

**SPECIFICATION OF WORKS** to be carried  
out and materials to be used for:

**EXTERNAL REPAIRS /REDECORATION & REDECORATION OF  
INTERNAL COMMON PARTS**

at:

**MITRE HOUSE,  
124 KINGS ROAD,  
LONDON, SW3 4TP**

For:

**MITRE HOUSE MANAGEMENT LIMITED,  
7 Mitre House,  
124 Kings Road,  
London, SW3 4TP**

Under the direction and to the  
satisfaction of:

**BOYCE, EVENS & CARPENTER,**  
Chartered Surveyors,  
10 Genotin Terrace,  
Enfield,  
Middx., EN1 2AF.

Date: December 2013

Job Ref: D3827

**PART 1**

1.0.0 **THE PRELIMINARIES**

1.1.0 **Scope of the Works**

Mitre House comprises an occupied block of nine flats with retail units on the ground storey, constructed circa 1930 and located on the North side of Kings Road. The building stands on ground and three upper storeys, the flats on the upper floors served by a communal staircase enclosure, with its entrance located at the centre of the front elevation.

Externally, the works will comprise repairs and redecoration to the front and rear elevations, to the West flank elevation (above the level of the roof over the adjoining property), together with redecoration and repairs at main roof level. On the front elevation, the works will not include the shopfronts to the retail units on the ground storey, but will include the main entrance/surround serving

the residential upper floors. On the main rear elevation, the works will cover the first, second and third storeys, extending down to ground storey level within the central lightwell area. The works will not include the roofs and elevations to the single storey additions behind the retail units, nor the two storey addition along the rear of the site.

Internally, the works will include redecoration and minor repairs/improvements to the common parts serving the residential upper floors between ground and third storey level.

Appended to the rear of this specification are Sketch Plan & Elevation Nos. D3827/SK01, SK02 & SK03. These are not to scale and are provided solely for the purposes of identifying and referencing individual windows and external doors.

#### 1.2.0 **Visit Site**

The contractor must visit the site before completing his tender and satisfy himself as to the nature and extent of the works and the conditions under which the works are to be carried out. No claim will be entertained which is based on lack of knowledge of the local conditions.

#### 1.3.0 **Tender Documents**

The following documents are provided for tendering purposes:

1. 2 No. copies of this specification, including appended Sketch Plan & Elevation Nos. D3827/SK01, SK02 & SK03.
2. 1 No. copy of the Form of Tender.
3. 1 No. Tender Envelope.

#### 1.4.0 **Site Conditions and Access**

Access to the site for labour, plant and materials will be from Kings Road. In this connection, the contractor shall consult all relevant bodies and authorities and obtain all necessary approvals.

For the duration of the works the contractor's working space will generally be confined to the exterior of the building and internal common parts where the specified works are to be carried out.

Where access is required within the flats, the contractor shall be responsible for giving reasonable written notice to the individual residents and for fully liaising with residents during the course of the works. The contractor shall provide all necessary protection within the flats and internal common parts to safeguard against damage. Notwithstanding this, the contractor shall be responsible for any damage that he causes during the course of such internal works.

Storage huts and other temporary accommodation are to be located in an agreed position. Skips (if any) shall also be located in an agreed position.

The contractor is to ensure that his employees and/or sub-contractors do not trespass beyond the aforementioned confines and on no account are they to trespass onto any adjoining properties. This is with the exception of the West flank elevation above the level of the roof over the adjoining property where, prior to works commencing, the employer will obtain consent to scaffold and carry out the specified works from the adjoining owner.

It is hereby brought to the attention of the contractor that the building will remain in normal occupation for the duration of the works and the contractor is to take all necessary measures and precautions to minimise inconvenience and to prevent damage and/or danger to the occupiers, visitors and property. The fire escape routes and doors shall be kept clear of obstruction to ensure that satisfactory means of escape from the building is maintained at all times.

Working hours shall be limited to between 0800 and 1700 hrs Monday to Friday, with noisy works not to commence before 0900hrs each day. No weekend or Bank Holiday working will be permitted.

#### 1.5.0 **Adjoining Premises**

The contractor is to carry out the works at such times and in such a manner as to cause the minimum of inconvenience to the occupiers of adjoining buildings. The public footpaths and roadways are to be maintained in a clean condition, free from rubbish, stored materials or other obstruction at all times.

#### 1.6.0 **Form of Contract**

The Form of Contract will be the JCT Minor Works Building Contract 2011. The following insertions and deletions are to be made in the Contract Particulars:-

<i>Clause etc.</i>	<i>Subject</i>	
Fourth Recital and Schedule 2 (paragraphs 1.1, 1.2, 1.5, 1.6, 2.1 and 2.2)	Base Date	The date of the contractor's tender
Fourth Recital and clause 4.2	Construction Industry Scheme (CIS)	Employer at the Base Date is not a 'contractor' for the purposes of the CIS
Fifth Recital	CDM Regulations	The project is notifiable
Sixth Recital	Framework Agreement	Not applicable

Seventh Recital and Schedule 3	Supplemental Provisions	
	Collaborative working	Paragraph 1 applies
	Health and safety	Paragraph 2 applies
	Cost savings and value improvements	Paragraph 3 applies
	Sustainable development and environmental considerations	Paragraph 4 applies
	Performance Indicators and monitoring	Paragraph 5 does not apply
	Notification and negotiation of disputes	Paragraph 6 does not apply
Article 7	Arbitration	Article 7 and Schedule 1 ( <i>Arbitration</i> ) apply
1.1	CDM Planning Period	Shall mean the period of two weeks ending on the Date of Commencement of the Works
2.2	Date for Commencement of the Works	To be agreed
2.2	Date for Completion	To be agreed
2.8	Liquidated damages	At the rate of £750 per week
2.10	Rectification Period	Six months from the date of practical completion
4.3	Percentage of the total value of work etc.	95 per cent
4.4	Percentage of the total amount to be paid to the contractor	97½ per cent
4.8.1	Supply of documentation for computation of amount to be finally certified	Six months
4.11 and Schedule 2	Contribution, levy and tax changes	To be deleted

5.3.2	Contractor's insurance: injury to persons or property - insurance cover ( <i>for any one occurrence or series of occurrences arising out of one event</i> )	£5 million
5.4A, 5.4B & 5.4C	Insurance of the Works etc. – alternative provisions	Clause 5.4A ( <i>Works insurance by Contractor in Joint Names</i> ) and Clause 5.4C ( <i>Existing structures insurance by Employer in own name</i> ) apply
5.4A.1 and 5.4B.1.2	Percentage to cover professional fees	15 per cent
7.2	Adjudication	
	Nominating body	The Royal Institution of Chartered Surveyors
Schedule 1 (paragraph 2.1)	Arbitration - appointer of Arbitrator (and of any replacement)	President or a Vice-President of The Royal Institution of Chartered Surveyors

**1.7.0 Insurances**

The contractor shall hold insurances to properly indemnify the employer and to comply with the requirements of Clauses 5.1, 5.2 & 5.3 of the Conditions of Contract. The contractor will be required to show evidence that adequate insurances are held.

The contractor shall take out and maintain for the duration of the contract a Joint Names Policy for All Risks Insurance for the full reinstatement value of the Works to comply with Clause 5.4A.1 of the Conditions of Contract.

The employer shall take out (if necessary) and maintain insurance in respect of the existing structures, together with the contents thereof owned by him or for which he is responsible, to comply with the requirements of Clause 5.4C of the Conditions of Contract.

**1.8.0 Programme**

The contractor will be called upon to prepare before the commencement date of the contract a fully detailed programme to indicate his proposals for completing the works by the completion date. The draft is to be submitted to and approved by the surveyors. During the works the contractor shall update the programme as necessary.

1.9.0 **Rights to Use Site**

The contractor is to afford facilities to the employer, his surveyor and/or any other person authorised by them in or upon the building or site and scaffold so that any other works may proceed simultaneously with the contract.

1.10.0 **Definitions**

The term 'Architect/Contract Administrator' wherever it appears throughout the Conditions shall be read and construed as a reference to the surveyors.

1.11.0 **Dimensions**

The attention of the contractor is drawn to the necessity for all dimensions described in this specification of works or shown on the drawings to be physically checked on site prior to manufacture or fabrication of components, or the commencement of construction work. Failure to detect any discrepancy where such would have been found by physical checking will invalidate any claim for additional payment arising from dimensional discrepancies.

1.12.0 **Samples**

Where formally requested, samples of materials to be used in the execution of the works shall be deposited at the surveyor's office free of charge before such materials are ordered in bulk and no materials shall be delivered on site until a sample of the same has been approved.

All materials to be used in carrying out the work arising from variation orders shall be as specified hereinafter, unless the specification is altered by the instructions within the particular variation order.

1.13.0 **Interpretation of Terms**

The terms "fix", "lay" etc. shall be interpreted as "supply and fix", "supply and lay" etc.

1.14.0 **Site Instruction Book**

The foreman in charge shall be supplied by the contractor with a triplicate note pad in which he shall record all site instructions. These are to be signed by the surveyor, who will deal with matters entered in the book at his visits to the works and will issue formal instructions as appropriate.

1.15.0 **Residents Observations Book**

The contractor shall provide a triplicate note book in which residents can record queries and the like in respect of the work. This will be located in an agreed position in the ground floor hallway. At the surveyor's site visits, the contractor shall report any matters entered in the Observations Book to the surveyors for

discussion and action as applicable and shall also provide the top copy of the individual entries to the surveyors. A copy shall be retained by the contractor and the remaining copy shall be left in the Book.

1.16.0 **Notices and Fees**

The contractor is to serve all notices and pay all fees of Local and Highway Authorities in respect of scaffolding, hoardings, skips etc. as may be legally demandable.

It will not be necessary to serve a Building Notice under the Building Regulations in respect of the works.

1.17.0 **Supervision**

The contractor is to allow for proper supervision throughout the period of the contract. As a minimum, a working foreman shall be present during all working hours from commencement up to practical completion of the works, whose responsibilities shall include supervision of the various trades and sub-contractors and full liaison with the residents.

1.18.0 **Attendance**

Allow for attendance and builders work on all trades when and where required in order for the particular trade/trades to be satisfactorily completed and for all work disturbed by a particular operation to be properly made good all as previously existing.

The contractor shall facilitate the works of all sub-contractors during the progress of the works under this contract and shall afford the necessary and usual facilities as they may require, so that their work may proceed simultaneously with that of the main contractor.

1.19.0 **Insurance of Operatives**

The contractor is to allow for all payments due from him under the National Insurance Act and any amendments thereto during the execution of the works and for all costs and expense incurred in connection therewith.

1.20.0 **Health, Safety & Welfare of Work People**

The contractor is to provide for all costs incurred by complying with all safety, health and welfare regulations appertaining to all work people (including those employed by all sub-contractors) employed on the site.

It is brought to the contractor's attention that there are no lavatory facilities available for the contractors use on the site and the contractor shall allow for providing a temporary toilet as required to meet with the regulations. This shall be located in an agreed position and shall be cleared away on completion and the area occupied made good.

1.21.0 **Site Accommodation**

The contractor is to provide for all site huts, further welfare accommodation, storage huts and so forth as may be required for his own and sub-contractors workforce and use and is to maintain any such temporary buildings during the works and clear these away and make good on completion.

The contractor is to make all necessary applications for and is to obtain all consents required from the Local Authority, Planning Authority or other relevant statutory bodies.

Any such temporary site accommodation is to be erected in the positions agreed with the surveyors and no additional accommodation is to be erected without the approval of the surveyors and other necessary consents.

1.22.0 **Temporary Light & Power**

Electricity is available, free of charge, for use by the contractor on the site for the duration of the works. The contractor is, however, to provide at his own expense all temporary connections, leads, fittings etc., which are to be cleared away and all work disturbed made good on completion.

1.23.0 **Temporary Water Supply**

Mains water is available, free of charge, for use by the contractor on the site for the duration of the works. The contractor is, however, to provide at his own expense all temporary connections, storage cisterns and other installations as necessary, which are to be cleared away and all work disturbed made good on completion.



1.24.0 **Scaffolding, Temporary Hoardings and Gantries etc.**

Provide a full working scaffold (including all necessary hoists and other access equipment) for the full height of the front and rear elevations to the building for the proper and safe execution and completion of the specified works. Include for providing all necessary scaffolding to the lift motor room and adjacent flue/stack (stack S6) at main roof level. Where scaffolding is to be erected on/above the public footway at the front of the building, it will be the contractors responsibility to ascertain and comply with any particular requirements of the Local Authority.

Additionally, provide all necessary scaffolding and other access equipment to enable the specified works to be safely undertaken to the West flank elevation above the level of the lower roof over the adjoining property, including for providing all necessary ladder beams and so forth and for fully protecting the adjacent roof areas to the adjoining property. In this regard, the contractor shall confirm at tender stage his proposals for scaffolding/access to this elevation.

£29,322.56

Scaffolding shall only be undertaken by scaffolders holding the appropriate Construction Industry Training Board (CITB) Certificate. Each completed section of scaffolding is to be inspected and certified by the scaffolding sub-contractor following its erection and following any changes/adaption of the scaffold. The scaffold shall also be inspected by a competent person at weekly intervals during the contract to comply with the regulations. A site held scaffolding register shall be maintained to record the scaffolding inspections and other required information to meet with the regulations.

On the front elevation, the scaffolding is to incorporate ladder beams supported by scaffold columns to span the shopfronts and entrances to the commercial premises in a manner to be agreed, in order to minimise obstruction and disruption to the commercial premises. The scaffold columns shall be fully cased in plywood and the soffit to the underside of the lowest lift shall also be fully lined with plywood for the full length of the shopfronts. The plywood shall be painted white. At street level, the contractor shall provide warning lighting to the scaffold columns, together with all necessary temporary warning signs and hazard tape. The contractor shall also install suitable temporary lighting to the underside of the soffit above the shopfronts.

Allow the PROVISIONAL SUM of £800.00 for providing temporary signage for the commercial premises, if required.

£800.00

Regarding the erection and dismantling of scaffolding to the rear elevation, this may be transported through the internal common entrance hallway where practicable or, where this is not feasible, shall be taken up and over the main roof. If scaffolding is taken through the common entrance hallway, the contractor shall fully protect adjoining wall and floor surfaces and will also be fully responsible for making good any damage caused to internal finishes.

Where the scaffolding is to be erected above the roofs over the single storey rear additions each side of the central lightwell area, the contractor shall be fully responsible for assessing the details of the existing roof structures and for ensuring that the scaffolding is designed and erected in such a manner as to ensure that the roof structures are not overloaded. The contractor shall also allow for providing and maintaining full temporary protection to the roof surfaces, rooflights and so forth below and adjacent to the rear elevation scaffolding and, notwithstanding this, will be fully responsible for making good any damage caused to the adjacent surfaces as a consequence of the works.

£ 525

To the full length of the bottom scaffold lifts on both the front and rear elevations, provide close double boarding and Monarflex sheeting.

For the duration of the works, provide and maintain Monarflex sheeting to the vertical faces of the scaffolding on the front elevation. For the duration of the works, provide and maintain debris netting to the vertical faces of the scaffolding on the rear elevation. For the duration of the works, fully enclose the scaffolding above the level of the adjoining roof on the West flank elevation with Monarflex sheeting.

£ 1,050

Provide and maintain all necessary further temporary fencing, hoarding, fans, planked footways, guardrails, gantries and the like for the proper execution of the works, for the protection of the occupiers/visitors and public and for meeting the requirements of the local or other authority and alter, shift and adapt as necessary from time to time and remove on completion and make good all work disturbed.

1.25.0 **Electronic Security Protection**

Electronic security protection shall be provided and maintained to the base of the scaffolding to both the front and rear elevations, installed at a suitable height above ground level against intruders onto the scaffolding. Electronic security protection shall also be provided to the vertical edges of the rear elevation scaffolding adjacent to the fire escape staircase. The protection shall be installed in phases and zoned as required as soon as a section of scaffolding is based out to give protection at all times.

PROV SUM

£ 1,050

1.26.0 **Stability During Construction**

The contractor shall provide all proper temporary support to the structure and fabric of the building where found to be necessary during the period of construction, to be cleared away on completion and any damage made good.

1.27.0 **Temporary Protection**

The contractor is to provide all necessary weather and other protection for the duration of the works. Any works or other items damaged due to inclement weather or the contractor's failure to take adequate protection measures are to be removed and reinstated at the contractor's expense. The contractor shall be liable for damage to the building and its contents and decorations caused as a result of inadequate temporary protection/measures provided by the contractor.

1.28.0 **Plant**

The contractor is to provide all plant, tools, etc, necessary in order to complete the works in a proper and satisfactory manner.

1.29.0 **Maintenance of Roads etc.**

The contractor is to maintain all roads, footpaths, kerbs etc, whether public or private, and shall keep the approaches to the site free from mud and building materials. The contractor is to make good any damage caused by his own or any sub-contractor's or supplier's transport at his own expense or pay all costs and charges in connection therewith.

1.30.0 **Clear Away**

The contractor shall clear away all rubbish and surplus materials as they accumulate and is to clear away all plant and equipment, surplus materials, debris and rubbish on completion. If skips or containers are used for rubbish, they are to be located where agreed with the local authority and, if they are kept on the public highway, they are to be provided with reflective signs and warning lights whether required by the local authority or not.

It is essential that the scaffold is maintained in a clean and tidy condition throughout the duration of the works and the boarded lifts and the areas around the base of the scaffold shall be cleaned on a daily basis.

The contractor shall externally clean and polish all glass to windows and doors on completion.

1.31.0 **The Construction (Design & Management) Regulations 2007**

The Construction (Design & Management) Regulations 2007 shall be adhered to in all respects.

The 'Project' shall be; external repair/redecoration and redecoration of internal common parts at Mitre House, 124 Kings Road, London SW3.

The 'Client' shall be; Mitre House Management Limited, 7 Mitre House, 124 Kings Road, London, SW3 4TP

The 'Designers' shall include:-

(a) Boyce, Evens & Carpenter, Chartered Surveyors, 10 Genotin Terrace, Enfield, Middx., EN1 2AF.

The 'CDM Co-ordinator' shall be; Boyce, Evens & Carpenter, Chartered Surveyors, 10 Genotin Terrace, Enfield, EN1 2AF.

The 'Principal Contractor' shall be; the successful main contractor tendering for the works set out in this Specification.

It is brought to the contractors attention that there are no known asbestos containing materials in the vicinity of the proposed works. However, immediately following erection of scaffolding and before any other works are permitted to commence, the employer will arrange for a Refurbishment and Demolition asbestos survey to be carried out in compliance with the Control of Asbestos Regulations 2012. The survey will cover both the exterior of the building and the internal common parts and the contractor shall make due allowance for this in his programme.

1.32.0 **Overheads**

The contractor is to allow for all off-site management and overhead costs.

1.33.0 **Fixed Price Contract**

The contract will be fixed price and the tender figure will not be subject to any additions or omissions in respect of variation in the price of labour, materials or any other cost.

1.34.0 **Priced Specification**

The contractor shall be required to submit a fully priced copy of this specification.

1.35.0 **Acceptance**

The employer shall not bind himself to accept the lowest or any tender.

1.36.0 **Contingency Sum**

Allow the **Contingency Sum** of £4,000.00 (four thousand pounds) for unforeseen works arising during the course of the contract, to be used as the surveyors shall direct or to be deducted in part or whole if not required.

£4,000.00

## PART II

### MATERIALS AND WORKMANSHIP

#### 2.0.0 GENERAL REQUIREMENTS

##### 2.1.0 MATERIALS, ARTICLES AND WORKMANSHIP

- A **Code of Practice.** All workmanship shall be of good quality and be carried out strictly in accordance with the relevant British Standards Codes of Practice.
- B **British Standards.** All articles and materials are to conform to the British Standards Institute's Specification where such exists and, where not applicable they shall be of good quality to the approval of the surveyors.
- C **Proprietary materials.** The use and fixing of proprietary materials and components is to be carried out strictly in accordance with the manufacturer's recommendations and instructions and, whether specifically referred to or not, all preparatory and other operations referred to in the manufacturer's written instructions and recommendations shall be deemed to be included in the specification description for the materials and components.
- D **Work sections.** The work sections hereinafter contained in Part II of this specification shall be read in conjunction with each other.

#### 3.0.0 BRICKWORK

##### 3.1.0 GENERALLY

- A **Code of Practice:** the work is generally to be carried out to CP:121, Part 1.

##### 3.2.0 MATERIALS

###### 3.2.1 BRICKS

- A **Facing bricks:** shall be selected by the contractor to match the existing brickwork, to be approved by the surveyors. The bricks shall be of unperforated type.

###### 3.2.2 MATERIALS FOR MORTAR

- A **Cement:** shall be ordinary Portland quality to BS:12, with the exception of work below damp proof course level, which shall undertaken with sulphate resisting cement to BS:4027.
- B **Sand:** shall be to BS1200, Table 1.
- C **Hydrated Lime:** shall be to BS:890.

- D **Plasticisers:** shall not be used without the written approval of the surveyors.
- E **Pigments:** shall be to BS:1014 for coloured mortars.
- F **Water:** shall be suitable for drinking.
- G **Bonding agent:** shall be 'Waterproof Universal EVA' bonding agent, as produced by Unibond Ltd., Tuscam Way Industrial Estate, Camberley, Surrey, GU15 3DD.

### 3.2.3 ANCILLARY MATERIALS

- A **Joint sealant:** unless otherwise specified, shall be Dow Corning Hansil Ltd silicone sealant, to approved colour, applied by a specialist contractor, to be selected by the specialist to suit the particular application.
- B **K501 masonry waterproofing solution:** shall be as supplied by Sika Liquid Plastics Ltd.

### 3.2.4 MORTAR MIXES

- A **Cement mortar:** shall be composed in the proportions of one part cement and four parts sand, measured by volume. Where a bonding agent is specified to be incorporated in the cement mortar, this is to be introduced as recommended by the agent manufacturer.
- B **Gauged mortar:** shall be in the proportions of one part cement, one part hydrated lime and six parts sand, measured by volume.

### 3.3.0 WORKMANSHIP

#### 3.3.1 GENERALLY

- A **Generally:** bricks are to be laid frog up and dry clay bricks are to be wetted before use against undue suction. Wetting shall not be undertaken in cold weather and sand-lime and concrete bricks shall not be wet at all except sparingly during very hot and dry conditions.
- B **Bedding and jointing:** bricks and blocks are to be laid in true and regular courses on a full, fairly smooth and levelled bed of mortar and all joints, frogs and recesses are to be filled solid. Mortar is to be kept off the face of the work. The joint thickness for the work is to be 10mm although, in the case of existing buildings, this thickness is to be evenly modified to suit adjacent work if applicable. Perpend and quoins are to be kept plumb and the perpends are to be of the same thickness as the horizontal joints. The walls are to rise evenly and no part is to rise more than 1200mm above any other part.

- C **Bonding:** unless otherwise specified, block walls and half-brick thick walls, including the skins of cavity walls, are to be built to stretcher bond and brick walls over this thickness are to be built to Flemish bond. Notwithstanding this, the bond used in work to existing buildings shall match the old adjacent work where applicable.

### 3.3.2 MORTARS

- A **Mortar type:** unless otherwise specified, the work is to be in gauged mortar.
- B **Colour:** on existing buildings the contractor shall be responsible for using coloured mortar where this is necessary to match the existing work whether this is specifically referred to or not.
- C **Mixing:** on no account shall hand mixing of mortar be allowed and all mixing shall be done with proper mixers. Where this is not practicable, the surveyor's written approval shall be obtained before hand mixing and, if required, 25% additional cement and lime shall be used and the materials thoroughly mixed before adding the water. All mixing and handling plant shall be kept clean and no mortar over two hours old shall be used for the works.

### 3.3.3 REPOINTING EXISTING WORK

- A **Generally:** where repointing of existing brickwork is specified, the joints are to be carefully raked out to a depth of 20mm, avoiding at all times damage to the bricks. Raking out of brickwork shall include removing the existing pointing by any suitable means, including grinding, cutting, chiselling and so forth as is necessary. Where bricks are badly damaged, these are to be replaced at the contractor's own expense. The joints are then to be well brushed to remove all dust and loose material and they are then to be well wetted and repointed in gauged cement lime mortar (1:1:6) with a joint to match the existing work. The mortar for the repointing shall, if necessary, be coloured to match the adjacent existing work and it will be the contractor's responsibility to ensure this. After the repointing, the face of the brickwork shall be carefully brushed down.
- B **Sample panels:** the contractor is to provide a sample panel for each of the types of repointing. This is to be carried out on a section of the existing work and is to demonstrate the specified colour and quality of the mortar and the pointing. The contractor is to obtain the surveyor's approval for each of the panels and is to maintain and protect until the repointing is completed.

### 4.0.0 EXTERNAL RENDERING

#### 4.1.0 GENERALLY

- A **Code of Practice:** the work shall be carried out in accordance with the relevant British Standards Code of Practice.

#### 4.2.0 MATERIALS

- A **Cement:** shall be sulphate resisting type to BS 4027.
- B **Sharp sand:** shall be washed sharp sand to BS 882.
- C **Aggregate:** shall be washed natural stone of a type/types to the relevant British Standard to be selected by the plasterer to suit the required finish.
- D **Water:** shall be suitable for drinking.

#### 4.3.0 WORKMANSHIP

- A **Generally:** the surfaces to be rendered shall be thoroughly brushed down to remove loose material, brick joints raked out for key and the surfaces well wetted before the rendering is applied. The surfaces shall be dubbed out as necessary and the rendering is to be applied in two coats each between 8-10mm thick, finished to match the existing work as closely as possible.
- B **Coats:** first coat to be in the proportions of 1:1:5 sulphate resisting cement, lime and sand. Second coat to be 1:1:6. Both coats to incorporate Sovereign Rendermix admixture gauged into the mixing water.

#### 5.0.0 JOINERY

##### 5.1.0 GENERALLY

- A **Code of practice:** the work is generally to be carried out to comply with BS:1186.

##### 5.2.0 MATERIALS

###### 5.2.1 TIMBER

- A **All timber:** shall be clean, sound, merchantable, properly seasoned straight timber free from any defect or combination of defects, natural or otherwise, making it unsuitable for its function in the works. Timber shall be sorted and selected at the time of fabrication for suitability for the purpose. All timber is to be wrot on all faces unless otherwise stated.
- B **General joinery:** timber for joinery to be decorated with an opaque coating shall comply with BS:1186 Part 1 as qualified hereunder;
  - (a) Hardwood or imported softwood selected for suitability for usage from Appendix A and B of the BS but excluding hardwood described as resinous.



- (b) Seasoned at the time of fixing to the moisture content specified in Clause 4 of the BS.
- (c) Defects limited to those described in the BS for timber Class 2.
- (d) No pith, arris knots, plugs or inserts permitted on any faces, concealed or otherwise, on external joinery.
- C **Timber for grounds etc:** timber permanently concealed in the finished work shall be free from any defects likely to have an adverse effect on the stability or accuracy of the work and shall be pre-treated as required for carpentry work.
- D **Timber sizes:** timber for joinery is specified in finished sizes from which no deviation is allowed from any stated size.
- E **Seasoning and moisture content:** timber shall be seasoned to the specified moisture content before fabrication and, if necessary, the contractor shall ascertain the mean humidity range to be obtained in the completed building and to take this into account as appropriate.
- F **Preservative treatment:** all softwood for external joinery and also other softwood specified as being treated shall be pretreated by the Vac-vac system in accordance with BS:5268 with Vascol/Vascol WR water repellent organic solvent type wood preservative as produced by Hicksons Timber Products Limited, Castleford, West Yorkshire. The treatment shall be in accordance with Hicksons recommendations and shall be undertaken to the timber after machining but before assembly. Two coats of Hicksons Vacsele preservative shall be applied to all cuts, borings and other site workings to the timber.

#### 5.2.2 MECHANICAL FASTENINGS

- A **Corrosion protection:** all ferrous metalwork, screws, bolts, nails and other fastenings shall be protected by galvanising or other suitable plating for external work or for work in areas of high humidity or corrosive conditions.

#### 5.2.3 ANCILLARY MATERIALS

- A **Mastic sealant:** shall be best quality Dow Corning Hansil Ltd., type to be selected by specialist contractor to suit the construction, colour to be confirmed.

#### 5.3.0 WORKMANSHIP

##### 5.3.1 GENERALLY

- A **Storage:** all timber for the works is to be stored dry under cover and protected from rain or inclement weather.
- B **Moisture content:** the contractor shall be responsible for ensuring that the moisture content does not exceed that suitable for the situation.

C **Fabrication and jointing:** shall generally be to BS:1186 Part 2.

#### 5.3.2 PRIMING AND PAINTING

A **Backs of frames:** the backs of frames and the like shall be given a single coat of primer.

B **Bottoms of external doors:** shall be given the full specified paint finish before fixing.

#### 5.3.3 FIXINGS

A **Generally:** unless otherwise specified, the fixings shall be as follows:

B **Unseen fixings:** strength and durability are the only requirements.

C **Fixing materials to be decorated:** fixings are not to be apparent unless the joinery is designed for removal.

D **Fixing self finished and clear finished materials:** fixing shall be by gluing, screwing and pelleting, back screwing, secret nailing or other approved unobtrusive methods.

E **Fixings to concrete, masonry and so forth:** shall be with plugs and screws, bolts as appropriate. Masonry nails shall not be used.

#### 6.0.0 SPECIALIST WINDOW REPAIR SYSTEM (applicable to existing timber windows and external doors)

##### 6.1.0 GENERALLY

A **Generally:** where instructed on site, repairs to existing timber windows and external doors will be undertaken using products, tools and repair methods supplied/recommended by Repair Care International Limited, Unit 19, Darwell Park, Mica Close, Amington, Tamworth, Staffordshire, B77 4DR (tel. 01827 302517).

B **Trained operatives:** all operatives undertaking the repairs shall have received full on-site training from Repair Care International Limited and shall be fully conversant in the use and application of the Repair Care tools and products and the carrying out of each of the repair methods.

##### 6.2.0 MATERIALS/MACHINES

The following repair products and machines will be used in the works:-

###### A Repair Products:

Primer coat: Dry Fix 1, 4 or 16

Repair material: Dry Flex 1, 4 or 16

The contractor shall be responsible for selecting the product most suitable for the particular circumstances, taking into account the repair type, thickness, weather conditions and other relevant factors.

**B Recommended Tools:**

Repair Care Mini-Profi router and cutters  
Scraper  
Dosing pistol  
Mixing Board  
Application knives  
Perspex sheets  
Repair Care Sander  
Repair Care Wood Condition Meter  
Disposable brushes

MIX & FIX set  
EASY-Q Wipes  
EASY-Q Gloves

**6.3.0 REPAIR METHODS/WORKMANSHIP**

The window repairs shall be carried out strictly in accordance with the appropriate Repair Care repair method described below. Where a repair is not covered by one of the following repair methods, the contractor shall obtain further advice from Repair Care International Limited before undertaking the repair.

**A Standard Specification for All Repairs:**

*Preparation:*

1. Remove paint at least 10mm from the area to be treated.
2. Remove all decayed and soft timber using the Repair Care Mini-Profi router and round cutter. Rather than feather the edge of the area, create a 'shoulder' of at least 5mm.
3. Use the the Repair Care Wood Condition Meter to ensure the moisture content is no higher than 18%.
4. If the timber is too wet, allow to dry naturally.
5. Sand the area to remove loose fibres, dust and dirt completely.

*Application:*

1. Shake both components and mix the required quantity of Dry Fix in the correct ratio and brush apply liberally onto the bare wood. If a timber splice is being used, the contact areas of the splice and any exposed end grain should also be coated.

2. Leave Dry Fix to penetrate the wood for at least 20 minutes. It can be left for up to 8 hours (Dry Fix 4 & 16) or up to 2 hours (Dry Fix 1). Wipe away any excess fluid.
3. Dispense the Dry Flex using the dosing pistol and mix thoroughly until a completely uniform colour is achieved.
4. Apply a thin coat to all areas already coated with Dry Fix. Complete the repair by adding more Dry Flex, using timber inserts or face splices where appropriate and/or specified. Perspex sheets can be used to help create a straight edge.
5. Remove excess product leaving a smooth surface.

*Finishing:*

1. When the Dry Flex is completely cured, remove any Perspex sheets and sand the area to ensure a smooth finish and to give a key for the decorative coating. Remove dust.
2. Apply the specified decorative/protective paint finish.

**B Repair Method P2:**

*Sealing of Sound and Open Joints*

For preparation, in lieu of item 2 of the standard specification, open the joint along its whole length using the Mini-Profi router to a minimum of 10mm wide and 10mm deep.

**C Repair Method P4:**

*Repairing Splits/Cracks in Timber*

For preparation, in lieu of item 2 of the standard specification, drill holes 10mm deep at both ends of the crack, then open the crack using the Mini-Profi router to a minimum of 10mm wide and 10mm deep.

**D Repair Method P5:**

*Repairing Natural Flaws in Timber (Knots etc)*

Follow standard specification.

**E Repair Method P6:**

*Sealing Exposed End grain*

Follow standard specification and apply Dry Shield SK.