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Portland Inn Dilapidation Report

2nd May 2018

**Specification of servicing**

**Stoke on Trent City Council**

**Public Buildings**

**Ceiling tile & grid repairs**

August 2018

**requirements**

Property Surveying Team

**Unitas (Stoke on Trent)Ltd**

Planned, Mechanical & Electrical

Alton House, Cromer Road  
Stoke on Trent,ST1 6AY

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| Stoke on Trent City Council Public Buildings |  |
| **Specification of servicing requirements** | |

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| **Procedure title :** | Ceiling tile & grid repairs |

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| **No :** | S46 | **Issue date** | August 2019 |

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| **Scope** |

* Carry out ceiling tile and grid repairs to public buildings owned by Stoke on Trent City Council.

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| **Standards** |

Basic requirement – attendance/call out response

* Priority Emergency – attend within 2 hours, complete work within 14 days
* Emergency – attend within 24 hours, complete work within 14 days
* Urgent – attend within 3 days, complete work within 21 days
* Routine – attend and complete as requested

Frequency

* As required under responsive maintenance and as detailed above.
* Contractor must have the capacity to be able to complete such works as required outside of usual business hours to ensure minimal disruption/inconvenience to each building.

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| **Documentation** |

Certification required

* All persons employed on this contract must have current Asbestos Awareness training and where applicable must be non-licensed trained (UKATA or IATP) – due to GDPR Unitas do not need to see the certificates, records of this training needs to be kept on the contractor’s database, Matrix to be issued with RAMS upon receipt of order.
* All persons employed on this contract must have DBS certification – due to GDPR Unitas do not need to see the certificates, records of this needs to be kept on the contractor’s database, Matrix to be issued with RAMS upon receipt of order.
* All persons employed on this contract must have current CSCS.
* All supervisors/site managers employed on this contract are required to possess a current SSTS or equivalent.
* On-Site Log Book Signed where applicable.
* All persons employed on this contract who undertakes working at heights by means of temporary scaffolds, working platforms and MEWPS etc must be PASMA and IPAF trained.

On site

* On arrival contractor must report to reception to sign the asbestos register.
* On-Site Log Book Signed where applicable
* Signed engineers report placed in the site log book before leaving site where applicable.
* Signed, written confirmation of works undertaken, placed in the site log book before leaving the site where applicable. (Certificates)
* Signed certificate placed in the site log book to be entered within 14 days of the installation/repair where applicable.

Off site

* Web based access to an electronic copy of the certificate to be available within 7 days of test where applicable.
* Invoice within 7 days for each individual site completed

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| **Remedial Works** |

* Call out rate, to include 2 hours for operative(s) and vehicle which must include a minimum of 1 hour on site to complete works/make safe and provide full report on further requirements if necessary, for normal working hours and for out of hours emergencies.
* Uplift percentage required for materials purchased on behalf of the contract
* Day work rate – to include for operative(s), vehicle and sundry plant normally used to carry out their work (for works on site in excess of the call-out period)
* Estimated schedule of works as listed, all costs to be for works in excess of the call-out period

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| **Supporting subject specific legislation/ Statutory Guidance** |

Where an appropriate British or equivalent European Standard Specification or Code of Practice issued by any national Standards Institution or other equivalent is current, all construction operations, goods used or supplied shall, as a minimum requirement, be in accordance with that Standard or Code of Practice, without prejudice to any higher standard required by the Contract.

Materials supplied to British Standards and EU standards must be forwarded with relevant manufacturer’s certification as required.

The workmanship is to be of the best quality in accordance with the current BS and EU Code of Practice where such exists appropriate to the works.

All goods and materials used on the works will be handled, stored and fixed in strict accordance with manufacturer’s instructions and details.

All goods and materials used shall be new and fit for purpose.

Re-conditioned or reclaimed goods shall not be used unless specifically instructed by the client.

All components, goods and materials requiring replacement as part of maintenance or repairs should match those originally fitted and so far as possible shall be obtained from the original supplier.

Every element of workmanship shall be carried out in strict accordance with the current British codes of practice, BS8000 “Workmanship on building sites”, European standards and good building practice at all times.

All workmanship shall be carried out in order of priority of the project and run in a sequential route agreed by the client. Works should be carried out in an efficient, logical, methodical and cost effective manner.

The following list refers to standards, specifications, recommended procedures, & output quality.

This list is by no means exhaustive. Notwithstanding the standards referred to hereunder, the Contractor will ensure full compliance with all relevant standards & codes

**The Building Regulations 2010**

Approved Document Regulation 7: Materials and workmanship.

Approved Document B (fire safety) Volume 1: dwelling houses

Approved Document B: Fire safety - Volume 2 Buildings other than dwelling houses (2006 edition incorporating 2007, 2010 and 2013 amendments) (only applicable in England)

Approved Document K: Protection from falling, collision and impact.

Approved Document L: Conservation of fuel and power

Approved Document M: Volume 2 – Access and use of buildings other than dwellings

**British Standards**

Working at Heights

* BS EN 280:2013+A1:2015. Mobile elevating work platforms. Design calculations. Stability criteria. Construction. Safety. Examinations and tests.
* BS EN 131-2:2010+A2:2017. BS EN 131-2+A2/COR1 Ladders. Part 2: Requirements, testing, marking
* BS EN 1004. Mobile access and working towers made of prefabricated elements. Materials, dimensions, design loads, safety and performance requirements.
* BS EN 1298:1996. Mobile access and working towers. Rules and guidelines for the preparation of an instruction manual.
* BS EN 1495:1997+A2:2009. Lifting platforms. Mast climbing work platforms.
* BS EN 1808:2015. Safety requirements for suspended access equipment. Design calculations, stability criteria, construction. Examinations and tests.
* BS EN 5395-1:2000. Stairs, ladders and walkways. Code of practice for the design and maintenance of straight stairs and winders.
* BS 5974:2017. Planning, design, setting up and use of temporary suspended access equipment. Code of practice.
* BS 7981:2017. Code of practice for the installation, maintenance, thorough examination and safe use of mast climbing work platforms (MCWPs).
* BS 8454:2006. Code of practice for the delivery of training and education for work at height and rescue.
* BS 8460:2017. Code of practice for the safe use of MEWPS.
* BS 8560 AMD 1. Code of practice for the design of buildings incorporating safe work at height.
* BS 8560:2012. Code of practice for the design of buildings incorporating safe work at height.
* BS 8620:2016. Low level work platform with one working platform with side protection for use by one person with a maximum working platform height no greater than 2.5 m. Specification.
* BS 9102:2014. Code of practice for safe working on lifting platforms.
* BS EN 12811-3:2002. Temporary works equipment. Load testing
* BS EN 12811-4:2013. Temporary works equipment. Protection fans for scaffolds. Performance requirements and product design
* BS ISO 16653-1:2008. Mobile elevating work platforms. Design, calculations, safety requirements and test methods relative to special features. MEWPs with retractable guardrail systems
* BS EN 12810-2:2003. Facade scaffolds made of prefabricated components. Particular methods of structural design
* BS EN 12811-1:2003. Temporary works equipment. Scaffolds. Performance requirements and general design
* BS EN 12811-2:2004. Temporary works equipment. Information on materials

Ceiling tiles and grids/general

* Regulatory Reform (Fire Safety) Order 2005
* Finishes & Interiors Sector: Best Practice Guide Installation of Suspended Ceilings.
* Steel panels: To BS EN 10346:2015. Continuously hot-dip coated steel flat products for cold forming. Technical delivery conditions.
* Aluminium sheet, strip and plate: To BS EN 485-1:2016. Aluminium and aluminium alloys. Sheet, strip and plate. Technical conditions for inspection and delivery
* Aluminium bars, tubes and sections: To relevant parts of BS EN 515, BS EN 573, BS EN 755 and BS EN 12020.
* BS EN 1364-2:2018: Fire resistance tests for non-loadbearing elements. Ceilings
* BS EN 13964: Suspended ceilings – Requirements and test methods
* BS EN 13501-1:2007+A1:2009: Fire classification of construction products and building elements. Classification using test data from reaction to fire tests
* BS EN 13501-2:2016: Fire classification of construction products and building elements. Classification using data from fire resistance tests, excluding ventilation services.

**Publicly available specifications**

* PAS 7:2013. Fire risk management system. Specification.
* PAS 79:2012. Fire Risk Assessment. Guidance and a recommended methodology.
* PAS 8812:2016. Temporary works. Application of European Standards in design. Guide.

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| **Workmanship** |

GENERAL MATTERS

The contractor is to include in his rates for all preambles noted hereunder particularly where measured items are not included later in the documentation

All materials, workmanship and installation methods shall comply with current and relevant Building Regulations along with British and European Standards.

Pay particular attention to Building Regulations Approved Document 7, Regulation 7 2013.

It is the responsibility of the contractor to acquaint themselves with all relevant codes of practice referred to within the specification and to familiarise themselves with all aspects of the work whether explicitly referred to not.

The contractor must familiarise themselves with the site in order to fully appreciate the means of access, facilities for the storage of plant & materials etc. and, be satisfied with all site conditions prior to commencement.

Any works required outside of the specification should be brought to the attention of the client at the earliest opportunity.

In all circumstances guidance provided by the Health and Safety Executive will be strictly adhered to; including, but not limited to the removal and disposal of asbestos containing materials.

For completeness and accuracy all measurements provided are to be checked by the contractor. Any measurements and specification queries should be raised at the earliest opportunity and pre construction stage.

All prices must be inclusive of cutting, marking, health & safety processes, hazard and waste removal, making good and any other related works required to successfully complete each task to the satisfaction of the client.

Temporary removal or replacement of household items and equipment, setting out and cutting of holes, chases etc., lifting and replacing floorboards, traps etc. and making good the fabric of the building for all elements of work must be also included.

Prior to commencement the contractor is to locate, temporarily protect, and/or disconnect as required, any services or utilities affected by works specified. The contractor must ensure subsequent reconnection of the said services upon completion ensuring minimal disturbance to the occupants, with no services being decommissioned overnight unless otherwise agreed with the client.

The buildings may be occupied for the duration of the works and the contractor will be required to carry out the work in such a manner as to cause minimum disturbance to the public use of the properties, avoiding damage to goods, moving and replacing furniture and restitution of any damage caused by their workforce.

The contractor is responsible for ensuring that all finished works are suitably protected from damage during subsequent operations. Any damage that occurs through failure to protect completed works must be rectified at the contractor’s expense, to the agreed specification.

Corridors and entrance doors are to be strictly well maintained and clutter free.

TYPES OF CEILING SYSTEM

Suspended Ceiling System

Ceiling: ‘British Gypsum’ Casoline MF suspended ceiling

Soffit height above finished floor level: 2400mm

Grid: Gypframe F12 Soffit cleats

Suspension system: Gypframe FEA1 Steel Angle

Accessories: Profilex Access panel

GENERAL/ PERFORMANCE

Structural Performance

Loads: The ceiling system must safely support all anticipated Loads, including services fittings:

Deflection (maximum) between points of support:

Span under 1200 mm: Span/400.

Span 1200-1800 mm: Span/500.

Span over 1800 mm: Span/600.

Test standard: To BS EN 13964.

Fire Performance

Completed ceiling system: FD30

Surface spread of flame ratings: Ceiling void surfaces: FD60

Fire resistance: Overall Fire resistance: FD30

Test reports or assessments: Include details of performance related to the particular elements of construction.

Ceilings with integrated luminaires: Test/ assess with luminaires in place.

Acoustic Performance

Sound absorption to BS EN ISO 11654

Sound attenuation: Dnf, w (minimum) to BS EN ISO 717-1

Air Plenum Barriers

Material: Rigid or semi-rigid non porous sheets with smooth non-dusting surfaces.

Fire spread rating: Not less than ceiling materials exposed within the ceiling void.

EXECUTION

Setting Out

General: Completed ceiling should present, over the whole of its surface exposed to the room below, a continuous and even surface, jointed (where applicable) at regular intervals.

Infill and access units, integrated services: Fitted correctly and aligned.

Edge/ perimeter infill units size (minimum): Half standard width or length.

Corner infill units size (minimum): Half standard width and length.

Grid: Position to suit infill unit sizes. Allow for permitted deviations from nominal sizes of infill unit.

Infill joints and exposed suspension members: Straight, aligned and parallel to walls, unless specified otherwise.

Suitability of construction: Give notice where building elements and features to which the ceiling systems relate are not square, straight or level.

Bracing

General: Secure, with additional bracing and stiffening to give a stable ceiling system resistant to design loads and pressures.

Protection

Loading: Do not apply loads for which the suspension system is not designed.

Ceiling materials: When necessary, remove and replace correctly using special tools and clean gloves, etc. as appropriate.

Top Fixing

Building structure: Verify suitability.

Suitability to receive specified fixings: Evaluate and confirm.

Fixing generally: In accordance with BS EN 13964.

Fixing to:

Concrete: Drill and insert suitable expanding anchors.

Aerated Concrete: Fix through from the top of Concrete units and provide a system of primary support channels.

Structural Steel: Drill, or use suitable proprietary clips/ adaptors.

Metal roof decking: Fix to sides of liner tray corrugations.

Timber: Fix to side of joists at least 50 mm from bottom edge. If ceiling system is intended for fire protection, fix into top third of joists.

Hollow Structural members: Submit Fixing proposals.

Installing Hangers

Wire hangers: Straighten and tension before use.

Installation: Install vertical or near vertical, without bends or kinks. Do not allow hangers to press against fittings, services, or insulation covering ducts/ pipes.

Obstructions: where Obstructions prevent vertical Installation, either brace diagonal hangers against lateral movement, or hang ceiling system on an appropriate rigid sub grid bridging across obstructions and supported to prevent lateral movement.

Extra hangers: provide as necessary to carry additional loads.

"Fixing: Wire hangers: Tie securely at top with tight bends to loops to prevent vertical movement."

Angle/ strap hangers: Do not use rivets for top fixing.

Concealed Grids

Primary support channels: Install level. Do not kink or bend hangers.

Wire hangers wrapped around Primary channels: Twice wrapped. Loops tightly formed.

Angle/ Strap hangers: Do not use rivets for bottom fixing.

Splines: Locate between infill units to assist levelling of adjacent units and to resist air movement at joints.

Spring-tee grids: Do not omit Primary channel.

Upstands and Bulkheads

Vertical ceiling systems: support and brace to provide alignment and stability.

High upstands: provide support at base of upstand.

Openings In Ceiling Materials

General: Neat and accurate to suit sizes and Edge details of fittings. Do not distort ceiling system.

Integrated Services

General: Position services accurately, support adequately. Align and level in relation to the ceiling and suspension system. Do not diminish performance of ceiling system.

Small fittings: support with rigid backing boards or other suitable means. Do not damage or distort the ceiling.

Surface spread of flame rating of additional supporting material: not less than ceiling material.

Services outlets:

Supported by ceiling system: provide additional hangers.

Independently supported: provide flanges to support ceiling system.

Ceiling Mounted Luminaires

Independently Supported luminaires: Suspension adjusted to line and level of ceiling.

Surface mounted luminaires: units installed so that in event of a Fire The designed grid expansion provision is not affected.

Modular fluorescent recessed luminaires: Compatible with ceiling module. Extension boxes must not foul ceiling system.

Recessed rows of luminaires: provide flanges for support of Grid and infill units, unless mounted above grid flanges. Retain in position with lateral restraint.

Fire protecting/ resisting ceiling systems: luminaires must not diminish protection integrity of ceiling system.

Access: provide Access for maintenance of luminaires.

Trunking

Recessed trunking: provide flanges for support of Grid and infill units, unless mounted above grid flanges. Retain in position with lateral restraint.

MECHANICAL SERVICES

Fan coil units:

Inlet/ Outlet grilles: Trim ceiling Grid and infill units to suit.

Space beneath: Sufficient for ceiling system components.

Suspension and connections: Permit accurate setting out and levelling of Fan coil units.

Air grilles and diffusers:

Setting out: accurate and level.

Linear air diffusers: Retain in place with lateral restraint, provide flanges for support of grid and infill units.

Grille/ Diffuser ceiling joints: provide smudge rings and Edge seals.

Smoke detectors and PA speakers:

Ceiling infill units: Scribe and Trim to suit.

Flexible connections: Required.

Sprinkler heads: Carefully set out and level.

Installing Insulation

Fitting: Fit accurately and firmly with butted joints and no gaps.

Insulation within individual infill units: Fit closely. Secure to prevent displacement when infill units are installed or subsequently lifted.

Dustproof sleeving: Reseal, if cut.

Width: Lay Insulation in the widest practical widths to suit Grid member spacing’s.

Services: Do not cover electrical cables that have not been sized accordingly. Cut insulation carefully around electrical fittings, etc. Do not lay insulation over luminaires.

Sloping and vertical areas of ceiling system: Fasten Insulation, to prevent displacement.

Ceiling Systems Intended For Fire Protection

Junctions of ceiling systems with perimeter abutments and service penetrations: Seal gaps with tightly packed mineral wool or intumescent sealant to prevent penetration of smoke and flame.

Ceiling system/ Wall Junctions: Maintain protective value of ceiling system.

Fixings and grounds: Non-combustible.

Metal Trim: provide for thermal expansion.

Access and Access panels: Maintain continuity of Fire protection.

Installing Cavity Fire Barriers

General: Fix barriers securely to channels or angles at abutments to building structure.

At perimeters and joints: provide permanent stability and continuity with no gaps to form a complete barrier to smoke and flame.

Joints: Form to preserve integrity in fire.

Service penetrations: Cut barriers neatly to accommodate services. Fit Fire resistant sleeves around flexible materials. Fill gaps around services to fire barrier manufacturer's recommendations to maintain barrier integrity. Adequately support services passing through the barrier.

Ceiling systems intended for Fire protection: Do not impair Fire resisting performance of ceiling system.

Ceiling systems not intended for Fire protection: Do not mechanically interlink barriers with ceiling system.

Electrical Continuity and Earth Bonding

Inclusion in finished work

USER INSTRUCTIONS

Contents: Include the following:

Correct methods for removing and replacing infill units and other components.

Cleaning methods and materials.

Recommendations for redecoration.

Ceiling systems intended for Fire protection: Limitations placed on subsequent alterations and maintenance procedures, to ensure that their fire performance is not impaired.

Maximum number, position and value of point loads that can be applied to ceiling system after installation.