



Document
Schedule of Works

Project
Wimbledon Chase Primary
School Caretakers House
EWI
&
Dundonald Primary School
Boundary Wall Repairs

Building/Asset/Site
Building

Client
Merton Council

Date
June 2023

Contact
Lewis McKenzie
l.mckenzie@mcbains.co.uk
020 7786 7980

5th Fl, 26 Finsbury Square
London EC2A 1DS
+44 (0)20 7786 7900
mcbains.co.uk

	Description	Item	£
A	<u>GENERAL</u>		
1.	The works relate to the proposed external wall insulation works to the Caretakers House at Wimbledon Chase Primary School and boundary wall repairs at Dundonald Primary School, in the London Borough of Merton.	Item	
A	<p>The Contractor is to be aware that works are intended to be undertaken during the summer holiday period of 2023. There is likely to be after school clubs and other contractors on-site outside of the proposed working areas. The Caretakers House will be partly occupied for a period of the programme. As such the Contractor will need to allow for phasing works in a way that minimises disruption and supply of temporary heating, hot water and cooking facilities.</p> <p>NOTE: The Structural Engineers design for the works at Dundonald will be provided by the 16th June. The Contractor should wait until this point to price the works at this site. Their design and drawings to reflect will be provided by the 16th June.</p> <p>The Contractor should allow for developing a sufficient Construction Phase Plan in order for the works to be executed in a safe and professional manner, in addition to providing temporary fencing to segregate working areas from pedestrian routes.</p> <p>The works involve undertaking external repairs to isolated areas of the schools in relation to soffits/fascias, rainwater goods and replacement of isolated windows. Both sites are located within close proximity of each other in Wimbledon, South West London.</p> <p>Contractor is to review where requested the drawings referenced within this document which form part of the tender documents, in order correctly price the works.</p> <p>The Contractor must read/price this document following review of the appendices and plans.</p> <p>Note: Should any issues arise the Contractor should raise them to the CA at their earliest convenience.</p> <p>Note: Contractor is to provide an individual price for this section per school.</p> <p><u>Services</u></p>		
B	The Contractor will be allowed use of the main services to the site in order to undertake works. Contractor to allow for sufficient and safe connections.	Item	
	<u>Protection</u>		
C	The Contractor is to allow for suitable protection throughout the duration of the works, particularly in relation to the Caretakers	Item	

	<p>House to ensure no damage to existing surfaces/finishes etc, with all floor coverings to be suitably protected.</p> <p>Details of temporary protection are to be provided and approved by the Contract Administrator prior to commencement.</p> <p>In particular and given the nature of the sites, the Contractor will be expected to provide suitable protection and to ensure safe access can be obtained by the School to existing building/egress routes. Access will need to be maintained to all existing entrances and exits to the buildings in addition to the Car Park.</p>	Item
	<p>The Contractor is to provide screened off herras fencing prior to commencement of works and upto completion, which is to be provided around the site boundary between the buildings and the contractors compound. This will need to be provided with a lockable FB key so that maintenance operatives can obtain access throughout duration of the works.</p> <p>Given the nature of the works to the Caretakers House, the Contractor will be expected to provide means of temporary screening in order to provide privacy to the residents throughout the project.</p> <p><u>Rubbish</u></p>	Item
D	<p>Remove all rubbish and debris from the sites from time to time as it accumulates and at the completion of the contract. Leave the site neat and tidy to the satisfaction of the Contract Administrator. Skips may be placed within the compound area, in a location to be agreed with the Client.</p> <p><u>Cleaning</u></p>	Item
E	<p>The Contractor is to allow for thorough builders clean on a regular basis as works progress and a professional clean of all working areas following completion of works to each area, in addition to the site setup area.</p> <p><u>Parking/ Storage</u></p>	Item
F	<p>Parking facilities are likely to be provided at both sites and the CA will confirm back during the tender period.</p> <p>Contractor should allow to liaise with the Client and adjoining owners as works progress in order to ensure there are no access issues.</p> <p><u>Access</u></p>	Item
G	<p>The Contractor will be responsible for traffic management around the site area at all times in order to ensure the safety of visitors and staff is ensured at all times whilst works are on-site. Contractor to develop logistics plan prior to works commencing for agreement with the schools.</p>	Item

	<p>Note: As such it is paramount that the Contractor ensures the access into the site/car park is not obstructed at any time during the course of the works.</p>	Item
	<p><u>Handover Documents</u></p>	
H	<p>The Contractor must collate all required Handover Documentation as the work proceeds and submit to the Contract Administrator all information requested by McBains by the completion date to enable Practical Completion to be issued.</p>	Item
	<p><u>Working Hours</u></p>	Item
I	<p>The works are to be undertaken during normal working hours, Monday to Friday 7.30am - 6.00pm, with exception of Wimbledon Chase, where the Contractor will also be expected to work outside of normal hours and over the weekend during the expected two week window when the Caretaker will not be present, in order to progress works as quickly as possible whilst the property is vacant/un-hindered access. As such the Contractor should specifically provide the OOH work cost in this section.</p> <p>Working outside of these times can be undertaken subject to prior approval by the Client. Weekend work may be permitted at the Client's discretion.</p>	
	<p><u>Welfare Facilities</u></p>	
J	<p>It is currently envisaged that the Contractor will provide their own welfare facilities at each site and will not be given use of school facilities. The Contractor will be able to make use of existing services on site but will be responsible for making all connections and ensuring these have been carried out safely (no trip hazards etc). A site logistics plan has been provided for each site for the Contractor to develop obtain approval from each school.</p>	Item
	<p><u>Health and Safety</u></p>	
K	<p>It is considered that due to the nature of the works and anticipated contract period these works will NOT be notifiable under the CDM Regulations 2015. As such the Contractor is to allow for providing all necessary information for the compilation of the Health and Safety Folder, in addition to providing a Construction Health and Safety Plan to the satisfaction of the Principal Designer prior to works starting on site. The Contractor is to review any existing building plans/health & safety documentation prior to starting the works.</p> <p>A Pre-Construction Information Document has been provided which will need to be reviewed in full prior to the appointed Contractor developing the Construction Phase Plan.</p>	Item

	<p>During the Construction phase and as works progress the Contractor is expected to act as Principal Contractor and supply all required method statements/obtain from sub-contractors where applicable, to the satisfaction of the Principal Designer. The Principal Contractor will be responsible for amending their Construction Phase Plan if required during the progress of works and the collation and submission of Health & Safety File on completion of the works to the satisfaction of the Principal Designer.</p> <p><u>Security</u></p>	Item	
L	<p>The Contractor shall ensure that the means of access to the high levels and site compound is left secure at all times, in particular the caretakers house.</p> <p>Given the boundary wall repairs are adjacent to a park it is advised that materials/equipment are appropriately secured at night or removed from site. Likewise, both sites should be secured to prevent trespass at the end of each working day</p> <p>Should there be any security issues during the scheme the Contractor should notify the Client/CA.</p> <p>The Contractor will be responsible for ensuring the site is secure throughout the duration of the works and will be responsible for any loss of materials from site. As such it is advised that materials/items of value be brought to site on day of install etc.</p>	Item	
	<u>Preliminaries</u>		
M	<p>Allow here for all contractors' preliminary costs for undertaking these works.</p> <p><u>Qualifications</u></p>	Item	
N	<p>Please provide details of similar education/public sector schemes you may have worked on previously including references as part of your tender return.</p> <p>Please also provide confirmation of your Construction line accreditation and insurances as part of your tender return.</p>	Item	

B. WIMBLEDON CHASE PRIMARY SCHOOL

1.0	<u>ACCESS /PLANT</u>		
	For all works please refer to the existing plans where provided.		
A	<p>The Contractor is to provide means of access in order to undertake all required high level works both externally and internally in a safe manner to the two storey building.</p> <p>Given the scope it is assumed the Contractor will erect scaffolding to the building externally to complete the rendering and use mobile hop up's, towers internally. Temporary edge protection and netting where deemed necessary externally. Should the Contractor have any concerns with being able to complete the necessary works on the below basis they should inform the CA at their earliest convenience prior to returning their tender.</p> <p>Note: Contractor to allow for liaising closely with the School Caretaker in order to arrange access.</p>	Item	
B	<p>The Contractor is to determine and design the most suitable method of high level access required in order to complete the scope of works successfully. At the end of each working day the Contractor to allow for securing at their risk.</p> <p>As such Contractor to confirm method of access priced as part of their submission at tender stage and provide detailed plans and RAMS following appointment.</p>	Item	
C	Scaffolding should be boarded and netted, inc means of alarm activated at the end of each working day. Contractor to provide out of hours details in the event alarm is activated outside of construction hours. Ladders are to be secured out of reach at the end of each working day to prevent access.	Item	
D	<p>Contractor to determine means of access appropriate for the scope works as outlined within this document. Particular attention should be paid to;</p> <p>Avoid physical damage during the undertaking of high level works.</p> <p>The Contractor is to ensure that all fire exits are not in any way obstructed by the use of scaffold whilst undertaking high level works and that they are left operational at all times.</p>	Item	
E	The Contractor is to ensure that all areas outside of the working area are kept unobstructed at all times throughout the works and that means of alarm is provided and activated at the end of each working day. Contractor to provide out of hours details in the event alarm is activated outside of construction hours.	Item	
F	Working areas are to be fully protected at all times by the installation of herras fencing or equal and approved. Fencing is to be erected to all site boundaries and suitably screened off.	Item	

2.0	<u>EXTERNAL WORKS</u>		
A	Externally Contractor to allow for hacking off all existing render to the buildings facades prior to preparing the substrate, ensuring that brick substrate is ready for works to proceed.	Item	
B	Following Contractor to allow for fixing EML back to the brick substrate and renewing render with 2.nr coats of through colour mix to match existing colour and to achieve a smooth uniform finish. Contractor to prepare and apply the 1 st coat of render using cement mix (4:1:1) including use of Sika Mix Plus plasticiser additive, ensuring coat keys to the brickwork well, trowelling off all lumps to ensure a smooth surface prior to scratching with hand trowel before coat sets and introducing aggregate to match existing finish and size.	Item	
C	Should defects be identified to the brickwork following hacking off of the existing render, the Contractor will be instructed to undertake repairs. As such please price the below provisional items with quantities to be agreed on-site with the CA;	Item	
i	Contractor to allow for removing all defective bricks and renewing with matching stock, bedding and repointing using a cement mortar mix to match the existing. For pricing purposes Contractor to allow for renewing 10.nr bricks using matching stock.	PROV	
ii	Contractor to allow for raking out defective mortar joints and repointing using a matching cement mortar mix. For pricing purposes Contractor to allow for renewing 40m2 of defective pointing to the facade.	PROV	
iii	On completion, Contractor to provisionally allow for undertaking isolated brickwork cleaning as directed by the CA on-site, using a wire brush and water. For pricing purposes please allow to undertake 20m2 of brickwork cleaning to isolated areas identified by the CA.	PROV	
D	To the existing rainwater goods, the Contractor is to allow for overhauling all gutters, downpipes, hoppers and outlets to ensure that they are free of debris, aligned to sufficient falls, secured back to brickwork and free flowing on completion.	Item	
E	Should any isolated repairs/replacement be required the Contractor is to allow the Provisional Sum of £250.00 to be instructed by the CA.	PROV	£250.00

3.0	<u>EWI WORKS</u>		
A	<u>Enabling Works</u>		
i	<p>Prior to undertaking works the Contractor is to review services to each working area and develop a detailed phasing strategy for the works in conjunction with the CA and resident, in order to ensure that a practical programme to ensure that disruption to the end-user is limited whilst completing the works within a quick timeframe.</p> <p>Contractor to undertake investigations to the property in order to develop the programme in terms of understanding MEP layouts and how Kitchen units, sanitaryware etc are fitted/how best to remove to ensure minimal impact/damage is caused.</p>	Item	
ii	Following the above, Contractor to allow for isolating services to each working area, leaving safe and reinstating at the end of the working day to each area, in order to ensure that limited disruption is caused to the end user.	Item	
iii	Should the above not be possible Contractor to price for providing temporary means of cooking and hot water to the property through use of electric hob, worktop oven/grill and water heater etc, to ensure that limited disruption is caused to the resident. Given the time of the year works are due to take place it is deemed that means of temporary spatial heating is not required.	Item	
iv	<p>Assuming the resident has removed all loose furniture, fittings, appliances etc, away from external walls to allow sufficient access for works to be undertaken, Contractor to allow for removing skirtings, architraves, door frames, curtain rails, blinds, adapt MEP services, radiators and pipework, kitchen units, worktops, hob extractor, oven/hob, boiler, sinks, sanitaryware, extractor fans through walls, lighting etc and reinstate on completion to the same locations as previously, ensuring that minimal damage is caused.</p> <p>Contractor to allow for renewing sealants, fixings etc as required to match original finish and ensure fixtures/fittings etc are safely secured.</p> <p>Contractor to ensure that all electrical and mechanical work is undertaken by a qualified engineer appropriate to the service (NICEIC, Gas Safe etc). Commissioning certificates to be provided on completion to confirm that the electrics and gas boiler are fully functioning on completion.</p>	Item	
v	For the avoidance of doubt and to prevent any issues occurring on completion, Contractor to provide individual costs for the following;	Item	
	<ul style="list-style-type: none"> • Servicing the boiler • NICEIC electrical condition report 	Item	

vi	Should any repairs be required during reinstatement of the fittings, fixtures and services, Contractor to allow the Provisional Sum of £3,000.00 for any repairs to be instructed by the CA.	PROV	£3,000
B	Once the previously mentioned items have been completed and external wall surfaces presented for works to take place, Contractor to allow for scraping back any wallpaper finishes, ensuring dust and debris free prior to dot and dabbing all walls using appropriate mixture ready for fixing boards.	Item	
C	Contractor to supply and install new Gyproc ThermaLine PIR 78mm boards to all wall surfaces in accordance with manufacturers recommendations, ensuring that boards are accurately cut with attention to detail to ensure tight joints and no cold spots are formed, to the satisfaction of the CA.	Item	
D	Following Contractor to tape and joint board joints using Gyproc jointing tape prior to skimming all plaster board surfaces ready for decoration, ensuring a flush surface is provided.	Item	
E	Within the suspended floors, Contractor to allow for opening up at the junctions to all external walls and securing sections of the Gyproc ThermaLine PIR 78mm boards to the external wall, in order to achieve a U Value rating of 0.27 W/m2K. Contractor to allow for working within a restrictive space, removal and reinstatement of floor boards and working around services, loose fill insulation etc.	Item	
F	<u>Decorations</u>		
i	Contractor to apply 2.nr mist coats to all new surfaces following plastering, prior to applying 2.nr finishing coats of Dulux Trade Diamond Matt Emulsion in colours to match existing room finishes.	Item	
ii	Following reinstatement of all joinery, Contractor to allow for preparing and applying 2.nr finishing coats to all joinery surface with Dulux Trade Diamond Gloss to match existing colour.	Item	
iii	Should the Client wish to instruct, Contractor to supply a cost for redecorating all ceilings, allowing to thoroughly prepare, protect services etc, prior to applying 2.nr finishing coats of Dulux Trade Diamond Matt Emulsion in colours to match existing room finishes.	PROV	

Commented [AH1]: Have you checked this with Gyproc tech? does there need to be a vapour check layer?

Commented [LM2R1]: Product has a VCL inc within

4.0	<u>MISCELLANEOUS</u>		
A	On completion of all works the Contractor is to make good all surrounding/landscaped areas such as existing surfaces so that areas are left tidy and presentable on completion.	Item	
B	Contractor to allow Contingency Sum of £5,500.00 to be expended by the Contract Administrator.	PROV	£5,500.00

B	WIMBLEDON CHASE PRIMARY SCHOOL CARETAKERS HOUSE EWI WORKS		
	<u>SUMMARY</u> 1.0 ACCESS/PLANT 2.0 EXTERNAL WORKS 3.0 EWI WORKS 4.0 MISCELLANEOUS		
	TOTAL CARRIED TO OVERALL SUMMARY	£	

C. DUNDONALD PRIMARY SCHOOL

1.0	<u>ACCESS /PLANT</u>		
	For all works please refer to the existing plans where provided.		
A	<p>The Contractor is to provide suitable means of access to undertake the works such as towers and working platforms, in addition to providing sufficient segregation to secure the site from the public park and plant to complete the works.</p> <p>Note: Contractor to allow for liaising closely with the School Caretaker in order to arrange access.</p> <p>The Contractor is to ensure that all fire exits are not in any way obstructed by the use of scaffold whilst undertaking high level works and that they are left operational at all times.</p>	Item	
B	The Contractor is to ensure that all areas outside of the working area are kept unobstructed at all times throughout the works. Contractor to provide out of hours details in the event of trespass outside of construction hours.	Item	
C	Working areas are to be fully protected at all times by the installation of herras fencing or equal and approved. Fencing is to be erected to all site boundaries and suitably screened off, in particular to the park.	Item	

2.0	<u>BOUNDARY WALL REPAIRS</u>		
-----	------------------------------	--	--

3.0	<u>MISCELLANEOUS</u>		
A	On completion of all works the Contractor is to make good all surrounding/landscaped areas such as existing surfaces so that areas are left tidy and presentable on completion.	Item	
B	Contractor to allow Contingency Sum of £5,000.00 to be expended by the Contract Administrator.	PROV	£5,000.00

C	DUNDONALD PRIMARY SCHOOL BOUNDARY WALL REPAIRS		
	<u>SUMMARY</u>		
1.0	ACCESS/PLANT		
2.0	BOUNDARY WALL REPAIRS		
3.0	MISCELLANEOUS		
	TOTAL CARRIED TO OVERALL SUMMARY	£	

	<u>SCHEDULE OF WORKS SUMMARY PAGE</u> A GENERAL B WIMBLEDON CHASE PRIMARY SCHOOL - EWI WORKS C DUNDONALD PRIMARY SCHOOL - BOUNDARY WALL REPAIRS		
	TOTAL CARRIED TO OVERALL SUMMARY	£	