for the **General Repairs**

to

CHURCH of ST. MARY, HEMEL HEMPSTEAD

HERTFORDSHIRE

Michael Dales Partnership Limited
65, Hermitage Road, HITCHIN, Hertfordshire SG5 1DB

in connection with the
General Repairs
to
St. Mary's Church,
Hemel Hempstead
Hertfordshire.

May 2023
Revised June 2023

1 PRELIMINARIES

1.1 The Employer is St. Mary's PCC

1.2 The Architect is Michael Dales Partnership Limited
65 Hermitage Road, Hitchin, Hertfordshire. SG5 1DB
Telephone Number (01462) 230803.

1.3 The works will be inspected by and are to be carried out to the satisfaction of the Architect.

The works to be carried out are shown and described in this specification.

Works comprise general masonry and associated repairs to the Church as identified from the 2022 Quinquennial Inspection.

The Contractor is advised to visit the site prior to the submission of their Tender to inspect the building, the means of access and the site conditions and the scope of the works as described or can be reasonably inferred. No claims for extras will be accepted arising from the contractor's failure to do so.

The Contractor will be required to ensure that all activities related to this building contract are strictly confined within the boundaries of the site and the area identified within the site.

Externally the Contractor is to make a compound using security fencing to protect the public from the works and the works from the public.

The church will remain in use during the works. The contractor shall make all necessary provision for safe access and egress from the building at all times

The Contractor shall ensure that the security of the works is maintained at all times during the works.

The Contractor shall allow in his tender for any inconvenience, uneconomic working. The Contractor should allow for shorter working days in relation to hot work and to setting times in relation to lime mortar and lime-wash.

1.4 The form of Contract under which the works are to be executed will be the JCT Minor Works Building Contract 2016.

Tenders are to remain open for acceptance for a period of not less than 90 days from the date fixed for the submission of tenders.

1.5 The following are the Clause numbers and headings of the Conditions of the Contract and the Contractor is to allow in his Tender for observing the full text of each Condition.

4th Recital & Schedule 2	Tender date shall be base date
4th Recital & Clause 4.2	Employer is not a contractor
5th Recital	CDM regulations The architect will be appointed Principal Designer
6th Recital	Framework Agreement is not applicable.
7th Recital & Schedule 3	Collaborative working applies.
	Health and safety shall apply.
	Cost savings and value improvement shall apply.
	Sustainable development and environmental considerations shall apply.
	Performance indicators shall not apply.
	Notification of disputes applies. Employer and Contractor to complete to show their respective nominees
Article 7	Article 7 and Schedule 1 shall apply.
Clause 1.1	CDM planning period shall commence 14 days prior to work commencing.
Clause 2.2	Will be completed to indicate that the works will be commenced and shall be completed by the dates shown on the Form of Tender.
Clause 2.8	Will be completed to show the sum of £200.00 per week.
Clause 2.10	Will be completed to show a rectification period of 12 months
Clause 4.3	Will be completed to show 95%.
Clause 4.4	Will be completed to show 97.5%.
Clause 4.8.1	Shall be completed to show 3 months.

Clause 4.11 & Schedule 2	Shall be deleted (Fluctuations Option does not apply) Percentage addition shall be completed to show Nil.
Clause 5.3.2	Shall be completed to show that the contractor shall indemnify the Employer in the sum of not less than £10,000,000.00.
Clause 5.4A	Shall be deleted
Clause 5.4B	Shall apply
Clause 5.4C	Shall be deleted
Clause 5.4A.1 & 5.4B.1.2	Shall be completed to show 15%
Clause 7.2	Adjudicator or arbitrator shall be appointed by RIBA

The date of practical completion will be the date certified under clause 2.9

1.6 The Employer, Contractor and any Sub-Contractor shall produce evidence to the Architect to show that the insurances referred to in the contract have been taken out and are in force at all material times.

All existing structures, contents, also the works and unfixed materials and goods (except Contractor's sheds, plant, tools and equipment) shall be at the sole risk of the Employer as to the loss or damage by the perils listed in the Contract. The Employer shall maintain insurance against those risks, including any necessary demolition and removal of any debris, for the full reinstatement value concerned plus 15% for fees.

The Contractor must Indemnify the Employer against all liabilities, loss, claim, expense or proceedings whatsoever, in respect of damage to the Church arising out of the negligent use of blow lamps, lead burning torches, welding equipment and any other apparatus. The Contractor must also cause any sub-Contractor to maintain insurance against all liability of the aforesaid risks.

1.7 In addition to the above the following precautions are also to be put into force:

a) Where any external tower scaffolding or platforms are used it is essential that they are dismantled at the end of each working day.

b) All lower level access ladders to permanent scaffolding are to be removed from the site or locked in the Church (if agreed with Employer) at the end of each working day.

c) The lowest platform of any scaffolding must be a minimum of 4 metres above ground level.

d) A secure compound a min of 4m high in corrugated iron sheet with a lockable access door is to be maintained around any works carried outside the existing building.

1.1 Tendering Procedure: Competitive tenders will be invited based upon the detailed drawings and this Specification. When considering the tenders submitted the Employer will take into account the dates quoted for commencement and completion of the works in addition to the tender sum.

The Employer does not bind themselves to accept the lowest or any Tender. No remuneration will be paid for the preparation of Tenders.

1.08 Programme. The contractor's suggested programme for the works is to be submitted with his tender and will be taken into account by the Employer when considering which tender to accept. The subsequently agreed programme will form part of the contract documents.

During the course of the Works the programme shall be regularly marked up to show the actual progress of works for inspection by the Architect.

Similarly, within fourteen days after the signing of the Contract the Contractor shall submit to the Architect a priced copy of this Specification with each item priced to show the cost of the work described. This priced copy of the Specification will not be treated as a Bill of Quantities and will be used only for assessing the value of work in progress and the cost of any variations.

Two copies of any drawings (not counting any certified copy of the contract drawings) will be issued to the Contractor free of charge. Extra copies will be issued on request, but will be charged to the Contractor.

1.09 Do not scale from the drawings. All dimensions should be checked on site or with the Architect. Any significant discrepancies should be notified to the Architect.

1.10 The Contractor is required to present his Application for Payment in the following manner:

Spec Item	Detail	Cost in Priced Spec.	% complete	Valuation

1.11 The Contractor will be required to provide proper on-site supervision of the Works throughout the whole period of the Contract by the employment of a Site Foreman, (or other suitable person). The Foreman shall not be removed from the site or replaced without the written consent of the Architect.

The Architect will make frequent inspections of the work in progress. The Contractor is to notify the Architect if he is to be off-site.

1.12 The words "supply", "provide", or "provide and fix", in this Specification are to be taken to assume that the Contractor will include all the labour and materials required to complete the operation described.

The word "approved" is to be taken to mean approved by the Architect.

1.13 The Contractor is to provide everything necessary in the way of materials, tools, plant and labour for the proper and complete execution of the Works involved in the Contract according to the **intent and meaning of the drawings and this Specification providing that this can be reasonably inferred from either.**

The absence of a description of work or materials or fittings or an Estimated Cost in the priced copy of this Specification submitted by the Contractor in compliance with Clause 1.08 shall not vitiate the requirements of this Clause.

1.14 The quality of materials and products to be used for the works shall not be less than described in the appropriate British or European Standard Specification.

Where work is shown or described to be in accordance with a Code of Practice the Contractor shall ensure that the recommendations of the Code of Practice are complied with in all respects.

Workmanship shall in all cases be in accordance with the best methods recognised throughout the trade.

No contractor or sub-contractor shall sublet work of a specialist or qualification led nature without the consent of the architect.

1.15 Materials and work likely to deteriorate if left exposed must be kept undercover and/or protected.

Similarly, the Contractor shall protect completed works to prevent damage by following trades.

1.16 The Contractor shall accept delivery of all materials to the site and shall ensure that they are of the quality and quantity specified, in proper condition at the time of delivery and properly stored until fixed.

1.17 Where appropriate the Contractor shall be responsible for serving the Notices on the Local Authority when work on site is commenced and at the appropriate times as the Works proceed and upon completion. Where appropriate the Contractor will be required to obtain a Notice of Satisfactory Completion of the Works from the Local Authority. Where appropriate the Contractor shall also be responsible for the service of any other Statutory Notices required as a result of him carrying out the Works. The Contractor shall pay all charges due in respect of same.

1.18 The Contractor may make use of the Employer's power and water supplies.

1.19 The Contractor shall attend upon, cut away for and make good after all trades and domestic and Nominated Sub-Contractors.

1.20 The Contractor is to provide secure site office and storage accommodation and toilet facilities for the use of the site staff and operatives and is to pay all rates and charges due in respect of any temporary buildings erected for the Works.

1.21 Upon completion of the Works the Contractor shall leave the whole of the Works clean and in proper condition. The Contractor shall clear away all temporary buildings and re-instate any area of the site affected by same.

1.22 The Contractor shall be responsible for checking any dimensions on the site and shall advise the Architect of any discrepancies found.

1.23 Include the sum of 10% of the total cost of Prelims and Schedule of work for Contingencies to be used in whole or in part as directed by the Architect. The whole or any part of the Contingency sum not so used shall be deducted at the settlement of the Account.

1.24 HEALTH AND SAFETY

The Contractor shall ensure that he, his employees, sub-contractors and visitors to the site at all times observe the relative standards and codes of practice for health and safety where building work is carried out.

In particular where work is carried out on scaffolding at high level industrial safety helmets to BS5240 are to be worn, masks are worn where dust is being created and ear defenders where noise is generated.

All visitors to the site are to be provided with safety helmets should they require them.

1.25 The Contractor shall allow for observing the full implications of the Employers health and safety policy together with current requirements for CDM Regulations. The Contractor shall note that all CDM documentation must be completed before the issue of a Final Certificate.

1.26 FIRE PRECAUTIONS

Take all necessary precaution to prevent nuisance to public on and off site from smoke, dust, rubbish and other causes.

The contractors shall provide and maintain on site appropriate fire extinguishers for the duration of the works.

1.27 The Contractor is to take all reasonable measures to prevent loss or damage by fire. All workmen should be shown the location of fire extinguishers and are to be told where telephones can be found in the event of an emergency. Where work involving the use of blow-lamps, lead burning torches or any other flame producing apparatus it should be carried out under close supervision. 2 No. 2 gallon water type extinguishers should be kept in close proximity to the apparatus. All parts of the Church fabric where a heating process has been carried out must be given a final inspection two or three hours after work has ceased for the day. The Contractor should make due allowance within his tender for shortened working days where this applies.

1.28 Smoking is strictly prohibited on the site.

1.29 The playing of radios during the working day will not be permitted except with the express permission of the Employers representative. The Contractor, his sub-Contractors and operatives should bear in mind the purpose of the building and behave in an appropriate manner at all times.

1.30 Any electrical contractor shall have **N.I.C.E.I.C Approved Contractor Status**. Any temporary electrical wiring should comply with N.I.C.E.I.C. Regulations and should be disconnected at the end of each working day. All waste material should be removed from the site at the earliest opportunity. Where any fittings are specified and they arrive in packaging the packaging should be removed outside the Church and disposed of. No bonfires or disposal of packaging or waste material should be carried out on site.

1.31 The storage of inflammable materials shall be outside the Church and well away from the building.

INSURANCE:

Dependent upon the type and extent of the 'hot work' it may be prudent to notify Insurers of the work and seek their approval of safety precautions put in place.

PROTECTION

Every effort is to be made to prevent damage to existing building fabric, fences, walls, gates, paving, trees and shrubs and other features which are to remain in position during the execution of the works.

The Contractor shall provide and fix all and any necessary temporary casings, boards, sheets etc. to ensure this.

The Contractor, sub-Contractors and all operatives must bear in mind that the Church will remain in use during the works and that the programme of works must be agreed with the church administrator who will acquaint the Foreman with any need to stop work during a service or burial.

The Contractor shall make due allowance within his tender for the inconvenience caused by stoppages in work to accommodate services etc.

The contractor shall take adequate measures to ensure that rainwater gutters, hoppers, downpipes and drains are not blocked or choked as a result of the works. Where appropriate the contractor shall take such measures as necessary for diverting rainwater temporarily for the protection of the building and its contents.

1.32 AUTHORITY

All works have been approved by the Diocesan Advisory Board and have received a Faculty prior to work commencing on site. Where special or urgent circumstances occur the contractor shall advise the architect who will enquire whether a licence may be required to proceed.

Where day work is carried out, each time-sheet and invoice is to be signed by the Foreman as correct and is to refer to the Architect's Instruction for the work. Day works only to be carried out with authority of architect.

Completed day-work sheets will only be considered for acceptance if submitted with ten working days.

All additional works or variations shall be valued at rates comparable with those used in the tender process.

Where work is to be carried out and is to be concealed a minimum of 24 hours' notice is to be given to the Architect in order that an opportunity for an inspection may occur.

1.33 THE WILDLIFE AND COUNTRYSIDE ACT 1981 AND CONSERVATION (NATURAL HABITATS ETC) REGULATIONS 1994

This Act gives very full protection to bats because of their special requirements for roosting. It is illegal not only to intentionally kill, injure or handle any bat, but also intentionally damage or destroy or obstruct access to any place that a bat uses for shelter or to disturb a bat whilst it is occupying such a place. In this context "damage" means make worse for a bat and so includes such operations as chemical treatment of timbers. The Act provides defences so that building, maintenance or remedial operations can be carried out in places used by bats.

It is important that all contractors and subcontractors under this specification and contract notify the Bats Conservation Trust. Their Contact details are 0845 1300 228 email enquiries@bats.org.uk so they can decide if the building is inhabited by bats. Failure to comply with this Act could render the Contractor liable for heavy fines.

No work is to proceed without written confirmation from the Architect.

NOTE: No organochlorine woodworm killers are to be used where bats are in evidence. Synthetic pyrethroid insecticides such as permethrin and cypermethrin can be permitted if used by an approved timber treatment.

GENERAL PROCEDURES

1.34 The Contractor, sub-Contractors and all operatives must bear in mind that the Church will remain in use during the works and that the programme of works must be agreed with the church administrator who will acquaint the Foreman with any need to stop work during a service or burial.

The Contractor shall make due allowance within his tender for the inconvenience caused by stoppages in work to accommodate services etc.

1.35 Where materials and work are not fully specified they are to be carried out using materials fit for the purpose, in line with current standards and where ever possible match existing materials in type, texture, colour, size and quality and overall appearance.

1.36 Tenders are to remain open for acceptance for a period of not less than 90 days from the date fixed for the submission of tenders.

2.0 TRADE PRELIMINARIES AND PREAMBLES

2.1.0 EXCAVATOR AND CONCRETOR - None proposed.

2.2.0 DRAINLAYER - None proposed.

2.3.0 **BRICKLAYER & STONEMASON**

Common bricks shall be sound, well burnt Flettons from an approved manufacturer to comply with BS 3921. Common bricks to be rendered externally are to be keyed.

The mortar mix for new brick walls, are to be NHL 3.5 lime, sand in the proportions 1.3.

Pointing to facing brickwork shall be finished to match that in the approved sample panel specified next.

All joints of brickwork are to be well flushed up and every horizontal and every vertical joint must be grouted up solid.

Samples of bricks for replacements to be provided to Architect in advance of works commencing on site. For tender purposes assume new bricks are to be Bulmer Imperials to match existing in size, tone and texture.

2.4.0 **STONEWORK:**

Bed to be approved by Architect, but generally:

a) Horizontal in plain walling

b) At right angles to wall face in cornices and other projecting stones.
New stones shall be not less than 100mm in depth from the face of the wall.
Projecting stones to be cut out to at least twice the depth of their overhang.
The lines of all mouldings, curves and angles etc. are to be worked out of the solid as directed. No angle, mitre joints will be permitted.

Detailed carving where required in new work, is to be done either on the ground or in position as directed by the stone carvers.

Old carved work is to be reincorporated were possible, and soundly and properly keyed and cramped into the new stone as appropriate.

Where new stone is being inserted the size of the new stone is to match the size and scale of the original. Several smaller stones are not to be substituted for an original large stone.

Where different types of stones are incorporated in the same area of the wall, stone replacement is to match the type and colour of that which is being removed. Generally stone will be repaired on a like for like basis. The exact requirements are to be agreed on site with the Architect.

Totternhoe Clunch

Totternhoe Clunch is to be replaced on a like for like basis for plain walling stones and non-moulded indents in window masonry. Any existing Totternhoe clunch weatherings or copings to be replaced are to be replaced using Chicksgrove stone. Where new stone with carved detailing is required to window/door masonry etc. Totternhoe Clunch stone is to be replaced with Stoke Ground Base Bed.

Details of supplier and samples of all stone proposed are to be approved by architect before being ordered.

New stones shall be not less than 125mm in depth from the face of the wall.
Projecting stones to be cut out to at least twice the depth of their overhang.
The lines of all mouldings, curves and angles etc. are to be worked out of the solid as directed. No angle, mitre joints will be permitted.

All stone work is to be carried out by a qualified stonemason.

New stone is to have been seasoned, assessed for its integrity and subsequently prepared in the quarry or workshop with full regard to the risks associated with the working of this stone, and respiratory protection measures undertaken. Stone blocks are to be free from soft bedding, vents, cracks, fissures, discolouration, or other defects that may adversely affect strength, durability or appearance.

Stone may be machine cut but all exposed edges are to be manually axed to match finish of existing stone.

Stone is to be brought to site dry and kept under cover until usage.

10% wastage is to be allowed for defective stone.

All stone work is to be carried out by a qualified stonemason experienced in the repair of historic buildings.

The stonemason shall be responsible for taking his own on-site dimensions and making his own templates and preparing stonework shop drawings. Shop drawings to be submitted to the architect for record and information purposes prior to manufacture.

Indent & piece repairs are to generally be let into the existing by a minimum of 125mm, and dowelled and glued to existing. All such repairs are to be approved by the architect on site.

2.4.1 Mortar mixes – stonework:
The mortar for all general stone walling shall generally be assumed for tender purposes to be one part NHL2, one part CL70 Calcium Lime (to BS EN 459-1), 2 parts graded selected sharp sand. The exact mix is to be determined and agreed following receipt of analysis of the existing.

The mortar mix for parapet copings, weathering strings and boundary walls shall be assumed to be three parts sharp sand to one part NHL3.5 (to EN-459-1:2001).

The mortar mix to ground level open brick drainage channels shall be assumed to be three parts sharp sand to one part NHL5 (to EN-459-1:2001).

Hydraulic Lime to be St. Astier or Otterbein NHL.

The sand shall be local clean sharp pit sand, typically with low clay content (<2%) and particle size between 4mm & 150microns. The contractor shall source three local sands from which a suitable mix shall be selected. Types, source and mix to be agreed with the Architect before full work commences.

All stone is to be thoroughly wetted before jointing takes place.

Dense and impervious mortar is to be avoided.

A coarse texture of joints is required and this should be obtained by stippling the surface of the mortar before it finally sets with a stiff brush or scraping with a trowel, to show up the grit in the mix. The surface of the wall must be kept clean as the work proceeds. On no account should ribbon pointing be used.

Precautions must be taken to prevent rapid evaporation and the development of a milky white colour. Spraying down fresh pointing the day after it has been placed will allow the mortar to take in some water which helps to prevent rapid evaporation. This may be reapplied two-three times per day in hot weather. All new work to be covered with hessian for at least one week to protect from weather and allow the mortar to harden at an appropriate rate.

No mortar should be mixed or used when the temperature is below 4°C. Pointing shall only be carried out on a rising temperature. All new work is to be adequately protected from damage by frost up to practical completion.

A lime putty mortar is to be used for re-pointing and jointing in ashlar work and to Stone flooring. The lime putty is to be purchased from an approved source of supply. The lime putty is mixed with stone dust or sand in the proportion 3:1 (stone dust:lime). The type of stone dust or sand is to be agreed with the Architect before work commences.

The lime putty can be obtained ready for use from:
1) Anglia Lime Company: PO Box 6, Sudbury Suffolk CO10 6TW
Tel: 01787 313974
email: info@anglialime.com

2) Bleaklow Industries Ltd, Hassop Avenue, Hassop, Bakewell, Derby, DE45 1NS.
Tel: 01246 582284
email: rob@harpley.fsnet.co.uk

3) Hirst Conservation Materials Ltd, Laughton, Sleaford, Lincs, NG34 0HE. Tel: 01529 497517.

Or any other approved quality source.

2.4.2 MORTAR ANALYSIS

Sample of existing mortar to be obtained from area of walling identified with Architect on site. Sample to be analysed to determine the mix composition, identification of type of lime used in the mortar production, and with recovery of aggregate for determination of its grading. Analysis report to be passed directly to Architect and Employer to allow mortar mix for all stonework to be determined.

Analysis to be obtained from:
Construction Materials Consultants Ltd., Wallace House, Whitehouse Road, Stirling, FK7 7TA
Tel: 01786 434708
email: mail@cmstirling.co.uk
or other approved.

2.4.3 JOINTING

New mortar joints are to match the thickness of the existing as far as possible. Where new joints are formed in random or rubble walling the new joints are to reflect the overall appearance of the existing walling.

2.4.4 RE-POINTING

All areas of re-pointing shall be treated by raking out the joints to a minimum depth of 40 -50mm (2") depending on mortar and location. Loose dust and debris shall then be blown from the joints by an air pump before proceeding.

Where dense and impervious mortar is found this is to be removed only where significant damage will not be caused to adjacent stonework. Contractor to agree typical situations with architect before proceeding.

Thoroughly wet all surfaces and clean before new mortar is bedded in but avoid saturation and water run-off on the wall surface. In narrow joints the mortar shall be rammed home by a narrow tamping tool. Any hollow or loose areas shall be grouted prior to re-pointing.

Where small stones are evident in the surface of the wall, and deep raking would cause them to be unsettled, the depth of raking out may be reduced to a minimum of 25mm.

NO MECHANICAL OR ELECTRICAL EQUIPMENT IS TO BE USED FOR REMOVING MORTAR FROM EXISTING WALLING

NOTE It is evident that a large quantity of hard pointing is present on the wall. Where this is loose and can be removed without causing damage to the stone face, it is to be removed. Where the hard pointing is causing the premature decay of adjacent stone surfaces it is to be removed.

Where excessive damage from removing the hard mortar is likely, the architect is to be consulted for instruction and re-assessment as work proceeds.

The general level of removal is to be agreed with the Architect once any scaffold is in place. The area of actual re-pointing is to be re-measured at the end of the works, prior to the removal of the scaffold.

The wall in certain areas is composed of quite small stones which give the wall its character. Where possible this rhythm of smaller stones is to be maintained unless it is clear when carrying out repairs that the smaller stones are a superficial skin hiding eroded stones set deeper in the wall. If larger eroded stones are discovered then larger stones are to be used in the repair of the wall. The architect is to be kept appraised of the works and the cost implications at all times.

2.4.5 MORTAR AND POINTING SAMPLES

Provide 2 biscuit samples of Mortar for repointing as directed and for selection by Architect following receipt of analysis, agreement of mix and sand selection.

Sample area of pointing of approximately 0.5m x 1m to be prepared by the contractor allowing a minimum of 14 days prior to inspection of the Architect and before re-pointing may be commenced.

2.4.6 TIES AND CRAMPS

Any ties and cramps found necessary during the work shall be of stainless steel to BS 970 part 4 or Delta metal, cuprous bronze or other approved non-ferrous material and shall be suitable for the application.

2.4.7 GROUTING - none proposed

2.4.8 GENERAL DENTISTRY REPAIRS TO MASONRY AND MORTAR. - TO IMPROVE RESISTANCE TO MOISTURE AND GIVE STABILITY

a) After assessment of walls, and repairs have been identified with architect mark areas to be attended to with chalk marker.
b) Carefully, with the use of small hand chisels, cut out decayed or loose mortar taking care not to damage edges of bricks and stones.
c) Where a brick or stone is to be removed, The opportunity is to be taken to remove in a whole condition in order that it can be re-used whole or in part in the repairs. This may not be practical in many instances. Where the brick or stone are removed intact, consideration is to be given to reversing them and re-using in their original location.
d) After rebuilding, replacing or raking out, repoint face of wall in lime mortar as previously agreed and described.
e) In repairing, care is to be taken not to leave wide or unsightly areas of mortar on the face of the brickwork , either through the re-pointing being too far forward or to cover damaged masonry.
f) Generally the pointing should be set back from the face of the brick by 2-3mm to ensure that the mortar does not become a dominant feature of the wall. However, as this is likely to be variable over the faces of the building the guiding principal should be that the pointing shall match that part of the wall in which it is located.

2.4.9 Where defrassing is specified, the intention is to eliminate water traps and to remove loose surface encouraging new exposed areas to harden. Remove loose stone carefully with phosphor bronze soft wire brushes avoiding damage to the sound surface underneath.
Allow for use of a chisel or a carborundum forming feathered edges to avoid ledges and water traps only under direction of the Architect.

2.4.10 Where small simple mortar repairs are identified, carefully cut out defective area of stone to min depth of 25mm, square to the face and with sharp horizontal and vertical arisses. Use light hand tools only to minimize vibration. Point up with lime mortar finished flush with the face.

2.4.11 Where pinned mortar repairs are identified, carefully cut out defective area of stone to min depth of 25mm to vertical and horizontal joints, square to the face and with sharp arisses. Use light hand tools only to minimize vibration. Form armature with 2.5mm diameter stainless steel threaded pins, beige ceramic nimtee, or helifix type secured in epoxy resin. Avoid getting resin on the stone faces.

2.5.0 CARPENTER AND JOINER – none proposed

2.6.0 TIMBER TREATMENT – none proposed

2.7.0 ROOFER -TILES – none proposed

2.8.0 ROOFER – FLAT - none proposed

2.9.0 **ROOFER – LEAD** – only minor works to flashings where disturbed

Except where otherwise agreed, all lead-work is to be carried out by a registered plumber.

2.9.1 Cast lead sheet for flashings is to be Code 6.

Lead is to be uniform in thickness and texture and free from defects.

Flashings to be fixed to cover the upstand of the roof by a minimum of 75mm and in maximum sheet lengths of 1200mm with lapse not less than 100mm.

Welt top edge 12mm. Turn into the raked out joint or groove not less than 50mm and secured with lead wedges not more than 500mm apart, then pointed in. Flashings to be supported at intervals of not more than 500mm by 65mm lead clips dressed 25mm over outer face.

All lead. Regardless of its location shall be painted on its underside with a chalk coating in accordance with the recommendations of English Heritage guidance attached.

2.9.2 LEAD BURNING – none proposed.
Where lead burning is to be carried out apply the following principles:

Weld with 10mm wide filler strips cut from sheeting similar to that being jointed. Shave clean all meeting edges and lead burn with neutral flame. Reinforce the weld by one third of the thickness of the sheets being jointed. Do not under cut the edges of the weld.

2.9.3 LEADWORK, ROOFING AND GUTTERS – none proposed

2.10 **PLUMBER AND HOT WATER ENGINEER – None proposed**.
Fresh water is available on site. The contractor will need to make arrangements for access with the church administrator.

2.11 **PLASTERER/RENDERER AND TILE FIXER**

2.11.1 Render mix – stone/lime based masonry walls

All rendering work shall be 3 parts sharp sand and 1 part NHL3.5. No cement to be added unless specifically instructed by the Architect.

Render Application:
Cut back adjacent old render to a firm surface and an undercut edge. Dub out and build up in successive coats of approx. 13mm thickness. Finish with wood float to match the adjacent render.

Re-render in three coat work, comprising render, float (in coarse stuff) and set (in setting stuff). Coarse stuff gauged on site. Setting stuff to be 3 parts lime putty and 2 parts fine washed sand finished with a wooden float to match adjacent surfaces.

Allow for rounding in at edges to ensure finished render is 2mm behind adjacent copings or quoins and formed with at low level.

2.12 ELECTRICIAN – none proposed
Electricity is available on site for the contractor to use. The contractor shall make the necessary arrangements with the church administrator regarding access.

The contractor should satisfy himself as to the adequacy of any supply. The contractor shall provide for any cables, lights, transformers etc. All temporary wiring shall comply with requirements of NICEIC. No interference with any existing installation shall be permitted. All circuits are to be disconnected at the end of each working day unless retained for security purposes only.

The contractor shall allow for observing the requirements of the church's rooftop security systems.

2.12.1 Any electrical installation is to be carried out by a specialist Sub-Contractor who has **NICEIC Approved Contractor status.**

2.12.2 The whole of any installation is to comply with N.I C.E.I.C. recommendations, the requirements of the Council for the Care of Churches and is to be earthed to satisfy the requirements of the Electricity Board. No wiring of any sort is to be installed in the cavities of the external walls.

Where wiring is specified to be behind wall plaster it is to be protected with PVC conduit properly chased into brickwork or blockwork and fixed in position.

Where wiring is specified to be located in the thickness of structural timber work, the timber members are to be drilled along the line of the neutral axis to allow for the passage of wiring.

2.12.3 Upon completion the Contractor will be required to test the whole of any electrical installation, (including the earthing of same) and to provide certificates to show that the whole system is satisfactory.

2.12.4 Allow for paying any electrical costs due in respect of this Contract.

2.12.5 Where any work specified or existing work is not in accordance with electrical regulations or best practice, the Architect is to be notified before commencement.

2.13 GLAZIER – none proposed

2.13.1 GENERAL:
All new glazing is to comply with Building Regulations where appropriate.
Any repairs to existing glazing are to be as directed by the architect.

2.13.2 **STAINED AND LEADED GLASS**
All work, be it repairs or cleaning to stained or painted or coloured glass, or the lead work is of unusual or fine design is to be carried by a specialist contractor who holds a recognised accreditation in the repair of stained glass and who's appointment shall be subject approved by the architect.

The contractor shall make and fix plywood or similar robust protective boards over all glazed areas in the area of the works to protect historic and important glass from accidental damage during the works. Wherever practical, glass shall be protected before or after scaffold is erected or dismantled.

2.14 **PAINTER AND DECORATOR**

2.14.1 No painting shall be carried out in wet, damp, foggy or frosty weather conditions or on any damp surfaces.

2.14.2 All surfaces to be painted are to be properly prepared, including cleaning down, removing nibs and filling holes in plasterwork, filling all holes and rubbing down timber to a smooth and even surface. Finishing coats are to be well brushed out.

2.14.3 All paints used for the works are to be obtained from an approved manufacturer and are to be used strictly in accordance with the manufacturer's recommendations. To lime based walls paint shall be Zinsser Grade 1 tinted to requirement or lime wash as directed to match existing.

2.14.4 METHOD OF APPLICATION FOR LIMEWASH

a) GENERAL

Generally, limewash should be applied thinly and be allowed to dry out slowly. Good quality limewash will develop a strong finish and will not brush off on clothes etc.

b) PREPARATION

Place about 3 trowelfuls of lime putty into a bucket with a few inches of water and work to a smooth paste with the whisk. Add more water until the mixture is like thin cream.

c) DAMPING DOWN

This is very important for a good finish. Taking an area of about 4 sq. yds. at a time, spray the wall surface with water so that the water in the limewash will not be sucked out immediately it is applied. Old limewash, lime plaster, etc. will need more damping down than hard stones.

d) APPLYING THE LIMEWASH: FIRST COAT

Brush the limewash using a grass brush onto the dampened area, working it well into any cracks and joints, but not allowing it to build up too thickly at any point or it will craze on drying out. The limewash will be transparent on application, so care is needed for even coverage. Move to the next area, damping as you go.

e) SUBSEQUENT COATS

Allow the previous coat to dry out completely, preferably overnight. Lightly damp down the previous coat before applying the next. Six coats at least should be applied in all. After the initial drying out, limewash will continue to harden and strengthen for several weeks.

2.14.5 NANOLIME

Where specified application of Nanolime treatment is to be in accordance with Historic England's Guidance Note for weathered stone.

(https://historicengland.org.uk/images-books/publications/nanolime-use-for-consolidating-weathered-limestone/)

Stone is to be treated with Nanolime applied by hand spray until surfaces have absorbed application.

2.14.6 SHELTERCOAT

Sheltercoat is to be prepared to mix of 1 part lime putty: 2.5 parts fine stone dust mixed to a slurry and left to mature in an airtight container. Stone dust is to match the stone being coated.

Immediately before application, remix the materials vigorously ensuring complete mixing thinning with a 50/50 mixture of water and skimmed milk and apply to pre-dampened background (dampened with limewater) with a bristle brush in several coats.

Apply a minimum 5 coats with 24 hours between coats.

When the sheltercoat has completely dried a small brush can be used to remove any excess that may have built up in undercut areas and fine detail.

Protect shelter coated surfaces promptly after an area has been completed. It is essential that sheltercoat dries slowly to ensure maximum strength is obtained.

Dampen down shelter coated areas each day for three days after application

2.14.7 Where existing oak joinery is to be oiled this is to be carried out as follows:

1 Ensure the surface to be treated is clean and dry.
2 Any previous finish must be thoroughly removed before treatment.
3 Dilute the first few coats with Pure Turpentine (up to 30%),
4 Rub well into the wood using a lint-free cotton cloth. After about 20-30 minutes, wipe off the excess with a clean lint-free cloth. Failure to do so will prevent penetration of future coats and leave a sticky surface.
5 Repeat the previous steps once or twice at a few days' interval. Lightly rubbing in between coats with Ultra Fine Steel Wool (Grade 0000)
6 Apply a final coat of undiluted Raw Linseed Oil, again wiping off any excess. Allow this final coat to harden for a few days before use.

NOTE: A minimum of three coats is recommended. If the surface becomes damaged, work in a new coat.

Application and mix to be trialled on a discreet area to ensure penetration before wider application.

2.14.8 Where specified new external joinery is to be finished with 2 liberal coats of anti-rot complete universal clear wood preservative and finished with 2 coats of Solignum Architectural in ebony.

2.14.9 Where specified, external metalwork is to be rubbed back and any corrosion treated. (No Phosphoric Acid)
Any previous finish must then be thoroughly removed before treatment. Prime with one coat of Fosroc Galvafroid and finish with two coats of Hammerite smooth black. Application is to be in strict accordance with manufacturers recommendations.

2.15 TEMPORARY SERVICES

2.15.1 SCAFFOLDING

All permanent scaffolding is to be contained with a 4m high corrugated sheet stockade with a lockable secure door. No foot holds are to be available on the outside of the stockade. If the stockade abuts a plinth or buttress the stockade must be heightened correspondingly.

Scaffold is to be fitted with an audible alarm and a strobe light.

All scaffolding should be constructed as independent free standing structures wherever possible and only tied to the building where approved by the Architect. All horizontals are to be plastic capped at ends to protect the building and personnel.

Putlocks are to be kept clear of the face of the building where possible and any scaffolding close to the building should be lagged to prevent damage to the stone work or other fabric.

The Contractor is to include for supplying a fixed metal or plywood hoarding to a height of 3. metres the base of each scaffolding standing on the ground together with a vandal proof access gate.

Where scaffolding is to be erected off a roof the Contractor is to check that the roof structure is adequate for the purpose of increased loading and is also to make adequate provision for the protection of the roof structure and finish from mechanical damage and is to make good any damage caused directly or indirectly.

Scaffolders should take due notice of other directions within this specification relating to insurance, ladders, health and safety etc.

2.16 PROTECTION

Provide temporary fences, hoardings, screens, planked foot ways, guard rails as may be necessary for protecting the public, users of the building, and statutory bodies and to enable the satisfactory completion of the works.

Provide all necessary temporary protection to all parts of the building from damage by inclement weather or the building works.

In order to avoid delays due to cold weather the Contractor is to take the following precautions:

a) Protect stone from rain and frost by stacking clear of ground and completely covering with waterproof sheet.
b) Store cement and lime in on raised dry platform.
c) Do not use frozen materials
d) Chemical accelerators, retardants or anti-freeze additives are not to be used.
e) Keep finished work covered for at least three days after completion.

2.17 ORGAN PROTCTION

Where internal works are proposed , the PCC shall consult the organ builder advise on the covering of the organ during the works and shall pay all costs in respect of same.

2.18 STAINED GLASS and LEADED LIGHTS

All leaded windows in the area of the works shall be protected against accidental damage by means of rigid boards.

2.19 ACCOMMODATION

The Contractor is to provide all necessary temporary sheds, offices, mess rooms etc. as required by site operatives and as required under Health & Safety Legislation. Huts are to be sited in positions agreed with the Architect and shall be removed from the site before the works are deemed to have been completed.

The Contractor is to make proper arrangement for sanitary accommodation for operatives and site visitors etc. If such facilities exist within the Church the Contractor may, with the permission of the Vicar, use these subject to the Contractor maintaining them in a clean and tidy condition at all times.

2.20 WATER AND ELECTRICITY

The Contractor may use the Employer's water and electricity subject to agreement on connections with Church Warden, Vicar and Architect.

2.21 CLEANING

Where any works have affected the interior of the church the contractor shall carry out a thorough clean of the area or areas affected to return them to a level of cleanliness comparable with the remainder of the building.

Where works have been carried out externally the contractor shall clean the area and reinstate any areas of hard or soft landscaping to a condition comparable with their original state.

3.0 SCHEDULE OF GENERAL WORKS

NB. Inspection will be necessary to complete tender

3.1 GENERAL REQUIREMENTS

3.1.1 In advance of works commencing on site arrange Mortar Analysis of existing mortar sample in accordance with 2.4.2 to enable mortar composition to be established. Sample location to be agreed with Architect and Employer

3.1.2 Supply and erect all scaffolding to allow the works to be assessed safely reviewed, executed and inspected.

Ensure that scaffolding complies with all the requirements of this specification in terms of access, protection and security measures in addition to all statutory requirements.

Ensure that scaffold is secured behind a corrugated iron enclosure a min 4m high with a lockable gate and all security measures, including provision of security alarm for the scaffold with a strobe effect light triggered by a movement sensor to be activated at the close of works, and cameras etc as required to be in full accordance with Ecclesiastical Insurance group's advice note – APPENDIX 2

3.1.3 Ensure that access is maintained to the porch and transept doors of the Church, at all times.

3.1.4 Allow for any temporary roof coverings over the building and intermediate roof drainage provision in order that rainwater outlets are not choked with debris and water does not penetrate the building during the works.

3.1.5 Ensure that any scaffold is enclosed in a protective net/sheeting to prevent dust blowing around the churchyard and debris from falling out of the work area. The sheeting should be non-coloured to allow good colour rendition to mortar repairs.

3.1.6 Contractor shall consider the provision of a hoist for the safe conveying of materials onto the scaffold.

3.1.7 The contractor shall consider the provision of a chute for the swift and safe and clean removal of debris. Debris, old mortar etc and dust is not to be left laying at ground or high level where it could be used for vandalism or where weather conditions could cause it to become a nuisance or hazard.

3.1.8 The contractor may use the church W/C and facilities for welfare provision subject to maintaining them in a clean and tidy condition at all times.

3.1.9 The contractor shall provide and maintain a lockable compound for the storage of bulk materials and the mixing of mortar etc.

3.1.10 The contractor shall ensure that the scaffold is so designed to allow the stacking of existing dismantled walling elements to be temporarily store at high level.

3.1.11 The Contractor is to maintain the area in a clean and tidy condition. Where rubbish is to be barrowed away, allow for protection of external paved areas and of grassed areas on route and for their reinstatement at the end of the works.

3.1.12 Allow for mortar samples to be provided following receipt of analysis and at least 2 weeks prior to re-pointing commencing in the program.

3.1.13 Allow for the securing of any openings between inside and outside of the church and for protection of glazing to windows in immediate vicinity of works.

3.1.14 The contractor shall allow for providing additional corrugated sheeting on the scaffold to restrict access from the scaffold onto adjacent roofs.

3.1.15 The contractor shall allow for the protection of memorials within the work area to prevent mechanical damage.

3.1.16 Provide all cushioning and board protection of roof finishes against mechanical damage from works.

3.1.17 Liaise with roof alarm installer and arrange for temporary disconnection and refixing of alarm sensors and linking to scaffold alarm where appropriate.

3.1.18 The contractor shall be responsible for the clearance and proper disposal of all waste material from the site in connection with the works. Allow for removal costs and tipping charges in connection with same.

3.1.19 Where areas are allowed for either in percentage or metreage rates in relation to works within clauses below, allow for re-measuring on site actual extent of works carried out with Architect. Final costs in relation to same are to be re-assessed pro-rata.

4.0 SCHEDULE OF WORKS EXCLUDING CHANCEL

NB. Inspection will be necessary to complete tender

4.1 STONEMASON

4.1.1 Allow for removal of moss & vegetation growth to all weathering stonework within immediate area of works.

Remove as much growth as possible without damaging the stone beneath using knife blades, spatulae, and stiff brush or non-ferrous phosphor bronze, soft wire brushes. Work to be carried out after 2-3 weeks of dry weather. No biocide nor other solution to be used.

South Aisle

4.1.2 Remove vegetation growth to base of South wall of South aisle west of South porch using methodology described in 3.2.1. Rake out and repoint affected and recessed/open joints to wall and plinth below. Allow for total area of joints to be repointed equivalent to 1.5m^2.

4.1.3 Access and assess South aisle and South porch parapets. Allow for raking out 25% of coping joints and repointing 50% of coping joints to both. Allow for repointing 10 linear metres of joints to internal face of parapets to flashings as assessed with and directed by Architect.

4.1.4 B2 – Repoint joints to plinth to SE & NE faces of buttress. Allow for a pinned mortar repair of damaged stone to SW corner at low level.

Nave South Wall (Clerestorey) & West wall

4.1.5 Access kneeler to West gable and repoint open joints to same. For tender purposes assume repointing to 1m^2.

4.1.6 Similarly allow for raking out, resetting flashings and repointing same to east face of west gable over nave roof. Allow for all new lead wedges to same.

4.1.7 Allow for raking out and repointing 12m^2 overall of South clerestory wall in sections to be identified with Architect on site.

4.1.8 Allow for defrass of clunch inserts and mortar repairs to 4no. Clunch inserts to South clerestory wall (approx. 0.5m^2 face each) to dress back to flush with adjacent wall face. Allow for limewash application to all mortar repaired Clunch inserts.

4.1.9 Arrange access and inspection with Architect of upper weathering to second stage of buttress B12. For tender purposes allow for replacement of 1 no. weathering stone. Existing stone to be repaired and retained if practicable. Repair/replacement to be as directed.

4.1.10 Allow for assessment of external cracked pillar adjacent to FW2 and to west jambs of FW3 & FW4 with Architect. Allow for 1no. pinned repair to each.

South Transept

4.1.11 Allow for making good to redundant window guard fixings following removal of guards by Employer to FW7. Allow for assessment and careful defrass to loose surface of external stonemasonry of FW7 and application of sheltercoat to same.

4.1.12 Remove vegetation growth to base of west wall of South transept and to B3 using methodology described in 3.2.1. Rake out and repoint affected and recessed/open joints to wall and plinth below. Allow for total area of joints to be repointed equivalent to 1.5m2. Allow for mortar repair to consolidate damaged section of plinth of B3.

4.1.13 Similarly remove vegetation growth to base of SE corner and east face of South transept using methodology described in 3.2.1. Rake out and repoint affected and recessed/open joints to wall and plinth below. Allow for total area of joints to be repointed equivalent to 1.5m2.

4.1.14 Point up crack to cill of W9.

4.1.15 Defrass loose surface decay to quoins to SE corner of South transept (up to height of head of W9) Provisionally allow for 4no. mortar repairs 100 x 300 x 25mm nominal each as directed by Architect. Allow for sheltercoat to stones with mortar repairs and 4additional stones where defrassed.

Vestries

4.1.16 Remove vegetation and moss growth to base of east wall of Vestry using methodology described in 3.2.1. Rake out and repoint affected and recessed/open joints to wall and plinth below. Allow for total area of joints to be repointed equivalent to 1m^2.

4.1.17 Rake out and repoint joints to the hood mould over W14 and allow for 5no. joints in string course to north wall to be similarly repointed as directed.

4.1.18 Allow for making good to redundant window guard fixings following removal of guards by Employer to W13 and W14. Allow for assessment and defrass of loose surface to external stonemasonry of W14. Allow provisional sum of £150.00 for any mortar repairs etc. as directed by Architect.

4.1.19 Similarly Allow for making good to redundant window guard fixings following removal of guards by Employer to W15. Allow for assessment and defrass of loose surface to

external stonemasonry of W15. Allow provisional sum of £200.00 for any mortar repairs etc. as directed by Architect.

North Transept

4.1.20 Similarly allow for removal of window guard, assessment and defrass of loose surface to external stonemasonry of W16. Provisionally allow for 1 no. indent repair approx. 400mm x 300 x 150 to arch/jamb, cutting back to glass line and pinned replacement of 1 no. external mullion sections 1200mm high, and 2 no. indent repair to upper tracery tree 200x250x150 nominal. Allow additional provisional sum of £500.00 for any further repairs identified as directed by Architect. Exact scope of repair works to be agreed with Architect on site.

Allow for cleaning of window guard and re-installation utilising existing fixing points and using new s/s fixings into rawlplugs complete with non-ferrous spacers to set guard 25mm clear of stone face.

4.1.21 Allow for assessment with Architect and provisional replacement of 3no. quoins at base of NW corner of North transept nominally 150x150x425mm each.

North Porch

4.1.22 Defrass and assess 1m^2 of stonework as directed at base of B8 and adjacent to D6, and to inner arch of D6. Allow provisional sum of £300.00 for any repairs identified.

North Aisle

4.1.23 Access and assess parapet at west gable and allow for repointing of joints to 50% of copings. Allow provisional sum of £100.00 for any further repairs identified as directed by Architect.

4.1.24 Remove vegetation growth to base of west wall using methodology described in 3.2.1. Rake out and repoint affected and recessed/open joints to wall at low level. Allow for total area of joints to be repointed equivalent to 1m^2.

4.1.25 Allow for raking out 2.5m^2 of cementitious mortar and repointing same in lime mortar to North wall of North aisle, and similarly for raking out and repointing a further 1.5m^2 at base of same wall adjacent to West wall of North porch. Exact area to be agreed with Architect on site.

Open drainage gullies*

4.1.26 Allow for clearing of all vegetation and moss growth to open concrete and brick surface water gullies adjacent to external walls.

4.1.27 Allow for raking out and repointing 40 linear metres to the joint at the junction between the open gullies and external walls.

4.1.28 Similarly allow for raking out and repointing 8 linear metres (to full width) of brick open gulley.

4.1.29 Allow for 6hours masons time and £150.00 for sundry materials for raking out and pointing up cracks to concrete channels and gullies.

Internal Floors

4.1.30 Allow for pointing up crack to tread of south aisle steps to South transept.

4.1.31 Allow for 3hours masons time and £75.00 for materials in connection with pointing of open joints to floors within the Church to be used as directed by Architect.

Tower

4.1.32* Allow for defrass of stonework to inner opening between tower and Chancel roof. Allow for pinned repair to cracked stone in arched head and provisionally allow for replacement of 2 no. reveal stones 250x300x300mm nominal.

4.1.33 Allow one day of mason's time to attend with Architect and a provisional sum of £1000.00 for investigative and temporary remedial works in relation to the tower stairwell soffit as directed by the Architect.

4.1.34 Allow for cutting back and disposal of loose render/plaster to internal reveals of Clock chamber windows and assessment of underlying wall condition. Allow for re-plastering and decoration of full reveals. ~~Allow for attending upon glazier and for removal and refixing of all ferramenta to same.~~ Allow provisional sum of £300.00 for any stone repairs identified with Architect.

4.1.35 Allow for removal of loose plaster and raking out and repointing/consolidation of $3m^2$ of walling to Clock chamber as directed by Architect. Allow for replastering and decoration of same, and disposal of all waste material.

General

4.1.36 Provisionally allow 2 days further masons time for any further sundry works to include minor mortar repairs and repointing to: Stonework at base of D1, internal cill of W5, internal choir vestry masonry, lower internal tracery of W16, internal arch tracery of W18, internal cill of W22, pointing to arcade column bases and as otherwise identified and directed by Architect.

4.1.37 Allow provisional sum of £400.00 for materials in connection with same.

4.2 GLAZIER

4.2.1 Assess condition of all window guards being removed and allow for cleaning thoroughly both faces prior to reinstallation using warm soapy water and soft, clean, lint-free cloth.

~~4.2.2 Allow for stainless steel tipping and redecoration of ferramenta bars to Clock chamber windows~~

4.2.3 ALL CLEAR GLASS WITHIN THE WORKING AREAS IS TO BE WASHED DOWN AT CLOSE OF CONTRACT WITH DEIONISED WATER AND CLOTHS TO ENSURE THAT IT REMAINS CLEAN ON COMPLETION.

4.3 COMPLETION OF THE WORKS

4.3.1 Clear away and dispose of all unwanted materials. Make good any external surfaces disturbed by the works.

4.3.2 Ensure inclusion of contingency as identified in clause 1.23

5.0 SCHEDULE OF WORKS TO CHANCEL

NB. Inspection will be necessary to complete tender

5.1 STONEMASON

5.1.1 Supply and fix 1 no. replacement clunch insert (assume max size of 200x150x150dp) worked to fit existing void where stone has been lost in south wall of Chancel adjacent to B5. Allow for raking out and repointing adjacent areas totalling 2.5m^2 (including open joints and to buttress) as directed by Architect.

5.1.2 Similarly allow for supply and fix 1 no. replacement clunch insert (assume max size of 350x250x150dp) worked to fit apparent void adjacent to eaves at high level in north wall of Chancel adjacent to B6. Allow for carefully taking down and reinstating and consolidating 1m2 of adjacent walling as directed by Architect.

5.1.3 Allow for assessment of cracked column to east internal jamb to W10 with Architect. Allow for 1no. pinned repair to same.

5.1.4 Similarly allow for assessment of minor cracking through arch head and west reveal of W10 internally. Assess with Architect. Allow provisional sum of £500.00 for any repairs identified with Architect.

5.1.5 Externally allow for defrassing eroded masonry to tracery, mullions, jambs and hood of W10. Provisionally allow for 1 no. indent repair approx. 400mm x 250 x 150 to hood/jamb, cutting back to glass line and pinned replacement of 2 no. external mullion sections 750mm high, and 1 no. indent repair to upper tracery tree 200x250x150 nominal. Exact scope of repair works to be agreed with Architect on site.

5.1.6 Externally allow for defrassing eroded masonry to tracery, mullions, jambs and hood of W11. Provisionally allow for 1 no. indent repair approx. 400mm x 250 x 150 to hood/jamb, cutting back to glass line and pinned replacement of 2 no. external mullion sections 750mm high, and 1 no. indent repair to upper tracery tree 200x250x150 nominal. Exact scope of repair works to be agreed with Architect on site.

5.1.7 Allow for defrass and assessment of spalling at base of mullions and west reveal of W11 internally. Assess with Architect. Allow a provisional sum of £250.00 for any re-pairs identified with Architect.

5.1.8 Defrass spalling clunch inserts to Chancel South wall and B4. Allow for sheltercoat application to same.

5.1.9 Rake out and repoint honeycomb walling to inner face of East gable of Chancel within roof void. Allow for defrassing reveals to FW9 and for assessment of this and the inner face stonework to the gable with the Architect. Allow provisional sum of £600.00 for any associated stonework repairs as directed by Architect.

5.1.10 Similarly allow for defrassing all external masonry to FW9 and allow for sheltercoat application to same.

5.1.11 Defrass and assess decayed and cracked elements of reveals, jambs and upper section of south mullion externally to W12. Allow for cutting back to glass line and replacing affected section of mullion 600mm high, and for sheltercoat application to other af-fected areas.

5.1.12 Defrass eroded quoins to B6 and assess with Architect. Allow provisional sum of £200.00 for any repairs identified

5.1.13 Provisionally allow 8 hours further masons time for any further sundry works identified and as directed by Architect.

5.1.14 Allow provisional sum of £250.00 for materials in connection with same.

5.2 ROOFER & CARPENTER

5.2.1 Brush clear moss growth to Chancel roof and assess condition of underlying tiles.

5.2.2 Provisionally allow for replacement of 24no. broken or decayed roof tiles to Chancel roof as directed by Architect.

5.3 GLAZIER

5.3.1 ALL CLEAR GLASS WITHIN THE WORKING AREAS IS TO BE WASHED DOWN AT CLOSE OF CONTRACT WITH DEIONISED WATER AND CLOTHS TO ENSURE THAT IT REMAINS CLEAN ON COMPLETION.

5.3 COMPLETION OF THE WORKS

5.3.1 Clear away and dispose of all unwanted materials. Make good any external surfaces disturbed by the works.

5.3.2 Ensure inclusion of contingency as identified in clause 1.23

6.0 CARPENTRY WORKS TO CHANCEL

NB. Inspection will be necessary to complete tender

6.1.1 Supply and erect all scaffolding necessary to allow the works to be assessed safely reviewed, executed and inspected.

Ensure that scaffolding complies with all the requirements of this specification in terms of access, protection and security measures in addition to all statutory requirements.

Ensure that any scaffold to be left in situ overnight at any time is secured behind a corrugated iron enclosure a min 4m high with a lockable gate and all security measures, including provision of security alarm for the scaffold with a strobe effect light triggered by a movement sensor to be activated at the close of works, and cameras etc as required to be in full accordance with Ecclesiastical Insurance group's advice note – APPENDIX 2

6.1.2 Open up roof as required to inspect condition of wall plate and rafters to affected area of ingress between 2nd and 3rd trusses on the North side of the Chancel. Allow for exposing 1.8m length of wall plate and opening back up the slope by 1.2m to ensure repairs identified can be effectively carried out. For tender purposes allow for 2 no. new spliced rafter ends (min. 900mm long) , and similar replacement of 1.2m length of wall plate. New treated softwood timbers to match existing in section (wall plate is nominally 8"x6"). Allow for temporary roof covering as necessary to prevent moisture ingress during works, for all temporary propping required and for full reinstatement of roof following completion of repairs. Allow provisional sum of £400.00 for any further repairs identified and as directed by Architect.

6.1.3 Allow further provisional sum of £750.00 for any further timber repairs identified with Architect within Chancel roof.

6.1.4 Clear away and dispose of all unwanted materials. Make good any external surfaces disturbed by the works.

End

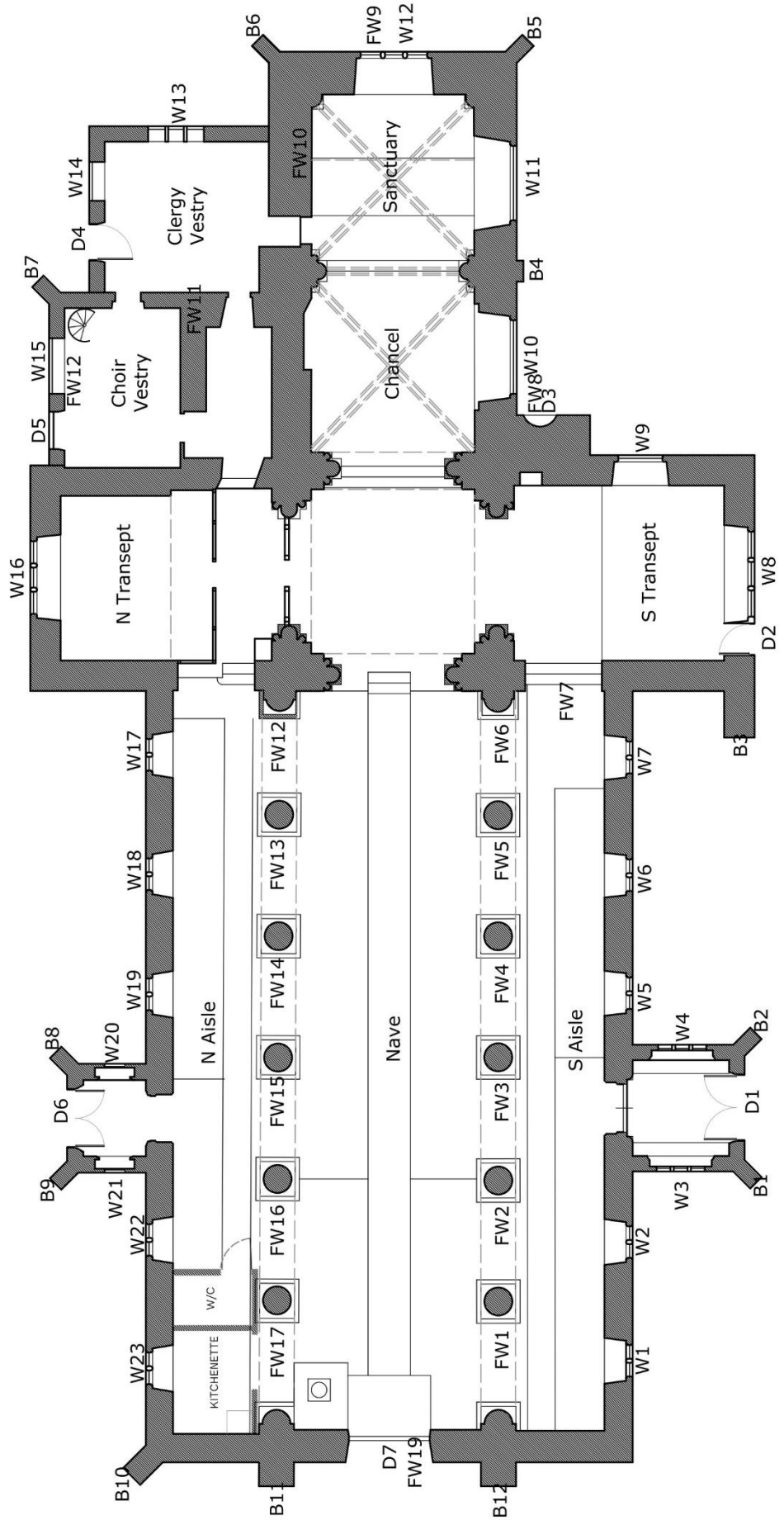
ADDENDUM NO. 1

June 2023

A) Removal and refixing of ferramenta is to be omitted from clause no. 4.1.34.

B) Clause no. 4.2.2 is to be omitted from the works.

APPENDIX 1 Church Plan



APPENDIX 2 EIG SCAFFOLD REQUIREMENTS

Form to be completed by scaffolder for submission to insurers at least 14 days before commencement of works

Church Guidance Note

Church scaffolding questionnaire

Cover for theft of external metal when scaffolding is in place

The presence of scaffolding on a building can seriously compromise security, so our insurance policies generally exclude theft of metal (usually on roofs) when scaffolding is in place. However, we can provide cover against theft of external metal if you implement additional security requirements.

We can provide cover for theft of external metal and subsequent damage up to the sum insured as indicated in the property damage section of your policy document.

Our requirements if your church would like cover for theft of metal while scaffolding is in place

For theft of metal cover to be granted, you will need to comply with all the requirements detailed in the questionnaire overleaf and:

- Enclose the base of the scaffolding in metal or timber sheeting, to a **minimum height of 4.0 metres**
- You must also have applied SmartWater® (or an alternative forensic marker approved by Ecclesiastical), put up the warning signage in a prominent position and registered the product
- If your church has a metal roof covering, you must have a roof protection system installed to a specification approved by Ecclesiastical, which is linked to a monitoring service and is regularly maintained.

Due to the technical nature of the requirements in the checklist, we recommend that your Project or Inspecting Architect or Surveyor should complete this questionnaire. We also recommend that this is done in the planning stages of any building work to ensure required security requirements are in place before works commence.

Risk Advice Line

Should you have any additional questions on this topic or other risk-related matters, as a valued Ecclesiastical customer you can contact us through our Risk Advice Line on

0345 600 7531
(Monday to Friday 9am – 5pm, excluding bank holidays)

and one of our in-house risk professionals will be able to assist.

Alternatively, you can email us at

risk.advice@ecclesiastical.com

and one of our experts will call you back within 24 hours.

ecclesiastical

Questionnaire

(check and tick as appropriate)

Any church seeking cover for external metal theft, while scaffolding is erected, must complete, sign and return this questionnaire to Ecclesiastical before work commences. We will then advise you if we are able to provide any cover for your church.

Scaffolding Specification

(a) The scaffolding will be fully enclosed by minimum 18mm exterior grade plywood sheeting or steel sheeting hoarding to a minimum height of 4.0 metres. Yes ☐ No ☐

Please note oriented strand board (OSB) is not an acceptable form of hoarding.

Comments

(b) All joints of the plywood or steel sheeting facing will be tightly butted to prevent tools being used to prise them apart. Yes ☐ No ☐

Comments

Fixing

(c) 100mm annular ring shank nails at 150mm centres will be used to fix the plywood boards to the timber frame. Tamper-proof screws may be used as an alternative. Yes ☐ No ☐

Comments

(d) The bottom of the hoarding will follow the contour of the ground leaving no gaps between the hoarding and the ground. Yes ☐ No ☐

Comments

(e) Where the hoarding abuts a building, the plywood or steel sheeting will be cut to match closely the contours of the building to prevent any gaps being formed. Yes No

Comments

Doors and access

(f) All lower-level ladders including access ladders to any scaffolding will be removed from the site, or, rendered inaccessible at the end of each working day. Yes No

Comments

(g) Any doors let into the hoarding will be of exterior grade solid wood type fitted in a purpose-built frame. The door and frame must be flush with the exterior face of the hoarding. Heavy-duty 75mm x 100mm steel butt hinges will be used to hang the door, the hinge pin being burred over to prevent it being driven out. A minimum of 3 hinges are to be fitted to any door. Yes No

Comments

(h) A 'Yale' latch type lock will be fitted to all doors. When the site is not attended, doors must be secured by a heavy-duty locking bar, secured to the door and frame by bolts bolted through. The locking bar must conceal the bolt heads. A heavy-duty close shackled padlock conforming to at least BS EN 12320 security grade 4 and designed for external use will be used to secure the locking bar. Yes No

Comments

(i) The inside of the scaffold will be adequately floodlit with floodlights angled inwards and up through the scaffold illuminating its entire height. These lights must be switched by photo-electric cell for illumination at night only. Yes No

Comments

Intruder detection

(j) The scaffolding will be protected by a scaffolding alarm system in accordance with NSI (NCP115) or SSAIB (SS2006) codes of practice for the design, installation and maintenance of scaffolding alarm systems. Yes ☐ No ☐

If you currently have an approved roof protection scheme installed, this may be temporarily extended to protect the scaffolding as an alternative to installing a separate scaffolding alarm system. If you decide to do so, simply ask your alarm installer to confirm to us directly in writing quoting your policy number and go to section (m) below.

Comments

(k) The system will be installed and maintained by a company on the official list of recognised firms of the NSI or SSAIB Inspectorate bodies and must also appear on the local police force list of compliant companies. Yes ☐ No ☐

Comments

(l) The system will combine notification locally by an instantaneous audible device activation together with notification to a permanently manned alarm receiving centre conforming to BS 5979 or BS EN 50518 via a minimum Grade 2 alarm transmission system under BS EN 50136. The system must be designed to utilise combined PIR detectors and cameras to detect unauthorised movement. Images from devices must be reviewed by the manned alarm receiving centre and action taken if unlawful activity is identified. Yes ☐ No ☐

Comments

(m) The scaffolding will be protected by temporarily extending our approved (by Ecclesiastical) roof protection scheme whilst the scaffolding is on site. Yes ☐ No ☐

Comments – please name the roof alarm installer

(n) If the proposed scaffolding alarm protection is not being protected by either an Ecclesiastical approved roof protection scheme temporary extension (as m above) or a scaffolding alarm installed by a NSI (NCP115) or SSAIB (SS206) approved installer, a copy of the scaffolding alarm design proposal is attached for approval by Ecclesiastical. Yes ☐ No ☐

To be completed by your Project or Inspecting Architect or Surveyor

Company name:

Address:

Your name:

Role:

I confirm as the Project or Inspecting Architect or Surveyor for this project that we have completed this questionnaire.

Signature

To be completed by a member of the PCC

I confirm that this questionnaire has been completed by our Project or Inspecting Architect or Surveyor.

Church or Church Hall name:

Policy Number:

Signed:

Print name:

Your role (e.g. Church Warden)

The information provided in this form will be used to determine if we can continue to provide theft of metal cover whilst scaffolding is in place. By signing this form, you are confirming that the information is correct to the best of your knowledge.

This checklist should be returned to Church Operations, Ecclesiastical Insurance, Benefact House, 2000 Pioneer Avenue, Gloucester Business Park, Brockworth, Gloucester, GL3 4AW, United Kingdom.

Should you need any help with the completion of this form, please call us on **0345 777 3322** or email **churches@ecclesiastical.com**

Report a claim

Do you need to report a claim? If so, you can call us on **0345 603 8381**. Our normal office opening hours are 8am to 6pm Monday to Friday, excluding bank holidays, but our lines are open 24 hours a day, seven days a week for emergencies. Alternatively, **click here** to report online or you can send us an email to **claims@ecclesiastical.com**. It's helpful if you can have your policy number available when making contact.

Contents

To help us process your contents claim as quickly as possible it would be helpful if you could provide a description of the item(s) (including a make or model number where applicable) when you call us. Where more extensive damage has occurred, we may ask you to provide a list of items to help us process your claim.

Policy cover queries

For queries about your policy cover, call our specialist church team on **0345 777 3322** (Monday to Friday 8am – 6pm, excluding bank holidays) or email us at **churches@ecclesiastical.com**.

Alternatively, please visit **www.ecclesiastical.com/church**.

ecclesiastical

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