

Brief scope of works to convert stores to offices

at

Dunbrik Depot

on behalf of

Sevenoaks town council

Brief description

To convert the existing stores area into a new managers and staff operational area. Project requires complete new system of services, walls, ceilings, windows and internal partitions for office use and wc compartments

Building Regulation

all installations and works to be carried out must be compliant with current building regulations and codes of practice to provide an area fit for purpose

Schedule

This schedule is produced to provide the contractor with an overall scope of the works required. Contractor is required to assess and ascertain the full nature of the works required and allow for that to complete their installation which may not be described below.

contract to provide additional costs for items required over and above that described within this schedule where provided at end of document

THE WORKS SCHEDULE

isolate and remove all existing electrical services back to distribution board located within the adjacent store area.

provide new distribution board to serve new office area and maintain services to existing and provide sub board as required

provide temporary builders lighting and power for the duration of the project

carefully demolish the existing dividing wall within the store room and associated ironwork, where built into existing external blockwork walls ensure clean break of the walls and repair where required

dismantle and remove existing roller shutters x 2/no

infill side elevation roller shutter opening with blockwork to match existing, laid upon dpc and securely anchored to existing adjoining walls. Wall to include the forming of a 1800 x 1200 opening complete with hi stress concrete lintel. Blockwork to be solid concrete 215 x 440. Wall to be built upto underside of portal frame and provided with all abutment flashings required.

remove and cart away rear sliding door between the stores

infill front elevation roller shutter as described above (exclude window). Allow to form opening for 1/no pair of doors.

floor	to the existing floor clean and wash the slab. Report any slab cracks that may require remedial repairs		
floor	prepare the existing slab with the laying of 1000 gauge damp proof membrane taped at all joints and laid up the wall by 200mm		
floor	supply and lay to the entire area raised pedestal flooring system. All pedestals to be bedded upon resin base.		
floor	between the pedestals and below the raised floor system supply and lay 150mm thickness celotex or similar floor insulation board to be taped and jointed into place.		
wall	to existing blockwork external walls, infill blockwork where missing allowing an area of 10sq/m		
wall	remove all fixtures and fittings from the external walls		
wall	prepare walls and form 6/no window openings of size 1.4m x 1.2m, allow and include for propping walls as required and provide and install prestressed concrete lintels to suit		
wall	Allow a sum of £300 each to supply 6/no windows manufactured upvc and double glazed.	£	1,800.00
wall	fix into place new windows and provide sealant externally		
	upon completion of internal finishes supply and fix upvc window cill		
wall	To all walls supply and fix metal stud to provide 50mm cavity. Thereon supply and fix gyproc or similar thermaline PIR tapered edge insulated plasterboard 2440 x 1220 x 54mm thickness.		
	insulated plastered board to be cut and finished against existing portal frame structure at max height of 3m. All abutments to be sealed in accordance with manufacturers instructions		
	all plasterboard to be tape jointed and filled for decoration		
	include for dressing all plasterboard around windows and door openings		
wall	In positions shown upon the drawings construct partitions.		
	new partitions to be constructed to a height of 2.7m and where required strapped and secured to existing structures.		
	new partitions to be metal stud 50, clad both sides with 1 layer of plywood 12.5mm and 1/no layer of soundbloc plasterboard 12.5mm for tape joint finish. Cavity of wall to be provided with rockwool sound insulation. Partition to be provided with liners for doorsets		

	form openings in partitions for doorsets
wall	to all walls supply and fix 100mm pencil round skirting board
ceiling	to entire area of new office space supply and fix 600 x 600 lay in grid ceiling. Provide and fit Dune tegular ceiling tiles. allow for fitting ceiling around new ceiling mounted AC units as later described.
doors internal	To the following rooms supply and fix an Ash veneered door with softwood decorated door frame. All doors to be provided with vision panel (excluding wcs). doors to be fitted with 1/no lock, briton 2003 door closer. office, meeting room, store, lobby door to wc, 2/no wc doors,
doors external	Supply and fix DDA automated pair of doors to front entrance. Doors to be comar or similar aluminium doorsets compliant with building regulation. supply and fix to the side elevation steelcase escape doorset complete with push bar ironmongery to side exit door cast insitu escape landing of 1.2m x 1.2m to front entrance doors prepare the area and supply and cast insitu new concrete access ramp to DDA access compliance. Fit to edge of ramp kee klamp hand rail.
wc1	in position on plan supply and fix DDA compliant disabled wc. wc to be fitted with DOC M pack with contrast blue handrails provide and fix 926 wide door opening outwards to reception area. From local cold water supply run new service to wc1, wc2 and food galley. supply and fix local water heaters to serve area run new surface mounted wastes to outside wall allow and include for all final connections to hot and cold taps, wcs.
wc2	ditto as described above. Supply and fix sit on cistern wc suite.
food galley	in position indicated on the plan run services to the following. sink, dishwasher

finish	<p>to all walls within the building, prepare and apply 3 coats of diamond matt emulsion. To all door frames prime, undercoat and gloss, ditto to skirtings</p> <p>provide and fit altro whiterock panel above each wc wash hand basin</p> <p>to wc1, wc2 and 2m in front of food galley supply and lay polyflor safety flooring. Flooring within wc1 and wc2 to be coved and capped up the walls 100mm</p> <p>to entire floor area overlay the metal pan flooring with heckmondwike floor tiles bonded as required</p> <p>at front entrance supply and lay a coconut coir mat of size 1.2m x 1.8m</p>
galley	<p>to the position shown upon the plan supply and fix the following units</p> <p>3/no double base unit (1 of which is sink base unit)</p> <p>3/no double wall units</p> <p>1/no stainless steel inset sink with pillar tap mixer</p> <p>continuous formica worktop</p> <p>between wall and base units supply and fix altro whiterock splash panel</p>
fixtures	<p>within each area below fix white melamine shelving</p> <p>meeting room 2 rows</p> <p>office 3 rows</p> <p>above each work station 2 rows</p>
counter	<p>to position shown construct reception counter as follows</p> <p>main structure CLS timber, over clad to the front with 18mm mdf and internall with 12.5mm mdf. Provide gated access through reception counter constructed from 18mm mdf and fitted with simple latch.</p> <p>worktop to be polyrey or similar 32mm thick beech affect</p> <p>cut and fit 2/no cable grommets into worktop</p>
electric	<p>provide new services as required to rooms as follows.</p> <p>office: wall mounted trunking all round with 5/no data and power sockets. Recessed LED lights pir controlled</p> <p>store: bulkhead light fitting</p> <p>meeting room: wall mounted trunking all round with 5/no data and power sockets. Recessed LED light fittings pir controlled.</p> <p>open area: wall mounted trunking all round with 2/no data and double sockets for each seated position</p> <p>reception: trunking and 4/no data and double sockets</p> <p>reception; intercom door control set and release</p> <p>reception: services for fire alarm panel and alarm system</p>

food galley: services and spurs for fridge, heaters, dishwasher, 5/no double sockets above worktop.
lighting to open area and galley to be LED pir controlled to each wc supply and bulkhead light fitting.
supply and fix vent axia or similar extract fan through external wall disabled wc alarm to wc
provide supplies for all new AC internal units and external condensers at each exit provide emergency lighting
dyson hand drier to be fitted to each wc
provide and fit new fire and smoke detection to all compartments within the building.

provide power supply for externally automated doorset

supply and fix external lighting at entrance and exit

AC provide an fit to following areas new heating and cooling system.
open area 2/no ceiling mounted units independtly controlled
office 1/no wall mounted unit
meeting room 1/no wall mounted unit
reception area 1/no wall mounted unit

Drainage allow to break out concrete and ground to manhole, provide and fit back drop inlet into drain chamber, provide drainage to connect with building.

Contractor stated works

provide list of works required in addition to that described above required to complete the work to the building

Provisional sums

repairs required to external cladding	£	3,500.00
clients own intruder alarm system	£	2,000.00
external repairs and decoration	£	2,500.00
internal glazed screen to office	£	8,000.00
electrical works	£	1,500.00
building additions	£	3,000.00
clients contingency	£	5,000.00

sub total value of the works

contractors prelims/welfare/management costs

TOTAL COST OF THE WORKS OFFERED