

4.0 Schedule of Works	PRICE
This Schedule of works is to be read with LEP drawings and specification.	
4.1 Site and Preparations	
4.1.1 Schedule of condition Before the work commences, take record photographs of all areas affected by the carrying out of the works	
4.1.2 Site Set up The design of the scaffold, access platforms, temporary works and protections is the responsibility of the contractor. No support may be taken off any part of the building, without prior agreement of the architect. The Cottage is unoccupied. Access will be require to areas outside the front door so people can visit Vestry Hall. The Contractor will be required to confine their operations to and area to be pre agreed prior to work commencing.	
4.1.3 Protection The contractor is to allow for protecting objects within the immediate vicinity with dust sheets securely fixed and is to allow for the provision and removal of any temporary screens to isolate the working area. The contractor shall allow for all other temporary work required to ensure the site is safe to the public when unattended. The contractor will be required to reinstate any damages caused throughout the course of the work. All possible care is to be taken to prevent damage to walls, plasterwork ,windows etc.	
4.1.4 Asbestos Survey Allow to carry out a Refurbishment and Demolition Asbestos Survey of the whole Cottage before work starts. Share report with the Client and Architect. There are textured paints on ground floor ceilings and vinyl tiles which may contain asbestos.	
4.1.5 Anthrax Survey Allow to carry out an Anthrax survey for lath and plaster ceilings and plastered walls before work starts. Share report with the Client and Architect.	
4.1.6 Lead Paintwork Allow to sample and carry out tests decorations for the presence of lead Paint	

SPECIFICATION OF WORKS AND WORKMANSHIP WITH SCHEDULE OF WORKS

	PRICE
4.1.7 Health and Safety Plan The Contractor is to submit his Health and Safety Plan for approval to the Principal Designer (lee Evans Partnership) two weeks before starting work.	
4.1.8 Health and Safety Allowance Allow for barriers signage and guarding to keep public away from any building operations as identified in Contractor's Health and Safety Plan.	
4.1.9 Toilets & Welfare Facilities It is presumed the contractor will use the toilet and kitchen facilities in the Cottage until they are removed. At which time the Contractor will need to allow for temporary toilets and welfare facilities or come to an arrangement with the church to use those in Vestry Hall. However this will depend on use of hall by groups in the working week.	
4.1.9 Parking and Skips Ther Contractor will be allowed to park up to two vechicles in the car park and have one skip in a Heras Fenced enclosure or have a lockable skip.	
4.1.10 Photographs Just before work starts thee contractor is to photograph Vestry Cottage and the surrounding paths, carpark and graveyard and provide a copuy of these images didgitally to the Architect as record photos.	
4.1.11 Building Control The Architect will have submitted a Building Regulations Plan application to an Approved Inspector before work starts and the Contractor is to liaise with the inspector to inspect the works as he proceeds. He must take photographs of all concealed works for the Inspector and Architect's records before closing in. The Church will directly pay the Inspection fees.	

	PRICE
4.2 Entrance Hall & Stairway 4.2.1 Clearance Strip entrance carpet and mats. Allow to replace and fit new carpet. Protect stair carpet or remove and put back on completion of the works 4.2.1 Decorations 1. Clean and redecorate ceiling with 2 coats matt white paint. 2. Sand and make good any plaster holes and redcorate external walls with Eathborne Breathable White Clay paint. 3. Sand and redecorate boarded wall between sitting room and stair hall, and redecorate with two coats of Dulux Diamond White Eggshell Paint. 4. Sand and redecorate all joinery with 2 coats of Dulux Diamond White Eggshell paint. 4.3 Living Room 4.3.1 Clearance 1. Strip carpet 2. Remove light fittings 3. Remove Storage Radiators 4. Remove hardboard in Fireplace 5. Remove cast iron fender and hand to client 6. Remove modern brick fire surround and make good solid floor below. Patch repair 7. Remove curtain track 8. Remove modern window cill boards prior to lining extenal walls. 9. Remove softwood pencil rounded skirtings (100x19mm) to external walls. 4.3.2 External Wall Lining 1. Remove existing sand and cement plaster linings from walls (except front face of chimney) and line with breathable Newton 3mm Meshed Damproof Membrane using proprietary Newton wall plugs let into wall. 2. Line external walls with 60mm Schneider Wall 140mm Sqare Edge Insulating board for solid walls with proprietry plugs and plaster with 2 coats of lime plaster with GRP mesh preseesd into top of the first coat. 3. Fit new 25mm MDF window boards and 19x100 pencil rounded softwood skirtings, primed for painting.	

SPECIFICATION OF WORKS AND WORKMANSHIP WITH SCHEDULE OF WORKS

	PRICE
4. Extend light switches and sockets to suit new wall lining and refit covers. 5. Fit new white aluminium curtain track over windows.	
4.3.3 Decorations 1. Redecorate ceiling with 2 coats matt white paint. 2. Sand and make good any plaster holes and redcorate external walls with Eathborne Breathable White Clay paint. 3. Sand and redecorate boarded wall between sitting room and stair hall, and redecorate with 2 coats of Dulux Diamond White Eggshell Paint. 4. Sand and redecorate all joinery with 2 coats of Dulux Diamond White Eggshell paint.	
4.4 UNDER STAIR CUPBOARD	
4.4.1 Clearance Strip external wall plaster, Scrape loose paint of stair.	
4.4.2 External Wall Lining 1. Remove existing sand and cement plaster linings from walls and line with breathable Newton 3mm Meshed Damproof Membrane using proprietry Newton wall plugs let onto wall. 2. Line wall with 60mm Schneider Wall 140mm Sqare Edge Insulating board for solid walls with proprietry plugs and plaster with 2 coats of lime plaster with Grp mesh preseesd into top of the first coat.	
4.4.3 Decorations 1. Redecorate underside of stair with 2 coats matt white paint. 2. Sand and make good any plaster holes and redcorate external walls with Eathborne Breathable White Clay paint. 3. Sand and redecorate boarded wall between sitting room and stair hall, and redecorate with 2 coats of Dulux Diamond White Eggshell Paint. 4. Sand and redecorate all joinery with 2 coats of Dulux Diamond White Eggshell paint.	
4.5 DINING ROOM	
4.5.1 Clearance 1.Strip Carpet and dispose of it.	

2. Remove light fittings and battery smoke detector
3. Remove Storage Radiators
4. Cut out 1 brick from base of blocked fireplace to provide vent into the chimney.
5. Remove curtain track
6. Remove modern window cill boards prior to lining external walls.
7. Remove modern softwood pencil rounded skirtings (100x19mm) to external walls.

4.5.2 External Wall Linings

1. Remove existing sand and cement plaster linings from walls(except front face of chimney) and line with breathable Newton 3mm Meshed Dampproof Membrane using proprietary Newton wall plugs let onto wall.
2. Line external walls with 60mm Schneider Wall 140mm Square Edge Insulating board for solid walls with proprietary plugs and plaster with 2 coats of lime plaster with GRP mesh preseed into top of the first coat.
3. Fit new 25mm MDF window boards and 19x100 pencil rounded softwood skirtings, primed for painting.
4. Extend light switches and sockets to suit new wall lining and refit covers.
5. Fit new circa 225x75mm white plastic, vent with insect nest to vent into the chimney.
6. Fit new white aluminium curtain track over windows.

4.5.3 Decorations

1. Redecorate ceiling with 2 coats matt white paint.
2. Sand and make good any plaster holes and redcorate external walls with Eathborne Breathable White Clay paint.
3. Sand and redecorate all joinery with 2 coats of Dulux Diamond White Eggshell paint.
4. Repaint timber steps in doorways with black gloss paint as existing.

4.6 KITCHEN

- 4.6.1 1. Isolate and make safe services so equipment and sink can be disconnected.
2. Strip kitchen of kitchen units and worktops as well aany left over white goods and dispose.
3. Strip Floor covering.
4. Strip wall tiles from splashbacks and make good walls.
5. Make good all walls
6. Strip hooks from Back of the door

SPECIFICATION OF WORKS AND WORKMANSHIP WITH SCHEDULE OF WORKS

PRICE

7. Strip out cupboard including stud walls and shelves, redundant wiring and pipework and dispose off. Make good walls and skirtings.

4.6.2 **Flooring**

Lay new sheet vinyl flooring

4.6.3 **Kitchen Units**

Supply and Fit new Howden Kitchen, type Halesworth, as drawing and quotation.
include the following fittings:-

1. stainless steel single sink and drainer and chrome mixer taps with ceramic disc washers.
2. built in electric oven and induction hob
3. Space for and plumbing and electrics for small dishwasher and washer dryer.
4. Space for tall fridge freezer
5. Over worktop cupboards

4.6.4 **Splashbacks**

Supply and install 450mm high splash back in 6mm toughened glass with rounded edges coloured glass with extra strength adhesives .

4.6.5 **Fire Blanket**

Supply and fix new fire blanket.

4.6.6 **Extract Fan**

Overhaul existing extract fan.

4.6.7 **Decorations**

1. Redecorate ceiling with 2 coats matt white paint.
2. Sand and make good any plaster holes and redcorate external walls with Eathborne Breathable White Clay paint.
3. Sand and redecorate all joinery with 2 coats of Dulux Diamond White Eggshell paint.
4. Repaint timber steps in doorways with black gloss paint as existing.

SPECIFICATION OF WORKS AND WORKMANSHIP WITH SCHEDULE OF WORKS

	PRICE
4.7 Stairway 4.7.1 Clearance Protect carpet during works or strip, store and relay on completion of works. 4.7.2 Decorations 1. Redecorate ceiling with 2 coats matt white paint. 2. Make good wall finishes and decorate external walls (currently a textured paint) with 2 coats of Eathborne Breathable Clay paint. 3. Sand and redecorate all joinery with 2 coats of Dulux Diamond White Eggshell paint including pannelling to Living Room and the handrail. 4.8 Master Bedroom 4.8.1 Clearance 1 .Strip curtain track 2. Strip carpet and dispose. 3.Strip modern pencil rounded 100x19mm Skirting Boards off the external walls. 4. Repair decayed boards to bay window board and line with insulation and new 32mm softwood extended window board including re-used cover moulding to suit new wall linings all as detail. 5. Strip storage radiator and dispose 4.8.2 External Wall Linings including the Cupboard 1. Line external walls with 60mm Schneider Wall 140, 60mm Sqare Edge Insulating board for solid walls with proprietry plugs and plaster with 2 coats of lime plaster with GRP mesh preseesd into top of the first coat. 2. Fit new 19x100 pencil rounded softwood skirtings, primed for painting. 3. Extend light switches and sockets to suit new wall lining and refit covers. 4. Fit new white aluminium curtain track over windows. 4.8.3 Lath and Plaster Wall Repairs 1. Cut back cracked lath and plaster in north east corner as far as the door frame and repair laths and replaster in 3 coats aof lime plaster. Add grp mesh as crack resistant reinforcement into the corner. 2. Cut back cracked plaster over door head to ceiling to the door into the roo, on north wall, repair laths and replaster in 3 coat lath and lime plaster.	

SPECIFICATION OF WORKS AND WORKMANSHIP WITH SCHEDULE OF WORKS

	PRICE
3. Make good any holes in internal walls including hole in north wall and in any plasterwork after new plugs and fittings installed.	
4.8.4 Decorations 1. Redecorate ceiling with 2 coats matt white paint. 2. Make good wall finishes and decorate external walls and internal walls with mist and 2 coats of Eathborne Breathable Clay paint. 3. Sand and redecorate all joinery with 2 coats of Dulux Diamond White Eggshell paint.	
4.9 FIRST FLOOR CORRIDOR	
4.9.1 Clearance Protect carpet during works or strip, store and relay on completion of works.	
4.9.2 Decorations 1. Cut out crack in plasterboard ceiling and make good prior to decoration. 2. Make good wall finishes and decorate external walls and internal walls with mist and 2 coats of Eathborne Breathable Clay paint. 3. Sand and redecorate all joinery with 2 coats of Dulux Diamond White Eggshell paint.	
4.10 BATHROOM	
4.10.1 Clearance 1. Issolate services so existing fittings can be disconnected. 2. Remove bath, basin and toilet and dispose. 3. Remove mirror and wall cupboard and extract fan. 4. Remove existing wall tiling and make good walls. 5. Strip vinyl flooring and skirting behind toilet.	
4.10.2 Plasterwork 1. Cut out cracked plasterwork on chimney behind bath and line wall with tile backer board. 2. Remove existing plasterboard above bath and reline in tile backer board. 3. Line external wall behind wc with 60mm Schneider Wall 140mm Sqare Edge Insulating board for solid walls with proprietry plugs and plaster with 2 coats of lime plaster with GRP mesh preseesd into top of the first coat. 4. Renew Skirting behind toilet to match existing.	

SPECIFICATION OF WORKS AND WORKMANSHIP WITH SCHEDULE OF WORKS

PRICE

4.10.3 Fittings

Supply and fit bathroom suite, Client to approve before ordering, all in white, with white silicone seals, including the following fittings:-

1. White ceramic wc and cistern
2. Semi Recessed basin siting on narrow white laminate vanity unit. Chrome taps with ceramic washers
3. Accrylic bath and hinged side half length shower screen, chrome bath mixer tap with ceramic washers
4. Chrome toilet Roll Holder

4.11.4 Electrical

1. Supply Vent-Axia Silent Extract Fan Humidistat or equal approved into existing outlet.
2. Fit new shaving outlet.

4.11.5 Tiling

Supply 2 courses of 150x150mm matt white tiles to client's approval over basin. Allow £20/m2 for supply only

4.11.6 Mirror

Provide c600x900mm rounded edge toughened glass mirror over the basin

4.11.7 Flooring

Lay new vinyl sheet flooring, allow £15/m2 for supply only.

4.12 2ND BEDROOM

4.12.1 Clearance

1. Strip and dispose of carpet
2. Strip alcove of shelves and supports and dispose.
3. Remove curtain track
4. Remove window board
5. Remove skirtings to external walls

4.12.2 **Line External Walls**

1. Line external walls with 60mm Schneider Wall 140, 60mm Square Edge Insulating board for solid walls with proprietary plugs and plaster with 2 coats of lime plaster with GRP mesh preseed into top of the first coat.
2. Fit new 19x100 pencil rounded mdf skirtings, primed for painting.
3. Extend light switches and sockets to suit new wall lining and refit covers.
4. Fit new white aluminium curtain track over windows.

4.12.3 **Decorations**

1. Cut out crack in plasterboard ceiling and make good prior to decoration.
2. Make good wall finishes and decorate external walls and internal walls with mist and 2 coats of Eathborne Breathable Clay paint.
3. Sand and redecorate all joinery with 2 coats of Dulux Diamond White Eggshell paint.

4.13 **CARPETS**

Supply new carpets and underlay, allow a PC sum of £30/2 for supply only to the following Rooms

1. Entrance hall carpet
2. Living Room
3. Dining Room
4. Master bedroom
5. 2nd Bedroom

4.15 **SECONDARY GLAZING**

Supply new narrow white aluminium sliding secondary glazing (storm windows or equal approved) in white aluminium to the following windows:-

1. Living Room front and side windows.
2. Dining Room front and back windows
3. Hall Window
4. Master bedroom window
5. Second Bedroom window.

Allow for all necessary painted hardwood grounds in window reveals.

SPECIFICATION OF WORKS AND WORKMANSHIP WITH SCHEDULE OF WORKS	
	PRICE

4.16 **LOFTS**

4.16.1 **Clearance**

1. Remove all old carpets and detritus in roof and dispose off.
2. Remove old squashed dirty 100mm of insulation from lofts and vacume loft

4.16.2 **Insulation**

Supply and lay 2 layers of 150mm Rockwool Roll Insulation over all the ceilings, the two layers laid at 90 degrees to each other. With existing ventilation kept clear at edges of roof.

	Price
EXTERNAL REPAIRS	
4.17 East Elevation at Back of House	
4.17.1 Decorations to Ground Floor	
Clean, and sand timber ground floor paintwork to windows and doors and frames. Repair any loose putty, and cut out and fill any soft timber with Repair Care Dry Flex 16 Resin repair sytem. Redecorate with 2 coats of Zinster Allcoat Exterior Satin Paint.	
4.17.2 Decorations to First Floor	
1. Clean, and sand timber subframe to 2nd Bedroom metal window. Repair any loose putty, and cut out and fill any soft timber with Repair Care Dry Flex 16 Resin repair sytem. Redecorate with 2 coats of Zinster Allcoat Exterior Satin Paint.	
2. Clean and sand metal window frame, repair putty, and redecorate with 2 coats of gloss paint.	
4.17.3 East Elevation at Front of House	
1. Prop existing front door canopy roof	
2. Base of two brackets need repair by cutting out and replacing existing bracket consoles with new oak to the same profile, all as detail drawing.	
3. Splice in timber repair to northern bracket, all as detail drawing.	
4. Replace bottom chord of canopy roof to southern bracket, all as detail drawing.	
5. Decorate timber with black woodstain 2 coats	
4.17.4 Decorate	
1. Clean, and sand timber subframe to stair metal window. Repair any loose putty, and cut out and fill any soft timber with Repair Care Dry Flex 16 Resin repair sytem. Redecorate with 2 coats of Zinsser Allcoat Exterior Satin Paint.	
2. Clean and sand metal window frame, repair putty, and redecorate with 1 coat primer and 2 coats of gloss paint.	
3. Redecorate Front door and canopy with 2 coats of black stain to match existing	
4.17.5 Kitchen window	
1. Strip out existing inner top-hung opening casement, including hinges, stay and inner painted timber stops. Allow to make good any damaged surfaces.	
2. Supply and fix new inner top-hung casement frame in British Columbian Pine with 16mm slimline double glazed unit with Low-E glass to outer pane, fixed with low modulus silicone NOT LINSEED OIL BASED PUTTY, including new 75mm painted brass hinges and black iron hand-forged stay, plus new painted BCP stops and Sealmaster draught seal,	
3. Clean and sand new and existing frame and re-decorate with 1 coat primer undercoat and 2 coats gloss paint.	

	Price
4.18 South Wall Cut out cracks behind quoins on west site and repoint in 1:3 lime putty and sharp sand to match existing mortar. 4.18.1 First Floor Bay Window Repairs 1. Erect scaffold or tower to allow repair to window, and all necessary propping. 2. Support existing upper frame and jack up as close to level as possible. Remove decayed lower cill / sub frame and install new kiln dried European Oak lower cill / sub frame profiled to match existing like-for-like. 3. Cut out rotted sections of corbels and supply and fix new upper sections as detail drawing. 4. De-frass and rake out decayed sections to window frame and carry out resin repair using Repair Care Dry Flex 16 Resin repair sytem. 5. Supply and fix 40mm wood fibre insulation and two coat lime render to underneath of cill boards between corbels. 4.18.2 Redecorate Windows 1. Allow working from inside and out to replace defective window base boards 2. Stain woodwork with 2 coats of Ronseal 10 year exterior woodstain or equal approved. 4.19 West Elevation 4.19.1 Render to external face of wall 1. Hack off recent cement render at low level as far north as the beginning of the kitchen extension. 2. Re-render in two coat lime, all as specification. Allow for any necessary stainless steel bell casts or corner / jamb beads. 3. Decorate with Keim breathable mineral paint. 4.19.2 Chimney Stacks 1. South Chimney Stack: Cut out 4 no decayed bricks and replace with matching secondhand bricks with 1:3 lime mortar to western chimney stack. 2. North Chimney Stack: Repoint flints between the brick quoins 4.19.3 Dining Room Window Cut out defective oak window cill and replace with new oak cill to the same profile.	

SPECIFICATION OF WORKS AND WORKMANSHIP WITH SCHEDULE OF WORKS	
	PRICE
4.19.4 Window Decorations 1. Wash Clean window and sand timberwork. Repair any defective putty. 2. Stain woodwork with 2 coats of Ronseal 10 year exterior woodstain or equal approved.	
4.20 NORTH ELEVATION	
4.21 Plant Cupboard 1. Construct new plant cupboard on the north wall of the kitchen with 100x50mm preservative treated soft wood studs and rafters, two purpose made soft wood doors as detail and plain clay tiling. All pipework in cupboard to be insulated. All as detail.	
4.17 ELECTRICAL WORKS	
4.17.1 Storage Radiators Disconnect all storage radiators and dispose. Make good socket outlets.	
4.17.2 Lighting Supply and install new recessed light fittings in ceilings as follows:- 1. Disconnect current pendant lights in Living Room, Dining Room , Master Bedroom, and Kitchen. 2. Make good ceilings before decorations where lights removed. 3. Supply and fit new LED ceiling Mouted 5w warm white GU10 white ceiling lights with removable bulbs and fire sheilds to living room, dining room, halls and bedrooms all as drawings. 4. Supply and fit waterproof 5w warm white GU10 LED IP56 ceiling lights in bathroom and kitchen with replacable bulbs.	
4.17.3 Power Supply additional double power sockets to match existing, as plans as follows:- 1. 1no double power sockets in Living room on external walls and 1no double power sockets on staircase wall. 2. 2no double power sockets in Dining room on external walls. 3. 2no additional double sockets in Bedroom 1, one on external wall and one behind bed (wiring may need to be faced fixed in cupboard at low level behing bedhead). 4. 2no additional double sockets in Bedroom 2, both on external walls. 5. 1no low level double power sockets and 2no above worktop level power sockets in kitchen plus fused switched spurs for cooker, fridge, washing machine and dishwasher.	

SPECIFICATION OF WORKS AND WORKMANSHIP WITH SCHEDULE OF WORKS

	PRICE
6. 1o external double power socket and 2no external switched fused spurs for ASHP and plant.. 6. Rate of Rise heat detector in kitchen and smoke detectors in dining room, living room and at top of stairs. To be mains powered, interlinked and with battery back up.	
4.17.4 Shaver Socket Supply and fit shaver socket in bathroom.	
4.17.6 Living room fire Supply and fix coal-effect electric fire in fireplace. Allow provisional sum £500.	
4.17.5 Bathroom Extract Fan Supply Vent-Axia Silent Extract Fan Humidistat or equal approved into existing outlet. (see above)	
4.18.6 Wiring Carry out a test of the wiring in cottage and report findings and costs of any repairs Allow £500 provisional sum for required upgrades following electrical inspection.	
4.19 HEATING	
4.19.1 Air Source Heat Pump The Contractor is to design and install a new air source heat pump to heat the house together with the hot water installation. The heat pump is to have a low noise impact of below and be no louder than 42dcb at 1m from the pump. It is to be installed behind the kitchen on the north wall in the yard on the existing concrete hardstanding. The heat pump should be sized to heat all the rooms in the house to between 18-22 degrees C. The living Rooms/bathroom and kitchen should be heated be capable of heating to 23degrees C. Corridors and stairs to 18 degrees C. Provide all new wiring and simple controls including 7 day timer, with override for hot water and heating. We presume the pipework, tanks and pumps will be fitted in the the kitchen. The pumps and tanks associated with the new heat pump are to be installed in a new external cupboard in the yard.	

4.19.2 **Raidiators**

Supply and fit new low temerature radiators in white which are to run of new wet pipework to suit the new heat pump with thermostatic heat valves.

4.19.3 **Controls**

Provide all new wiring and simple controls including 7 day timer, with override for hot water and heating.

4.19.4 **Hot Water**

Design and supply new preassurised hot water system reutilising old pipework if suitable. The hot water installation is also to have an timed electrical immersion heater backup.

Connect basin, bath, shower and sink to the hotwater system and fit brass issolation valves before any taps or equipment.

4.19.5 **Cold Water**

Design and supply new cold water supply pipework to sink, bathroom basin , shower, WC, dishwaster and washing machine. Each fitting to have brass issolation valves.

4.19.6 **Wastes**

Design and supply upvc waste pipework from all sanitary goods, kitchen sink, waster dryer and dishwasher to existing soil soil vent pipes which connect to mains system.

4.19.7 **Shower Pump Booster**

Supply a booster for shower over the bath fitted in loft over bath. Provide electrical supply as necessary.