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Portland Inn Dilapidation Report

2nd May 2018

**Specification of servicing**

**Stoke on Trent City Council**

**Public Buildings**

**Painting and Decorating**

May 2019

**requirements**

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

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| **Procedure title :** | Painting and Decorating |

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| **No :** | S49 | **Issue date** | May 2019 |

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| **Scope** |

* Carry out painting and decorating 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 2hours, 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 test 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 7days 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/ Standards** |

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 2: buildings other than dwelling houses (2006 edition incorporating the 2010 and 2013 amendments)

Approved Document C - Site preparation and resistance to contaminates and moisture

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

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

Painting and Decorating

* BS EN 234:1997. Wallcoverings in roll form. Specification for wallcoverings for subsequent decoration.
* BS 245:1976. Specification for mineral solvents (white spirit and related hydrocarbon solvents) for paints and other purposes.
* BS 282; 389:1963. Specifications for lead chromes and zinc chromes for paints.
* BS 476-22:1987. Fire tests on building materials and structures. Method for determination of the fire resistance of non-loadbearing elements of construction
* BS EN 927-1:2013. Paints and varnishes. Coating materials and coating systems for exterior wood. Classification and selection
* BS EN 927-5:2006. Paints and varnishes. Coating materials and coating systems for exterior wood. Assessment of the liquid water permeability
* BS EN 1062-1:2004. Paints and varnishes. Coating materials and coating systems for exterior masonry and concrete. Classification
* BS 1336:1971. Specification for knotting.
* BS 3046:1981. Specification for adhesives for hanging flexible wallcoverings.
* BS EN 3665:1997. Test methods for paints and varnishes. Filiform corrosion resistance test on aluminium alloys.
* BS 3698:1964. Specification for calcium plumbate priming paints.
* BS 3761:1995. Specification for solvent-based paint remover.
* BS 3900-0:2010. Methods of test for paints. Index of test methods
* BS 3900-B15:1987. Methods of test for paints. Rapid method for estimation of lead in liquid paints
* BS EN ISO 3549:2002. Zinc dust pigments for paints. Specifications and test methods.
* BS 4479-4:1990. Design of articles that are to be coated. Recommendations for paint coatings and varnish coatings
* BS 4652:1995. Specification for zinc-rich priming paint (organic media).
* BS 4764:1986. Specification for powder cement paints.
* BS 5707:1997. Specification for preparations of wood preservatives in organic solvents.
* BS 6150:2006+A1:2014. Painting of buildings. Code of practice.
* BS 7079:2009. General introduction to standards for preparation of steel substrates before application of paints and related products.
* BS 7446:1991. Specification for lead chromate pigments and lead chromate-molybdate pigments for paints.
* BS 7664:2000. Specification for undercoat and finishing paints.
* BS 7719:1994. Specification for water-borne emulsion paints for interior use.
* BS 7956:2000. Specification for primers for woodwork.
* BS EN 13300:2001. Paints and varnishes. Water-borne coating materials and coating systems for interior walls and ceilings. Classification.
* BS EN 15102. Decorative wallcoverings. Roll form.

**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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| **General Matters** |

001 This section shall apply to all subsequent sections herein and to the Schedule of Rates.

002 Where these Specifications contain reference to preferred particular brands/models etc. of materials, goods and equipment and the Service Provider must make every effort to ensure that as far as such materials, goods and equipment are procurable they are incorporated within the works.

003 All workmanship and materials to be used in the Contract are to be the best of their respective kinds and where a BS, Specification or Code of Practice is applicable, whether specifically noted or not, this shall be taken to denote the minimum acceptable standard of material or workmanship.

004 All workmanship and materials shall comply with the requirements of the latest appropriate Standard.

005 Where any reference is made in the Specification to a British Standard (BS) or Code of Practice (CP) this is deemed to include any subsequent revision, amendment, re-enactment and/or replacement thereof, such that the Service Provider shall fully comply with all the latest BS, CP and the like current at the date of execution of the Work to be undertaken.

006 It is a requirement that all work shall be carried out in accordance with the best possible building practice and methods.

007 BRITISH STANDARD PRODUCTS: Where any product is specified to comply with a British Standard, it may be substituted at the Client Representative’s discretion by a product complying with a grade or category within a European Community Standard or other international standard recognised in the UK specifying equivalent requirements and assurances in respect of material, safety, reliability, fitness for purpose and, where relevant, appearance. Where the term Standard is used this shall be construed to mean individually or collectively, as appropriate, any British or European Community Standard and/or Code of Practice etc.

008 OR EQUIVALENT APPROVED means that products of different manufacture may be substituted if prior approval of the Client Representative has been obtained.

009 The Client Representative's decision on the use and continued approval of alternative materials goods and equipment is final.

010 All such alternative goods, materials and equipment that is approved for use in the works shall be provided at no extra cost to the contract.

011 All goods and materials shall be used, fixed or applied as appropriate strictly in accordance with the manufacturer’s recommendations, directions or instructions.

012 Wherever possible all materials to be incorporated in the Works shall be such that it is compatible with and shall aesthetically match existing material with which it is to replace or repair.

013 All existing lines and levels are to be maintained at all times and new work shall be carried through to the same lines and levels unless otherwise directed by the Client Representative.

014 It should be noted that these Specifications are deemed to apply in whole or in part, as relevant, to each of the Schedule of Rates Sections to the extent determined by each individual Schedule of Rates item. Specifications across a number of trades may be relevant to each Schedule of Rates item and the Service Provider is deemed to have full knowledge of and shall comply with all Specifications relating to the work to be undertaken.

015 'Approved', 'directed', 'selected' and similar expressions shall relate to the Client Representative whose decisions shall be final.

016 Where items are described as "Renew" this shall mean taking or cutting out old, supplying and fixing new item to match existing, including all fitting in, piecing out and any other preparatory work. Items shall be renewed on a like for like basis subject to Clause 003 to 010 above and unless otherwise described in the Schedule of Rates or as directed by the Client Representative.

017 Where items are described as "fix" or "install" or "lay" these shall mean supplying and fixing by the Service Provider of new items, materials, or things including any preparatory work.

018 Where items are described as "fix only" this shall mean the fixing of materials supplied free of charge by the Client which are to be incorporated in renewal items of work or new installations.

019 Manufactured items referred to in the Schedule of Rates shall unless specified to the contrary mean manufacturer's standard products.

020 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 Works 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.

021 The Service Provider should note that there are three levels of Description relative to each Schedule of Rates item and the Service Provider should refer to each of these, in particular, the Long Description, to ascertain the scope of work envisaged.

022 Each item in the Schedule of Rates is intended to represent the entire work content of the particular repair and or maintenance in respect of the subject of the Schedule of Rates item and the Service Provider is deemed to have included in his Percentage addition/deduction for all ancillary items not specifically referred to in the Schedule of Rates item but are necessary to achieve the particular repair or maintenance of the Schedule of Rates subject.

023 Any reference made to rates, price or prices in the Specification shall mean the prices contained in the Schedule of Rates together with the Service Provider's Percentage addition/deduction thereto and are deemed to include for everything described herein.

024 Where reference is made within the Schedule of Rates to an area defined as a "patch" this shall be deemed to refer to a net area of ne 1.00sm, unless described otherwise.

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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.

PAINTING & DECORATING

General

Contents of all containers of materials must be thoroughly stirred before and during use.

All materials shall be used strictly in accordance with the instructions issued by the manufacturer.

All coatings shall be applied by brush or roller. The use of sprays will only be permitted with the prior approval of the Client.

If, by the time that the work is to receive the first undercoat, the priming has in any way deteriorated or has been damaged, the affected portions, or the whole if necessary, shall be rubbed down and re-primed.

All coatings shall be allowed to dry thoroughly for the time specified by the manufacturer, before succeeding coats are applied.

Any doors are not to be painted in the closed position.

All undercoats for paints and clear finishes shall be rubbed down or de-nibbed to a smooth surface with abrasive paper and all dust removed before the succeeding coat is applied.

No coating shall be applied to surfaces affected by dampness, other unsuitable conditions, nor in temperatures below the thresholds specified by the manufacturer.

Adequate care must be taken to protect surfaces whilst still wet, the contractor will be held responsible for any damage to the said surfaces.

Care must be taken not to damage or stain other completed work. The Contractor shall remove all such stains, and make good the disturbed surfaces.

All brushes, tools and equipment shall be kept clean, and surfaces shall be clean and free from dust during the painting processes.

Painting shall not be carried out in the vicinity of other operations which create dust.

The Contractor shall not dispose of any liquids or excess paints into any of the gullies, manholes, sinks, basins, water closets or any other sanitary fittings.

All surface fixed ironmongery, fittings, etc, except hinges, shall be removed before painting and re-fixed on completion.

If required radiators are to be taken down to allow the proper decoration of the surfaces behind, after which the radiators are to be refitted and the systems refilled including inhibitor and balanced if required by the appropriate trade.

All plaster or mortar splashes, etc., shall be removed from the surfaces to be decorated by scraping.

All holes, cracks, etc., shall be made good and the whole surface shall be brushed down to remove dust and loose material.

All plaster surfaces shall be allowed to dry out completely before decorating processes commence.

Any efflorescence shall be removed first by wiping dry with a dry course cloth. The surfaces shall then be left for 48 hours to see if efflorescence has ceased and surfaces shall be cleaned to remove dirt, dust, etc., and all making good shall be allowed to dry out thoroughly before painting is commenced.

When efflorescence has occurred or is suspected, painting shall be deferred until treated with a salt stabiliser.

Redecorate/Touch Up/Make Good

001 The term “redecorate/touch up or make good decoration” shall be deemed to include prepare, prime, one undercoat, one gloss to previously painted surfaces or reinstate stain or clear finish in accordance with manufacturer’s instructions in respect of previously stained or clear finish surfaces.

MATERIALS

Generally

002 All materials shall comply with the latest appropriate relevant Standard.

003 Painting and decorating materials shall be of the highest standards available and be supplied by a reputable manufacturer to be approved by the Client Representative. Undercoats and finishing coats for an individual surface shall be obtained from one manufacturer only.

004 All paints are to be delivered to the site in sealed containers as received from the makers and no labels are to be removed or painted out. The paint must be used without adulteration and in strict accordance with the instructions of the maker.

005 Under no circumstances shall paint supplied by the manufacturers be thinned by the Service Provider unless permission has been given by the Client Representative. When such permission has been granted, thinning must be carried out in strict accordance with the instructions of, and with thinners provided by, the manufacturers.

006 All painting is to be executed in approved shades, and the Service Provider must submit samples of tints before ordering his materials. Each coat of paint must approximate to the finished shade, and where certain tints are recommended by the manufacturer, they must be used.

007 Samples of materials may be taken by the Client Representative. Sample tins will be filled 7/8 full after the contents of the container or kettle have been thoroughly stirred and mixed. All relevant details of the materials sampled shall be recorded.

008 All unsatisfactory materials shall be immediately removed from the site, and any work executed with such defective material shall be made good by the Service Provider at his own expense to the satisfaction of the Client Representative.

009 The Service Provider shall include in his tender prices and any percentage adjustment thereto for the use of varied colours in the Works and for the execution of sample patches, as required by the Client Representative.

010 Where appropriate to the circumstances, water based paints should be used.

Knotting

011 Knotting shall be best quality Shellac, dissolved in methylated spirits. All knots and resinous parts are to be covered

Stopping

012 Stopping for:

i) Plasterwork shall be a plaster based filler;

ii) Concrete, rendering or brickwork shall be of similar material to the background and shall be finished with a similar texture;

iii) Internal woodwork, hardboard, fireboard and plywood shall be putty and shall be tinted to match the colour of the undercoat;

iv) External woodwork shall be linseed oil putty or other approved proprietary filler recommended for external use, and shall be tinted to match the colour of the undercoat;

v) Clear finished woodwork shall be stopping tinted to match the surrounding woodwork.

Primer for Alkaline Surfaces

013 Primer for alkaline surfaces shall be a special primer obtained from the maker of the undercoat and finishing coat.

Primer for Iron and Steelwork

014 Primer for iron and steelwork shall be as recommended by the manufacturer for the surfaces to be coated in conjunction with that recommended by the manufacturer for the subsequent finish coats.

Primer for Galvanised Iron and Steelwork

015 Primer for galvanised iron and steelwork shall be as recommended by the manufacturer and shall be compatible with subsequent finish coats. New galvanised surfaces must be pre-treated with a mordant solution before priming.

Primer for Hardboard

016 Primer for hardboard not factory primed or sealed shall be a suitable primer obtained from the maker of the undercoat and finished coat.

Primer for Woodwork

017 Primer for woodwork shall be a finishing ready mix primer obtained from the maker of the undercoat and finishing coats and shall be applied in accordance with the maker's instructions.

Primer for oily or resinous timbers

018 Primer for British Columbia pine (Douglas fir) or other oily or resinous timber shall be an approved aluminium based priming paint not darker than BS 4800 Colour 00A01 which shall be compatible with the subsequent coats and obtained from the same maker.

Primer for Stains

019 Primer to stain finish work shall be as recommended by the selected and approved manufacturer for the respective stain finish.

External Varnish and Varnish Stain

020 Subject to any specification to the contrary, external varnish and varnish stain shall be as approved

External Wood Stain

021 External wood stains shall be obtained from an approved manufacturer.

Wood Preservative

022 Wood preservative shall be obtained from an approved manufacturer

External Masonry Paint

023 External masonry paint shall be as approved and used strictly in accordance with the manufacturer's instructions and recommendations.

Stabilising Sealer

024 Stabilising sealer shall be of a type and make recommended by the manufacturer of the undercoat and finishing coat.

Chemical Stripper

025 Chemical paint stripper shall be water soluble.

Anti-Fungal Solution

026 Anti-fungal solution shall be appropriate to the surface being treated and shall be used in accordance with the manufacturer’s instructions and in accordance with the Pesticides Safety Precautions Scheme (3.2/160).

PREPARATION OF SURFACES

Preparations

027 A high standard of preparatory work will be required and therefore allowances should be made for thorough preparation of all surfaces. The term "prepare" used in the Schedule of Rates shall be taken to cover all work described below including washing down, priming and painting extra coats but excluding paint removal. Should the Service Provider deem paint removal is necessary this shall be reported to the Client Representative and areas agreed on site with the Client Representative before work commences. No payment for paint removal will be made if this condition is not complied with.

028 All existing bare non-durable timber surfaces shall receive a liberal brush coat of water repellent timber preservative to conform with Building Establishment Technical Note No. 24. Allow adequate time to dry before over coating.

029 Previously painted surfaces in good condition shall be rubbed down with abrasive paper and cracks filled as described. If existing paint is in poor condition it shall be removed completely using an approved non caustic paint remover.

030 Any stains on ceiling are to be given such extra treatment prior to decoration in order to prevent stains bleeding through subsequent decorative coatings.

031 At the Client Representative’s request tinted undercoats may be required at no extra cost.

Approval

032 The Client Representative may request that the preparation of surfaces is approved prior to any coating being applied.

Stopping

033 Stopping referred to in the following clauses shall be the appropriate stopping as described under Materials.

Burning Off

034 **Burning off is generally not permitted however should be agreed in writing with the client and a hot works permit issued**. Burn off and rub down to remove paint from wooden surfaces. Fill in cracks etc., as described for new woodwork. Knot, prime and stop woodwork so exposed as described for new work, fine abrasive paper and apply one additional undercoat before painting as specified.

Plaster, Render, Concrete and Brickwork

035 All plaster or mortar splashes, etc., shall be removed from the surfaces to be decorated by scraping. All holes, cracks, etc., shall be stopped and the whole surface shall be brushed down to remove dust and loose material. In addition all traces of mould oil shall be removed by scrubbing with water and detergent and rinsing with clean water to remove all detergent.

036 All plaster surfaces shall be allowed to dry out completely before decorating processes commence.

037 Any efflorescence shall be removed first by wiping dry with a dry course cloth and then with a damp cloth. The surfaces shall then be left for 48 hours to see if efflorescence has ceased and surfaces shall be cleaned to remove dirt, dust, etc., and all making good shall be allowed to dry out thoroughly before painting is commenced. When efflorescence has occurred or is suspected, painting shall be deferred for a period as required by the Client Representative.

038 Loose and defective rendering is to be cut out and made good prior to redecoration. Existing surfaces to be redecorated shall be stabilised with an approved stabilising agent compatible with the paint finish. The stabilising agent to be used in accordance with the manufacturer’s instructions.

Plasterboard to receive direct redecoration

039 Joints in plasterboard ceilings to receive textured decorative finishings shall be finished as described in 'Plasterwork'.

Iron and Steel

040 Before fixing, rust, mill scale, welding slag and flux residue shall be removed from iron and steel surfaces by wire brushing, scraping, hammering, flame cleaning etc.

Previously Painted Metalwork

041 Thoroughly clean down all paintwork which is in sound condition and rub down with abrasive paper. Remove small areas of defective paint and all rust and loose scale by chipping, scraping and wire brushing back to clean metal. Prime metal so exposed immediately after preparation with one coat of primer and apply one additional undercoat before painting as specified.

042 Large areas of defective paint shall be removed by using an approved noncaustic stripper or by chipping, scraping and wire brushing back to clean metal. In all cases where rust is apparent, the rusting section and a sufficient area shall be scraped clean of all paint and rust and coated with an approved rust inhibiting primer in addition to the priming coat described.

Defective Putties

043 Defective, cracked or uneven putties to glazing shall be hacked out, rebates prepared and primed as required and the putties made good prior to any painting being carried out. Putties must be allowed to form a hard skin before painting.

Hardboard

044 All dirt and grease shall be removed from hardboard surfaces and after priming, all nail holes and other imperfections shall be stopped.

Plywood

045 Surfaces of internal plywood which are to be painted shall be primed, filled as required with a plastic based filler, rubbed and dusted down and a second coat of primer applied.

046 Surfaces of external plywood to be painted shall be primed, filled with a filler tinted to match the colour of the undercoat, rubbed and dusted down and a second coat of primer applied. After final priming all imperfections shall be stopped, rubbed down and brushed off.

Woodwork to be painted

047 Before fixing woodwork, all surfaces which will be visible after fixing shall be rubbed down. Excess resin from live knots and resin pockets shall be scorched back and all knots and resinous areas coated with fresh knotting. All surfaces shall then be primed, all nail holes and other imperfections shall then be stopped and the whole surface shall be rubbed down and all dust brushed off before the undercoat is applied.

Previously painted woodwork

048 Wash down thoroughly with sugar soap all paintwork which is in sound condition and rub down to a smooth surface with an approved abrasive paper. Rinse well with clean water and allow to dry. Fill in cracks etc., as described for new woodwork.

049 Small areas of cracked or defective paint shall be removed by carefully scraping back to a firm edge. Knot, prime and stop woodwork so exposed as described for new work fine abrasive paper and apply one additional undercoat before painting as specified.

050 All bare existing non-durable timber surfaces or surfaces with defective areas of paint film shall receive a liberal coat of brush applied water repellent timber preservative to conform with Building Research Establishment Technical Note No. 24. Allow adequate time to dry before over coating.

Woodwork to receive a clear finish

051 All holes and other imperfections in surfaces to receive a clear finish shall be stopped and the whole surfaces shall be rubbed down and all dust brushed off.

052 Existing varnished surfaces in sound condition shall be prepared by cleaning down with an approved detergent and thoroughly rinsed.

053 Existing varnished surfaces in unsound condition shall be stripped and re-varnished.

054 All preparation to be in accordance with approved manufacturer's recommendations.

Woodwork to receive Stain Finish

055 Previously treated and untreated surfaces to receive proprietary stain finish shall be prepared strictly in accordance with the approved manufacturer's instructions.

Malpractices

056 In order to eradicate any malpractice by way of unauthorised addition of thinners or driers, or other adulteration of paint, the attention of the Service Provider is specifically drawn to the following:

i) Adequate supervision during the painting work must be given by the Service Provider to ensure that the paint is not adulterated.

ii) If cases of unauthorised or excessive thinning or other adulterations are discovered, the Client Representative will exercise the power contained in this Contract to require the removal from the site of the workman or workmen concerned.

iii) The Service Provider shall exhibit or cause to be exhibited a notice drawing the attention of the workmen to the Client's requirement to use paint as supplied by the manufacturer and the penalty for a breach of this requirement.

iv) If the Client approved the subletting of the work, such approval will not relieve the Service Provider of his responsibility for observance of the above requirements. Sub Service Providers should be warned, however, that if any malpractice is discovered, the approval will be withdrawn and the Sub Service Provider will be required to leave the site.

Stirring of Materials

057 Contents of all cans and containers of materials must be thoroughly stirred before and during use and shall be suitably strained as and when necessary.

Manufacturer's Instructions

058 All materials shall be used strictly in accordance with the instructions issued by the manufacturer concerned.

Brushwork

059 All coatings shall be applied by brush or roller. The use of sprays will only be permitted with the prior approval of the Client Representative.

Priming of Glazing Beads

060 Priming and staining of glazing beads, rebates and the backs of beads shall be carried out at the same time as the priming and staining of the window frames.

Condition of Priming

061 If, by the time that the work is to receive the first undercoat, the priming has in any way deteriorated or has been damaged, the affected portions, or the whole if necessary, shall be rubbed down and re-primed. When articles, such as the windows are primed at works the priming shall be touched up where required with the same priming paint or equivalent.

Coatings to be dry

062 All coatings shall be allowed to dry thoroughly for the time specified by the manufacturer’s before succeeding coats are applied.

Painting Windows/Doors

063 Windows/doors are not to be painted in the closed position.

Rubbing down

064 All undercoats for paints and clear finishes shall be rubbed down or denibbed to a smooth surface with abrasive paper and all dust removed before the succeeding coat is applied.

Differing Colours of Undercoats

065 Each succeeding coat of priming and undercoating paint shall be sufficiently different in colour as to be readily distinguishable.

Unsuitable Conditions

066 No coating shall be applied to surfaces affected by wet, damp, foggy or frosty weather or other unsuitable conditions, or to any damp surface, nor in temperatures below 5 deg.C.

Protection of Wet Surfaces

067 Adequate care must be taken to protect surfaces whilst still wet, by the use of screens and 'wet paint' signs where necessary, and the Service Provider will be held responsible for any damage which may be caused by or through wet paint.

Damage to Adjoining Surfaces

068 Care must be taken when storing materials, preparing surfaces, or applying paint or stains, not to damage or stain other work. The Service Provider shall remove all such stains, make good the stained surface and touch up paintwork disturbed.

Cleanliness

069 All brushes, tools and equipment shall be kept clean, and surfaces shall be clean and free from dust during the painting processes. Painting shall not be carried out in the vicinity of other operations which might cause dust. The Service Provider shall provide a suitable movable receptacle into which are to be placed all liquids, slop washings, etc., which on no account are to be tipped down any of the gullies, manholes, sinks, basins, water closets or any other sanitary fittings. All solid refuse or inflammable residues must be removed from the site.

Removal of Ironmongery

070 All surface fixed ironmongery, fittings, etc, except hinges, shall be removed before painting and re-fixed on completion.

Radiators

071 If required radiators are to be taken down to allow the proper decoration of the surfaces behind, after which the radiators are to be refitted and the systems refilled including inhibitor and balanced if required.

Protection of Furniture

072 The Service Provider shall allow for the 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.

Client’s Preferred Manufacturers/Suppliers/Products

073 The following is a sample list of approved manufacturers, suppliers and/or brand names of the Client’s preferred products that shall be used in undertaking the Works associated with Painting and Decorating. The Service Provider shall make provision for maintaining adequate stock levels and mixes of such products to be available for use throughout the duration of the Contract. Other equal and approved products may be used only on the Service Provider obtaining prior written approval of the Client Representative

|  |  |  |
| --- | --- | --- |
| Product | Brand Name | Manufacturer’s Details |
| Matt paint  Flame retardant basecoat  Flame retardant matt  Masonry gloss  Masonry paint (smooth)  Preservative Primer  Exterior flexible undercoat  Eggshell  Mouldshield  Stain block primer  Varnish  Metalshield primer  Metalshied gloss  Woodstain  Cladding and fence  Galvanised metal paint | Dulux TRADE Durable Flat Matt  Dulux TRADE Pyroshield Basecoat  Dulux TRADE Pyroshield Durable Matt  Dulux TRADE Weathershield Masonry Gloss  Dulux TRADE Weathershield Smooth Masonry Paint  Dulux TRADE Weathershield Preservative Primer+(BP)  Dulux TRADE Weathershield Exterior Flexible Undercoat  Dulux TRADE Eggshell  Dulux TRADE Mouldshield Fungicidal Eggshell  Dulux TRADE Stain Block Primer  Dulux TRADE Polyurethane Varnish  Dulux TRADE Metalshield Zinc Phosphate Primer  Dulux TRADE Metalshield Gloss  Dulux TRADE Ultimate Woodstain  Cuprilnol Cladding and Fence opaque Finish  Hammerite Direct to Galvanised Metal Paint | A highly durable, water-based flat matt finish. It has excellent coverage and opacity. Suitable for all normal interior wall and ceiling surfaces, particularly those subject to high traffic such as corridors and stairwells. It also has an ultra low sheen level, perfect for masking areas of uneven wall surface.  Flame Retardant; Upgrades Class 4 Surface to Class O; For use over Multi-layered Paint Systems  A water-based flame retardant finish that upgrades substrates of fire classification from Class 3 to Class O (tested to BS476, parts 6 and 7).  A quick-drying, high gloss quality emulsion ideal for use on exterior masonry. Its smooth gloss formulation discourages dirt retention whilst the added fungicide inhibits mould growth on the paint film.  An exterior quality emulsion paint based on all acrylic resin. It contains a fungicide to inhibit mould growth within the paint film and help it stay cleaner for longer. It is particularly suitable for use in changeable weather and is shower resistant within 30 minutes after application.  Penetrates into wood to seal and preserve against water damage, decay and blue stain fungi. Provides 8 year weathering durability, when used as part of the full Weathershield exterior paint system.  Part 2 of a 3 part weather-resistant and flexible paint system from Dulux Trade specifically developed to give longer lasting protection for exterior woodwork. Provides 8 year weathering durability, when used as part of the full Weathershield exterior paint system.  Solvent-based mid-sheen finish formulation that is tough and durable and does not require an undercoat except where a strong colour change is required. Suitable for use on interior wood and metal surfaces.  Contains a special fungicide which inhibits the growth of fungi and mould inside buildings. Its broad spectrum of antifungal activity makes it ideal for most interior walls and ceilings likely be disfigured by mould. Tested to BS 3900 Part G6.  A water-based primer suitable for use on interior walls and ceilings. It is formulated to prevent the migration of stains through the finished paint film and also to seal and bind dry, friable and powdery interior surfaces such as plaster, brick and distemper.  A solvent-based interior varnish which gives a tough and durable finish. It can be used over bare wood and previously stained or varnished surfaces. It withstands knocks, scuffs and spills and is suitable for interior wood, veneer, cork and chipboard.  A high performance, primer for ferrous metals with excellent rust inhibiting performance, suitable for internal and external use over hand-cleaned iron and steel as well as blast-cleaned surfaces.  Specially formulated for metal with a quick drying formulation that can be overcoated within 4-8 hours. It provides lasting protection against corrosion on ferrous and non-ferrous metal substrates such as railings, garage doors, lift shafts, staircases and emergency exit routes.  A high performance solvent-based exterior woodstain which produces a water-repellent satin finish. Unique Ultimate wood protection technology from Dulux Trade means exterior joinery is protected from extreme weather for up to 10 years if used in accordance with instructions, and so looks better for longer. Suitable for hardwoods and softwoods.  Cuprinol Cladding & Fence Opaque Finish is a high performance solvent-based opaque exterior woodstain for the protection and decoration of exterior non-joinery timber such as cladding, garden structures and rough sawn or smooth fencing.  Hammerite Direct to Galvanised Metal Paint is specially formulated for application straight onto the metal as a primer and topcoat in one. |

**Painting and Decorating Rates Deemed to Include**

Rates for painting and decorating are additionally deemed to include as appropriate for the following:

* Preparation of surfaces and the requisite type and number of paint coatings to be in accordance with the manufacturer’s recommendations and/or these preambles, which ever constitutes the highest performance specification.
* Work on any surface or surface finish whatsoever encountered.
* Cutting in around glazing and other finishes.
* Work in multicolours and cutting to line.
* Work in staircase areas, plant rooms etc.
* Work on all opening edges of windows, doors etc.
* Taking off and refixing ironmongery on completion.
* Matt or vinyl silk finish emulsion paint as directed.
* Eggshell or gloss oil colour paint as directed.
* Priming coat to all new metalwork.
* Work includes all narrow widths and patches irrespective of the girth or size.
* All rubbing down and preparation of wall surfaces and for sizing walls prior to hanging wall or lining paper.
* Hanging of wall or lining paper strictly in accordance with the manufacturer’s instructions. Adhesive to conform to BS 3046:1981.
* 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.
* On completion of the site operations remove from site all debris associated with the works and leave the area clean and tidy ready for reoccupation by the client and to the satisfaction of the Contract Administrator. All plant and equipment etc. are to be removed from site in preparation for occupation.

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