

Specification & Schedule of Work

in respect of

The Refurbishment of the Community Room (Narthex) and Kitchen

at

St Mark's Church, Harrogate



Prepared by:
Stuart C Holland FRICS
Chartered Surveyor

January 2024

PRELIMINARY ITEMS:

General Description:

The work comprises the refurbishment of the kitchen, re-configuration of the Community Room including the introduction of a servery

Kitchen

1. Stripping out the kitchen including wall and floor finishes
2. Alteration to structure
3. Whiterock or similar wall surfaces
4. New kitchen units (in stainless steel)
5. Electrical plumbing & heating
6. New floor coverings

Community Room

7. Flooring
8. New servery counter and back bar to Community Room
9. Ceiling alterations and new lighting to Community Room
10. Removal of redundant cupboards and re-positioning of photocopier

Employer:

PCC and Church Wardens, St Mark's Church
Leeds Road
Harrogate

Contract Administrator:

Stuart C Holland FRICS
4 North Park Drive
Harrogate
HG1 5PN
07973 472060

Site Inspection:

The church is generally open during daylight hours, however notice should be given to the Church Office of any intended visit. An appointment will be required to inspect the room at the base of the tower.

Tel: 01423 544528

Conditions of Tender:

The Employer is not bound to accept the lowest or any tender.

The tender is to be a firm price and to remain open for acceptance until 31st October 2023

The detailed tender of the proposed contractor may be submitted to the Diocesan Advisory Committee for approval prior to an order being placed.

Order of Working:

The order of working is to be agreed with the Contract Administrator prior to commencement. The contractor is to prepare a full method statement for approval.

Restrictions:

Work on Saturdays and Sundays will only be permitted with the prior agreement of the Contract Administrator.

The contractor is to cease working at the request of the Church Representative in the event of the church being required at short notice for funerals or other occasional uses. It is not envisaged that this will happen frequently.

Form of Contract:

The form of contract will be the JCT Minor Works Form 2016

The Contractor will be deemed to be aware of all provisions of this form of contract when tendering. Allow for all expenses in complying with these conditions.

The Conditions will be completed and amended as follows:

Adjudication	The RICS will be the nominating body.
Clause 2.3	Damages for non-completion : £100 per week
Clause 2.5	Defects liability period: 6 months
Clause 4.2	Retention: 5 %
Clause 6.2	Insurance cover to which Clause 6.2 applies shall be £2 million

Insurance:

The contractor is to maintain policies of insurance in accordance with the conditions to cover Contractors All Risk, Public Liability and Third Party Risks. Confirmation, in writing, is to be given by the Contractor's Insurance Company or broker, to the Contract Administrator, that the policies are in force for the duration of the contract and that premiums have been paid.

Temporary works:

The contractor is to provide everything necessary for the completion of the works and is to include in his price for the following:

- Lighting
- Power – a temporary supply will be made available
- Fuel
- Water – a temporary supply is available outside the church
- Telephone
- Administration and Management
- Safety, Health and Welfare
- Storage of materials – area to be agreed with Contract Administrator
- Rubbish Disposal
- Protection of the works
- Security
- Maintenance of Roads and Access
- Small plant and tools

Note: The Contractor is to provide his own welfare facilities.

Contract Documents

This Specification and Schedule of Work will be attached to the Form of Contract and together with drawings 01 and 02 will form the Contract Documents.

Programme:

The Contractor is to submit a programme for approval by the Contract Administrator prior to work commencing. It is anticipated that work will commence in January 2024

Damage / Making Good:

The Contractor must, on completion of the works, make good any areas damaged during the works to the satisfaction of the Contract Administrator and without cost to the Employer. A photographic record of the areas of work will be prepared before work commences and agreed between the Contractor and the Contract Administrator.

Priced Specification:

The Contractor is to provide a fully priced copy of this specification with his tender with each item being individually priced (or a Nil price being clearly indicated).

Materials and Workmanship:

The works shall be carried out by skilled tradesmen; unskilled men to be employed in labouring work only. All work shall be executed in accordance with accepted trade practices and to the satisfaction of the Contract Administrator.

The whole of the workmanship and materials shall comply with the Specification for Materials and Workmanship.

General Foreman:

The Contractor is to arrange to have a competent Foreman on site at all times for the duration of the Contract.

The Contractor shall notify the name of the person in charge to the Contract Administrator in writing at the commencement of the Contract, and of any changes which may take place during the progress of the works.

The Foreman is to have unrestricted use of a mobile telephone which is to be available for use during working hours. The Contract Administrator is to be informed of the number for contact.

Radios.

The use of radios will not be permitted.

Protection.

Suitable protection is to be provided to the work in progress including laying OSB (or similar) to the floor between the entrance and area of work.

Provide protection to the front by cladding in 12mm OSB (or similar)

The church, which is open during daylight hours, receives occasional visitors. Ensure that visitors can safely gain access to look around the church, other than work areas.

Variations

Any work which the Contractor considers to be a variation should be notified to the Contract Administrator prior to the works being executed or omitted and the value of such variations shall be agreed with the Contract Administrator at all times. The sum will be added to or deducted from the Contract sum.

The Contractor must not accept any instruction to vary the work other than from the Contract Administrator

Daywork:

Work shall not be carried out on a daywork basis without the prior written approval of the Contract Administrator

Any work expressly ordered to be carried out on a daywork basis shall be subject to checking by the Contract Administrator. Returns, in duplicate, shall be provided for agreement by the Contract Administrator weekly.

Site Clearance

Clear away from the site and adjacent areas all rubbish and debris arising during the course of the work. The site is to be cleared weekly as a minimum.

Security.

The Contractor will be responsible for ensuring that the site is fully secured at the end of each working day.

Scaffolding and Hoarding:

Not applicable.

Hot Permit:

Any work involving the use of blow torches or similar is subject to the use of a Hot Permit system as laid down by Ecclesiastical Insurance Co Ltd

Commissioning:

On completion of the works, ensure that the electrical installation is tested in accordance with Building Regulations Part P and issue a certificate of compliance to the Surveyor.

New water services to be thoroughly flushed out.

Specification for Materials and Workmanship.

The specification for materials is described in the Schedule of Works or shown on the drawings

SCHEDULE OF WORK

This schedule of Work is to be read in conjunction with:

a. Drawing No's

01	Plan as existing
02	Plan as proposed
03	Ceiling layout – existing
04	Ceiling layout - proposed
05	Lighting installation
06	Servery and kitchen - existing
07	Proposed kitchen layout

b. Schedule of light fittings

c. Servery, Back Bar & Floor Finishes by Stylesmith Interiors

d. Drawings of 1997 reconfiguration – for information only.

General:

The works comprise:

Kitchen

- 1 Stripping out the kitchen including wall and floor finishes
2. Alterations
3. Whiterock or similar wall surfaces & ceiling Finishes
4. New kitchen units (in stainless steel) & fitting out
5. Electrical, Plumbing & Heating
6. New floor coverings

Community Room

7. Flooring
8. New servery counter and back bar to Community Room
9. Ceiling alterations and new lighting to Community Room
10. Removal of redundant cupboards and re-positioning of photocopier

Kitchen Alterations & refurbishment

£ : p

1. Removals

- A Disconnect gas supply to kitchen 100mm above floor level, cap off, strip out existing redundant supply adjacent existing fridge.
- B Isolate electrical installation to kitchen and community room and provide temporary electrical switchboard for site construction works
- C Remove and dispose of:
Kitchen units and worktops
Sink
Gas Cooker
Hand wash sink
Kitchen wall tiles and floor coverings
1 no large roller shutter hatch and frame
Community Room floor coverings; carpet & ceramic tiling (taking care not to disturb underfloor heating)
Community Room lighting
- D Carefully dismantle timber features and counter surrounding serving hatches. Retain all hardwood timber for possible re-use
- E Take out electric warming cupboard and set aside for re-use
- F Take out dishwasher and set aside for re-use
- G Take out and retain for re-use small roller shutter to hatch
- H Isolate flow and return heating supplies and disconnect radiator and overhead heater.

2. Alterations

- J Form opening for new doorway to Community Room from Kitchen including 100 x 65 precast concrete lintol and blocking up redundant openings in 100mm studwork faced with 12.5mm fireline plasterboard and skim to give half hour fire resistance.
- K Carefully support existing arch infill blockwork and remove projecting buttress from a level 850 above floor.
- L 100mm steel channel section with 6 no bolt holes for and including coach screws and resin anchors to existing wall with plate 150mm wide x 300 long welded at one end to channel and with 4 no holes for and including coach screws and resin anchors to remaining top of blockwork buttress.

- A Take down blockwork wall adjacent to kitchen doorway including temporary disconnection of extract fan control, light switch and heater fan control.
- B New partition comprising 100 x 50mm studwork and 12.5mm plasterboard and skim to form recess for coat and bag store (for kitchen users)
- C Ditto 1.5 m high as division between wash up and food preparation areas
- D Ash veneered door, 44mm thick, glazed to match adjacent existing doors, half hour fire resistance with hardwood frame including intumescent strips hung on 1 ½ pair stainless steel butts with satin anodised door closer, push plate and half height pull handle. Fit euro cylinder lock provided by Client

3. Wall and Ceiling Finishes

- E Make good plaster wall finishes after removal of wall tiling to receive wall cladding
- F 2.5mm thick pvc hygienic wall cladding in sheet size 2.40 x 1.20 adhered to wall with recommended adhesive
- G PVC wall cladding divider strips, internal angles and edge trims to exposed top and ends. Cladding to terminate 100mm above floor level with transition closer ready to receive coved skirting.
- H Prepare and decorate wall surfaces above cladding with breathable emulsion paint.
- J Thoroughly clean grease deposits to existing sloping ceiling and decorate with 2 coats vinyl emulsion.

4. Kitchen Fittings & Accessories

Kitchen fittings are to comprise 1.5mm thick stainless steel units, supplied by Client. The contractor is to allow to take delivery of units, unpack, assemble and place or fix in position. (References as drawing 07)

- K Ref 1. Side table to dishwasher
- L Ref 2. Dishwasher (previously taken out and set aside for re-use)
- M Ref 3. Wash up sink
- N Ref 4. Larder fridge
- O Ref 5. Side table approx. 600mm wide
- P Ref 6. Food preparation sink and combined drainer
- Q Ref 7. Corner unit

A	Ref 8. Side table approx. 400 long
B	Ref 9. Electric cooker and oven
C	Ref 10. Side table approx. 400 long
D	Ref 11. Corner unit
E	Ref 12. Side table approx. 1200 long
F	Ref 13. Warming cupboard (previously taken out and set aside for re-use)
G	Ref 14. Side table and drawer unit approx. 1800 long
H	Ref 15. Stainless steel shelves, 6 no to be positioned as instructed by Client
J	Ref 16. Hand wash sink
K	Ref 17. Stainless steel hand towel dispenser
L	Ref 18. Kitchen roll holder
M	Ref 19. Fire extinguisher
N	Ref 20. Fire blanket
P	Ref 21. Stainless steel trolley
Q	Ref 22. Autofill water boiler
R	Ref 23. Autofill coffee makers (3no)
S	Ref 24. Back bar sink
T	Ref 25. Boiling water tap
U	Ref 26. Undercounter fridge
W	3 no Spur uprights fixed through wall cladding to masonry wall behind, 1.8m high with 18 no 225mm brackets and 6 no shelves approx. 1.8 long x 300mm
X	100 x 25 joinery bearer fixed to stud partition, with 6 no heavy duty, stainless steel hat and coat hooks fixed approx. 1.8 above floor level.
Y	2 no 18mm blockboard, lipped on front edge, shelves approx. 800mm x 300 mm on bearers in hat and coat recess, at low level, for bags.

Electrical, Plumbing and Heating

Lighting:

A Re-instate switch in end of coat recess. No other alterations to kitchen lighting.

Power:

B Alter and adapt existing installation to provide:

C Outlet for warming cupboard behind adjacent unit

D 32 amp supply for cooker with wall fixed switch

E Outlet at high level for full height commercial fridge

F Adapt existing supply for dishwasher and position below side table

G Adapt existing outlets above work surfaces to provide 8 no double socket outlets

H Provide 13 amp supply to infrared heaters in sloping ceiling, switched adjacent light switch

Plumbing:

J Alter and adapt existing supplies & drainage to provide:

K Hot, cold and waste to food preparation sink

L Cold supply to 2no coffee making machines

M Cold supply and waste to dishwasher

N Hot and cold and waste to handwash sink

P Provide hot and cold and waste spur for connection to back bar in Community Room.

Heating:

Q New vertical column radiator, allow prov sum of £400 for supply, fitted inside doorway, divert existing supplies and connect.

R Fit 2 no Infrared panel heaters, prov sum £400 each for supply, fitted to slope of existing ceiling.

Floor Finishes

- A Polysafe Standard sheet vinyl, 2mm thick, Silverbirch, laid to screed including a self levelling covering to provide a smooth surface. Joints welded
- B Covering to be turned up as skirting with cove former and capping trim
- C Transition edging between floor coverings at 2 no doorways.

Community Room

Flooring:

- D Take up existing carpet to existing Community Room, excluding Cresh
- E Take up ceramic tiling in front of existing kitchen
- F Remove aluminium separating bars, taking care not to disturb underfloor heating
- G Adjust screed levels in position of existing ceramic tiles to be level with carpeted area
- H Make good as necessary with Ardit self levelling compound to all floors.
- J Lay new barrier matting to existing matwell in front of doorway, Magnum, beige.
- K Lay commercial grade carpet, PC £30.00 sm, adhered to screed as shown on Flooring drawing
- L Karndean Knight Tile, Limewashed Oak, Ref: KP99 to semi circular shape in front of counter, 900 wide and between counter and wall to kitchen
- M Cover strips to all door openings

Serving Counter and Back Bar as Stylesmith Interiors drawings:

- N Servery comprising dual level surface in quartz, 25mm thick, supported on 38 x 38 framing set to curve where necessary with 9mm birch ply to face, curved, glued and pinned to frame, painted. Bottom shelf 100mm above floor level, single intermediate shelf with vertical dividers at 600mm centres, all painted. Overall size 4.50m long, 750 wide, upper level 900mm above floor, lower level 750mm above floor.

A	Ash staves planted on face of counter, cut from retrieved timber from stripping out works.
	Back Bar & Shelving:
B	Purpose made back bar overall 1900 long, 38 x 38 framing to support quartz work surface 700mm deep with rounded ends, 9mm plywood ends and front, painted. Recess in base for fridge.
C	Shelf units ex 25mm MDF, furniture grade, painted and fixed back to masonry.
D	Extend services to provide:
E	Socket outlet at low level for fridge
F	2no double socket outlets above worksurface
G	Fused spur for boiling water tap
H	Water outlet for auto fill coffee maker.
J	300mm diameter stainless steel sink set in quartz top with waste and hot and cold supplies.
K	Suspended lighting shelf in 25mm mdf to mirror servery, hung from Unistrut supports above ceiling with rigid 12mm dia threaded bar. 50mm mdf upstand to all edges.
L	Take from store and fix roller shutter into newly trimmed opening with sw painted lining to perimeter and quartz shelf, level with stainless steel kitchen surfaces.
	Decorations:
M	2 coats trade emulsion in Shaded White 201, Farrow & Ball, to previously painted masonry wall.
	Ceiling Alterations:
N	Disconnect and remove all existing light fittings to suspended ceiling.
O	Infill lighting troughs with 50 x 100 framing to receive plasterboard
P	Overboard existing ceiling with Echostop perforated plasterboard in sheet size 2400 x 1200 screwed to existing substrate with additional screws to existing MF ceiling system. Tape and fill all joints ready for decoration.
Q	12.5mm plasterboard stop bead to exposed edges.

A	2 Coats matt emulsion paint to perforated ceiling and existing sloping ceilings	
B	Form access hatches to line up with existing ceiling access hatches	
	Lighting:	
C	Lighting as shown on Light Planning & Design drawing 14/07/23, switched to existing switching, final connections to be determined on site, comprising:	
D	Lytebeam 3 circuit track by Concord Lighting Ltd	5 No
E	Ref A: Semi recessed Glace 1599LM circular by Concord	12 No
F	Ref B, B1, C & D: LED Spotlight Beacon by Concord	27 No
G	Ref D: TubiXx LED pendant by Concord	2 No
H	Ref E: Emergency light fittings, Start, downlights by Sylvania	6 No
J	Ref F: Wall mounted spot as D	3 No
K	Ref G: Mini downlights by Sylvania	3 No
L	Ref H: Concealed LED warm strip (to servery and wall shelves)	10 m
	Removal of Redundant Cupboards:	
M	Take out cupboards to low level behind and adjacent to spiral staircase	
N	Make good render and touch up decoration	
o	Position photocopier below west, side window	

SCHEDULE OF WORKS:

COLLECTION

From :

Preliminaries – pages 1 - 6

Specification of Materials and Workmanship and general description
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Contingency:

Allow a contingency of £4,000.000 to be spent only under the direction of the
Surveyor & Contract Administrator.

4,000.00

Total To Form of Tender

£