



Anderson

SURVEYING AND PROJECT MANAGEMENT

DRAFT

Schedule of Works

for

Escape of Water Damage Repairs

at

**12-13 MOORCROFT
HARLINGTON ROAD
HILLINGDON
UXBRIDGE
UB8 3HD**

Project Ref: ASPM 2522
02 March 2026

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A

ASPM Ref: 2522

Section 1

Preambles and Pre-Construction Health & Safety Information

A

Section 1: Preambles and Pre-Construction Health & Safety Information

Pre-Construction Health & Safety Information

SITE DETAILS	
Site Address	12-13 Moorcroft Harlington Road Hillingdon Uxbridge UB8 3HD
Description of the Site	Grade II listed stucco fronted commercial office.
Access Considerations	Limited parking to the front carpark. The main office areas will remain in occupation daily use throughout the duration of the works.
Site Constraints	As above.
Parking	Parking available for 2 to 3No vehicles within agreed bays. All other parking to be external to the shared property car park on local roads.
Ground Conditions	Unknown.
Other Buildings on Site	The property is adjacent to and surrounded by other properties of a similar age and type which will remain in use throughout the contract period.
Main Accommodation of Affected Areas	G/F: Ground floor, entrance hall, front office. F/F: Front office (left-hand), front office (right-hand). BSMT: Storage room.
Asbestos and Other Hazardous Materials	An R&D asbestos survey has been undertaken previously by others, a copy of which will be issued to the appointed Contractor prior to commence of work. If during the course of the works any additional potential ACMs are identified, the Contractor is to immediately halt works in that area and seek further guidance from the Contract Administrator.
Existing Services	Gas, Water, Electrics, Drainage.
Immediate Hazards	Exposed floor joists at ground and first floor levels and potential fall hazards. Care to be taken to ensure that all walking areas are fully secured. In the event that concern is raised with regard to a specific area of flooring, access is to be limited unless confirmed as safe
Site Visits	To arrange a site visit, please contact: Clive Ellis Mobile: 07976 608878 Email: clive-ellis@outlook.com

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Occupation
The site will remain in occupation during the course of the Works and as such, services and safe access must be maintained to the office staff at all times, excluding within the immediate site areas. The Contractor will be responsible for maintaining the Security of the Site area during the Works programme.

Section 1: Preambles and Pre-Construction Health & Safety Information

Pre-Construction Health & Safety Information

	THE WORKS
Description of the Works	Escape of Water Damage Repairs
Programme for the Construction Phase	Works are anticipated to commence in April 2026.
	The projected programme to complete the Contract Works is 8 weeks.
CDM 2015	The works on this project are to be carried out in full compliance of the Construction (Design & Management) Regulations 2015.
	The Contractor will be the Principal Contractor as defined in the Regulations.
	The Contractor is required to prepare and submit a Construction Phase Plan to the Principal Designer in accordance with Regulation 11 of the CDM Regulations 2015, prior to commencement of Works. This document is to be developed as the project progresses and kept up-to-date with relevant method statements and risk assessments. These may be requested by the Principal Designer for checking.
	The Principal Designer will be the Contract Administrator as defined in the Regulations.
Health & Safety Legislation Applicable to this Project	• Health & Safety at Work etc Act 1974 • Asbestos Regulations 2012 • Management of Health and Safety at Work Regulations 1999 • Noise at Work Regulations 1989 • Control of Substance Hazardous to Health 2002 (COSHH) • Control of Vibrations at Work Act 2005 • Reporting of Injuries, Diseases and Dangerous Occurrences • The Building Regulations 2010 • The Building Act 1984 • The Party Wall etc Act 1996
Existing Health & Safety Documentation	Not applicable.

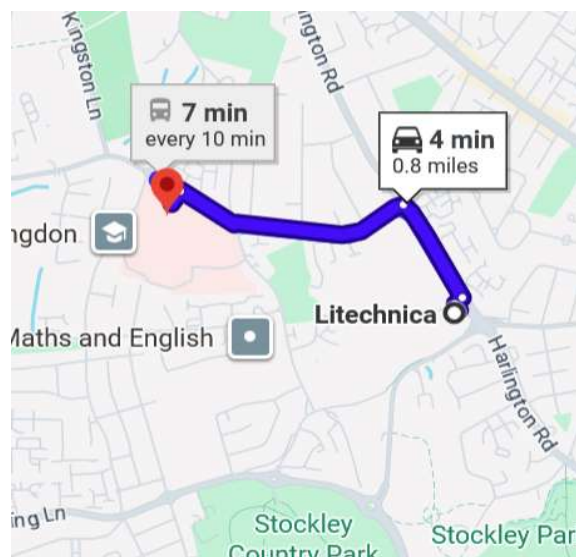
Section 1: Preambles and Pre-Construction Health & Safety Information

Pre-Construction Health & Safety Information

Health & Safety File	Under CDM Regulation 12, the Health and Safety File for the Contract will be compiled by the Principal Designer. The Principal Contractor must provide details where these are requested, along with operational and maintenance manuals and any certificates and warranties, to enable the completion of this. This will act as a record for the Employer and it informs those who might be responsible for the structure in future, how to: • operate it safely (by providing drawings, materials, information and design parameters) • maintain it safely (by providing maintenance/building manuals etc) • alter/renovate it (by providing design parameters and key design assumptions, e.g. can the columns carry another storey?) • demolish/decommission it (particularly if the structure contains e.g. pre-stressed concrete, or unusual materials). Information required in the files should include: 1. "As built" and "as installed" drawings. 2. Information on any hazard noted during the construction work i.e. on the condition of the building, redundant services discovered that are not noted on the "as built" drawings, hazardous materials and any disposal or protection measures undertaken. 3. General details of the construction methods used and information which would be required to be known for any future demolition or dismantling of the structure or building. 4. Operation and maintenance manuals for building service installations. 5. Details of materials used in the works together with colour and catalogue references, cleaning and maintenance requirements. 6. Information on any installed safety precautions/procedures and any recommendations on how maintenance is to be carried out. 7. Guarantees, Warranties, Certificates of Completion and Statutory Approvals where applicable.
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Section 1: Preambles and Pre-Construction Health & Safety Information**Pre-Construction Health & Safety Information**

	PROJECT CONTACT INFORMATION
Employer: Risk Address:	Mr Clive Ellis 12-13 Moorcroft Harlington Road Hillingdon Uxbridge
Contact Tel No:	07976 608878
Email Address:	clive-ellis@outlook.com
Employer's Loss Adjusters:	Sonia Davies Sedgwick Insurance Claims Dept 30 Fenchurch Street London EC3M 3BD
Contact Name:	Sonia Davies
Contact No:	07788 350999
Email Address:	sonia.davies@uk.sedgwick.com
Principal Designer:	Anderson Surveying & Project Management 70 Horseshoe Road Reading Berkshire RG8 7JL
Contact:	Ben Anderson
Contact Number:	07969267277
Email Address:	ben@andersonsurveying.co.uk
Principal Contractor:	TBC
Health and Safety Executive Local Area Office:	Canary Wharf, 10 South Colonnade, Canary Wharf, London, E14

Section 1: Preambles and Pre-Construction Health & Safety Information**Pre-Construction Health & Safety Information****Nearest A&E to Site (A):****Address of A&E:**

Hillingdon Hospital
Pield Heath Road
Uxbridge
UB8 3NN

Tel No:

01895 238282

Section 1: Preambles and Pre-Construction Health & Safety Information

Pre-Construction Health & Safety Information

ABOUT THE CONTRACT	
The Contract	The Contract that applies to this project will be the JCT Minor Works Building Contract 2016. The Contract will be attested (signed) underhand during a pre-contract site meeting by the Contractor awarded the project and the Employer(s): Mr Clive Ellis
Anticipated Contract Period (Weeks)	8
Working Hours	Working Hours are generally to be 8.00am to 5.00pm Monday to Friday. Weekend working may be permitted up to 12noon on Saturday subject to ensuring noise levels are kept to a minimum and within Local Authority limits. A minimum 48hr notice is to be provided for any potential 'out of hours' working and will need to be agreed with the Contract Administrator before carrying out such Works. It is assumed that any out of hours works are included in the tender return sum.
Variations	Variations to scheduled work items will be valued on a pro-rata basis. The Contract Administrator will always aim to agree with the Contractor the value of variations in advance of issuing official instructions for the works in order to avoid delays resulting from verification during the valuation process. It is the Contractor's responsibility to bring to the attention of the Contract Administrator in the first instance any variations to the works he feels are necessary to complete the Contracted Works.
Instructions	The Contract Administrator may, during the Contract Period, issue instructions and the Contractor shall comply forthwith with any instructions so given or confirmed. Where instructions are given verbally, these will be confirmed in writing within 2 working days.
Valuation of Works	The Contract Administrator will value the works completed, including pro forma invoices and materials on site every 28 days after the date of commencement of the works on site.

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Pre-Construction Health & Safety Information

Payment Certificates	Anderson Surveying & Project Management will submit an interim payment certificate for Works valued as above within 5 days of each valuation date.
Payments to the Contractor	The Contractor will submit their payment certificate and corresponding invoices to the Employer who will settle each invoice within 28 days of the date of the valuation due date.
Retention	A 5% retention will be withheld from all payments during the works and a 2.5% retention will be withheld during the below stated rectification period.
Rectification Period	3 months.
Liquidated Damages	£1,500 per week or part thereof.
Contractor's Insurance	The Contractor is to have in place a Contractors '<u>All Risks</u>' policy in place for the duration of the Contract period. The Contractor must have a '<u>Joint Names Policy</u>' clause in place. The Contractor is to provide copies of all valid insurance certificates prior to commencing works on site. A minimum cover of £5,000,000 is required.
Arbitration	In the event of a dispute between the Employer and the Principal Contractor that cannot be resolved between the two parties an arbitrator will be appointed to resolve the dispute. The arbitrator will be the Royal Institution of Chartered Surveyors.
Adjudication	As noted above.
Schedule 3 Seventh Recital	<i>Collaborative Working</i> The parties shall work with each other and other project team members in a co-operative and collaborative manner, in good faith and in a spirit of trust and respect. To that end, each shall support collaborative behaviour and address behaviour which is not. <i>Health & Safety</i> Without limiting either party's statutory and/or regulatory duties and responsibilities and/or the specific health and safety requirements of this contract, the parties will endeavour to establish and maintain a culture and working environment in which health and safety is of paramount concern to everybody involved with the project.



Section 1: Preambles and Pre-Construction Health & Safety Information

Pre-Construction Health & Safety Information

Contractor's Pricing Instructions	<i>Cost Savings and Value Improvements</i> The Contractor is encouraged to propose changes to design and specifications for works and/or to the programme for their execution that may benefit the Employer, whether it is in the form of a reduction in the cost of the works or their associated life cycle costs. • The Contractor shall provide full details of the proposed changes. <i>Sustainable Development and Environmental Considerations</i> The Contractor is encouraged to suggest economically viable amendments to the works which may result in an improvement in environmental performance in the carrying out of the works or of the completed works. <i>Notification and Negotiation of Disputes</i> Each party shall promptly notify the other of any matter that appears likely to result in a dispute or difference. The nominees specified shall meet as soon as possible for good faith negotiations to resolve the matter. The tender is to be completed electronically as an agreed process. The Contractor is expected to visit the site to survey the works and take their own measurements to clarify quantities provided in the Schedule of Works. Where the Contractor feels that further works are required to complete the project then they can qualify this at the foot of Section 3 of the tender document within the 'Contractors Qualifications' section. The Contractor is expected to allow in his costs for <u>all works</u> necessary to complete each schedule work item in full and in accordance with the Standards of Workmanship stated in Section 3 of this tender. All items should be priced for. Where a cost has been included elsewhere, this is to be explicitly stated. All prices should be inclusive of OHP.
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Section 1: Preambles and Pre-Construction Health & Safety Information

Pre-Construction Health & Safety Information

	<i>No claim for variations will be undertaken on the grounds of insufficient information contained within the Schedule of Works.</i> The Contractor is strictly prevented from amending any wording used in the tender document under any circumstances. The Contractor will complete and submit the tender at their own cost.
Tender Submission Date	No later than 12:00pm on TBC. Tenders received after this time cannot be considered.
Noise During the Works	The tender process will be undertaken in accordance with National Joint Consultative Committee for Single Stage Tendering In terms of noise and controlling vibration, the Contractor should use 'best practicable means' at all times. This means that the Contractor will have to use the most practical measures possible to control noise and vibration as defined in Section 72 of the Control of Pollution Act 1974.
Prevention of Pollution	The contractor is to protect the site, the works and the general environment including the atmosphere, land, drain streams and waterways against pollution. If pollution occurs, the contractor is to inform the appropriate authorities immediately, and provide them with all relevant information.
Protection of Public Services	The Contractor will be expected to ensure that their costs include for all necessary action to protect public services such as water, electricity, telephone, buried cables, sewers and the like when executing the works. Included in this is all of the necessary consents that the Contractor will need to obtain to work on, or in close proximity to, these services.
Nuisance/Trespass	The Contractor shall carry out the works in such a manner as to cause the least possible inconvenience or nuisance to the Employer, occupiers of the other lands or buildings in the vicinity or to the public and he is to take all reasonable precautions, including the provision and maintenance of temporary screens, fences and the like to minimise such inconveniences or nuisance.

Section 1: Preambles and Pre-Construction Health & Safety Information**Pre-Construction Health & Safety Information**

	The Contractor shall take all reasonable precautions to prevent any trespass on the property beyond the immediate site of the works by men, plant or materials under his control, and to prevent nuisance from water, smoke, noise, dust, rubbish, other elements during the progress of the works, and shall indemnify the Employer against any claim or action for damage for such trespass or nuisance. The Contractor shall take all reasonable precautions to prevent any trespass on the property beyond the immediate site of the works by men, plant or materials under his control, and to prevent nuisance from water, smoke, noise, dust, rubbish, other elements during the progress of the works, and shall indemnify the Employer against any claim or action for damage for such trespass or nuisance.
Fire Prevention	Contractor is to take measures to ensure there are no fire risks present at the property throughout the contract duration.
Protection to Property	The Contractor is to ensure existing belongings and items unaffected by damage and/or not included in this schedule of works are fully protected against damages.
Water for Use During the Works	The Contractor will need to make their own arrangements with the Employers for the supply of water required for the works.
Electricity for Use During the Works	The Contractor will need to make their own arrangements with the Employers for the supply of electricity required for the works.
Gas for Use During the Works	The Contractor will need to make his own arrangements with the Employers for the supply of gas required for the works.

Section 1: Preambles and Pre-Construction Health & Safety Information

Construction Risk Assessment

RISK	RISK SEVERITY	RISK LIKELIHOOD	RISK LEVEL	ACTION TO BE UNDERTAKEN
Manual Handling - Strain Injury	ACCEPTABLE	POSSIBLE	MEDIUM	Procedures to be verified for carrying of heavy items and monitored. Employees to be fully trained in correct manual handling and lifting.
Risk of explosion - working with gas supply	INTOLERABLE	IMPROBABLE	LOW	No mechanical digging within 500mm of underground services. Services to be identified and mapped before any ground excavation works.
Risk of electrocution - Live Services	INTOLERABLE	POSSIBLE	MEDIUM	Location of all buried services to be identified before any excavation of ground penetration works take place. A suitable method statement is to be prepared detailing procedures for excavation near services and for liaison with relevant services provider.
Risk of electrocution - General	INTOLERABLE	POSSIBLE	HIGH	Care to be taken when removing building fabric, plaster, finishes, fixtures and fittings and the Contractor is to test and identify all concealed cable routes being undertaking such works.
Trip hazards - uneven site	TOLERABLE	POSSIBLE	MEDIUM	Care to be taken, ensuring all clear and obvious risks are identified and covered where possible, particularly when moving materials, etc.

Trip hazards - Floor coverings removed and floorboards lifted.	TOLERABLE	POSSIBLE	MEDIUM	Care to be taken during the works and suitable work and safety boots are to be worn at all times. No unsecured floorboards or coverings are to be left to first floor areas unless secured, or the area restricted for access.
Working at Heights	UNDESIRABLE	POSSIBLE	MEDIUM	Suitable Method Statements should be provided for all major operations with regards to the handling of materials, risk of falling objects, etc and give due regard to control or elimination of these hazards. Correct PPE to be worn at all times when working at high level and access equipment to be installed, maintained and used in accordance with the Working at Height Regulations 2005.
Lifting heavy beams and equipment	UNDESIRABLE	IMPROBABLE	LOW	Appropriate lifting equipment to be installed suitable for the weight of the relevant item.
Site access and egress and management of traffic to reduce risk of collision between people and equipment, plant and vehicles.	UNDESIRABLE	POSSIBLE	MEDIUM	Contractor to ensure that site traffic rules are identified prior to commencement and adhered to at all times during the works. Driveways to neighbouring properties should not be blocked. Any vehicle movement across site should be in attendance with a banksman. Site induction required to highlight these risks.

Loading and unloading	UNDESIRABLE	POSSIBLE	MEDIUM	Loading and unloading is to be from the road across a public footpath to the front of the property, with no known restrictions to road parking. Parked vehicles will not obstruct the access to / from adjacent properties or emergency routes.
Disposal of waste materials and debris. Risk of contamination from waste materials.	TOLERABLE	IMPROBABLE	LOW	Waste materials, litter and building debris to be placed in bins and site skips. Bins and skips to be emptied / changed at sufficient intervals to prevent overflowing, or spillages. All waste is to be disposed of by a licenced waste removals carrier to permitted waste sites. Waste notes are to be retained.
Access and egress within the premises	ACCEPTABLE	POSSIBLE	LOW	All throughfares and access routes throughout the premises are to be kept clear at all times from materials, tools and equipment which may otherwise impede or restrict use of these routes. During the works contract, access to the Site will be restricted to authorised persons only.
All other risks associated with construction work	TOLERABLE	POSSIBLE	MEDIUM	The Contractor is to submit their Health & Safety policy and ensure this is adhered to at all times. Site toolbox talks are to be given for any changes to site conditions or working requirements.

Injury due to exposed nails	TOLERABLE	POSSIBLE	MEDIUM	Caution to be applied during the works, ensuring all joists are denailed during removal of floorboards. Where nails remain these are to be covered or removed.
Hot Works - risk of burns and fire	INTOLERABLE	POSSIBLE	HIGH	Ensure suitable fire extinguishing equipment is available and retained within 2m of areas where Hot Works are taking place. A site check for smouldering should be undertaken an hour following hot works.
Working with glass	ACCEPTABLE	POSSIBLE	LOW	The Contractor is to consider all risks when removing and replacing glazed windows and doors. Correct PPE to be worn at all times when handling such items.
Damage to existing structure	ACCEPTABLE	IMPROBABLE	LOW	The Principal Contractor must accept total responsibility and liability for ensuring the stability of works undertaken, including general construction, services and adjacent structures at all times. The design of any temporary works will be the responsibility of the Contractor and Method Statements should be provided for all supports, shoring or other high risk elements of work undertaken.

Air quality reduced by damp, rot or mould growth.	ACCEPTABLE	POSSIBLE	MEDIUM	All items affected by dry rot which are noted to remain should be carefully removed 1m past the furthest area of rot identified, with all materials bagged and carefully removed to prevent harm. Where rot or mould spores are apparent, respiratory and relevant PPE equipment is to be worn and rooms adequately ventilated.
Working in occupied building	UNDESIRABLE	POSSIBLE	MEDIUM	The Contractor is to ensure that all work areas are clearly identified and restricted access to the occupiers. Adequate protection, warning signs and security measures to be in place as site activities dictate. Maintain fire escapes to the site during the work.
Injury to personal and visitors	UNDESIRABLE	POSSIBLE	MEDIUM	Warning signs are to be in place as required to restrict access to unauthorised personnel. Ensure that any individuals accessing site are provided with correct PPE as appropriate.
Interaction with neighbouring land	ACCEPTABLE	POSSIBLE	LOW	Good working relations are to be maintained and all necessary measures are to be put in place to prevent additional risk being incurred by neighbours during the risks, including the provision of Monaflex to scaffold and Heras fence to the site perimeter.

RISK KEY

RISK SEVERITY KEY
ACCEPTABLE
TOLERABLE
UNDESIRABLE
INTOLERABLE

RISK LIKELIHOOD KEY
IMPROBABLE
POSSIBLE
PROBABLE

RISK LEVEL KEY
LOW
MEDIUM
HIGH
EXTREME

Section 1 - Preambles and Pre-Construction Health & Safety Information

Provisional Daywork Rates

Where works are to be valued on a Daywork basis, the following shall apply:

(Please complete % for a) Labour, b) Material, c) Plant and d) Subcontractor Works and also hourly rates under labour (i-xii) **in blue boxes**.

Labour

- a) The cost of labour will be reimbursed at the all-inclusive rates scheduled below (all such being inclusive of all incidental costs, the costs of supervision, overheads and %).

i	Groundworker	£	 	/hr	} all to be completed
ii	General Operative	£	 	/hr	
iii	Plant Operator	£	 	/hr	
iv	Extra over for Banksman	£	 	/hr	
v	Bricklayer	£	 	/hr	
vi	Roofer	£	 	/hr	
vii	Carpenter & Joiner	£	 	/hr	
viii	Plasterer	£	 	/hr	
ix	Painter & Decorator	£	 	/hr	
x	Plumbing & Heating Engin	£	 	/hr	
xi	Electrical Engineer	£	 	/hr	
xii	Gas Fitter	£	 	/hr	

Materials

- b) The costs of materials will be reimbursed at cost/invoice value net of all discounts with an % for incidental costs and overhead costs and profit.

Plant

- c) The costs of plant will be reimbursed at cost/invoice value net of all discounts with an % for incidental costs and overhead costs and profit.

Sub-Contractor Works

- d) State here your profit & attendance on sub-contractor's % accounts.

Where works to valued on a daywork basis are executed by a sub-contractor, such costs will be reimbursed on the submitted subcontractor costs, net of all discounts.

Section 2

Standards of Workmanship

Section 2 - Standards of Workmanship

Standards of Workmanship

WORKS DESCRIPTION		RELEVANT CODES OF PRACTICE APPLICABLE*
1	Workmanship generally	BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Product manufacturer's definitive installation specifications
2	Cold weather working	NHBC Standards Chapter 3.2
3	Excavations and back filling	BS 8000-1:1989. Workmanship on building sites. Code of practice for excavation and filling. BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Approved Document 7 NHBC Standards Chapters 4.5 and 5.3
4	Concreting to foundations, floors, etc incl reinforced concrete foundations	BS 8000-2.1: 1990. Workmanship on building sites. Code of practice for concrete work BS 8000-2.2: 1990. Workmanship on site. Code of practice for concrete work. Site work with in-situ and precast BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Concrete. Approved Document 7 NHBC Standards Chapter 3.1 Approved Document A
5	Below ground drainage	BS 8000-14: 1989. Workmanship on building sites. Code of practice for below ground drainage BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 5.3 Approved Document H
6	Masonry below DPC	NHBC Standards Chapter 5.4 and 6.1 Approved Document 7
7	DPCs, DPMs and contamination barriers	NHBC Standards Chapters 5.1, 5.2, 6.1, 6.3, 6.9, 6.10, 9.3 Approved Document C BS 8000-4:1989-Workmanship on building sites. Code of practice for waterproofing BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
8	Ground-bearing floor slabs	NHBC Standards Chapters 3.1 and 5.1 BS 8000-2.1: 1990. Workmanship on building sites. Code of practice for concrete work BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.

Section 2 - Standards of Workmanship

Standards of Workmanship

WORKS DESCRIPTION		RELEVANT CODES OF PRACTICE APPLICABLE*
9	Floor screeds	BS 8000-9:2003. Workmanship on building sites. Cementitious levelling screed and wearing screeds. Code of practice BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles Approved Document 7
10	Suspended ground floors	NHBC Standards Chapters 5.1 & 5.2
11	Masonry work	BS8000-3: 2001. Workmanship on building sites. Code of practice for masonry Approved Document 7 NHBC Standards Chapter 6.1 NHBC Standards Chapter 9.1
12	External timber framed walls	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 6.2
13	Stairs and staircases	Approved Document K
14	Roof work	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. BS8000-6: 2013. Workmanship on building sites. Code of practice for slating and tiling of roofs and claddings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Part 7 Approved Document 7 BS 5534:2014+A2:2018 - Slating and tiling for pitched roofs and vertical cladding. Code of practice
15	Structural steelwork	NHBC Standards Chapter 6.5 Approved Document A Approved Document B BS EN 1090-2:2018

Section 2 - Standards of Workmanship

Standards of Workmanship

WORKS DESCRIPTION		RELEVANT CODES OF PRACTICE APPLICABLE*
16	Suspended timber floors	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapters 5.2 & 6.4 Approved Document 7 NHBC Standards Chapters 9.1 Approved Document B
17	Internal timber partition walls	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 6.3 Approved Document B BS 8000-8: 1994. Workmanship on building sites. Code of practice for plasterboard partitions and dry linings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.
18	Dry lining, ceilings and plasterwork	BS 8000-8: 1994. Workmanship on building sites. Code of practice for plasterboard partitions and dry linings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. Approved Document B NHBC Standards Chapter 9.1 NHBC Standards Chapters 6.3 & 9.2
19	Second fix joinery	BS8000-5: 1990. Workmanship on building sites. Code of practice for carpentry, joinery and general fixings BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapter 9.1
20	Other cupboards & fittings	BS8000-0:2014 Workmanship on construction sites. Introduction and general principles NHBC Standards Chapter 9.4
21	Glazing	BS8000-7:1990. Workmanship on building sites. Code of practice for glazing BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles.



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Section 2 - Standards of Workmanship

Standards of Workmanship

WORKS DESCRIPTION	RELEVANT CODES OF PRACTICE APPLICABLE*



Section 2 - Standards of Workmanship

Standards of Workmanship

WORKS DESCRIPTION		RELEVANT CODES OF PRACTICE APPLICABLE*
22	Painting and decorating	BS8000-12:1989. Workmanship on building sites. Code of practice for decorative wallcoverings and painting BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles. NHBC Standards Chapters 9.1 & 9.5
23	Gas works	Gas Safety (Installation & Use) Regulations 1998
24	Electrical installation	BS 7671:2018. Requirements for Electrical Installations. IET Wiring Regulations BS7375:2010. Distribution of electricity on construction and demolition sites
25	Demolition works	BS6187:2011. Code of practice for full and partial demolition
26	Potentially contaminated land	BS10175:2011+A2:2017. Investigation of potentially contaminated sites. Code of practice
27	All works	BS 8000-0:2014 Workmanship on construction sites. Introduction and general principles BS5228-1:2009+A1:2014. Code for practice for noise and vibration control in construction and open sites Building Regulations Approved Documents: A, B, C, D, E, F, G, H, J, K, L, M, P, Q and 7
28	Protection of trees, shrubs and lawns	BS 5837:2012 Trees in relation to design, demolition and construction. NHBC Standards Chapter 4.2

Section 3

Schedule of Works



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Section 3 - Schedule of Works

Schedule of Works

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
	Summary Page			
1.00	Contractors Preliminaries			£0.00
2.00	Site Set Up and Statutory Applications			#REF!
3.00	Enabling Works			£0.00
4.00	Measurement of Works			£0.00
5.00	Floors			£0.00
6.00	Ceilings			£0.00
7.00	Walls			£0.00
8.00	Joinery (Internal)			£0.00
9.00	Joinery (External)			£2,500.00
10.00	Decoration			£5,000.00
11.00	Externals			£5,000.00
17.00	Building Services			£5,000.00
18.00	Finishing Items			£0.00
19.00	Contractors Qualified Items			£0.00
	Variations			
	Sub-Total			#REF!
	Contingency (10%)			#REF!
	Total to Tender			#REF!

Section 3 - Schedule of Works

Schedule of Works

[illegible]



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Section 3 - Schedule of Works

Schedule of Works

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
2.00	Site Setup			
2.01	The contractor is to price for all necessary skips, wait and load lorries or other methods of waste removal, to include debris, spoil and surplus materials at times as required throughout the Works Contract to minimise the build up of waste of site.		Item	
2.02	The contractor is to allow here for temporary protection to all surfaces. Any damage will be rectified at the contractor's own direct expense. Allow for hardboard protection to external areas, including under skips and items for storage. Following completion allow for removal and cleaning down as required.		Item	
2.03	The Contractor is responsible for security of the site and should make all reasonable provisions to maintain security throughout the Works.		Item	
2.04	All for the supply, erection, use and adaptation as required of internal and external access scaffold / towers, etc as required to execute the safe completion of the specified works, in accordance with the Working at Height Regulations 2005.		Item	
2.05	Include here for all costs for the safe execution of the Works to include gloves, masks, hi-vis clothing, etc and any other PPE required to suit individual site activities.		Item	
2.06	Allow all costs here in compliance with the CDM Regulations. Further details provided within the Pre Construction Information section of this tender document.		Item	

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Section 3 - Schedule of Works

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ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
3.00	Enabling Works			
3.01	Maintain the security of the Site for the duration of the Works. Keys for the Site are strictly not to be taken away from site by any sub-contractor or other party other than the Contractors designated key holder for the Project.		Item	
3.02	Ensure full liaison with the Contract Administrator and the Employer throughout the duration of the works and provide a contract programme of works prior to commencement on site.		Item	
3.03	The contractor should include for their OHP within the tender document (either within each item cost or noted within a particular section) to be included in the contract sum. This will not be accepted as a variation if this has not been allowed for.		Item	
3.04	Contingency and Provisional Sums identified within this documents are only to be expended in full or in part following written agreement by the Contract Administrator. When pricing the Works, the Contractor is to provide fixed costs where possible. The inclusion of an excessive number of Provisional Sums above those included in the Schedule will not be entertained. The extent of acceptable PS's is at the discretion of the CA.		Item	
	Section 3 to Collection			£0.00

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Section 3 - Schedule of Works

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ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	Floors			
5.01	To all areas where existing chipboard flooring has been previously removed, or has been maimed / cut, allow for the supply and installation of new 18mm (thickness to be checked to match the existing) moisture resistant tongue and groove boarding laid perpendicular to the existing joists. Boards to be glue and screw fixed at maximum 300mm centres to leave secure. All joints to be glued, including at the abutment between new and retained boards. Where temporary boards are laid to provide access to previously removed floor areas, include for lifting and disposing of these as required.		Item	
5.02	Include for the supply and installation of 100mm Rockwool, or similar acoustic batts, friction fitted between joists prior to over boarding.		Item	
5.03	Include to supply and install new C24 tanalised timber floor joists to the entrance hall internally where previously removed spanning the width of the room and to match dimensions of retained joists. Replacement joists to be hung off galvanised steel hangers fixed to adjacent walls with suitably sized clout nails.		Item	
5.04	Include to supply and install new chipboard flooring to the entrance hall as detailed above.		Item	
5.05	Allow to procure the services of a specialist carpet fitter to relay the previously put aside carpet tiles. Tiles to be laid on suitable tackifier / carpet adhesive to leave secure.		Item	
5.06	Provisionally allow for the replacement of carpet to the basement, ground floor front office and entrance hallway complete. Allow a PC Sum of £30/m ² (supply only). Any 'spare' tiles from the ground floor office are to be used to patch in the first floor office rooms to ensure uniformity of finish.		Sum	



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ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
5.00	Floors			
5.07	Separately include Contractors OH&Ps on the above at _____%.		Item	
	Section 5 to Collection			£0.00

Schedule of Works

ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
6.00	Ceilings			
6.01	To allow areas where ceilings have been previously removed at basement, ground and first floor levels, allow to supply and install 3No layers (as as required to match existing thicknesses) of new 12.5mm plasterboard, screw fixed to the underside of joists at maximum 300mm centres. Tape and joint and apply minimum 2mm skim coat to provide a level and smooth surface, ready for decoration. To rooms where partially removed allow for skimming to the full extent of the affected rooms.		Item	
6.02	Allow for the supply and installation of 2No layers of 150mm mineral fibre insulation roll in the first floor ceiling void above the fronr offices. First floor laid between joists and second layer laid perpendicular above to comply with Building Regulations.		Item	
6.03	To all areas where plaster cornices have been previously removed allow for procuring a bespoke cornice specialist to run new cornicing's to exactly match those as existing. Unless available, off the shelf cornicing will not be permitted unless otherwise directed by the CA.		Item	
	Section 6 to Collection			£0.00



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ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
7.00	Walls			
7.01	To all external facing walls where plasterboard has been previously removed at basement, ground and first floor level, allow to dot and dab fix new 12.5mm foil backed plasterboard. Tape and joint and apply minimum 2mm plaster skim coat to leave a level and smooth surface.		Item	
7.02	Supply and construct C16 100x50mm timber studwork to reconstruct partition walls where previously removed. Timber sizes to exactly match those as existing including doubling up timbers as required to achieve thicknesses. Include for horizontal noggins at 1200mm. Friction fit 100mm acoustic fibre insulation batts between exposed sections of studwork prior to overboarding.		Item	
7.03	To all new and previously exposed studwork supply and overboard with 12.5mm plasterboard to each elevation. Tape and joint and apply minimum 2mm plaster skim coat to leave a level and smooth surface, ready for decoration.		Item	
7.04	To all wall areas where walls have been partially repaired only, allow for skimming to the full extent of the wall to provide uniformity of finish.		Item	
7.05	To the right-hand return wall of the entrance hallway. Allow for the supply and installation of low profile waterproofing membrane as supplied by Delta or similar approved to full width of lobby up to a height of 1.5m. Membrane to be fixed with manufacturer approved fixings including waterproof caps, tapes, seals, etc. Product details to be submitted to the CA for approval prior to order.		Item	
7.06	Prepare and apply new sand:cement render to basement level staircase return wall, extending 1.5m above finished around level.		Item	

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Section 3 - Schedule of Works

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ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
9.00	Joinery (External)			
9.01	Make good all existing window openings where windows removed and prepare ready to receive new.		Item	
9.02	Supply and install 4No new Accoya timber sash windows to exactly match profile of those as existing to openings where removed. Windows to be supplied by Todi and Boys (0208 785 1223), or similar alternative bespoke window supplier. All profile and detailing to exactly match that as existing in terms of frame sizes, beading, profiles, etc, to the satisfaction of the Conservation Officer. Design drawings to be provided for approval prior to order.		Item	
9.03	Supply and construct new hardwood entrance porch complete to match the profile of that as existing and to exactly match to adjacent properties. Include for provision of solid hardwood columns, framework, fretwork, fascias and panelling to underside of porch soffit to exactly match profile of that as existing. Details generally to match those to adjacent buildings and photographs provided at Evidence A.		Item	
9.04	Include to reinstate, put aside stained glass leaded windows to either side of porch.		Item	
9.05	The above noted works are to be undertaken by a specialist joiner. Design drawings to be prepared and issued for approval prior to commencement of works.		Item	
9.06	Supply and install new 250mm x 50mm tanalised timber joists running across width of porch at maximum 300mm centres, secured with tanalised timber bracing / noggins between. Supply and fix new 22mm moisture resistant plywood decking above porch joists, include for provision of furring strips to provide falls in accordance with Building Regulations to fall to direction as existing.		Item	

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Section 3 - Schedule of Works

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ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
9.00	Joinery (External)			
9.07	Allow to reinstate the previously put aside lead flat roof coverings to the porch. Works to be undertaken by a specialist lead worker, including reforming and redressing around wooden roll bars, etc, as required to complete installation. Include for new Code 5 lead flashings at the abutment with the main building and for sealing of upstands where chased into wall with suitable lead mastic.		Item	
9.08	Supply and install new curved plywood arch window frame internally with 18mm moisture resistant plywood to exactly match profile of that as existing. To external face, allow for the supply and installation of new hardwood frame and mouldings to match opening profile with 8mm toughened and laminated glazed unit set within. Glazing to be secured with linseed putty and left ready for decoration.		Item	
9.09	Allow a PROVISIONAL SUM of £2,500.00 for additional repairs to the external porch and entrance area as deemed required following full inspection by the CA on commencement of works. PS only to be expended in agreement with the CA.		Sum	£2,500.00
9.10	Supply and form new hardwood timber doorframe to the front entrance to suit previously put aside doors. Include to screw fix into reveals and for filling of gaps between frame and masonry with timber slips and lime putty, installed in accordance with Conservation Officer requirements.			
9.11	Reinstate previously put aside front entrance doors. Ease and adjust to leave in full working order. Allow to redecorate on completion as detailed below.			
9.12	Ease and adjust double doors into the main office to leave square and true within frames and back to full working order.			
Section 9 to Collection				£2,500.00

Section 3 - Schedule of Works

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ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
10.00	Decoration			
10.01	Rub down, prepare and decorate all new and previously painted surfaces internally to the below noted rooms with 1No undercoat and 2No top coats of Dulux Trade Matt emulsion, applied in accordance with the manufacturers recommendations. Colour: TBC. Include for application of mist coat to bare plaster:		Item	
	a) Basement store room and staircase. b) Ground floor entrance. c) Ground floor office (front). d) First floor left-hand office. e) First floor right-hand office.			
10.02	Rub down, prepare and decorate all new and previously painted joinery internally within the below noted areas including windows with 1No undercoat and 2No top coats of Dulux Trade gloss paint (or as otherwise directed by the Employer), applied in accordance with the manufacturers instructions. Colour: TBC. Include for application of primer and knotting solution to bare timber:		Item	
	a) Basement store room and staircase. b) Ground floor entrance. c) Ground floor office (front). d) First floor left-hand office. e) First floor right-hand office.			
10.03	Rub down, prepare and decorate all external joinery to the front elevation comprising windows, door and newly replaced porch with 1No undercoat and 2No top coats of Dulux Trade Weathershield gloss paint, applied in accordance with the manufacturers recommendations. Colour: TBC. Include for application of primer and knotting solution to bare timber.		Item	

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Section 3 - Schedule of Works

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ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
12.00	Building Services			
12.01	Procure the services of a specialist electrical / IT sub contractor to reinstate the previously removed perimeter ductwork and trunking. Fix back to existing / new skirting boards and test all cabling to ensure this remains in full working order.			
12.02	Include here to appoint an NICEIC approved electrician to inspect and report on the property's entire electrical installation and submit a report to the Contract Administrator outlining any defects and provide a breakdown of all costs for repairs and upgrades.			
12.03	Allow here a Provisional Sum of £2,500.00 plus VAT to carry out repairs to the electrical system as instructed to do so by the Contract Administrator.		Sum	£2,500.00
12.04	Include here to appoint a Gas Safe or similar engineer to inspect and report on the property's plumbing and heating system and submit a report to the Contract Administrator outlining any defects and provide a breakdown of all costs for repairs and upgrades.			
12.04	Allow here a Provisional Sum of £2,500.00 plus VAT to carry out repairs to the plumbing and central-heating systems throughout, as instructed to do so by the Contract Administrator.		Sum	£2,500.00
12.05	Allow here to carry out a full pressure test of the heating system and provide a water pressure report on completion.			
	Section 12 to Collection			£5,000.00

Schedule of Works

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ITEM	DESCRIPTION	QTY	UNIT	TENDER COSTS (£)
14.00	Contractors Qualified Items			
	Section 14 to Collection			£0.00

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Section 4

Form of Tender and Tender Summary



ASPM Ref: 2522

Tender Opening Record

To be Completed by Anderson Surveying & Project Management Only



DATE RECEIVED.....

OPENED BY.....

SIGNATURE.....

WITNESSED BY.....

SIGNATURE.....

WITNESSED BY.....

SIGNATURE.....

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Section 4: Form of Tender

For: Escape of Water Damage Repairs

To: The formal representative of: Mr Clive Ellis

c/o Anderson Surveying & Project Management Limited, 70 Horseshoe Road, Reading, RG8 7JL

We, having read and understood the Form of Contract and Schedule of Works and having examined the tender drawings where referred therein, do hereby offer to execute the whole works described in accordance with the Conditions of Contract for the sum of (enter sum in words):

.....

.....

#REF! (in numerals)

Date and Time of Site Visit:

We can **commence** the works as described in accordance with the Conditions of the Contract and upon authorisation from the Client as soon as (week commencing):

We agree to **undertake and complete** the works as described, in accordance with the Conditions of the Contract, within weeks.

We agree in the event of your acceptance of this offer to enter into a formal Contract, signed under hand, embodying all the conditions and terms contained in the Contract.

We agree that should arithmetic errors be identified prior to acceptance of this offer these will be corrected.

The offer remains open for consideration for 3 months from the date fixed for the lodgement of the tender.

On this day 2024.

Company Name:

Company Registration No:

Address:

Telephone No:

Signature: Name:

Witnessed by (Name:)

(Signature):

PRINT OFF THIS PAGE ONLY, COMPLETE SIGNATURE & WITNESS AND PDF BACK IN BEFORE
SENDING BACK WITH YOUR TENDER IN EXCEL FORMAT

Section 4: Tender Summary

Schedule of Works
for
ESCAPE OF WATER DAMAGE REPAIRS
at
12-13 MOORCROFT
HARLINGTON ROAD
HILLINGDON
UXBRIDGE
UB8 3HD

1.00	Contractors Preliminaries	£0.00
2.00	Site Set Up and Statutory Applications	#REF!
3.00	Enabling Works	£0.00
4.00	Measurement of Works	£0.00
5.00	Floors	£0.00
6.00	Ceilings	£0.00
7.00	Walls	£0.00
8.00	Joinery (Internal)	£0.00
9.00	Joinery (External)	£2,500.00
10.00	Decoration	£5,000.00
11.00	Externals	£5,000.00
12.00	Building Services	£5,000.00
13.00	Finishing Items	£0.00
14.00	Contractors Qualified Items	£0.00
	Sub-Total	#REF!
	Contingency @ 10%	#REF!
	Tender (Exc. VAT)	#REF!

REVISIONS

Rev		Schedule of Revisions
A		
B		
C		
D		