



MITRE HOUSE MANAGEMENT LIMITED

(REPRESENTING THE NINE LEASEHOLD OWNERS OF MITRE HOUSE)

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INVITATION TO TENDER

INTERNALS

SPECIFICATION OF WORKS

to be carried out and materials to be used for

THE INTERNAL REPAIRS & REDECORATION

PROGRAMME TO THE COMMON PARTS AT

MITRE HOUSE, 124 KINGS ROAD, SW3 4TP

Under the direction, supervision and to the satisfaction of the Directors of Head Lessor

MITRE HOUSE MANAGEMENT LIMITED

MITRE HOUSE, 124 KINGS ROAD, LONDON SW3 4TP

TELEPHONE 020 7589 7502 EMAIL: MANAGEMENT@MITREHOUSE.ORG

January 2012_Budget £27,000 incl. VAT

Job Ref: 2nd Draft/February 2012_Budget £27,000 incl. VAT

Job ref: 3rd Draft/July 2013_Budget £35,000 incl. VAT

Please Note: REVISED WORKS SCHEDULE (in BLUE)

Job Ref: 4th Draft/December 2013_Budget £25,000 incl. VAT

**PART I
PRELIMINARIES**

Scope of the Works

The works comprise the execution of repairs and redecorations to the internal common parts serving the residential upper floors of Mitre House, a block constructed circa 1920.

A Visit Site

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

B Tender Documents

The following documents are provided for tendering purposes:

- (a) 1 copy of this Specification.
- (b) 1 copy of the pdf photos.

C Site Conditions and Access

Access to the site for labour, plant and materials will be from the Kings Road. In this connection, the contractor shall consult with 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 internal common parts where the specified works are to be carried out.

Where access is required within the flats e.g. in order to decorate the flat entrance doors, the contractor shall be responsible for giving reasonable formal notice to the individual residents and for fully liaising during the course of the works. The contractor shall provide all necessary protection within the flats and within the internal common areas to safeguard against damage.

Notwithstanding this, the contractor shall be responsible for any damage that he causes during the course of such internal works.

The building will remain in normal occupation for the duration of the works. The contractor shall undertake the work in a manner to minimise the impact on the normal use of the building and to minimise risk of injury to residents and visitors to the building. The fire escape routes and doors shall be maintained in a condition clear of obstruction for emergency use at all times.

Storage huts and other temporary accommodation is to be located in an agreed position. The contractors skip (if any) shall 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 the adjoining properties.

Working hours shall be limited to between 08.00 hrs and 17.00 hrs Monday to Friday. Noisy works shall not be commenced until after 09.00 hrs each day. No weekend working shall be permitted.

A 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 the adjoining buildings. The public footpath and roadways and the paths, roads and areas on the site are to be maintained in a clean order, free from stored materials and rubbish at all times.

B Form of Contract

The Form of Contract will be the JCT Minor Works Building Contract, 2005 edition, as amended by Amendment 1, issued April 2007. The following insertions and deletions are to be made in the Contract Particulars:-

See Page 3 for details

A 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 employer shall take out as necessary and maintain for the duration of the contract a Joint Names Policy in respect of loss or damage to the existing structures due to any of the Specified Perils to comply with Clause 5.4.B 1.1 of the Conditions of Contract.

The employer shall take out as necessary and maintain for the duration of the contract a Joint Names Policy for All Risks Insurance in respect of the Works to comply with Clause 5.4.B 1.2 of the Conditions of Contract.

A Samples

Where formally requested, samples of materials to be used in the execution of the works shall be deposited in the (surveyor's) office free of charge before such materials are ordered in bulk and no materials shall be delivered on the 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.

B Interpretation of Terms

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

B Form of Contract

The Form of Contract will be the JCT Minor Works Building Contract, 2005 edition, as amended by Amendment 1, issued April 2007. The following insertions and deletions are to be made in the Contract Particulars:-

Clause etc.	Subject	
New Fourth Recital (see Amendment 1)	Construction Industry Scheme (CIS)	Employer at the Base Date is not a 'contractor' for the purposes of the CIS
Fifth Recital (previously Fourth Recital) Article 7	CDM Regulations Regulations apply Arbitration	All the CDM Article 7 and Schedule 1 (Arbitration) apply
1.1 (see Amendment 1)	CDM Planning Period	Shall mean the period of four 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 £300 per week
2.10	Rectification Period	6 months from the date of practical completion
4.3	Percentage of the total value of work etc.	95 per cent
4.5	Percentage of the total amount to be paid to the contractor	97.5 per cent
4.8.1	Supply of documentation for computation of amount to be finally certified	3 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 (for anyone occurrence or series of occurrences arising out of one event) occurrences arising out of one event)	£5 million
5.4A, 5.4B & 5.4C (see Amendment 1)	Insurance of the Works etc. - alternative provisions	Clause 5.4B (Works and existing structures insurance by Employer in Joint Names) applies
5.4A.1 and 5.4B.1.2	Percentage to cover professional fees	15 per cent
7.2 Adjudication	Nominator of Adjudicator	President or a Vice- President of The Royal Institution of Chartered Surveyors
Schedule 1 (paragraph 1) 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
Schedule 1 (paragraph 2.1)	Arbitration Appointment of Arbitrator (and of any replacement)	President or a Vice- President of The Royal Institution of Chartered Surveyors

C The Site Instruction Book

The site foreman 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 (surveyors).

D 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 hall. 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.

E Notices and Fees

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

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

F Supervision

The contractor is to allow for proper supervision throughout the period of the contract. A 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. The foreman shall be directly employed by the main contractor and not by a trade sub-contractor. The foreman shall be the same person throughout the course of the contract.

A Attendance

Allow for attendance and builder's 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 general contractor.

B 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.

C Health, Safety and 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 no lavatory facilities are available on site for his use and the contractor shall provide temporary toilet accommodation as required to meet with the regulations to satisfy the number of operatives on site. Such accommodation as the contractor is required to provide shall be cleared away on completion and the area occupied made good. Use McDonalds.....

D Site Accommodation

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

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

E Temporary Light & Power

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

A 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 to provide at his own expense all temporary connections, storage cisterns and all other installations as necessary, which are to be cleared away and all work disturbed made good on completion.

B Weather Protection

The contractor is to provide all necessary weather protection for the duration of the works.

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

C Stability During Construction

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

D Plant

The contractor is to provide all temporary access equipment, plant, tools etc. to satisfactorily and safely complete the work.

E Maintenance of Roads etc.

Maintain public and private roads, foot-paths, kerbs, etc., and keep the approaches to the site clear of mud and building materials. The contractor is to make good any damage caused by his own or any sub-contractors' or suppliers' transport at his own expense or pay all costs and charges in connection therewith.

F Clear Away

The contractor shall clear away all rubbish and surplus materials as they accumulate and is to clear away all plant, equipment, surplus materials, debris and rubbish on completion. If skips are kept on the public highway, they are to be provided with reflector signs and warning lights whether required by the Local Authority or not

A The Construction (Design & Management) Regulations 2007

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

The 'Project' shall be; Internal Repairs & Redecoration Programme to Common Parts, Mitre House, 124 Kings Road, London, SW3 4TP.

The 'Client' shall be;
Mitre House Management Limited
The 'CDM Co-ordinator' shall be; TBA
The 'Designers' shall include: TBA
The 'Principal Contractor' shall be the successful main contractor tendering for the works set out in this Specification.

B Overheads

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

C 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, plant and other costs.

D Priced Schedule

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

E Acceptance

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

F Contingency Sum

Allow the Contingency Sum of £2,500.00 (two thousand five hundred pounds) for unforeseen works arising during the course of the contract to be used as the Directors shall direct or deducted in part or in full if not required. **£2,500.00**

**PART II: THE PREAMBLES
MATERIALS AND WORKMANSHIP
GENERAL REQUIREMENTS**

A Code of practice: all workmanship shall be of good quality and be carried out strictly in accordance with the relevant British Standards Code of Practice.

B British standards: all articles and materials are to conform to the British Standards Institute's Specification where such exist 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 are 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 hereafter contained in Part II of this specification shall be read in conjunction with each other.

**JOINERY
GENERALLY**

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

**MATERIALS
TIMBER**

F All timber: shall be merchantable, properly seasoned, straight timber free from defects or combination of defects, natural or otherwise, making it unsuitable for its function in the works. It shall be sorted and selected at the time of fabrication for suitability for the purpose. All timber is to be good on all faces unless otherwise stated.

A _General joinery: timber for joinery to be decorated with opaque coatings shall comply with BS 1186: Part 1 as qualified hereunder;

(a) Hardwood or imported softwood selected for suitability of usage from Appendix A and B of the BS but excluding hardwood described as resinous.

(b) Seasoned at 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.

B _Clear finished joinery: timber for joinery specified for clear finish shall comply with BS 1186: Part 1.

C _Timber for grounds etc: timber permanently concealed in the finished work shall be free from any defects likely to adversely affect the stability or accuracy of the work and shall be pretreated as required for carpentry work. .

D _Timber sizes: timber for joinery is specified in finished sizes for 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 Ltd., Castleford, West Yorks, WF10 2JT. Treatment to be in accordance with Hicksons recommendations and the treatment 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.

MAN MADE BOARDS

A _Plywood: shall be obtained from any source with face veneers in compliance with BS 1455, as follows;

(a) For painting: Grade II veneer made from a non-absorbent timber such as beech, birch or gaboon (gaboon not permitted for exterior quality plywood).

(b) For clear finishing: Grade I veneer made from the timber species specified.

(c) Unseen surfaces: Grade III veneer for surfaces permanently concealed in the finished building.

MECHANICAL FASTENINGS

B _Corrosion protection: all metalwork, nails, screws and other mechanical fastenings shall be protected by galvanising or other suitable plating for all external work, work in areas of high humidity or corrosive conditions.

C _Nails: shall be to BS 1202. For decorated work, nails shall be lost head type for stopping.

D _Screws: shall be to BS 1210. Brass screws shall be used for clear finish work.

ANCILLARY MATERIALS

E _Mastic sealant: shall be best quality silicone mastic sealant, Dow Corning Hansil Ltd or equal and approved, of approved colour.

IRONMONGERY

F _Standard ironmongery: where a particular make of fitting is not specified the fitting provided shall be of good quality and satisfactory for the purpose.

G _Keys: on completion, the contractor shall label up and hand a pair of keys for each new lock to the (surveyors).

WORKMANSHIP GENERALLY

H _Shop work: undertake as much fabrication as possible in humidity controlled workshops equipped with efficient machinery and manned by skilled joiners. Produce joinery in accordance with good quality joinery practice and restrict site work to fixings and other operations that cannot be undertaken in a workshop.

A _Fabrication and jointing: shall generally be to BS 1186: Part 2. Joints are not indicated on the drawings, which are intended to show only the final appearance and dimensions of the joinery.

PRIMING AND PAINTING

B _Shop priming: purpose made joinery shall be knotted and given a single coat of primer at the Joinery shop prior to delivery to site. The primer for external joinery shall be Preservative Primer from the Dulux Weather-shield Exterior Gloss System. On no account shall white or pink primers be used for external Joinery.

C _Backs of frames: the backs of frames, skirtings and the like shall be given a single coat of primer before fixing.

PAINTING AND DECORATING GENERALLY

D _Code of practice: the work shall be carried out to comply with BS 6150 and the paint manufacturers printed instructions and recommendations. These documents, subject to any overriding specific requirements contained in the following clauses of this specification, shall form the basis of the painting specification. All recommended preparatory operations, including priming and sealing, shall be undertaken whether referred to in this specification or not.

MATERIALS GENERALLY

E_Supplier for the paints: the supplier for the paints etc., unless otherwise specified, shall be ICI Paints Division, Wexham Road, Slough, SL2 5DS

INTERNAL PAINTING TO TIMBER AND METAL SURFACES

F_Primer: shall be selected by the painting contractor to suit the particular surface.

G_Undercoat: shall be Dulux Trade Undercoat.

H_Satinwood: shall be Dulux Trade Satinwood.

INTERNAL PAINTING TO WALL AND CEILING SURFACES

J_Emulsion: shall be Dulux Trade Vinyl Matt Emulsion.

WORKMANSHIP GENERALLY

A_Generally: prepare and paint the surfaces in accordance with Section 5 of the Code of Practice and manufacturers instructions and recommendations previously referred to. Further information and specific requirements are briefly referred to below.

B_All surfaces: all surfaces shall be cleaned down and all old paint which is not in a sound condition for it to be left and covered with the new paint shall be removed by suitable means.

C_Remove redundant fittings etc: the painting work shall include for removing all redundant old fixings, brackets, cables and the like during preparation and for making good.

D_Defective putties to windows/doors etc: the painting work shall include for hacking out cracked, loose, missing and otherwise defective putties, for preparing and priming rebates and reputtying all as described in 'GLAZING'.

E_Ironmongery, signs, etc.: ironmongery, signs and other removable fittings shall be temporarily removed, set aside, cleaned down and polished and refixed following the painting.

F_Unclip cables: where appropriate cables are to be temporarily released and reclipped on completion.

G_Clean glazing: following the painting, any paint (old and new) shall be removed from the glazing to doors and windows and the like, the paint trimmed as appropriate to leave straight neat sight lines and the glass cleaned off and polished on completion.

COLOUR SCHEDULE

H_Colour schedule: the schedule will be issued by the (surveyors) as soon as possible after commencement of the works.

PART III THE WORKS Scope of the Works

A_The scope of the works comprises the main entrance vestibule and hall at ground storey level and the common internal staircase and landing areas between first and third storey levels. The works also comprise the landing/corridor areas located off the staircase landings leading to the flat entrance doors and also the fire exit doors at ground, first, second and third storey levels. The works also include the cleaners cupboard located at ground storey level adjacent to the rear fire exit door opening. The work does not include the cupboard located off the cleaners cupboard below the staircase.

Repairs Etc.

B_To the plastered wall surfaces, carefully remove the skim coat of plaster where lifting, uneven or otherwise defective, prepare backing plaster surfaces, apply Unibond and reinstate plaster using Thistle Multi-purpose plaster finished flush with existing work. Allow the provisional quantity of 8 sq. metres of new plaster skim in areas not less than 1 sq. metre.

C_To the underside of the plastered downstand beam at the head of the lift cage at ground storey level, prepare the particularly uneven plaster and leave ready for redecoration.

D_To the left hand side of the door opening to Flat 5, trim back the defective and uneven plaster next to the architrave, prepare surfaces and reinstate plaster flush with existing work.

E_To the rear fire exit door at second storey level, remove the carpet draft stripping to the bottom edge of the door and provide and fix good quality brush type draft stripping to the bottom of the door.

F_Where the electrical cables are taken through the timber frames above the head of the fire exit door openings at first, second and third storey levels, make good holes around cables and also make good holes through frame next cables.

G_To the first floor landing/corridor, scrap off the lifting and flaking paint to the cornice above the flat door opening back to a sound edge, fill and rub down and leave ready for redecoration.

H_Ditto to the ceiling and downstand beam to the third storey landing adjacent to the door openings to Flats 7 and 8.

A_At third storey level, between Flat 8 door opening and the rear fire exit door opening, form mdf lining to the side and underside of the downstand beam at the head of the internal wall to cover the poor and uneven plaster to the downstand beam and to also cover the cables located below the downstand beam. The linings are to be primed and

painted to emulsion finish to match the plastered surfaces. At the abutment with the plastered surfaces, fill joints with flexible caulking prior to decoration.

B_ To the staircase half landing at third storey level, remove the stick on plastic sign "No Access to Unauthorised Persons" to the ceiling trap door and clear away. Following completion of the painting, replace with rigid plastic sign, screw fixed to the underside of the trap door.

C_ In order to properly clean the top of the terrazzo staircase balustrade wall and to also properly paint the lift cage, allow for temporarily removing the brass handrail to the full height of the staircase and landings and for refixing on completion, replacing any missing/defective screws as necessary.

D_ To the steel windows, remove all the paint to the ironmongery comprising the sliding casement stays, the casement fasteners and the peg stays to the fanlights and clean and buff up the ironmongery ..

E_ Construct total 3 No. cupboard enclosures to the electrical sub-main equipment and meters located to the landings at first, second and third storey levels. The cupboard dimensions are to be agreed on site but they are generally to be constructed to be of minimum size to enclose the equipment. The cupboards are to be constructed of suitable dimension wrought softwood concealed framework lined with 25mm thick MDF boarding. The doors to the cupboards are to be of double doors and are to be of 25mm thick MDF hung on continuous piano hinges. Provide magnetic catches to top and bottom of each door. Provide brass knobs to outer face of each door. To the outer face of the doors provide twice pencil rounded softwood mouldings set 100mm in from door perimeter. To the 2 No. vertical corners of the cupboards round off the corners to a 10mm radius. At the abutment of the cupboards with the walls/ceilings, apply polysulphice mastic fillets before redecoration.

F_ Remove the stick on type assorted No Smoking signs clear away. Provide and apply replacement signs on completion of the works.

G_ Construct total 3 No. cupboard enclosures to the electrical sub-main equipment and meters located to the landings at first, second and third storey levels. See attached sketch drawings for details. TBA

H_ To the ground floor rear fire exit door, provide new brass escutcheon plate where missing.

J_ In the entrance hall adjacent to the lift, in order to undertake the redecoration work, temporarily remove the wall mounted cork notice board and refix on completion. Ditto to the varnished timber shelf and brackets below the notice board.

K_ Replace the existing mat to the matwell to the main entrance vestibule with new PVC backed best quality coir mat, size and thickness to suit existing matwell.

L_ To the meeting stiles to both leaves of the outer main entrance doors, carefully

remove the damaged and worn stops and renew in hardwood purpose made to match the existing joinery.

M_ To the leading door to the outer main entrance doors, carry out 1 No. small piece-in repair to damaged stile in hardwood.

N_ To the total 3 No. pairs of double doors between the landing areas and staircase at first, second and third storey levels, remove doors and overhead and adjust the floor springs and top and bottom centres and re-hang doors, ease and adjust and leave doors in best operational condition.

O_ To the cleaners cupboard at ground storey level, remove the outer folding door and frame including the borrowed light above and make good plaster and other work disturbed. Regarding the frame to the left hand jamb of the opening this is to remain in position and adapted as required. Stud out opening in 50 x 75mm studwork up to underside of soffit incorporating opening for door. Provide 32mm thick softwood door lining and stops and line both sides of partition in 12.7mm thick plasterboard and scrim joints and setting coat of plaster. Fix twice pencil rounded architraves both sides. Supply and hang FD30 solid core plywood faced flush door lipped in hardwood on pair of 100mm steel butts. To outer face of door, apply softwood twice pencil rounded moulding, set 100mm in from perimeter edge of door. Provide smoke seal and intumescent stripping to door/lining. Provide "Fire door-keep locked shut" rigid plastic notice to face of door. Fix 3 lever mortice lock to door with brass door knob and escutcheon plate to outer face only.

P_ Within the cleaners cupboard, remove the existing glazed "doors" to the lift shaft. Frame out opening in suitable dimension studwork and line on cupboard side with continuous unjointed panel of 12mm thick supalux boarding screw fixed with dome head screws. To perimeter of panel provide twice pencil rounded cover moulding.

Q_ Allow the Provisional Sum of £200.00 for the supply and fix of additional fire notices as instructed by the (surveyors).

A_ Replace the non-matching lower bolt to the fixed door of the main entrance doors and replace with heavy duty brass bolt of the same length as the existing. Provide and fix brass mortice plate to the floor for the new bolt.

Redecorations

B_ Thoroughly prepare the surfaces of the walls, ceilings, soffits, beams, covings and the like, cut out cracks and fill, fill uneven surfaces/holes etc, thoroughly rub down all surfaces and apply two coats of eggshell or silk (TBA) emulsion. Colours to be advised. It is brought to the contractor's attention that the redecoration of the walls will be undertaken in two colours in the same manner as the existing decorations. Panels? TBA

C_ To the previously painted timber and metal surfaces, thoroughly prepare the

surfaces, fill and rub down, prime bare surfaces and apply one full undercoat and two coats of satinwood.

D_ With the exception of the outer main entrance doors, thoroughly prepare the remaining varnished hardwood surfaces, make good open joints/holes and so forth in brummer, thoroughly rub down and apply three coats of best quality stain varnish, colour to be selected. Regarding the hardwood surfaces next to the floors where the surfaces have become darkened, allow for undertaking the required preparation works to these surfaces as required to remove the darkening in order to provide a uniform appearance.

E_ To the inner and outer surfaces of the main entrance doors including the frames and the borrowed fanlight above, strip the existing surfaces, make good open joints, holes and other defects with brummer, thoroughly rub down, apply bleach and stain to approved colour and apply four coats of best quality exterior clear varnish.

F_ At the abutment between all joinery surfaces of frames, architraves, casings and other joinery surfaces with abutting plastered surfaces, prepare and apply flexible decorators caulking during the preparation prior to repainting.

G_ During the preparation, allow for carefully removing and setting aside all signs and notices for the redecoration works. Allow for refixing on completion of the decorations, including replacing any missing, defective or non-matching screw fixings where required.

H_ In connection with the redecorations, allow for temporarily removing existing ironmongery where possible in order to properly undertake the redecorations and for cleaning, buffing up and polishing the ironmongery prior to refixing. Refix ironmongery including replacing any missing, defective or non-matching screws. This work includes the NEW bell pushers, the brass kick plates and also the brass floor spring plates and shoes to the doors. Where ironmongery cannot be removed, these shall be cleaned and polished insitu.

A_ On completion of the redecorations, allow for thoroughly cleaning and polishing all the glazing surfaces to the doors, windows, screens and so forth, including cleaning the surfaces of the lead work and copper surfaces to the leaded lights and copperlite glazing respectively. Where the copper and lead surfaces have been affected by old paint during past redecorations, the old paint is to be carefully removed.

B_ Allow for temporarily removing the fire extinguishers and extinguisher brackets, setting aside and for refixing after redecorations.

C_ Allow for isolating as necessary for safety purposes and for cleaning all surfaces of the light fittings and also the electric switches, socket outlets and so forth.

D_ Where cables are fixed to varnished surfaces, allow for removing the cable clips and releasing the cables. Where possible, the cables are to be refixed in a neat and tidy

fashion with new clips to the adjacent plastered wall surfaces where the cables are to be painted in with the wall surfaces. Where this is not possible, the cables are to be refixed in a neat and tidy fashion with new brown cable clips to the varnished surfaces after redecoration. Where the cables to be refixed are white or grey, the cables are to be carefully painted brown before refixing to the varnished surfaces.

E_ Where cables are fixed to wall, ceiling or painted joinery surfaces, allow for tidying the cables as required to put them in a neat and tidy condition, including removing cable clips and releasing cables where necessary and for refixing with new clips as required to properly undertake the work. Paint in the cables during the decorations.

F_ Include for preparing and emulsion painting the presently unpainted brick support walls below the sink in the cleaners cupboard .

G_ Externally, to the perimeter of the frame and fanlight to the main entrance, following the redecoration, prepare and apply brown silicone mastic sealant joint.

Repairs and Cleaning of Terrazzo Surfaces incl. window sills

H_ Carry out repairs and cleaning and associated works to the terrazzo surfaces to the internal common parts including the externally marble entrance steps. The work is to (or not) include the replacement of the grouting to the terrazzo joints. The specialist is to be employed by the main contractor as a domestic sub-contractor.

J_ Allow attendance, overheads and profit on the sub-contractor's works.

Lift Works

A_ Employ specialist company to carry out the works to the lift installation as set out in specifications appended to this Specification. The specialist is to be employed by the main contractor as a domestic sub-contractor.

B_ Allow attendance, overheads and profit on the sub-contractor's works.

Externally: Emergency Lighting

A_ Isolate and remove the total 4 No. existing wall mounted light fittings present externally above the rear external door openings at ground, first, second and third storey levels to the fire escape staircase. Replace with Bloomberg emergency 3 hr maintained round wall fitting for TC-DD lamp (JC76002 3M), finish to be selected. All on auto sensors. Test on completion.

B_ At first storey level, extend the existing external lighting circuit to provide an emergency light point to the face of the wall of the rear building overlooking the asphalt covered flat roof to be located next to the existing fire exit sign to the mid length of the wall. Provide and install emergency wall light fitting as described above. Test on completion.

A_Allow for isolating as necessary for safety purposes and for cleaning all surfaces of the light fittings and also the electric switches, socket outlets and so forth.

B_Where cables are fixed to varnished surfaces, allow for removing the cable clips and releasing the cables. Where possible, the cables are to be refixed in a neat and tidy fashion with new clips to the adjacent plastered wall surfaces where the cables are to be painted in with the wall surfaces. Where this is not possible, the cables are to be refixed in a neat and tidy fashion with new brown cable clips to the varnished surfaces after redecoration. Where the cables to be refixed are white or grey, the cables are to be carefully painted brown before refixing to the varnished surfaces.

C_Where cables are fixed to wall, ceiling or painted joinery surfaces, allow for tidying the cables as required to put them in a neat and tidy condition, including removing cable clips and releasing cables where necessary and for refixing with new clips as required to properly undertake the work. Paint in the cables during the decorations.

D_Include for preparing and emulsion painting the presently unpainted brick support walls below the sink in the cleaners cupboard.

E_Externally, to the perimeter of the frame and fanlight to the main entrance, following the redecoration, prepare and apply brown silicone mastic sealant joint.

Internally: Emergency Lighting

H Isolate and remove the existing total 6 No. surface mounted ceiling light fittings to the staircase half landings and to the landing areas at first, second and third storey levels. Isolate and remove the existing 2 No. chandelier type ceiling light fittings at ground storey level and hand to managing agents. Replace, type and finish to be selected. All on auto sensors and attached to required Emergency Lighting circuit. Test on completion.

Electrical Works (as above)

A_NICEIC Contractor: all work to be undertaken by NICEIC contractor. All work to be tested and certified as required to BS 7671:2001 standards to include full 5 yearly inspection of all electrical apparatus throughout Communal areas of Mitre House including Lift Room and Basement.

Brassworks, Signage & Tenant Doors

As specified and discussed (TBA)_Item_8

Crittall Communal Windows

Strip down and repair/replace furniture
Prime & paint in colour gloss (TBA)

Communal Furniture

Mirrors, table, mail pigeon boxes

All subject to Budgets (TBA)

Communal SKY & TV install

All subject to Budgets (TBA)

Solar Panels on Roof

All subject to Budgets (TBA)

Brief listing of ALL works to be done (in BLUE) within the £25,000 incl. VAT budget allowing a contingency of £5,000 incl. VAT for affordable misc. items

- a)_Clean & Polish Mitre House Signage
- b)_New Brass Bell Push
- c)_Street Front Door attention
 - 1_ Strip both sides + varnish
 - 2_ Renovate/new door furniture
 - 3_ Marbling/granite/steps/clea
 - 4_ Affix door hold backs
- d)_Install Internal mail box
- e)_New Door Mat
- f)_Renovate inside double doors
 - 1_ Brassware attention
 - 2_ Affix door hold backs
- g)_Hall Table & Mail Pigeon boxes
- h)_Install (4) New Lights in Hallway
- i)_Mirrors on panels - TBA
- j)_Terrazzo Flooring attention
 - 1_ Major attention & Repair
 - 2_ Clean only throughout
 - 3_ Carpeting
- k)_Communal Walls & Ceilings Painting
 - 1_ Two colours
 - 2_ Wallpapering
 - 3_ Mirrors
- l)_Handrail attention & brassware
- j)_Lift Interior Car and External Doors
 - 1_ Internal car decor
 - 2_ External doors, frames, grill/cage
 - 3_ All TBA
- k)_Lighting incl. plug points & Emergency
 - 1_ Internal + auto sensors
 - 2_ External + auto sensors
 - 3_ New plug points each floor
 - 3_ NICEIC tests & reports
- l)_Communal Crittall Windows attention
 - 1_ Strip to bare & prime/gloss
 - 2_ Renew furniture (brass)
- m)_Communal Brass Door Furniture
- n)_Leaseholder's Door Brass Furniture & mats
- o)_Various joinery & re-wiring
- p)_Attention to rear yard, basement etc
 - 1_ Attention to drains
 - 2_ Emergency Lighting
 - 3_ Clean & renovate
 - 4_ Stair lighting
- q)_Gloss to all wood surfaces
 - 1_ All 4 Fire Exit doors
 - 2_ Cleaners Cupboard area
 - 3_ New joinery throughout
- r)_Clean all double door windows
 - 1_ Back to bronze frames
 - 2_ Repair as required
- s)_Attention to ALL Fire Assessments
 - 1_ Signs & Notices
 - 2_ Remove old signage
 - 3_ Extinguishers or not?
 - 4_ Check all door self closers
 - 5_ Check Fire Escape Route
- t)_Misc Communal Additions
 - 1_ SKY & TV install
 - 2_ Solar Panels
 - 3_ Piped music in lift...!!
- u)_Misc as afforded (£5000 contingency)

Please NOTE: *Some items have already been attended to such as Cleaner's Cupboard area.*



**“WE
MIGHT
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...BUT WE
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OF SCALE.”**

**MITRE HOUSE
MANAGEMENT LIMITED**

DECEMBER 2013

WORKS/SCHEDULE/COST/BUDGET £25,000 INCL. VAT

REFER BACK TO ITEMS AS LISTED IN **BLUE** ON PREVIOUS PAGES FOR FULL SPECIFICATIONS OVER AND ABOVE THOSE BRIEFLY LISTED BELOW

1_PAINTWORK

PREPARE, REPAIR WHERE APPROPRIATE, THEN PAINT AND SUPERVISE ALL COMMUNAL AREA WALLS AND CEILINGS AND WOODWORK, COMMUNAL DOORS ETC IN **TWO COLOUR (EMULSION) & ONE GLOSS - ALL AS (BUDGETED/QUOTED)_£5,750 INCL. VAT**

2_ELECTRICS

REPLACE ALL INTERNAL LIGHTING FITMENTS (9) WITH NEW FITMENTS, WITH SELF SENSORS AND INSTALL **EMERGENCY LIGHTING (INTERNAL & EXTERNAL)** FITMENTS WHERE REQUIRED ALL AS (BUDGETED/QUOTED)_£8,500 INCL. VAT

3_STREET FRONT DOOR AREA

REPAIR & RENOVATE MAIN FRONT DOOR (BOTH SIDES) BACK TO ITS CORRECT LIGHT OAK SHADE AND COLOUR, WAX & PROTECT AS REQUIRED
REPLACE BRASS DOOR FURNITURE WITH NEW (MAIN FRONT DOOR ONLY)
REPLACE FRONT DOOR MATTING WITH NEW COIR MAT
REPLACE MAIN FRONT DOOR BELL PUSHER WITH NEW BRASS VERSION
ALL AS (BUDGETED/QUOTED)_£2,430 INCL. VAT

4_TERRAZZO FLOOR

PROFESSIONALLY SCRUB CLEAN (NOT RENOVATE) ALL SURFACES
RE-POLISH ALL COMMUNAL BRASSWARE (NOT INDIVIDUAL LESSEE FRONT DOORS)
ALL AS (BUDGETED/QUOTED)_£1,265 INCL. VAT

5_CRITTALL COMMUNAL WINDOWS

STRIP CLEAN, FULL SERVICE, REPAIR, MAKE GOOD & PAINT INCLUDING REPLACEMENT PARTS AND FURNITURE WHERE REQUIRED
ALL AS (BUDGETED/QUOTED)_£2,055 INCL. VAT

6_ BUDGET PERMITTING CONTINGENCY (£5,000 INCL. VAT APPROX)

TO BE USED FOR OTHER COSMETIC, NON ESSENTIAL ITEMS THAT CAN BE ATTENDED TO BUDGET PERMITTING, SUCH AS:

- A) MAIL PIGEON HOLES + MAIL TABLE + SUITABLE ORNAMENTS/PRINTS/TOPIARY
- B) MIRROR IN LIFT CAR
- C) ATTENTION TO LIFT DOORS & CAGING
- D) ATTENTION TO COMMUNAL WIRING & ELECTRICAL METERS ETC - BOXING IN
- E) ATTENTION TO STAIR HANDRAIL - POSSIBLY RE-BRASS IF AFFORDABLE

MANAGEMENT WILL PROJECT MANAGE INTERNALS & EXTERNALS WITH ON SITE SUPERVISION SUPPLIED BY SURVEYOR/CONTRACTORS - WORKS WILL COMMENCE ON MONDAY 1ST SEPTEMBER FOR MAX 14 WEEKS, TO ALSO INCLUDE EXTERNALS.

EXTERNALS

SCAFFOLDING WILL BE ERECTED ON SUNDAY 31ST AUGUST AT 7.45AM - BUT NO DISTURBANCE/NOISE TILL 8.00AM - ALL WITH LEGAL RBK&C AUTHORISATION.
SCAFFOLDING WILL BE ELECTRIFIED/SHEETED AND RELATIVELY SECURE - BUT YOU MUST INFORM YOUR INSURERS.

FURTHER DETAILS OF EXTERNALS' WORKS/FINAL COSTINGS/QUOTES & TENDERS WILL BE ADVISED WITH SECOND SECTION 20 NOTICE ON 1ST MARCH 2014 AND YES, ALL TV CABLING AND SUCH LIKE WILL BE PROPERLY AFFIXED SO MAKE SURE ANY NEW CABLING, SATELLITE DISHES ETC ARE ALL IN SITU BY MONDAY 1ST SEPTEMBER 2014