



M3NHFSCHEDULE

Appendix F – General Rules & Preambles

Version: 6.3

Volume 2: Schedule of Rates Medium Descriptions





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STANDARD ABBREVIATIONS USED IN THE M3NHF SCHEDULE OF RATES DESCRIPTIONS

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It should be noted that the following information is provided as guidance only, and not all items may be covered.

(BOT)	Bottom
(BS)	Both Sides
(OS)	One Side
2L	Two layer
3L	Three layer
A	Amp
AA	Anodised aluminium
AC	Alternating current
BASEC	British Approvals Service for Cables
BCC	British Coal Corporation
BCMC	British Cable Manufacturers Confederation
BF	Both faces
BS	British Standard
Btu	British thermal unit
BWF	British Woodworking Federation
CA	Client Representative
CCTV	Closed circuit television
CCU	Consumer control unit
CI	Cast Iron
CLG	Ceiling
CM	Cubic metres
CORGI	Council for Registered Gas Installers
CP	Chromium Plated
CT/ct	Coat
CWST	Cold water storage tank
DC	Direct current
dia	diameter
DIR	Direct
DP	Double Pole
dpc	Damp proof course
dpm	Damp proof membrane
EC7	Economy 7
EP	Ethylene propylene
EPDM	Ethylene Propylene Diene Monomer
F&E	Feed and expansion
FL&B	Framed, ledged and braced
FLR	Floor
GC	Gas chimney
GRP	Glass fibre reinforced polyester
GWCG	Georgian wired cast glass
GWPP	Georgian wired polished plate
HO	Home Office
HOFR	Heat, oil and flame retardant
horizon	horizontal
HP	High performance
HR)	
Hr)	Half round or hour depending on context
hr)	
HRC	High rupturing cartridge
HT	Height
HTR	Heater
HW	Hardwood

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IEE	Institute of Electrical Engineers
IND	Indirect
IT	Per Item i.e. comprising the whole of the works as detailed
KG	Kilogram
Kw	Kilowatts
L	Layer(s)
L&B	Ledged and braced
LM/M	Linear metres
LTR	Litres
LV	Low voltage
MCB	Miniature circuit breaker
MDF	Medium density fibreboard
MICC	Mineral insulated copper cable
MM	Millimetres
MS	Mild steel
ne	not exceeding
NICEIC	National Inspection Council for Electrical Installation Contracting
NS	Natural stone
OCC	Occupancy
PCC/pcc	Precast concrete
PM	Purpose Made
PR	Pair
PVC	Polyvinyl Chloride
PVCU/PVCu	Unplasticised Polyvinyl Chloride
RCD	Residual current device
RS	Reconstructed stone
SAA	Satin anodised aluminium
SEC	Security
SM	Square metres
STD	Standard
SW	Softwood
T and E	Twin and earth
T, G and V	Tongued, grooved and V jointed
TV	Television
UPVC	Unplasticised Polyvinyl Chloride
V	Volts
W	Watt
WC/wc	Water closet
WH	Wash hand
WHB	Wash hand basin
WK	Week
WP/wp	Waterproofing

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GENERAL RULES

Schedule of Rates Descriptions

- 001 There are three levels of description for each Schedule of Rates item. Each of these, in particular, the Medium Description set out in the scope of Works envisaged for an Order for that item.
- 002 Each item has a 6 character numeric code reference and a single character alpha priority code reference:

Example:

125001	E	Chimney: Ball chimney flue, clear obstruction and clean up including all associated work, and remove waste and debris, - [as an emergency priority (see below)]	IT	34.39
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Items are grouped in the following sections:

- Foundations;
- Groundworks;
- Fencing and Gates;
- Drainage;
- Brickwork;
- Masonry;
- Roofing;
- Carpentry and Joinery;
- Plasterwork and other Finishes;
- Wall and Floor Tile and Sheet Finishes;
- Painting and Decorating;
- Cleaning and Clearance;
- Glazing;
- Plumbing;
- Heating;
- Electrical;
- Disabled Adaptations and Minor Works; and
- Specialist Treatments
- Maintenance Works to Energy Efficiency Appliances and Components.

The single character priority code references are as follows:

e.g. Priority E – Emergency
 Priority U – Urgent
 Priority R – Routine
 Priority X – User defined

All Works are to be completed within the Response Periods indicated in Contract Details.

- 003 Each item in the Schedule of Rates represents the entire work content of the particular repair set out in the Schedule of Rates item. The Service Provider is deemed to have included for all ancillary items that are necessary to achieve the particular repair even though those items not specifically referred to in the Schedule of Rates item.
- 004 Descriptions in the Schedule of Rates may have minor inconsistencies in terminology between relative items and also between the three levels of Description for each item contained within the Contract Documents. This is due to the computer field size limitations and Order application of the Client's computer system. Where the context requires, minor omissions of text should not be taken to mean that work in connection with a particular repair and maintenance item in the Schedule of Rates can be left incomplete.

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005 In the Schedule of Rates the following definitions of measurement units are applicable:

- HR – per hour
- NO – per number or each
- IT – per item i.e. comprising the whole of the Works as detailed
- LM – per linear metre
- SM – per square metre
- CM – per cubic metre
- PR – per pair

006 The following definitions apply in the Schedule of Rates:

"approved", "directed" or "selected"	means as approved, directed or selected by the Client Representative whose decision shall be final.
"ease"	means make minor adjustments to moving parts of the stated component to achieve a good fit in both open and closed positions and ensure free movement in relation to fixed surrounds, unless stated otherwise and make good as necessary;
"make good"	means carry out local remedial work to components, features and finishes which have been disturbed by other, previous Work under this Contract and leave in a sound and neat condition. The replacement of components or parts of components and redecoration of adjacent surfaces is not included;
"patch"	refers to a net area of under 1m ² ;
"remove"	means disconnect, dismantle (as necessary) and remove the stated element, work or component and all associated accessories, fastenings, supports, linings and bedding materials, and dispose of unwanted materials including all removal and replacement required to gain access for the work. The removal of associated pipework, wiring, ductwork and/or other services is not included unless otherwise stated;
"renew"	means remove the existing item, supply and fix or fit the appropriate new replacement item(s) including all fitting, piecing out and preparatory work. All items include the supply and fixing of all materials required unless specifically referred to as supplied by others, "fix only" or "free issue";
"repair"	means carry out local remedial works to component features and finishes as found in the existing building, secure or refix, touch up/make good decorations as necessary and leave in a sound and neat condition. The replacement of components or parts of components and redecoration of adjacent surfaces is not included;
"replace"	means remove the stated existing components, features and finishes, provide and fit matching (or other specified) new components, features or finishes and make good as necessary;
"to match existing"	means use products, materials and methods to match closely all visual characteristics and features of the existing work, with joints between existing and new work being as inconspicuous as possible, all to the approval of the Client Representative;
"fix", "install" or "lay"	means supply and fix new Materials including all preparatory work;

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- 007 The Schedule of Rates contains composite items which are designed to cover a number of potential repairs to a particular component or installation e.g Overhaul WC pan. When a composite item for repair is ordered the Service Provider is required to carry out all necessary repairs as may be required to the component or installation in order to effect a complete repair. If there is a subsequent fault to the same component or installation and such fault is, in the reasonable opinion of the Client Representative, deemed to be an integral part of the composite repair item which should have been attended to at the previous visit, then the Service Provider shall carry out such further remedial repairs as are necessary as a recall and at no extra charge to the Client.
- 008 The Schedule of Rates contains both elemental and composite items for particular repair, maintenance and renewal items. For example there are composite items for complete roof covering renewals which includes for tiles (including eaves, ridge tiles, verges,vents), underfelting, battens , renewal of flashings, soakers etc., and there are individual Schedule of Rates items covering these separate components. Where a complete repair/renewal is required such as a roof renewal then the cost chargeable will be based on the composite Schedule of Rate item(s) and not by adding together the individual Schedule of Rate items for each separate component part.
- 009 The selection of the Schedule of Rates codes to be used in the evaluation of any Works Order shall be at the sole and absolute decision of the Client Representative.

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MEASUREMENT RULES

The rules for the measurement of items included in this Schedule of Rates will be those detailed within the All Trade Preambles and this Appendix as follows:

- .1 For items in the Schedule of Rates which are measured (indicated in LM/SM/CM), the Client will reimburse the Service Provider for works on the following basis.

The use of an item and the usage rate is less than 1 (one) the charge shall be as for 1 (one) whole. Where however, more than 1 (one) whole is used reimbursement shall be pro-rata the item schedule rate i.e. 1.27 LM, SM, or CM = 1.27 **to two decimal places**, (multiplied) by the unit schedule rate.
- .2 For Items in the Schedule of Rates where the Unit of Measure is per No. (Number) or IT (Item), then the charge shall be as for 1 (one) whole multiplied by the unit schedule rate.
- .3 For Items in the Schedule of Rates where the Unit of Measure is per HR (Hour) then the charge shall be to two decimal places, recorded to the nearest 15 mins, irrespective of whether more or less than 1 (one) whole i.e. 0.50, 1.25 etc., multiplied by the unit schedule rate.

Specific rules for the measurement of scaffolding, only where reimbursable by operation of the provisions contained in the **Price Framework** are as follows:

- .1 General scaffolding is designated in ranges of girth and height. The girth shall mean the horizontal length measured along the face of the structure to which access is required. The height shall mean the vertical height measured from average scaffold base plate level to the upper surface of the top working platform. In the case of a scaffolding with top working platforms at differing levels the average height shall be used.
- .2 Scaffold towers is itemised and designated by vertical height irrespective of plan dimensions. The height shall mean the vertical height measured from the tower base plates/wheels as appropriate to the upper surface of the top working platform. The items are deemed to include for providing towers of any suitable dimensions to suit access available.
- .3 Chimney scaffolding is itemised and designated by height above ground level, irrespective of the girth. The height shall mean the vertical height measured from ground level to the upper surface of the working platform.
- .4 Working platforms to general scaffolding are deemed to be four boards wide and shall be measured per linear metres of platform.
- .5 For any type of scaffolding the additional height above working platforms due to handrails, screens, gantries and the like is deemed to be included.

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MEASUREMENT PREAMBLES

The following are provided as indicative examples only and should be reviewed and adapted as necessary by the Client, prior to incorporation into any tender or other Contract documentation, to ensure that they are fully compatible with the maintenance service to be provided and the particular Schedule of Rates with which they are to be used.

Generally

Generally Rates Deemed to Include

- A. Rates for all Schedule of Rates items in all trades generally are deemed to include as appropriate for the following:
- .1 All work that can reasonably be deemed to be included either as good workmanship, including the provision of materials and plant, or accepted practice whether or not specifically referred to in this document, the Client Representative's decision on this will be final.
 - .2 Clearing away all arisings, redundant materials, debris, rubbish etc., from site including damping down to reduce dust, loading into skips at ground level, skip hire or equivalent, transport and landfill and other waste disposal charges including any recycling costs.
 - .3 The removal and disposal of all non regulated asbestos containing materials eg artex, vinyl floor tiling.
 - .4 Working in conjunction with all non regulated asbestos containing materials eg artex, vinyl floor tiling.
 - .5 Scaffolding, staging, towers, hoists, cradles and access ladders etc., as required up to and including second storey eaves level above ground level (including chimneys, gables, dormers and the like to two storey structures and below), including maintaining in accordance with appropriate safety regulations, clearing away on completion and making good all work damaged or disturbed.
 - .6 Temporary supports, shoring or hoarding to existing structure including maintaining, adapting and clearing away on completion and making good all work damaged or disturbed.
 - .7 Temporary dustproof, weatherproof and security screens, etc., as required complete with doors including maintaining, adapting and clearing away on completion and making good all work damaged or disturbed.
 - .8 All setting and marking out, including provision and removal of temporary profiles.
 - .9 Taking up any necessary boarding, de-nailing timbers, relaying boarding and punching in nail heads.
 - .10 Taking off and re-fixing gutters, downpipes, TV/radio aerials, satellite dishes, electricity, TV, British Telecom cables and the like to facilitate the renewal or repair of any component.
 - .11 Removing all screws, nails, plugs and the like associated with the removal of any item.
 - .12 Setting aside, storing, cleaning and subsequently re-fixing items described as re-fixed.
 - .13 Setting aside, protecting and reinstating tenants' goods, chattels, fixtures, fittings and other property and clearing roof space where necessary to undertake the works ordered.
 - .14 Fixing to any surface with nails, screws, blocks, glue, bolts etc., as required including drilling, packing and scribing.
 - .15 Jointing and or finishing new materials including additional material where required.

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- .16 Jointing and or finishing new materials to existing including additional material where required.
- .17 Matching all materials to existing.
- .18 Making good existing structure, finishings etc., as necessary.
- .19 Protecting the whole of the works.
- .20 Seeking the approvals of the Client and or Client Representative in respect of any Works including any reasonable waiting or other down time whilst awaiting approval.

The Service Provider is to allow in his tender for any additional costs that he considers may be necessary.

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Concrete Work

Concrete Work Rates Deemed to Include

- A. Rates for concrete work are additionally deemed to include as appropriate for the following:
- .1 Sulphate resisting cement where required.
 - .2 Ordinary and fair face formwork and temporary supports to all concrete where required.
 - .3 Filling into or on to formwork and well tamping around reinforcement.
 - .4 Tamped, trowelled or any other surface finish to concrete beds etc.
 - .5 Forming all holes, mortices, chases and the like.
 - .6 Rolling margins on all reinforcing bar.
 - .7 Cutting, bending or forming reinforcement to required shape and for all hooks, tying wire, spacers, chairs and the like.
 - .8 Reinforcement to cast insitu concrete (where required) and all precast concrete.
 - .9 Laps, tying wire and temporary supports to fabric reinforcement.
 - .10 Provision of a polythene DPC laid on sand blinding for all internal solid floor constructions or repairs, whether specifically stated or not.
 - .11 Weltd and sealed laps and turn ups/downturns to damp-proof membranes.
 - .12 Lintels, cills and the like including the provision of all cast-in fixing blocks, slips or strips as required.
 - .13 Bedding precast concrete lintels, padstones etc., in cement or cement lime mortar and pointing as required.
 - .14 Provision of all cast-in fixing blocks, slips or strips required by other trades into cast insitu and precast components.
 - .15 Provision of hand or machine mixed concrete as appropriate to the nature and circumstances of work being undertaken.

The Service Provider is to allow in his tender for any additional costs that he considers may be necessary.

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Finishings

Finishings Rates Deemed to Include

- A. Rates for finishings are additionally deemed to include as appropriate for the following:
- .1 Work to flat, sloping, curved or vertical surfaces.
 - .2 Hacking existing surfaces to provide a key for new work.
 - .3 Applying finishes to any background surface.
 - .4 Preparing backgrounds to receive any finish, such as dry brushing off to remove all loose particles, dust and efflorescence, washing off any grease and mould oil, hacking, raking out joints in brick and blockwork, wetting and rewetting surfaces, application of all priming solutions/coats, all to ensure that an adequate bond between the background and adhesive, plaster or any other finish is obtained.
 - .5 Making good of all damaged sub-floors and other surfaces in preparation to receive any applied finishes, including application of proprietary self levelling latex cement compound where necessary.
 - .6 All dubbing out to walls or ceilings as required to provide the correct levels and to maintain planes with existing surrounding plasterwork, making fair joints between new plasterwork and existing surrounding plasterwork.
 - .7 Fair joints to existing finishes.
 - .8 Working or cutting and fitting any finishings around all pipes, electrical fittings, appliances, into rebates in frames, around openings, protections, and all like components, fittings, obstructions or voids, including any additional making good necessary.
 - .9 De-nailing existing timbers and providing all necessary battens or noggins to support edges and joints of plasterboard.
 - .10 Cement and sand backing, adhesive, special tiles, narrow widths, jointing and grouting to any tiling work.
 - .11 Latex screed to new and repaired floor finishes to obtain correct levels.
 - .12 All work in narrow widths, patches and the like irrespective of the size or girth.
 - .13 Provision of all necessary expanded metal lathing backing, stop/angle beads and the like.
 - .14 Cutting of metric floor, wall or ceiling tiles where required to replace imperial sized equivalents or vice versa
 - .15 Priming, pre-caulking, scrimming, caulking and all other preparatory treatment relevant to surfaces to receive decorative finishes.
 - .16 Cove formers, covings, cappings and the like.
 - .17 Hot welding of joints and or seams.
 - .18 Protection of all furniture and fittings, the provision of dust sheets and the removal of items such as curtains etc., prior to commencing the works, together with the rehanging or reinstatement of the same.

The Service Provider is to allow in his tender for any additional costs that he considers may be necessary.