Location of services
Locate and identify the positions of all incoming and outgoing services and make note for future reference. Contractor to note, mains electricity arrives within the cupboard beneath the external staircase. The property is not served by mains gas and to our knowledge there are no water supply connections.
Include for forming all temporary supplies and service connections as required, leaving ready for works to take place.

Access scaffolding
Allow all external access scaffolding, internal trestles and working platforms to allow safe execution of the works. Contractor to note proximity of highway on the southwest (roadside) elevation.

Cover & protect
Provide all necessary coverings and protections to enable the works to take place. Contractor to be aware that some internal display cabinets may require additional protection during the course of the work. Contractor to include for the protection of the display cabinet within the ground floor area. For pricing purposes allow provisional sum of £500 for protection of internal fixtures, fittings and finishes. Allow provisional sum of £200 to cover time/labour for assisting in moving/relocating internal exhibits if required.

Removal of moss
Allow for treating all roof slopes with 'Smartseal Green Clear' or similar solution. Smartseal to be diluted at a maximum rate of 1:5 and to be pre-mixed before application with a rose sprayer. All to be applied in accordance with manufacturers instructions and recommendations. Leave for a minimum of 5 days and then allow to gently brush down roof slopes to remove loose/dead moss. Clean and clear away all debris.

Inspection of roof slopes
Once roof slopes have been cleaned and cleared of moss and once access scaffolding has been provided, contractor to undertake closer inspection of roof slopes to ascertain overall condition of stone slate covering. Contractor to liaise with Contract Administrator and to organise site inspection. For pricing purposes, allow provisional sum of £1500 to cover the removal and replacement of localised cracked/defective roofing slates if identified.

Inspection of eaves
To entire perimeter of building, allow for carefully removing and setting aside bottom 3 courses of slates to enable assessment of the condition of the roofing felt and eaves corbelling.

Repairs to roofing felt
It is assumed that the eaves level felt may have started to perish and recede due to age and exposure. For pricing purposes therefore, allow for repairs to roofing felt as follows:

Carefully remove and set aside existing tiling battens and tilt fillets from eaves line. Cut out defective felt (approximately 300mm wide strip to base of roof) and dispose of material. Allow to provide and install new 5U protection strip to BS 5534:2014, laid parallel with eaves line and secured with clout nails to each rafter.
Dress additional layer of 1F roofing felt over protection strip (to BS747), ensuring new felt laps beneath existing by minimum 150mm. Felt to be secured with clout nails to each rafter.

Once eaves level felt has been renewed, allow for reinstating tiling battens and tilt fillets. Allow for carefully reinstating original stone slates to eaves line, ensuring slates are laid in diminishing courses, with appropriate head laps to retained surfaces.

Improvements to roof ventilation provisions
To positions shown on plan, include for and carefully remove existing stone slates, setting aside and storing safely for re-use. Include for forming perforations through roofing felt as required, forming new vent outlets. Provide and install minimum 8no. pre-formed lead vent outlets to permit airflow to roof void. Exact detailing of lead vent to be confirmed but outlets to sit below level of adjacent stone tiles. Contractor to ensure felt is appropriately lapped around lead. Reinstate original stone slates where previously removed, ensuring roof covering is continuous and ensuring slates are securely nailed in place.

Repairs to ridge tiles
Allow for carefully lifting, cleaning and setting aside existing ridge tiles. Carefully remove existing cement mortar from ridges and from backs of removed tiles.
Include to re-lay original stone ridge tiles, providing additional ridge tiles to make up any short-fall. New ridge tiles to be in cut stone to match size and profile of existing. For pricing purposes include for 1 linear metre of replacement ridge tiles.

New and existing ridges to be bedded on and pointed in using 'Cornerstone Roofline' ready mixed lime mortar (1:3 lime/sand) by Cornish Lime or similar. All to be applied in strict accordance with manufacturers instructions and recommendations.

Repairs to hip ends
Carefully hack off/remove existing sand/cement mortar from hip ends, disposing of all debris. Brush down to remove all loose/friable material, leaving hip ends clean and clear.

Allow for re-forming mortared hips using 'Cornerstone Roofline' ready mixed lime mortar (1:3 lime/sand) by Cornish Lime or similar. All to be applied in strict accordance with manufacturers instructions and recommendations. Mortar to be applied with a rounded profile, sitting proud of the adjacent roof tiles.

Works to weathervanes
Allow for carefully and temporarily removing existing weathervanes, to enable repairs and improvements. Remove all cracked/loose/flaking paint and rub down with wire wool to remove all rust. Leave clean, smooth and ready to decorate. Allow provisional sum of £500 to cover patch repairs/welding to joints if required.
Allow for and apply 2 coats of red-oxide primer. Allow for and apply 2 coats of Dulux weathershield of similar metal paint, black in colour. Once weathervanes have been repaired, include for reinstating to original positions. Contractor to ensure weathervanes are appropriately secured to roof structure.

Inspection of timber corbels and sarking boards
Once access scaffolding has been erected, contractor to include for undertaking closer inspection of existing timber corbelling and sarking boards at eaves level, to ascertain condition and method of fixing. Contractor to liaise with Contract Administrator and to organise site inspection and agree full extent of repair/replacement.

Repair and replacement of corbels
Where corbels are found to be rotten/loose/defective, allow for carefully removing and setting aside existing timbers. Include to fabricate new corbels to match size, shape and profile of existing. Method of fixing to be confirmed. All new corbels to be in hardwood. Leave corbels clean and secure and ready for decoration. For pricing purposes allow to provide and install 10no. replacement corbels. Exact positions to be agreed.

Repair and replacement of sarking boards
Where sarking boards are found to be rotten/split/defective, allow for carefully removing and setting aside existing timbers. Include to provide and install replacement sarking boards to match size, shape and profile of existing. All new sarking boards to be in hardwood. Sarking boards to be secured to timber corbels with stainless steel fixings. Leave clean and secure and ready for decoration. For pricing purposes allow for replacement of 5 linear metres of sarking boards. Include provisional sum of £750 for supply and installation of replacement boards.

Inspection of timber frame & render panels
Once access scaffolding has been erected, contractor to include for undertaking closer inspection of existing timber framing and rendered panels, to ascertain condition. Contractor to liaise with Contract Administrator and organise site inspection to agree full extent of repair/replacement.

Repairs to timber frame
Carefully and gently rub down all of the existing exposed timber framework to remove any loose/friable material. Contractor to note, no significant areas of decay are expected to be found within the timber frame. For pricing purposes though, allowances should be made for defective timber to be carefully cut out and replaced with new sections of hardwood. Therefore include a provisional sum of £2000 for timber splice repairs - exact areas to be agreed with the Conservation Office prior to commencement.

Carefully rake out recessed/open joints between timber components and between timber frame and rendered infill panels. Brush joints to remove all loose/friable material, leaving ready for making good. For pricing purposes allow for raking out 15m² of joints.

Where joints/cracks/splits exceed 10mm in width/depth, allow for filling/packing with oakum caulking. Caulking to be carefully worked into joints using a mallet and caulking iron, ensuring caulk is left recessed slightly from face of joint. For pricing purposes allow for installing 10m² of oakum caulking.

Once joints have been packed with oakum, include for finishing with linseed oil putty (by Brouns and Co. or similar) ensuring putty finishes flush with adjacent surfaces.
To all other cracks/splits/recessed joints in framework, less than 10mm in width/depth, allow for filling with linseed oil putty, working well in to joints and leaving flush with surface of timber. For pricing purposes allow for installing 25m² of linseed putty to framework, all to be applied in strict accordance with manufacturers instructions and recommendations. Leave putty for minimum 24hrs (depending on temperature) to cure/skin over, leaving ready for decoration.

Repairs to rendered panels
Allow for carefully rubbing down existing rendered infill panels to remove all loose/friable material. Where render is found to be loose/hollow/defective, allow for carefully cutting out and disposing of debris, retaining timber laths where possible. For pricing purposes allow for removal of up to 10m² of existing render.

Where necessary, once defective render has been removed, allow for and undertake repairs to supporting laths. Where replacement laths are required, these shall be formed using hand split riven oak, secured to existing framework. For pricing purposes allow provisional sum of £750 for the supply and installation of 5m² of replacement laths.

Allow to reinstate rendered panels where removed, building up in layers to suit thickness of wall. Base layer to be 3mm Reabilita CAL CS by SecilTex or similar, Second coat to be 15mm course haired lime mortar by Mike Wye or similar, mix 3:1 (sand/lime). Finishing coat to be 10mm unhaired lime mortar by Mike Wye or similar. For pricing purposes allow for 10m² of replacement render. Indicative locations shown on plan. Exact areas to be confirmed following close-up site inspection. Leave rendered panels clean, smooth and ready for decoration.

Stone Repairs
Gently and carefully brush down existing stone columns to remove all loose/friable material. Fill deep cracks/gouges/recesses with RJ2.7 'special' non-hydraulic stone repair mortar by Rose of Jericho or similar. Mortar to comprise chalk lime putty mixed with stonecust and sand, colour matched to the existing stone column. For pricing purposes allow for 10m² of pointing to columns.

Once faces of columns have been repaired, allow for treating each unit (15no.) with RJ 3.07 'Shelterocat' by Rose of Jericho or similar. Shelterocat to be applied by brush in 3 coats. First coat to be diluted with water. Subsequent finishing coats to be undiluted, all in strict accordance with manufacturers instructions and recommendations.

Repairs to treads
Starting at the base of the staircase, allow for and carefully remove the tongued and grooved boards from the underside, exposing the treads and risers. Where boards are removed, set aside and store safely for re-use. Include for and undertake repairs to loose treads and risers. Allow for providing and installing new wedges and mortice blocks as required, ensuring staircase components are appropriately secured. For pricing purposes allow for undertaking repairs to 5no. treads and risers.

Include provisional sum of £750 for additional timber repairs/replacements if required. Once treads and risers have been secured, allow for reinstating tongue and groove lining to undercside, using original boards where previously set aside. Contractor to ensure boards are tightly butted/connected and securely screwed to staircase structure.

Include provisional sum of £250 to cover the supply and installation of new tongued and grooved boards to replace any which break during removal. Replacement boards to match size and profile of existing.

Repairs to Handrails and Balusters
Allow for and carefully remove the handrail from the left hand (external) edge of the staircase, setting aside for re-use. Include for and carefully remove 3no. loose balusters from the bottom of the staircase and inspect fixings/connections. Contractor to note, it is assumed that water ingress has led to decay at the base of the balusters, causing movement in the connecting socket. For pricing purposes therefore, allow to fabricate 2no. new turned balusters to match shape and profile of existing. Balusters to be in hardwood.

Install 2no. new balusters to replace those which are found to be defective. Balusters to be secured by way of existing sockets/mortice joints and to be mechanically fixed using stainless steel screws. Include provisional sum of £500 for additional repairs and mechanical fixings to other balusters which are found to be loose. Allow for and carefully re-instate handrail, ensuring handrail is securely fixed in place.

Cosmetic repairs to staircase
To upper surface of staircase (treads and risers) allow for raking out cracks and joints, removing all loose/friable material. Carefully remove existing anti-slip strips from treads and dispose. Sand down entire staircase - treads, risers, strings, balusters, handrails and T&G boarding. Fill cracks/splits with appropriate resin filler, sanding down as required to match existing lines and contours. Clean down and remove all dirt and grease, leaving ready to decorate.

Replacement of textured coatings
Once staircase has been decorated (as detailed elsewhere), allow to provide and install new anti-slip stair cleats. Cleats to be resin-bonded aluminium oxide grit (black in colour to match existing), fully adhered to treads in strict accordance with manufacturers instructions and recommendations. Cleats to be sized to match existing - for pricing purposes assume 100mm wide by 900mm in length. Include for 14no.

Ease and adjust casements
Allow for carefully easing and adjusting opening metal casements to 10no. existing windows, ensuring windows operate freely. Oil/grease hinges as required with silicone spray.

Window repairs
Allow for carefully cutting out and removing cracked glazing putty to internal and external window surfaces, ensuring glass is held temporarily but securely in place.
Carefully and gently rub down metal framework to windows, removing all loose/friable material. Gently sand down rust patches and clean off, leaving clean and clear and ready to decorate.

Allow for re-sealing glazing panels with new glazing putty by Hodgson Sealants or similar, all applied in strict accordance with manufactures instructions and recommendations. Brush putty with soft brush to seal to glass, knifing off as required to form chamfered finish. Leave to cure, ready for decoration. For pricing purposes allow for replacement of putty to 5no. casement windows.

Easing & Adjusting entrance door
Allow to carefully ease and adjust existing entrance door and slave unit, ensuring both doors operate freely. Contractor to note, slave door rubs slightly on the existing floorboards. Allow for carefully easing and adjusting shoot bolts to top and bottom of door, ensuring bolts operate freely and easily.

Decorations to exposed timber framework
Allow to decorate all exposed timber framework to all elevations and to underside of ground floor area. Treat all exposed/visible knots with shellac knotting primer.
Treat all exposed timberwork with Exterior Linseed Oil Paint by Brouns & Co. or similar. Paint to be applied in three coats as follows:

Coat 1: 50% linseed paint, diluted with 35% raw linseed oil and 15% balsam turpentine.
Coat 2: 100% linseed paint
Coat 3: 100% linseed paint.
Contractor to allow 24hrs between coats.

Decoration of rendered panels
Allow to decorate all exposed rendered panels to all elevations. Treat all new and existing rendered panels with one coat of silicate primer by Seciltek or similar, applied in strict accordance with manufacturers instructions and recommendations.

Finish all new and existing rendered panels with two coats of Isovit Silicate paint by SecilTek or similar, applied in strict accordance with manufacturers instructions and recommendations. Paint finish to be white to match existing. Contractor to take care when applying render paint, cutting in and avoiding paint spill onto adjacent timber frame.

Include for re-painting crest to both gable end elevations. Paint colours to match existing. All to be in silicate paint.

Decoration of exterior Joinery at eaves level
Allow to decorate sarking boards and timber corbels to eaves overhang to match framework. Decorations to be undertaken with exterior linseed oil paint by Brouns & Co. or similar. Paint to be applied in 3 coats as follows:
Coat 1: 50% linseed paint, diluted with 35% raw linseed oil and 15% balsam turpentine.
Coat 2: 100% linseed paint
Coat 3: 100% linseed paint.
Contractor to allow 24hrs between coats.

Decoration of Windows
Treat metal framing of windows (internally and externally) with one coat of red-oxide primer. Finish metal casements with 2 coats of Dulux weathershield or similar, black to match existing. Gently rub down timber sub-frames, surrounds, centre mullions and cills to all 10 windows. Wipe down and clean. Allow for and apply 1 coat of Dulux Weathershield or similar 'exterior flexible' undercoat. Finish window sub-frames, surrounds, centre mullions and cills using 2 coats of Dulux weathershield or similar, matt-black to match existing.

Decoration of ceilings
To exposed ceilings above ground floor area, allow for cleaning existing asbestos cement panels with 'Smartseal Green Clear' or similar solution. Smartseal to be diluted at a maximum rate of 1:5 and to be pre-mixed before application with a rose sprayer, in accordance with manufacturers instructions and recommendations. Gently and carefully wipe down to remove any residue. Once ceiling as been cleaned, allow for redecoration using 2 coats of Finnguard Opaque or similar.

Decoration of Staircase
Rub down, bring forward, knot stop and prime new timber as required. Allow to redecorate entire staircase - treads, risers, strings, balusters, handrails and t&g underlining. Decorations to comprise 1 coat of Dulux weathershield or similar 'exterior flexible' undercoat and 2 coats of Dulux weathershield or similar, matt-black to match existing.

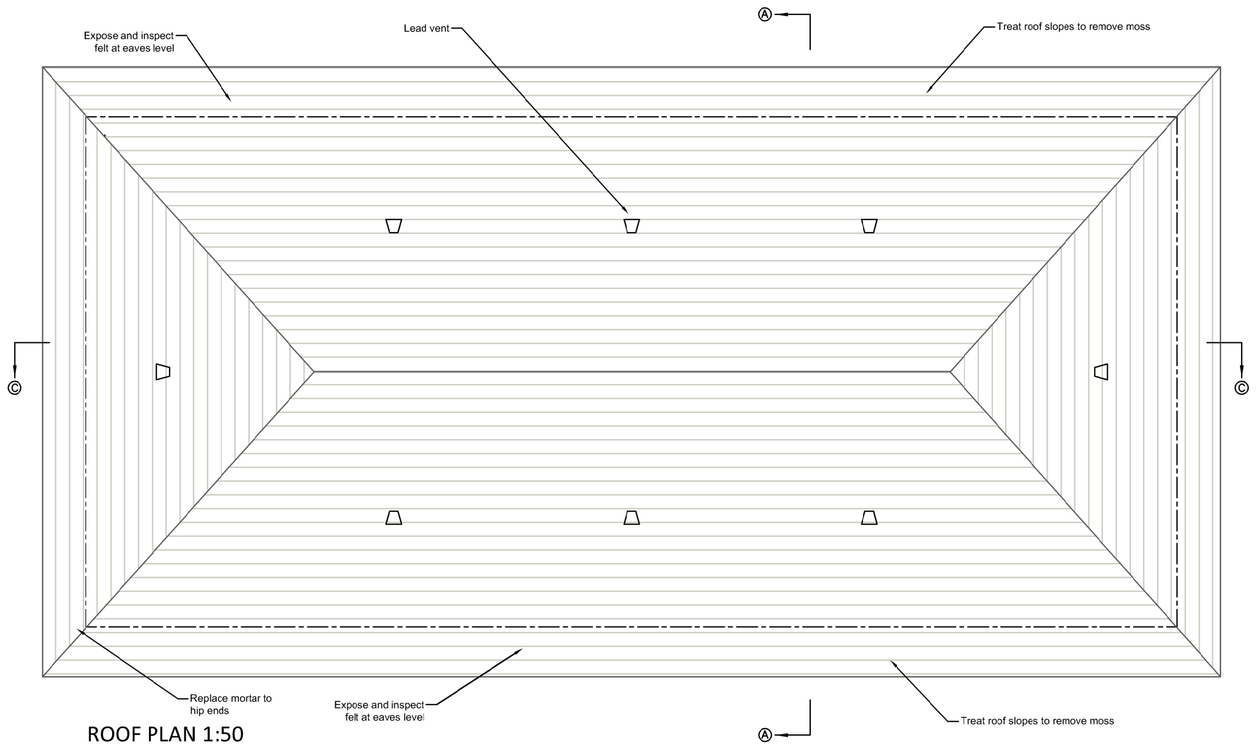
Decoration of gate
Allow for gently rubbing down existing metal gate with wire wool, removing all loose/friable material and removing all rust. Treat metal gate with one coat of red-oxide primer. Finish with 2 coats of Dulux weathershield or similar, black to match existing.

Inspection of first floor structure
Allow for carefully lifting existing floor-boards to expose first-floor structure and to enable inspection and assessment of the condition of the floor joists. Exact areas/positions to be agreed, subject to the position of existing display cabinets. For pricing purposes allow for carefully lifting and then reinstating 5m² of the existing floorboards. All boards to be re-laid in their original positions.

Treatment of roof timbers
Allow for specialist timber treatment of roof timbers throughout roof void - trusses, purlins, rafters and ceiling joists. Timber treatment to be undertaken with the use of Permethrin based insecticide, applied in strict accordance with manufacturers instructions and specialist advice.

Treatment of floors & Wall Panelling
Allow for specialist timber treatment of first floor structure and timber wall panelling if required, pending the results of the opening up and investigation works. For pricing purposes allow provisional sum of £1500 for additional timber treatment works if required. Treatment to be undertaken with the use of permethrin based insecticide, applied in strict accordance with manufacturers instructions and specialist advice.

Infilling of ceiling hatches
Allow for removing existing insect mesh from 3no. ceiling hatches and dispose of. To upper surface of each opening, allow to provide and install 38 x 50 timber grounds. Grounds to fit between and to be secured to existing ceiling joists, to provide fixing points for laths. Infill openings with sawn softwood laths, cut to fit hatch dimensions. Laths to be secured to timber grounds. Once laths are in-situ, allow for and apply lime plaster, dubbing out to match existing lines and contours and feathering into existing finishes. Leave ready for decoration.



ROOF PLAN 1:50

Roof Insulation
Carefully remove and set aside existing boards from within loft space, leaving area clean, clear and ready for insulating. To entire roof void, allow to provide and lay new insulation across flat ceilings. Insulation to be 'sheeps wool' by thermafleece or similar, applied in two layers. 150mm layer to be laid between the ceiling joists, with an additional 150mm layer applied at right angles across the joists. Contractor to ensure insulation is kept back slightly from perimeter edges of roof, to provide air flow between insulation and sarking felt.

Insulation of loft access hatch
To rear of existing roof hatch, allow to provide and install celotex or similar rigid insulation board. Insulation board to be minimum 100mm thick, cut to match size of hatch. Contractor to include for securing in place with appropriate adhesive.

Removal of secondary glazing
Allow for and carefully remove existing secondary glazing panels from 8no. window openings, setting aside and storing safely for re-use. Once glazing panels have been removed, contractor to include for cleaning secondary glazing framework. Allow to inspect security and fixing of frames. Allow provisional sum of £400 for easing and adjusting secondary glazing framework if required.

Works to window reveals
Once secondary glazing has been removed, contractor to inspect existing pegboard lining to window reveals. Where necessary, allow for securing loose pegboards back in place, carefully fixing with screws to window reveals.

Reinstatement of secondary glazing
Once interior face of window and window surrounds have been decorated, contractor to include for reinstating original secondary glazing. Include for adjusting glazing panels and framework, ensuring glazing panels close securely. Allow provisional sum of £800 for making adjustments to secondary glazing or fitting draught excluders if required.

Decorations of internal ceilings
Carefully rub down existing ceilings to remove loose/flaking paint. Leave clean and clear. To all lath and plaster ceilings (pitched and sloping) apply 2 coats of Earthborn Clay Paint or similar, carefully cutting in around exposed roof timbers. Ceilings to be painted white to match existing. For pricing purposes allow for decorating 80m² of internal ceilings

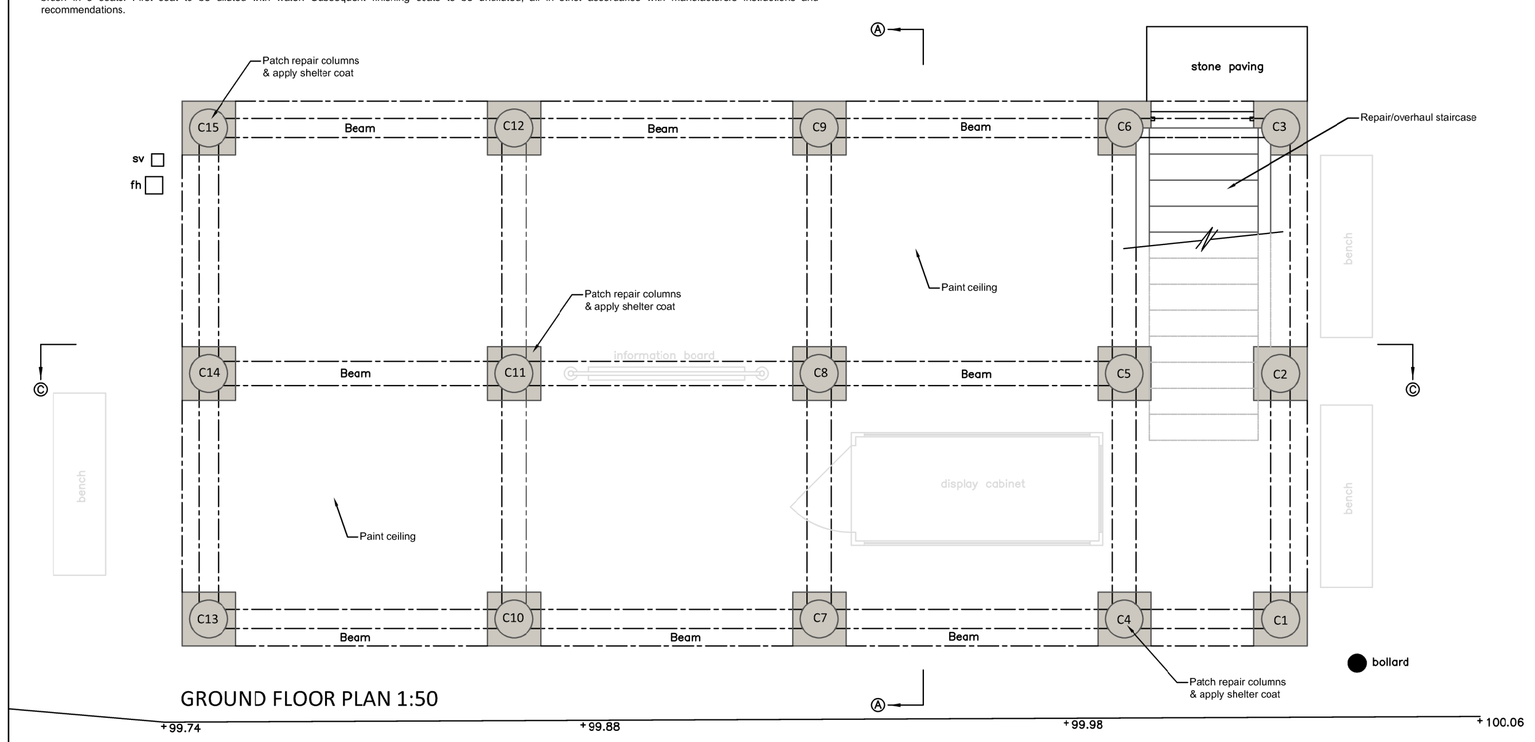
Decorations of internal walls
Carefully rub down/wipe/clean existing walls as required. To existing lath and plaster wall finishes, allow for and apply 2 coats of Earthborn Clay paint or similar, carefully cutting in around fixed display cabinets and wood panelling. Walls to be painted to match existing. For pricing purposes allow for decorating 60m² of internal wall finishes.

Heating
Arrange for and undertake inspection of existing incoming electric supply, assessing capacity of system to take new electric radiators. For pricing purposes allow to provide and install 4no. new LUGOHS1540T electric radiators by Harmoni or similar. Radiators to be installed with integrated thermostats, all in strict accordance with manufacturers instructions and recommendations. Indicative positions shown on plan. Final sizes and positions of radiators to be agreed.

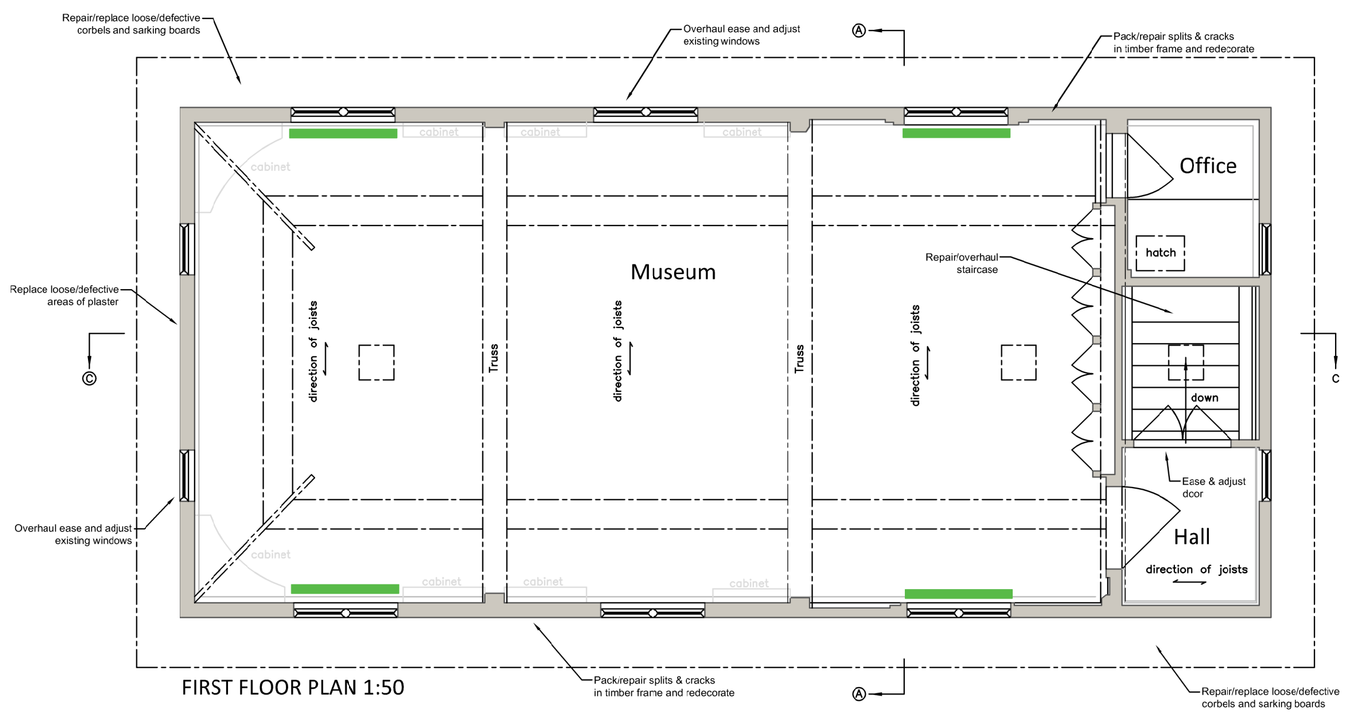
Work to Internal Cabinetry
Allow provisional sum of £250 for works to existing built-in display cabinets. Include for easing and adjusting all doors. Clean all glass.

Cleaning
Allow to wipe down all surfaces to remove dust and construction related debris. Remove and cart away all remaining plant and material.
Clean all windows, leaving building ready for use and occupation by client.

CONTINGENCY
Allow contingency sum of £3000 for variations and additional works arising during construction. Use of contingency subject to discussion and agreement with contract administrator.



GROUND FLOOR PLAN 1:50



FIRST FLOOR PLAN 1:50

NOTES:
1. Figured dimensions to be taken in preference to scaled dimensions.
2. Large scaled drawings to be taken in preference to small scale.
3. Critical dimensions to be taken from site.
4. If in doubt, the contractor must ask for clarification.

RISK SCHEDULE
A) . The building sits in extremely close proximity to the Highway. There is therefore a significant risk of traffic related injuries. Consideration needs to be applied with respect to the configuration and position of access scaffolding. The contractor may need to consider erecting barriers to the site perimeter and may need to consider netting to the side of the access scaffold.

B) . The building is in an area which is directly accessible to and in regular use by the general public. There are therefore general risks associated with site security, the storage of plant and material etc. The contractor will need to ensure barriers are in place to protect the public and prevent unathorised access to the working area.

C) . Usual risks associated with working at height - falls and dropping of materials.

D) . As identified on plan and within the written schedule, Asbestos Containing materials are present, including the use of asbestos cement sheeting to the ceiling over the open round floor. Contractor to refer to the findings of the asbestos survey

Revisions:

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Client:	The Royal Wootton Bassett Town Hall & Trust
Title:	Proposed Repair and Maintenance Works Floor Plans
Site:	The Old Town Hall Building, High Street, Royal Wootton Bassett
Drawing No:	23-003-03
Rev:	
Scale:	As stated @ A1

1/50 1m 2m 2m 3m 4m 1/100

RICS