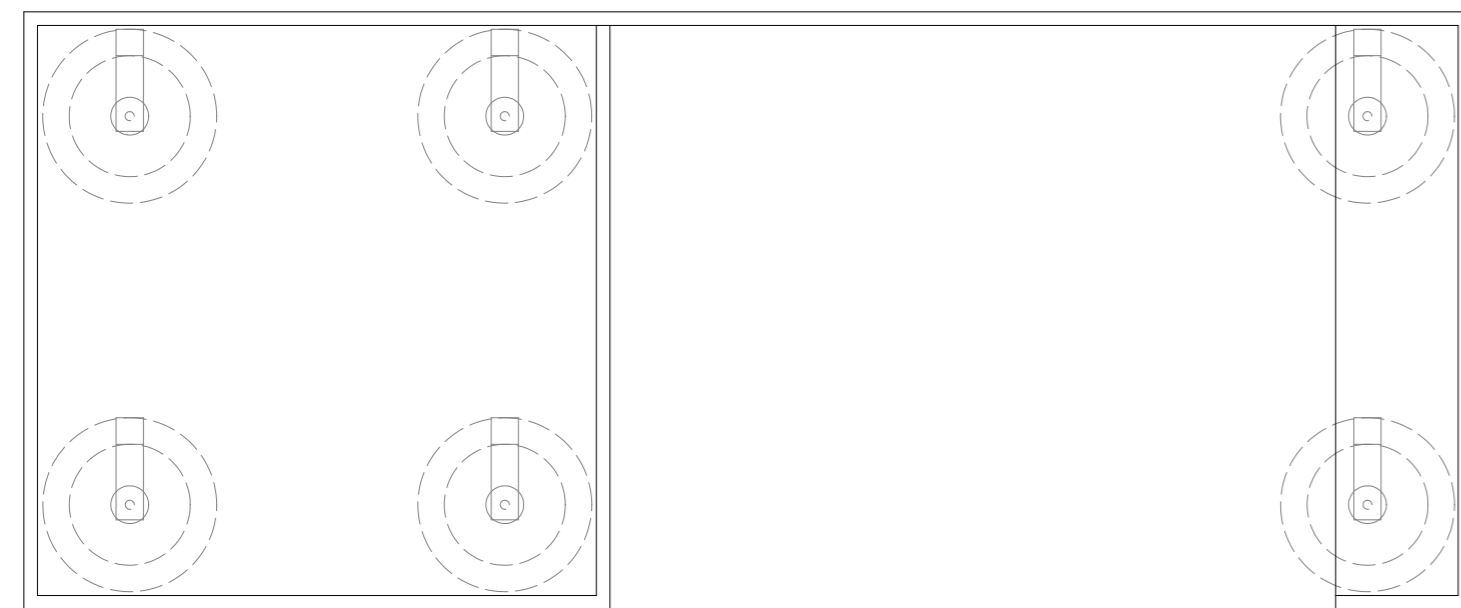
1:10 SECTION THROUGH SERVERY SHELVES



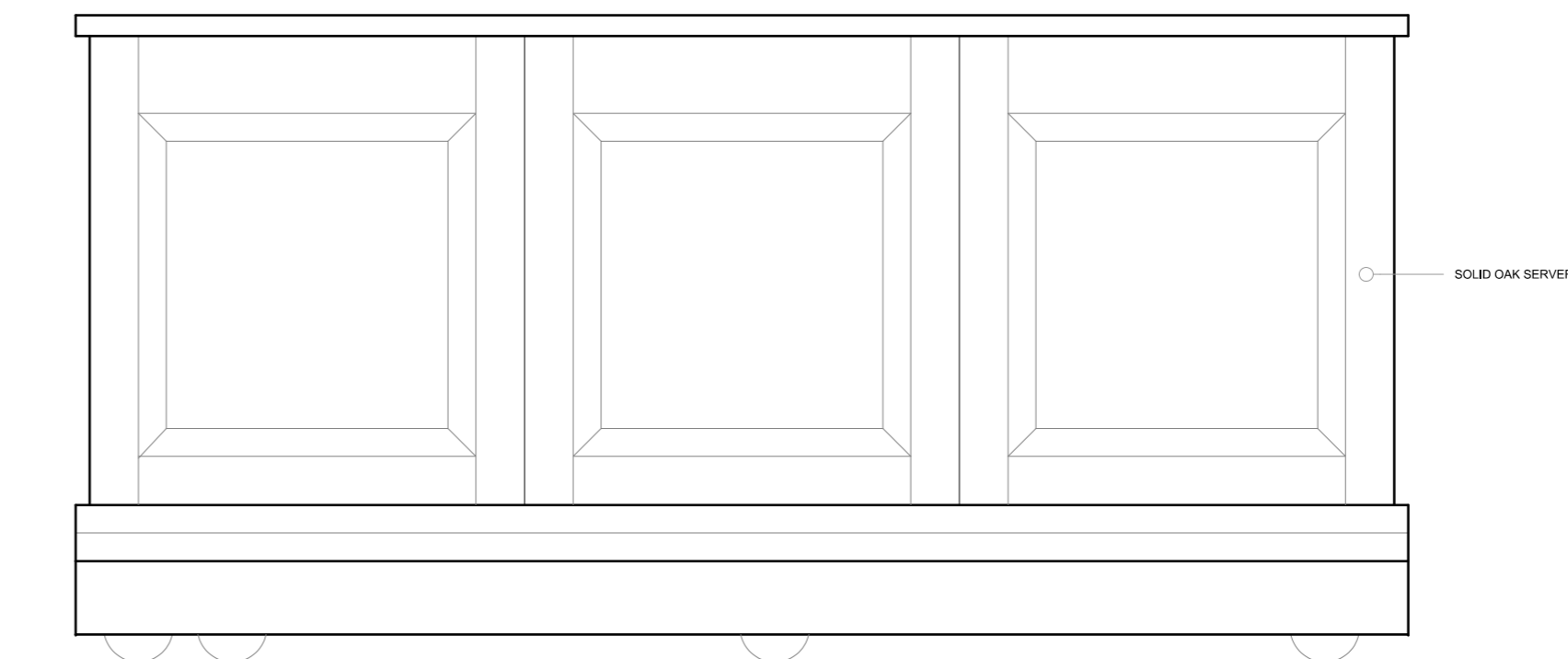
1:10 SERVERY SIDE ELEVATION



1:10 SERVERY REAR ELEVATION



1:10 PLAN OF SERVERY UNIT



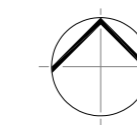
1:10 SERVERY FRONT ELEVATION

**PROJECT**  
ST PETER'S, ST ALBANS, HERTFORDSHIRE

**DRAWING TITLE**  
1CC - KITCHENETTE SERVERY - DETAILS @ 1:10

**DATE** JANUARY 2026 **SHEET SIZE** A2

**PROJECT REF** 1089-71CC3 **DRAWING NO** **REVISION**



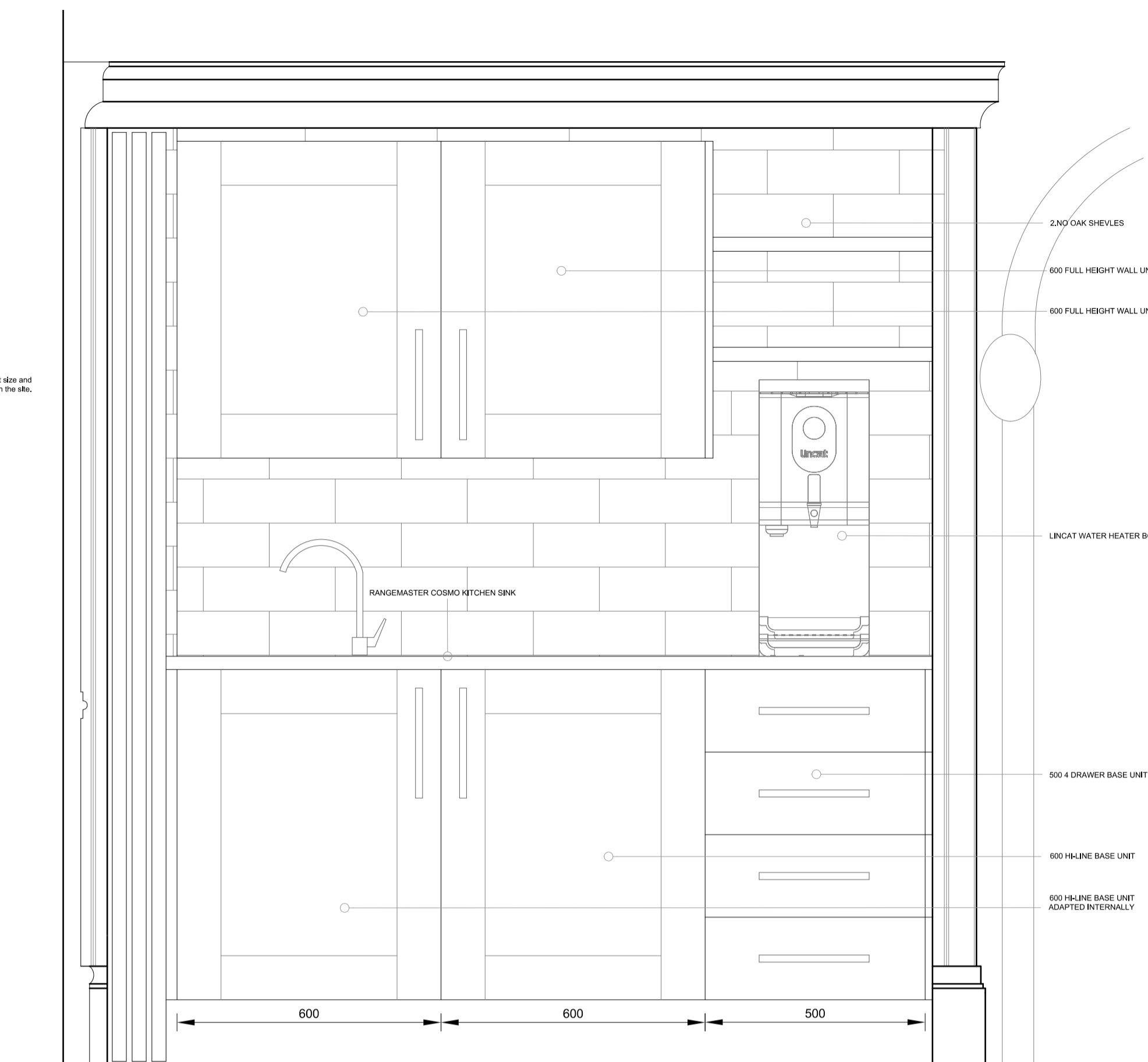
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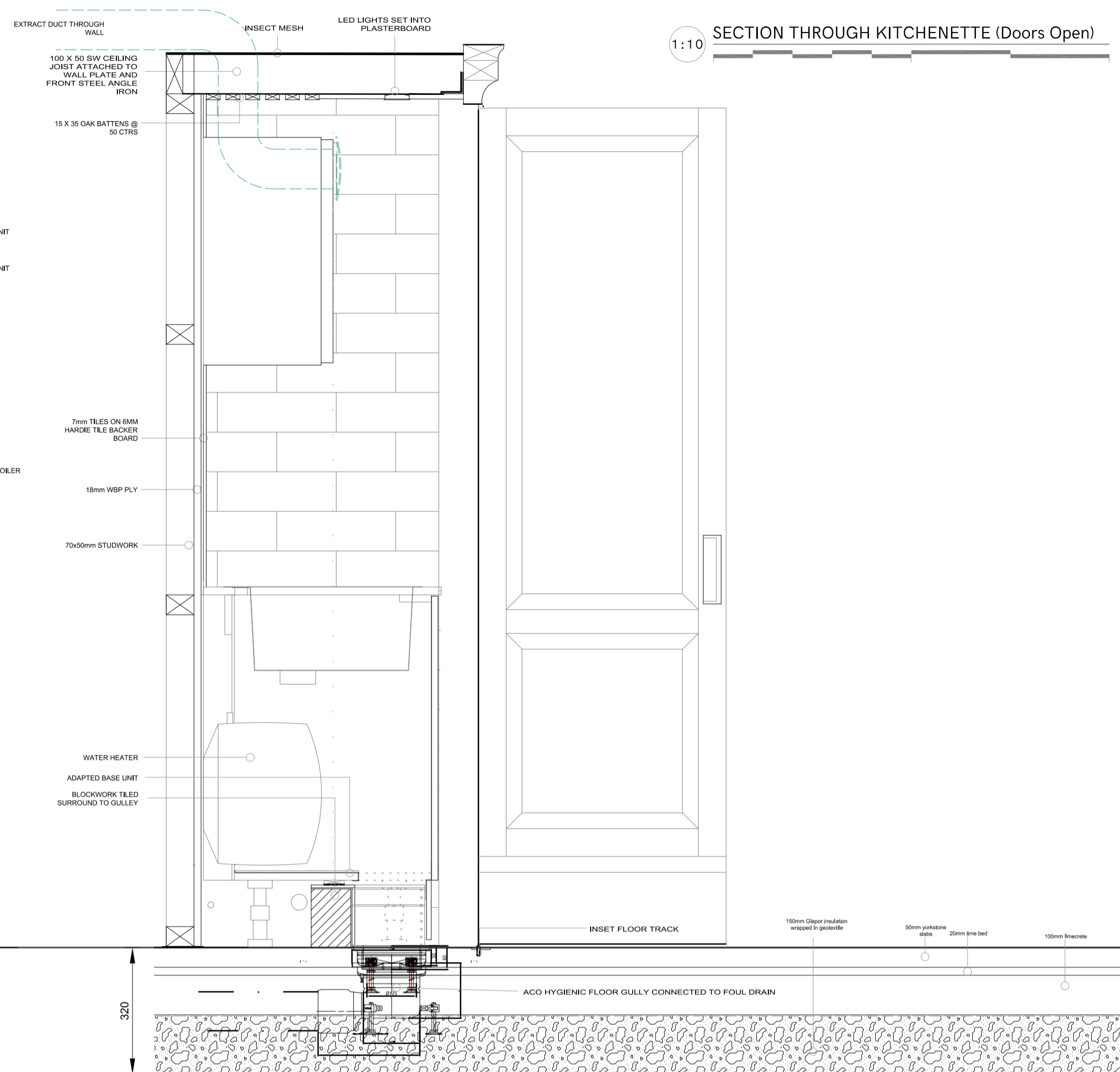
**NOTES**  
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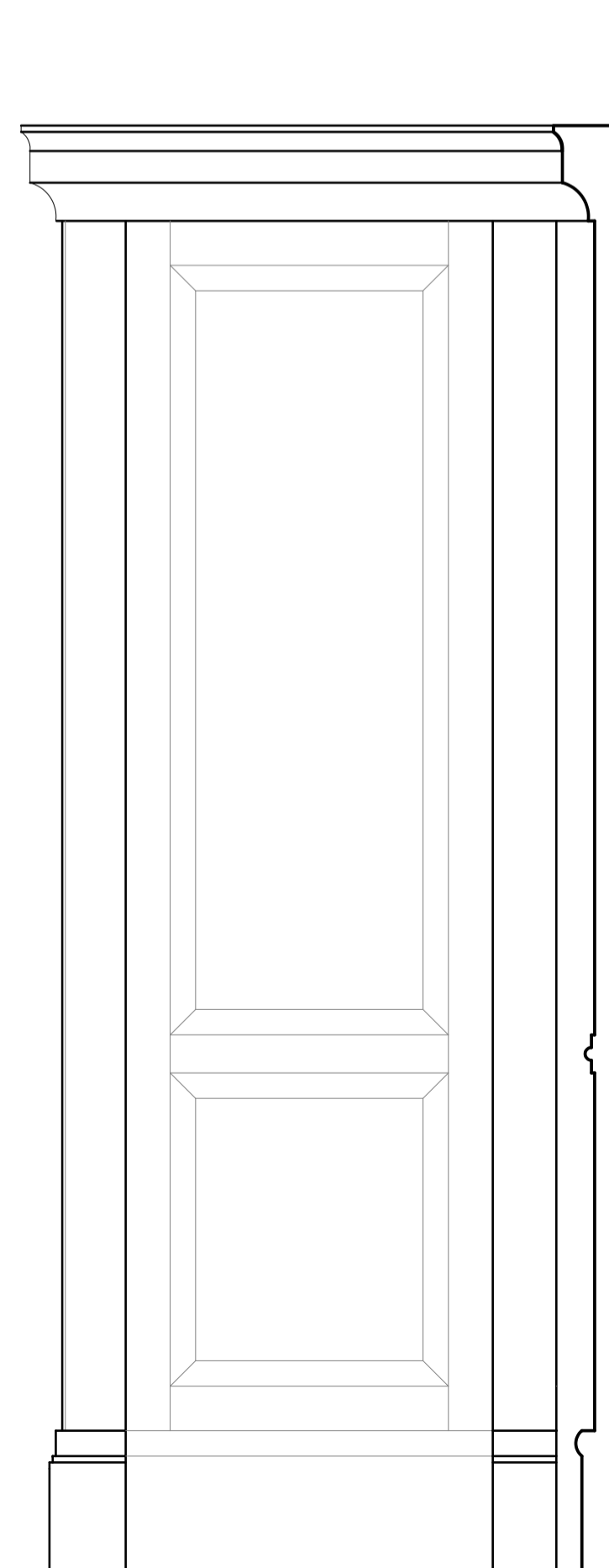
1:10 FRONT ELEVATION OF KITCHENETTE (Doors Closed)



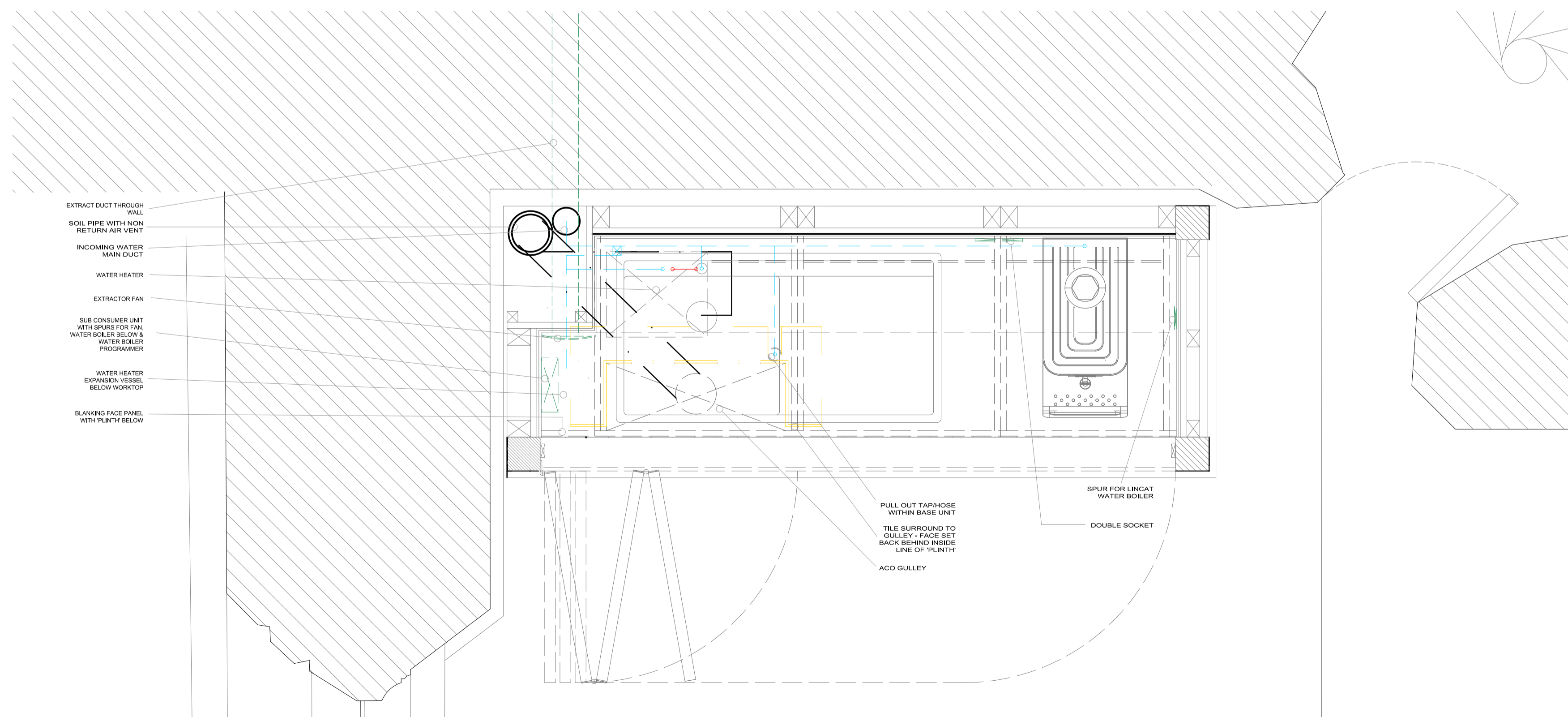
1:10 FRONT ELEVATION OF KITCHENETTE (Doors Open)



1:10 SECTION THROUGH KITCHENETTE (Doors Open)



1:10 NORTH ELEVATION OF KITCHENETTE



1:10 KITCHENETTE PLAN (Doors Open)

PROJECT  
 ST PETER'S, ST ALBANS, HERTFORDSHIRE  
 DRAWING TITLE  
 1CC - KITCHENETTE - DETAILS @ 1:10  
 DATE  
 JANUARY 2026  
 PROJECT REF  
 1089-71CC2  
 SHEET SIZE  
 A1  
 DRAWING NO  
 REVISION



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