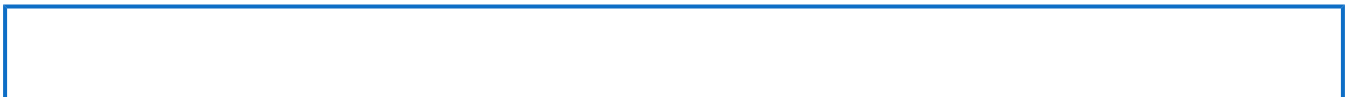


DIOCESAN ADVISORY COMMITTEE

SCHEDULE OF DOCUMENTS

1. **Statement of Significance** (Church of St John Hampstead Choir Vestry Roof Statement of Significance.pdf)
2. **Statements of Significance and Need** (statements_of_significance_and_need_forms_in_word choir vestry roof.docx)
3. **Vestry Heritage, Design and Access Statement** (Heritage Design Access Statement.pdf)
4. **Specification** (Hampstead Choir Vestry Roof Specification DAC issue.pdf)
5. **Location & Block Plan** (7112 100A St John Hampstead Choir Vestry Reroofing Site and Block Plan.pdf)
6. **Existing Vestry Roof Plan** (7112 101A St John Hampstead Choir Vestry Reroofing Church Roof Plan As Existing.pdf)
7. **Existing Vestry Roof Section** (7112 102A St John Hampstead Choir Vestry Reroofing Vestry Roof and Section As Existing.pdf)
8. **Existing Vestry Elevations** (7112 111A St John Hampstead Choir Vestry Reroofing Elevations As Existing.pdf)
9. **Existing Vestry East & West Elevations** (7112 113A St John Hampstead Choir Vestry Reroofing Vestry East and West Existing.pdf)
10. **Existing Vestry South Elevation** (7112 114A St John Hampstead Choir Vestry Reroofing Vestry South Elevation As Existing.pdf)
11. **Proposed Vestry Roof Plan** (7112 201A St John Hampstead Choir Vestry Reroofing Church Roof Plan As Proposed.pdf)
12. **Proposed Vestry Reroofing Details** (7112 230 St John Hampstead Choir Vestry Reroofing Roof Details As Proposed.pdf)
13. **Proposed Vestry Roof Section** (7112 202A St John Hampstead Choir Vestry Reroofing Vestry Roof Plan and Section As Proposed.pdf)
14. **Proposed Ground Floor Plan** (7112 203 St Johns Hampstead Choir Vestry Reroofing Ground Floor GA Plan As Proposed.pdf)
15. **Proposed Vestry North Elevation** (7112 210 St John Hampstead Choir Vestry Reroofing North Elevation As Proposed.pdf)
16. **Proposed Vestry South Elevation** (7112 211 St John Hampstead Choir Vestry Reroofing South Elevation As Proposed.pdf)
17. **Proposed Vestry South Elevation** (7112 214A St John Hampstead Choir Vestry Reroofing Vestry South Elevation As Proposed.pdf)
18. **Proposed Vestry East & West Elevations** (7112 212 St John Hampstead Choir Vestry Reroofing East and West Elevations As Proposed.pdf)
19. **Proposed Vestry East & West Elevations** (7112 213A St John Hampstead Choir Vestry Reroofing Vestry East and West Elevations As Proposed.pdf)
20. **Proposed Fall Arrest Post** (7112 231 St John Hampstead Choir Vestry Reroofing Fall Arrest Post Details As Proposed.pdf)
21. **Response to Local Authority comments** (Response to planners 1 Feb2023.pdf)
22. **Historic England comments** (2023 02 16 HE.pdf)
23. **Victorian Society comments** (2023 02 24 Victorian Society.pdf)
24. **PCC resolution** (Choir vestry faculty resolutions.docx)



TO THE CHANCELLOR OF
THE DIOCESE OF LONDON

07/06/2023

VIEWED by the London Diocesan
Advisory Committee

ANDY BURRELL

ARCHITECTURE

Church of St John Hampstead

Proposed Choir Vestry re-roofing and installation of fall arrest system.

Statement of Significance

1.0 INTRODUCTION

- 1.1. This Statement of Significance has been prepared by Andy Burrell Architecture to support an application for a faculty to reroof the choir vestry incorporating insulation and a fall arrest system.
- 1.2. This documentation is based upon documentation previously prepared by Carden & Godfrey Architects on behalf of the PCC of the church of St. John-at-Hampstead.
- 1.3. An application for Full Planning Permission has also been made to the Local Authority however determination of this is currently on hold pending advice from the DAC regarding the impact of introducing the insulation which raises the ridge line slightly. Following discussions with the Local Authority, the type and thickness of insulation has been revised and reduced to compromise the thermal benefits against the visual impact of the intervention as originally 200mm of insulation was proposed.
- 1.4. The church address is Church Row, Hampstead, London, NW3 6UU. The church in the Archdeaconry of Hampstead, Diocese of London.
- 1.5. The church is a Grade I listed building and forms part of the Hampstead Conservation Area designated in Feb 1968.
- 1.6. The proposals are for reroofing the Choir Vestry. Salvaged and new like-for-like Cumbrian slates are proposed for the roof coverings. The new insulation proposed results in an increase of the ridgeline height by approx. 120mm, and adjusted detailing at the gable abutments.
- 1.7. A fall arrest system and access improvements are also proposed to be installed on the new Choir Vestry roof to make it possible to maintain the gutters safely as the parapet is very low.
- 1.8. The documents also indicate a number of other spot repairs to be carried out around the church. All of these were identified in the last Quinquennial Inspection. These were not part of the planning application.

Continuing the legacy of Carden & Godfrey Architects

2.0 HISTORY & SIGNIFICANCE

- 2.1. The current church replaced a mediaeval parish church, rebuilt to accommodate an increasing local population. The Tower and main body of the church were designed by John Sanderson and date from 1745-47, although part of the Tower was rebuilt in 1759 and the copper spire was added in 1784.
- 2.2. There have been three significant extensions since, all at the west end of the church. The Transepts, designed by Robert Hesketh, were added in 1844 extending the church westwards to accommodate a growing population.
- 2.3. In 1871 suggestions were made for 'beautifying and improving' the church. A proposal to demolish the tower caused much controversy and gave rise to a petition signed by many leading artistic and literary figures, including William Morris, Edward Burne-Jones, Holman Hunt, Ford Madox Brown, Anthony Trollope, George du Maurier, Coventry Patmore and F. T. Palgrave. The Trustees gave in and the church was instead extended westwards in 1877-8 under plans drawn up by F.P. Cockerell. The present chancel, sanctuary and a small vestry were added and the inside was realigned, the altar being moved to the west end. This building was consecrated on 1st June 1878 by the Bishop of London.
- 2.4. The Choir vestry and crypt room were added in 1912, designed by Temple Moore and adjoined to the southwest corner of the church. The extension added a large new choir vestry, on top of arches so that graves were left undisturbed. The undercroft and crypt room were later enclosed and altered in the late C20th to form a series of useful rooms.

Listing Description

- 2.5. Heritage Category: Listed Building
Grade: I
List Entry Number: 1271918
Date first listed: 11-Aug-1950
Statutory Address: CHURCH OF ST JOHN, CHURCH ROW

Details CAMDEN

TQ2685NW CHURCH ROW 798-1/26/237 (South side) 11/08/50 Church of St John

GVI

Church, closing the perspective of Church Row. 1745-47 by John Sanderson, the present nave & tower; 1759 steeple rebuilt; 1784 spire added; 1843 Robert Hesketh added the transepts and extended the church 30 feet westwards; 1878

FP Cockerell reoriented the church to an altar at the west end, built the present chancel & added galleries; 1912 Temple Moore created the north-western Chapel of St Mary & St John out of a vestry and added new clergy & choir vestries on south side. Crypt converted for use as Parish Room 1964-5. Yellow stock brick with stone dressings. STYLE/PLAN: plain Classical design with 6-bay nave, aisles, sanctuary and tower at east end with spire. EXTERIOR: main entrance at base of east tower with moulded stone doorcase and console bracketed pediment below which a plaque dated 1745 (reused from west end); overlight and panelled doors. To either side of tower, entrances with moulded stone doorcases and cornices; panelled doors. 3 round-arched, architraved windows at 1st floor level with keystones, lugs and bracketed sills; small panes. Tower with stone dentil cornice extending as a plain band across aisle gable and upwards to form a pediment shape. Above the cornice, tower has a circular lugged clock and round-arched belfry openings with architraved heads having keystones and impost bands continuing around the tower as do the sill bands; battlemented parapet and spire with weathervane. Aisles lit by similar round-arched windows to east end; west end with 3 similar windows and oculus above central window. INTERIOR: with tall unfluted Ionic columns supporting arches which cut into the tunnel vaulted ceiling. Galleries between the columns. Chapel of St Mary & St John domed with circular lantern. Chancel decoration, c1883, by TG Jackson who also designed the pavement, Willis organ case, inlaid choir stalls, panelling, chandelier, railings and intertwining double gold decorative pattern over much of the church. Stained glass of west windows designed by Professor Ellis Wooldridge, executed by Powell. Much of the rest of the glass designed, executed and given by Alfred Bell of Clayton & Bell, who also designed the marble font with Ionic columns to incorporate a 1747 bowl; gallery window dedicated to Sir George Gilbert Scott, Bell's tutor. Lady Chapel window by Joan Fulleylove. Mid C18 pulpit cut down to present size by Cockerell, 1878. Many wall monuments including those to Rev. Thomas Ainger by Sir George Gilbert Scott, John Keats, Joanna Baillie, JH Merivale, Frances Erskine, TN Longman, Henry Cort and others. Oldest tomb in the church that of James Rixton, buried 1658 in the old church. (RCHME: London, Vol. II, West London: London: -1925: 39; Clarke B: Parish Churches of London: London: -1966: 77; Victoria County History: Middlesex: Vol. IX, Paddington and Hampstead Parishes: Oxford: -1989: 146-48).

Conservation Area

- 2.6. The Hampstead Conservation Area designated in Feb 1968. Referring to the church and its setting the Conservation Area Statement says:

“Church Row is a street almost entirely lined with handsome early 18th century houses of brown brick with red dressings. Many have cast iron railings forming the front boundary. The street widens towards the west, focusing on St John’s Church forming a well-proportioned and attractive urban space, marred at times

by the traffic. The graveyard set in a mature landscape provides a beautiful backdrop to the Church.”

3.0 IMPACT OF THE PROPOSALS ON THE APPEARANCE AND SIGNIFICANCE OF THE BUILDING

- 3.1. The repair proposals will have no impact on the significance because they are simple repairs or maintenance, required to ensure the significance of the building is maintained for future generations.
- 3.2. The insulation included in the reroofing will affect the external appearance of the Choir vestry by raising the ridge by approx. 120mm. This has been carefully designed to not be detrimental to the overall appearance and has been reduced by 100mm following discussion with the planning authority. The ridgeline will be kept below the south gable. The addition of a secret gutter means that the flashing to the rear of the gable will remain as existing, whilst the bulk of the roof form is separated from the historic fabric.
- 3.3. The rooflight will be replaced anew, to matching size, upstands and configuration and will therefore have a minimal effect on appearance or significance (it cannot be seen from ground level). The new Conservation Rooflight will be openable to provide an alternative access route to the roof in the future.
- 3.4. The Choir Vestry is located on the less prominent south side of the building, away from public highways. It is estimated that at least 50% of the slates can be salvaged and refitted to one of the roof slopes. It is proposed that the reused slates are positioned on the east side of the roof slope, facing the churchyard and the new slates are used on the west side, facing private residences.
- 3.5. An exact match for the slates is not available because the slate is no longer being extracted from the quarry from where the original slates are likely to have been obtained. The nearest match seems to be Westmoorland Slates from Cumbria.
- 3.6. The new fall restraint system on the roof will have a minimal effect on the appearance of the building. The required support posts will be widely spaced, minimal in height and will be largely obstructed from view from the ground by the brick parapets. The connecting safety line will be visually lost against the background of the slates.
- 3.7. Access to the west side of the roof is currently via a small lead flat roof and the proposal includes the provision of a ladder which will be permanently stored on

this roof, secured on brackets fixed to the wall. This will allow safe access to the west side gutter without having to carry a ladder up a ladder. It will not be visible when laying down against the wall. Ladder anchor points, used to secure ladders from the ground, will be very small and therefore have minimal visual impact.

3.8. The accompanying drawings show the proposals in context.

3.9. Overall the proposals will have a positive impact on this part of the building, preventing future leaks, improving the thermal performance and providing a safe means to access and maintain the roof. A scheme is currently being prepared to develop the use of the space which will see it used regularly throughout the week.

4.0 Photos



5.1 Choir Vestry Roof from Nave Roof



5.2 Choir Vestry East Elevation from Churchyard



5.3 South Elevation from Churchyard 5.4 West Elevation from Churchyard



5.5 West Elevation Roof from Vicarage Roof



5.6 Choir Vestry Interior

Statement of Significance

Guidance on completing this form can be found on the ChurchCare website at <http://www.churchcare.co.uk/churches/guidance-advice/statements-of-significance-need>

This document must be accompanied by the Standard Information Form 1A

Section 1: Brief history and description of the church building(s), contents, churchyard and setting

Grade 1 listed church –see listing particulars

Section 2: The significance of the church (including its contents and churchyard) in terms of:

- i) Its special architectural and historical interest**
- ii) Any significant features of artistic or archaeological interest**

Please state if you have taken expert advice to help you define the significance, and from whom.

See listing particulars

Section 3: Assessment of the impact of the proposals on the significance defined in Section 2

The choir vestry was built in 1911 and water ingress into the vestry is occurring more frequently. Re-roofing after 111 years will provide opportunity to introduce insulation. The majority of slates are in good condition and only 50% of the roof will require new slates.

Statement of Needs

Guidance on completing this form can be found on the ChurchCare website at <http://www.churchcare.co.uk/churches/guidance-advice/statements-of-significance-need>

This document must be accompanied by the Standard Information Form 1A

Section 1. General information

The Parish Church is a working building used by over 300 people per week with Sunday and weekday services. The Church is used for services throughout the year by the CofE school and carol services for a number of schools. The Church is kept open during the week for visitors and for prayer.

Section 2. What do you need?

A dry insulated choir vestry.

Section 3. The proposals

Re-roof choir vestry, introduce insulation and a fall arrest system

Section 4. Why do you need it and why do you need it now?

After 111 years, the lead flashing needs replacing and to reduce the carbon footprint, insulation needs to be introduced together with a fall arrest system to reduce injury risk.

Section 5. Justification

If the proposals are likely to harm the significance outlined in the Statement of significance, explain how the proposals would result in public benefits which outweigh such harm.

Will protect music library from water ingress and reduce carbon footprint.

CARDEN & GODFREY

Architects

33 Clerkenwell Close, London EC1R 0AU. ☎ 020 7490 0300
mail@cardenandgodfrey.co.uk 🌐 www.cardenandgodfrey.co.uk 📷 Carden_and_Godfrey

Church of St John Hampstead

Proposed Choir Vestry re-roofing and installation of fall arrest system.

Heritage, Design & Access Statement

1.0 EXECUTIVE SUMMARY

- 1.1. This application has been prepared by Carden & Godfrey architects on behalf of the PCC of the church of St. John-at-Hampstead.
- 1.2. The application is for Full Planning Permission. Listed Building Consent is not sought as the building is a Church of England place of worship and so regulated by the Ecclesiastical Exemption Order 2010 and exempt from LBC. The proposals will instead be separately submitted to the Diocese of London, Diocesan Advisory Committee (DAC) for Faculty.
- 1.3. The church address is Church Row, Hampstead, London, NW3 6UU. The church is in the Archdeaconry of Hampstead, Diocese of London.
- 1.4. The church is a Grade I listed building and forms part of the Hampstead Conservation Area designated in Feb 1968.
- 1.5. The proposals are for reroofing the Choir Vestry. Salvaged and new like-for-like Welsh slates are proposed for the roof coverings. New insulation is proposed, resulting in an increase of the ridgeline height by 220mm, and adjusted detailing at junctions with historic fabric.
- 1.6. A fall arrest system and access improvements are also proposed to be installed on the new Choir Vestry roof.

2.0 HISTORY & SIGNIFICANCE

- 2.1. The current church replaced a mediaeval parish church, rebuilt to accommodate an increasing local population. The Tower and main body of the church were designed by John Sanderson and date from 1745-47, although part of the Tower was rebuilt in 1759 and the copper spire was added in 1784.
- 2.2. There have been three significant extensions since, all at the west end of the church. The Transepts, designed by Robert Hesketh, were added in 1844 extending the church westwards to accommodate a growing population.
- 2.3. In 1871 suggestions were made for 'beautifying and improving' the church. A proposal to demolish the tower caused much controversy and gave rise to a petition signed by many leading artistic and literary figures, including William Morris, Edward Burne-Jones, Holman Hunt, Ford Madox Brown, Anthony

Trollope, George du Maurier, Coventry Patmore and F. T. Palgrave. The Trustees gave in and the church was instead extended westwards in 1877-8 under plans drawn up by F.P. Cockerell. The present chancel, sanctuary and a small vestry were added and the inside was realigned, the altar being moved to the west end.

This building was consecrated on 1st June 1878 by the Bishop of London.

- 2.4. The Choir vestry and crypt room were added in 1912, designed by Temple Moore and adjoined to the southwest corner of the church. The extension added a large new choir vestry, on top of arches so that graves were left undisturbed. The undercroft and crypt room were later enclosed and altered in the late C20th to form a series of useful rooms.

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CARDEN & GODFREY

Architects

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- 2.6. The Hampstead Conservation Area designated in Feb 1968. Referring to the church and its setting the Conservation Area Statement says:

“Church Row is a street almost entirely lined with handsome early 18th century houses of brown brick with red dressings. Many have cast iron railings forming the front boundary. The street widens towards the west, focusing on St John’s Church forming a well-proportioned and attractive urban space, marred at times by the traffic. The graveyard set in a mature landscape provides a beautiful backdrop to the Church.”

3.0 PROPOSALS

Condition

- 3.1. A report into the condition of the roof was carried out by the church’s Inspecting Architect Andy Burrell, from Carden & Godfrey Architects, in July 2022.
- 3.2. The report identified several defects to the roof and various holding repairs which have been carried out to keep the roof going. These included splits in the lead, loose and missing slates, poor flashings, a paint overcoating and poor detailing around outlets.
- 3.3. The inherent defects and condition of the roof finishes and holding repairs resulted in a recommendation that the roof and gutters are relaid at least within the next five years.
- 3.4. Another key issue is safe access. The roof can be accessed via a tall, two section ladder on the stair landing on the west side, and via an adjacent lower lead roof to the southeast, which requires an additional ladder to be carried up to the roof. The provision of new secure anchoring points for ladders and a fixed ladder between the small flat roof on the southeast side up to the east side gutter, are proposed to ease access.

- 3.5. When on the roof, there is only a very low parapet which would not provide any protection against falling. A fall arrest system, for use with a harness, is therefore proposed. Anchor points are intended to be installed on both sides, into the new roof, fixed down into the structure on plywood plates. A stainless steel safety line will run along the length of the gutter to allow people to be securely connected when on the roof for maintenance.
- 3.6. There is a desire to improve the use of the choir vestry and at the same time to reduce heat-loss. Whilst it would be possible to fit insulation between the exposed timber rafters in the room below, this would change the character of the space and possibly create problems with interstitial condensation due to insufficient ventilation above the insulation. As the roof coverings are to be replaced, it provides the ideal opportunity to install insulation above the sarking boards, under the slates. This retains the character of the Choir Vestry Internally. Externally the roof ridge is raised by the thickness of the proposed insulation – 220mm. A secret gutter will be introduced at the north gable abutment to separate the roof and allow the existing line of lead flashing to the gable to be reused. At the south end the flashings will be reinstated at a higher level to the south brick wall of the Chancel.

4.0 Impact of the proposals on the Appearance and Significance of the Building

- 4.1. The repair proposals will have no impact on the significance because they are simple repairs or maintenance, required to ensure the significance of the building is maintained for future generations.
- 4.2. The insulation included in the reroofing will affect the external appearance of the Choir vestry by raising the ridge by 220mm. This has been carefully designed to not be detrimental to the overall appearance. The ridgeline will be kept below the south gable. The addition of a secret gutter means that the flashing to the rear of the gable will remain as existing, whilst the bulk of the roof form is separated from the historic fabric.
- 4.3. The rooflight will be replaced anew, to matching size, upstands and configuration and will therefore have a minimal effect on appearance or significance (it cannot be seen from ground level). The new rooflight will be openable to provide an alternative access route to the roof in the future, which may be able to be utilised in a future internal reordering project.
- 4.4. The Choir Vestry is located on the less prominent south side of the building, away from public highways. It is estimated that at least 50% of the slates can be salvaged and refitted to one of the roof slopes. It is proposed that the reused slates are positioned on the east side of the roof slope, facing the churchyard and the new slates are used on the west side, facing private residences.
- 4.5. The new fall restraint system on the roof will have a minimal effect on the appearance of the building. The required support posts will be widely spaced,

minimal in height and will be largely obstructed from view from the ground by the brick parapets. The connecting safety line will be visually lost against the background of the slates.

4.6. A new fixed ladder on the west side, to provide significant safety improvements to access the west side of the roof for maintenance, will be located away into the corner of the vestry and chancel forms. It's position and location on the west side will ensure that it will have minimal effect on the appearance and significance. Ladder anchor points, used to secure ladders from the ground, will be very small and therefore have slight impact.

4.7. The proposals have no impact on the accessibility of the building.

4.8. The accompanying drawings show the proposals in context.

5.0 Photos



5.1 Choir Vestry Roof from Nave Roof



5.2 Choir Vestry East Elevation from Churchyard



5.3 South Elevation from Churchyard



5.4 West Elevation from Churchyard



5.5 West Elevation Roof from Vicarage Roof



5.6 Choir Vestry Interior

THE PARISH CHURCH OF ST JOHN-AT-HAMPSTEAD

CHOIR VESTRY ROOF RENEWAL



SPECIFICATION

ANDY BURRELL

ARCHITECTURE

169 Western Road, Haywards Heath, West Sussex RH16 3LH

MAY 2023

1.0 Preliminaries

1.1 Location of Project

The Parish Church of St John-at-Hampstead, Church Row, London NW3 6UU

1.2 Scope of the Work

The work consists of re-roofing of the quire vestry with lead and slates and various minor repairs around the building arising from the Quinquennial Inspection

1.3 Client

Hampstead PCC, Parish Office, The Parish Church of St John-at-Hampstead, Church Row, London NW3 6UU

1.4 Design Team

Architect: Andy Burrell Architecture
169 Western Road
Haywards Heath
West Sussex RH16 3LH
T: 01444 702707
E: andy@andyburrellarchitecture.co.uk

Principal Designer: Andy Burrell Architecture

1.5 Drawings

Contract drawings included with tender documents are:

7112/100 Site and Location Plan
7112/101 Ground Floor Plan As Existing
7112/102 Choir Vestry Roof Plan and Section As Existing
7112/111 Elevations As Existing
7112/113 Choir Vestry East and West Elevations As Existing
7112/114 Choir Vestry South Elevation As Existing
7112/201 Church Roof Plan As Proposed
7112/202 Choir Vestry Roof Plan & Section As Proposed
7112/210 North Elevation As Proposed
7112/211 South Elevation As Proposed
7112/212 East & West Elevations As Proposed
7112/213 Choir vestry East & West Elevations As Proposed
7112/214 Choir Vestry South Elevation As Proposed
7112/230 Roof Details As Proposed
7112/231 Fall Arrest Post Detail As Proposed

1.6 Inspection of Site

Contractors tendering must visit the site, acquaint themselves with all aspects of the proposed works, problems of access, parking etc, and obtain all necessary information relating to the work.

The contractor should note the following, which should be taken into account in planning the work: access to the parish office and crypt doors must be maintained throughout the contract

Arrangements for visiting should be made with: Inigo Woolf 07801 665291

1.7 Conditions of Contract

The Form of Contract will be: JCT Minor Works Building Contract 2016 with latest amendments

The following conditions will apply:

▪ Base date	<u>1 June 2023</u>
▪ Construction industry scheme	Employer is not a 'contractor'
▪ CDM Regulations	The project may be notifiable
▪ Framework Agreement	Not Applicable
▪ Supplemental Provisions	
○ Collaborative working	Applies
○ Health & Safety	Applies
○ Cost savings and value improvements	Applies
○ Sustainable development	Applies
○ Performance indicators and monitoring	Does not apply
○ Notification and negotiation of disputes	Applies
▪ Article 7 and Schedule 1 (Arbitration)	Does not apply *
▪ CDM Planning period	Two weeks ending on the date of commencement
▪ Date for commencement	<u>September 2023</u>
▪ Date for Completion	<u>December 2023</u>
▪ Contract Period	<u>TBA</u>
▪ Liquidated Damages	£50/day
▪ Rectification Period	12 months
▪ Retention during the works	5%
▪ Retention after Practical Completion	2.5%
▪ Supply of documents for final account	3 months from PC
▪ Fluctuations	Does not apply
▪ Contractors insurance (clause 5.3.2)	£10m
▪ Insurance of the works	Clause 5.4B applies (works and existing structures insurance by employer in joint names)

1.8 Construction Industry Scheme

The Employer is not a 'contractor' for CIS purposes.

1.9 Insurance

The Contractor is to insure and indemnify the employer against claims arising from injury to persons and property in accordance with clauses 5.1 & 5.2.

The Employer will take out Joint Names insurance for the works in accordance with clause 5.4B of the contract.

Current certificates of insurance are to be produced for inspection by the Architect before work starts on site.

1.10 Discrepancies between Documents

This specification is to be read in conjunction with the Contract Drawings. In the event of any discrepancy between the specification and these drawings, or any

further drawings issued, the specification shall prevail. Any such discrepancy is to be brought to the Architect's attention immediately.

1.11 Programme & Health & Safety Plan - See 1.22

Within 2 weeks of the date of acceptance of his tender, the successful Contractor is to provide for agreement a programme covering all activities involved in the works and a Health & Safety Plan in accordance with the CDM Regulations 2015. He is to agree a programme with any subcontractors or suppliers as appropriate, and is to include their work in his programme for agreement with the Architect. During the progress of the works, this programme is to be monitored, and updated as necessary.

1.12 Materials & Workmanship

The Contractor is to provide everything necessary for the works specified, including all grounds, packings, fixings etc not specifically mentioned but currently used in good building practice. Where materials and workmanship are not specifically described they are to be suitable for the purpose and in accordance with good building practice.

The standard of workmanship throughout is to be of the highest quality and is to comply with current British Standards, British Standard Codes of Practice, and standards of relevant trade associations, as appropriate. All materials are to comply with the relevant British Standard Specification as a minimum standard, and are to be used in accordance with manufacturers' instructions. The Contractor is deemed to have obtained and comprehended manufacturers' instructions for all products used.

Unless otherwise specified, workmanship shall comply with BS8000.

1.13 Samples & Testing

The following will be required to be provided by the Contractor, free of charge:

- Replacement slates (for each different type)
- Mortar biscuit samples
- Pointing samples

1.14 Co-ordination and Checking

The Contractor shall be responsible for co-ordinating the specified or agreed constructional accuracies with any Sub-Contractor or Supplier, and to notify the Architect of any inadequacies or discrepancies before the related work begins on site.

1.15 Site Access & Parking

Access to the site is to be obtained via church row, either from the parking bays outside the gate at the east end of the churchyard or from the road outside the vicarage to the northwest.

Note that Church Row is deliberately very narrow in order to slow down vehicular traffic and minimise use by heavy goods vehicles. Careful planning of the approach to the church for larger deliveries should be considered.

The Contractor is to provide any temporary roads etc & hardstandings required for the works; to abide by all police regulations and requirements in respect of public roads and footpaths; to provide protection for the public adjacent to the site access;

to maintain access for emergency vehicles; to obtain all necessary consents for use of public roads for loading and unloading, etc; and to make good any damage sustained to the agreement of the local authority.

1.16 Working Area

The contractors working area is to be limited to the exterior of the choir vestry as indicated on site plan. Access to other areas for minor repairs to be agreed as and when required.

The working area is to be demarcated to limit the spread of the site works and to keep out people unconnected with the works using heras type fencing and 4m high hoarding or corrugated metal sheeting around the base of the scaffolding, however access to entrance and exit doors is to be maintained by forming tunnels through the hoarding.

1.17 Storage

The Contractor is to provide storage facilities for materials etc as necessary. Location of storage facilities is to be agreed with the Architect in advance.

The employer may agree to the storage of new lead within the church (such as Northeast stair vestibule)

Areas where materials are stored are to be protected and kept tidy and removed at the end of the works; paved and grassed areas are to be fully reinstated to their previous condition.

1.18 Welfare Facilities

The Contractor is to provide accommodation and toilets for his workforce as necessary and in accordance with the requirements of the CDM Regulations 2015. The location of huts and toilets is to be agreed with the Architect before the works start.

All facilities whether provided by the Employer or not are to be kept in clean, tidy and hygienic order.

1.19 Site Services

Water is available on site free of charge. Allow for making any necessary temporary connections and providing standpipes to provide a supply outside the building if needed, and for reinstatement on completion.

The Contractor must bear all costs and charges, including for any reinstatement on completion.

Electricity is available on site free of charge. Allow for making temporary connections to existing switchboard (proposals to be approved by the Architect in advance) and for reinstatement on completion.

The Contractor must bear all costs and charges including for any reinstatement on completion.

The Contractor is to provide a temporary telephone (which may be the Site Agent or Foremans mobile telephone) on site, at his own cost.

The facility for email on site is required, although via the Site Agent of Foremans mobile phone may be sufficient.

1.20 Temporary Works & Plant

The Contractor is to provide all necessary plant and tools for the works; and all necessary scaffolding, hoardings, fans, planked footways, hoists, stagings, guardrails etc necessary to protect the public and others, and for the proper execution of the works.

In particular, he is to provide the following:

Fixed scaffolding around the choir vestry sufficient to undertake the specified works which maintaining access to the doors and access route (which are needed for emergency exit as well as for wheelchair access.

The contractor to assess the need and provide either mobile tower scaffolding (which is to be removed at night) or if necessary, fixed scaffolding with associated hoarding around the base for all the spot repairs around the building.

1.21 Site Safety Etc

The Contractor is to comply in every respect with current Health & Safety at Work legislation.

1.22 Construction (Design & Management) Regulations 2015

The CDM Regulations 2015 apply to all construction projects.

The project is not considered to be a notifiable project under the CDM Regulations because it is expected to require less than 500 person days to complete the work or because it will not take longer than 30 days and have more than 20 people working on site at any one time. If it is found to be so at any stage of the project, the Employer will notify HSE accordingly as required by the Regulations.

Submission of a tender signifies acceptance by the successful contractor of the role of Principal Contractor as defined in the Regulations.

The duties of a Principal Contractor include:

- a) Submitting the Health & Safety Plan to the Principal Designer. This is required within 10 working days of the tender being accepted, and must be developed to an appropriate standard before work can commence on site.
- b) Ensuring all Contractors cooperate and abide by the rules of the Health and Safety Plan.
- c) Providing the Principal Designer with all relevant information for the Health and Safety File.

A Principal Designer has already been appointed (see 1.4).

The Pre-construction information is as set out in the attached Pre-Construction Information pack.

All Contractor's & Sub Contractor's design is to be submitted to the Principal Designer at the same time as it is submitted to other designers for approval, and not less than 10 working days before it is intended to commence that aspect of the work.

1.23 Fire Precautions

The Contractor is to comply with the requirements of the latest edition of ' Fire Prevention on Construction Sites', the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation published by the BEC and the Loss Prevention Council. In particular a site fire safety plan is to be created implemented and updated as work proceeds in accordance with the Code. All reasonable precautions are to be taken to prevent loss or damage by fire. In particular, the following precautions are to be taken:

- There is to be no smoking on site.
- Where hot works (such as lead burning or use of blow torches) is to be undertaken, an approved system of "hot work permits" must be instituted to police these precautions in accordance with the Ecclesiastical Insurance Group requirements. There must always be at least two working fire extinguishers (one H₂O, one CO₂) available to hand. Hot work must cease at least two hours before the end of the working day and the site of hot work checked for any sign of residual heat or smouldering hourly and immediately prior to leaving the site.

1.24 Site Rules & Restrictions

The site is a place of worship and therefore the contractor is to ensure that the behaviour of operatives on site is appropriate at all times and that foul or discriminatory language and gestures will not be tolerated.

The building is a Grade I listed building and is therefore among the most important 2% of listed buildings nationally. It is therefore essential for all operatives to be appropriately skilled and supervised when working on this building.

1.25 Noise

Noise and disturbance is to be kept to a minimum.

The playing of transistor radios or similar instruments will not be allowed.

1.26 Working Hours

Working hours are to be:

From 07.30 to 17.00hrs weekdays

From 08.00 to 13.00hrs Saturdays

No work outside these hours may be carried out without the Architect's prior approval.

Noisy working is to be limited during the daily Holy Communion service from 10.15am for approx. one hour.

The church is used from time to time for other events including funerals during which works may need to cease for the duration. As much notice as possible will be given however the contractor should allow for three periods of two hour stoppages during the contract.

1.27 Foreman

The Contractor is to keep on site during all working hours a competent foreman (who may be a working foreman) capable of co-ordinating the work and taking and implementing the architect's instructions.

1.28 Damage

All possible care is to be taken to avoid damage to services, roads, bridges & paths; to trees, shrubs, lawns etc, to be retained; and any existing buildings within the site area, and protection is to be provided to the architect's approval as appropriate; any damage caused will be made good at the Contractor's expense and to the satisfaction of the Architect.

Provide particular protection to any grave markers or monuments within the base of the scaffolding or close proximity to the site / access routes generally by boxing in with plywood. The extent of boxing in to be agreed with the client in advance since the churchyard received many visitors looking for well known graves.

1.29 Adjoining & Occupied Properties

The Contractor is to ensure that adjoining properties are protected at all times, and that his labour keeps within the curtilage of the site and does not cause nuisance to the occupants. All work to be carried out adjacent to such properties must be carried out taking due regard for the health and safety needs of the occupants. Any damage to adjoining properties is to be made good at the Contractor's expense.

The Contractor is to ensure when the project premises are occupied or partially occupied during the works that his labour keeps within the agreed working area and does not cause nuisance to the occupants. All work must be carried out taking due regard for the health and safety needs of the occupants, particularly in relation to noise and dirt.

The church will remain open and in use throughout the project, including the parish office (which is located adjacent to the choir vestry and under the roof which is being replaced) and the crypt rooms which are used by a number of external organisations throughout the week.

1.30 Sign & Nameboards

The contractor may at his own expense erect boards bearing the names of his company, sub-contractors, consultants, etc, in positions and in a form approved by the Architect.

1.31 Protection of the Works

The contractor is to cover up and protect all new work as necessary from the weather or damage from any other cause. He is to maintain this protection throughout the contract, and to clear away on completion. Any damage sustained is to be made good at the contractor's expense.

The contractor is to cover up, protect, and make secure any elements of the existing building which are liable to be damaged by the carrying out of the works and is to protect all floors, stairways, joinery, etc to the Architect's approval.

All materials brought to site are to be properly stacked and protected from the weather, as appropriate.

1.32 Disposal of Spoil & Surplus Materials

The contractor is to remove all spoil, rubbish and surplus material from the site as they accumulate, unless otherwise specified. Waste materials should be sorted and recycled wherever possible to minimise landfill.

Materials to be set aside for re-use are as follows:

- Slates which are sound and ring true are to be set aside for reuse
- Any coping stones which are removed

- Lead removed from the roof is to be sold as scrap and credited to the client under the contract.

1.33 Prime Cost & Provisional Sums

Prime cost (PC) Sums in the specification are to cover the purchase cost of the goods or services specified, and the contractor is to price additionally and separately for profit and attendance.

Provisional Sums in the specification are deemed to include profit and attendance if relevant.

Failure by the contractor to state the sums or percentages required for profit and attendance will be taken to mean that no payment for profit and attendance is required.

1.34 Subcontractors

The Contractor is to use domestic sub-contractors for specialist work for which he himself does not have appropriate tradesmen.

1.35 Attendance on Subcontractors & Suppliers

The contractor is to provide general attendance on suppliers as required, which will include provision of access to the site, taking delivery, unloading material and disposal of refuse.

The contractor is to provide general attendance on sub-contractors as required, which may normally include provision of access to the site and their area of working, including scaffoldings, stagings, etc; provision of site accommodation and storage; provision of site services; protection, and removal of rubbish.

1.36 Statutory Authorities

The contractor is to allow for complying with all statutory requirements, and is to submit all notices relating to Building Regulation inspections to the Local Authority, and is to indemnify the Employer against his failure to do so. He is to allow for attendance at inspections, provision of access, and carrying out of tests as requested by representatives of the statutory authorities. If inspections call for additional work not covered by the specification, the Contractor is to bring this immediately to the Architect's notice and await the necessary instructions before proceeding.

The contractor is to pay all local authority charges relating to opening of the footpath and highway, connections to drains, skip and scaffolding licences etc, as applicable.

1.37 Security

The Contractor is to provide adequate security arrangements to protect his site, temporary works, site accommodation etc.

The contractor is to maintain the existing security of the building at the end of each working day, providing all necessary temporary doors, hoardings, locks, etc, to prevent unlawful access and vandalism.

The church is open from 9.30am to 4.40pm daily. The contractor should ensure that the church remains locked outside of these times except by agreement.

All fixed scaffolding is to have a 4m high plywood or corrugated metal sheet hoarding around the base.

All fixed scaffolding must be fitted with a monitored scaffolding alarm and PIR operated security lighting.

1.38 Dayworks

Should daywork need to be ordered, the work will be paid for at the rates stated on the tender summary page, such payment being only for the net time worked on site.

Dayworks are only to be carried out on the express instructions of the architect, and all daywork sheets are to be submitted weekly to the architect for approval.

1.39 Defects

A defect is an item which is not in accordance either with the Specification, or with good building practice where not covered in the Specification. Any defects notified, either during the Contract Period or the Defects Liability Period, are to be remedied immediately at the contractor's own expense, to the satisfaction of the Architect. Any work which the Architect judges to be inferior to an approved sample or trial panel, or to be unacceptably different from parts of the works already constructed, or which is subsequently stained or damaged will not be accepted and is to be remedied immediately at the contractor's own expense to the satisfaction of the Architect.

Normal drying shrinkage is not regarded as a defect except where particularly specified. Shrinkage on joinery is regarded as a defect, as it will imply that the contractor has not programmed the works and maintained appropriate temperature and moisture content levels to ensure that this does not take place. Cracking of plaster fixed to timber studwork or ceiling joists will be considered as a defect for the same reason.

1.40 Cleaning the Works

Before Practical Completion, the contractor is to thoroughly clean the works and areas to which he has been allowed access, remove all splashes, deposits, rubbish and sample materials, remove all temporary markings, coverings and other protective measures unless instructed otherwise, polish windows, clean floors, and sweep clean or reinstate surrounding areas as appropriate, and leave the works in a fit condition for occupation and use. Failure to carry out these works will prevent the certification of Practical Completion.

1.41 Testing

On completion, the contractor will test all services and leave operating correctly. He will ensure that the employer has been shown how to operate, maintain and adjust all service installations and other equipment in the works and will hand over all relevant manufacturers' literature, guarantees, test certificates and operating instructions.

2.0 Materials & Workmanship

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2.1. SCAFFOLDING AND PROTECTION.

- 2.1.1. Scaffolding and its design is the contractor's responsibility and is to be carried out in accordance with relevant Code of Practice and Health & Safety requirements. The design of the scaffolding and details of proposed protection methods, including off-loading and temporary storage of scaffolding materials, must be submitted to the Employer, Principle Designer and Architect for comment before the work proceeds.
- 2.1.2. Scope. The contractor should assess his working methods and provide the scaffold access needed to safely and efficiently undertake the works specified. The contractor should also consider if this project will benefit from a temporary roof or if the works can be completed using temporary local protection measures
- 2.1.3. Provide and maintain in compliance with CDM and all Health & Safety regulations a fully designed access scaffolding for the works, including all hoardings, fans, planked footways, stagings, guardrails, etc. necessary to protect the public and for the proper execution of the works. No Hilti bolts or other masonry ties are to be fixed into the building. All pole ends in proximity to the building must be plastic capped. All lifts are to be fully debris-netted or Monarflex sheeted to protect the work in progress and to contain all debris arising.
- 2.1.4. The erection and striking of scaffolding must be carried out under the supervision of the Main Contractor, who will be responsible for liaison with the Employer, and Architect.
- 2.1.5. The Contractor is to ensure that all temporary supports and protection devices are in place and remain so during and after the erection of scaffolding. These will include:
- Timber blocks and sole plates to the base of scaffolding.
 - Spreader boards to support scaffolding.
 - Plastic caps to the ends of all putlogs facing the building fabric.
 - To be lit as required at all levels.
 - Clean protective sheeting to full plan area of internal scaffolding.
- 2.1.6. All internal scaffolding materials must be clean.
- 2.1.7. Scaffolding must be built off all necessary spreaders, bearers, etc. to avoid any concentration of load on any particular element of the building.
- 2.1.8. Moveable tower scaffolding may be used for localised low-level access provided it is firmly supported and properly braced. MEWP's may be considered for short-term access, subject to discussion and agreement with Employer and Consultants.
- 2.1.9. Security measures required by Ecclesiastical Insurance Group
- All lower level ladders including access ladders to any scaffolding will be removed from the site or rendered inaccessible at the end of each days working. and when the site is left unattended.
 - Hoard the base of the scaffolds with clean corrugated steel sheeting or painted solid plywood, 4m high to prevent climbing up the scaffold. All joints of the plywood or steel sheeting facing will be tightly butted to prevent tools being used to prise them apart. 100mm annular ring shank nails at 150mm centres will be used to fix the plywood boards to the timber frame. Tamper proof screws may be used

as an alternative. The bottom of the hoarding will follow the contour of the ground leaving no gaps between the hoarding and the ground. Where the hoarding abuts the building, the plywood or steel sheeting will be cut to match closely the contours of the building to prevent any gaps being formed.

- Any doors let into the hoarding will be of, exterior grade solid wood type fitted in a purpose-built frame. The door and frame must be flush with the exterior face of the hoarding. Heavy duty 75mm x 100mm steel butt hinges will be used to hang the door, the hinge pin being burred over to prevent it being driven out. A minimum of 3 hinges are to be fitted to any door. A 'Yale' latch type lock will be fitted to all doors. When the site is not attended doors must be secured by a heavy duty locking bar, secured to the door and frame by bolts bolted through. The locking bar must conceal the bolt heads. A heavy duty close shackled padlock conforming to at least BS EN 12320 security grade 4 and designed for external use will be used to secure the locking bar.
 - The scaffolding will be protected by a scaffolding alarm system. The system will combine notification locally by an instantaneous audible device activation together with notification to a list of pre-determined phone numbers of people who can respond to an alarm. The alarm system must be put in place once the scaffold is one lift up from the ground and extended as required.
 - The inside of the scaffold will be adequately floodlit with floodlights angled inwards and up through the scaffold illuminating its entire height. These lights must be switched by photo-electric cell for illumination at night only.
- 2.1.10. Protection. The Contractor is to provide all necessary temporary protection to any part of the existing building that is to remain and is left exposed during or after the work, to prevent damage from the elements or from the works.
- 2.1.11. Monarflex or similar fire-resistant sheeting, or black fire retardant debris netting is to be used around the working lifts of scaffolding.

2.2 DISMANTLING, REBUILDING & TEMPORARY WORKS

- 2.2.1. Before any dismantling of the fabric, the Contractor must satisfy himself as to the nature and condition of the existing building, of the work to be taken down and of the work to remain, for the purpose of assessing (and commenting on) the requirements of the design and the construction of any necessary falsework. No dismantling or opening up should be commenced until directed by the Architect, who may need to discuss the requirement with the Employer, Engineer, Archaeologist and DAC.
- 2.2.2. Old materials extracted in the course of dismantling may be used in the new works if they are suitable and have been approved by the Architect. Materials temporarily removed are to be photographed and marked before extraction to assist the accuracy of their reinstatement. Maintain protection and temporary support to exposed parts, cavities, voids etc. prior to reinstatement.
- 2.2.3. It is intended that existing slate tiles are reused as described on the proposal drawings.
- 2.2.4. The Contractor is responsible for finding and relocating, cutting back or sealing any live services, cables, pipes etc required to be retained and maintained during the period of the works, and is to liaise with the Employer and the Employer's agents accordingly. Check and maintain M&E services to adjacent parts of the site where still in use.
- 2.2.5. Rubbish/demolition materials are not to be burned or sold on site and the Contractor must consult the Architect if in doubt about the retaining or disposal of any material or part of the fabric, before it is taken down.
- 2.2.6. All debris is to be bagged and tagged at source. Wherever possible, salvaged material and debris are to be taken for recycling, having been offered to the Client. _
- 2.2.7. **Note:** All lead is to be registered and sold for recasting with sales receipts provided and credit added to the contract.
- 2.2.8. The Contractor is to provide all necessary temporary protection to parts of the building which are left exposed during and after dismantling or demolition, to prevent damage from the elements or from the works. This includes props, screens, temporary covers etc, above and below the works and across adjacent features. The Contractor is responsible for arranging the inspections of exposed parts of the fabric and to request clarification of detail or instructions to proceed in accordance with the demands of the construction programme.
- 2.2.9. The Contractor must discuss the precise timing of dismantling and excavation with the Architect before the work commences, so that inspections can be planned in advance, based on a detailed programme of operations and so that recording of the construction can proceed in advance.
- 2.2.10. The Contractor will be responsible for ensuring continuity of materials and workmanship, including mortars, pointing, tooling, cleaning and leadwork between his workforce and sub-contractors. Successful samples are to be kept in place as control Samples for comparison with eventually approved work, both in situ and as constituents.

2.3 MORTAR AND POINTING

- 2.3.1. Mortar for bedding and pointing masonry is to be lime mortar, either hotmixed using quicklime, lime putty or Naturally Hydraulic Lime.
- 2.3.2. Materials for mortar constituents are to be approved in both dry and working state, as samples, before large scale preparation or batching.
- Sand to BS1200 from approved pit, chosen and mixed in recorded ratios to match the existing aggregates as closely as possible. All sands to be well-graded, with even quantities of mixed size and angular granules between fine and sharp and between sharp and coarse sharp, with stone dust or crushed stone incorporated in facing work. All sand and mixed aggregate is to be washed and free from salt, and kept protected under cover (before and after conversion to coarse stuff) to avoid contamination. A combination of sharp sands will be required from reasonably local sources and will be required as samples in the dry state, as well as mortar biscuits and, eventually, in-situ control samples. This may include for example:
 - 1 part lime
 - 1½ sharp sand
 - ½ building sand
 - ½ silver sand
 - ½ stone dust
 - Quicklime is to be Calbux Fine Quicklime or equal approved, delivered in 25kg bags and stored under cover and off the ground until required for use.
 - Lime putty to BS890 Part 4, from an approved source, use ready-prepared mature lime putty, delivered and kept in sealed tubs or under cover until mixed to coarse stuff.
 - Natural Hydraulic Lime (ENV 459) may be used following discussion and agreement with the Architect, and depending on weather conditions. British hydraulic lime, e.g. Singleton Birch, will be preferred. Max eminence 2 NHL. Generally the strength of mortar and hydraulicity of the lime will be required to match the adjacent or nearest original core construction mortars.
 - Cement, where specifically instructed, to be Ordinary Portland Cement. **Note:** *Cement will only be authorized where necessary to make good existing cementitious irremovable repairs, where required for structural bearings or gauging of strong mortar and where matching existing cement gauged render.*
 - Water to be clean and uncontaminated, and used to a minimum when preparing and tending the coarse stuff.
 - Pozzalanic additive: HTI refractory brick dust, maximum 300 microns size or equal approved
 - Stone Dust, is to be prepared only from the parent stone type being repaired or pointed, unless otherwise instructed for varying the colour of the repair.
 - Crushed chalk and crushed charcoal, where required in the mortar mixes for bedding and pointing, to be in the form of mixed nodules, added to the ready mortar mix by volume (i.e. not as part of the ratio), subject to the results of mortar analysis.

Mixing

- 2.3.3. Hotmix Lime Mortar: Mortar is to be hot mixed in the ration 1:3 Quicklime : Aggregate using either a paddle mixer or by hand using the traditional donut method where the quicklime is measured out into a ring of aggregate, the water is added to the quicklime in one go and the aggregate is then folded over the top of the slaking lime and left for a few minutes to “cook”. Do not add water slowly or continue to add water during the cooking process as this will prevent the mix achieving the required temperature. The slaked lime and aggregate can then be thoroughly mixed and just enough water added to achieve workability. The mortar can be used hot, or stored in sealed plastic containers until required. Any mortar which has started its initial set is to be discarded and not used in the works.
- 2.3.4. Lime Putty Mortar: Coarse stuff of mature lime putty and well graded mixed aggregates in the ratio 1:3 or 1:2.5 is to be prepared by thorough mixing, cutting, beating and turning, all with the minimum water added. The coarse stuff for each different type of work is to be prepared in advance and in sufficient quantity to serve the job. It is to be kept under cover and turned, mixed and cut every day to keep it entirely fat and workable. The coarse stuff must be prepared well in advance and put down at least one week before use. Measured batches are to be knocked up again and mixed with the minimum addition of water to achieve workability. Any mortar which has begun its initial set must be discarded and not revived.
- 2.3.5. Naturally Hydraulic Lime: the mason may choose to use a naturally hydraulic lime mortar, but must agree this with the Architect in advance, unless specifically stated otherwise.
Mortar for bedding and pointing masonry is to be 1:2.5 lime to mixed aggregates. Quantities of mortar sufficient for immediate use only are to be mixed at any one time. Any mortar which has started its initial set is to be discarded and not used in the works.
- 2.3.6. Samples: Allow for providing up to 12no mortar biscuit samples to agree colour and texture and for up to 3No insitu pointing samples approx. 0.5x0.5m.
- 2.3.7. The Contractor will be expected to keep a simple record of changes of new mortars used across the building, as well as the sources of any existing and original mortars extracted for analysis.
- 2.3.8. Samples will be required at the start of the job to prepare different mortar densities and colours to match the requirements of each area of work, and for the Architect's approval i.e.
- Pointing copings and cornices, architraves and ashlar.
 - Pointing brickwork.
 - Pointing lead flashing joints.
- 2.3.9. Pointing is to be carried out, following approval of sample areas and after Architect's marking on site as follows:
- Rake out soft, live or otherwise defective pointing by hand and to a minimum depth of 30mm or by the same as the width of the joint, if wider. Cut out damaging cement pointing where it is shallow in depth, projecting beyond the masonry face or causing

severe erosion to individual stones. Cut out to a clean square section and wash out with clean water before pointing, ensuring that loose debris and sand have been removed from the joint. The use of grinders for the cutting out of cement mortar is not permitted.

- Carry out the pointing with a clean pointing iron of suitable width to match the joint size, firmly press the mortar home first time round, leaving no voids, and finish the mortar flush to the face or slightly recessed or contoured to match existing adjacent joinery, and to provide optimum support to the stones without excessive undercutting of proud stones nor proud mortar around eroded stones. After its initial set, brush and tamp the pointing with a churn brush or short stiff bristle brush (non-metallic) to remove laitance, expose the grit and compact the joint, and to clean any discolouration or lime stains from the face and arrises of the masonry.
- Great care must be taken throughout to prevent damage to the existing stone/brick, and to plan the extent of repointing carefully with the Architect beforehand, with due regard to the appearance of the whole. e.g. Ensure continuity between scaffold lifts.
- Sound original pointing, or later cement or hard lime pointing which is deep and not live, may be left in place if it is not causing damage to the masonry, or where the force required to remove it would further or unduly damage adjacent stone. Where necessary to protect soft or eroding masonry, hard, proud cement pointing will need to be drilled out to release the centre of the joint then tapped into the centre away from the stone, removing all cement remains along the way. When the joints are thin, they are to be cut back only where proud or causing obvious damage to the stone/brick.

2.3.10. Deep Repointing may be required where joints have suffered severe erosion or cracking but where the masonry remains firm behind and does not require rebuilding. Joints may be raked out up to max 75mm, stones/bricks wedged locally and joints filled rapidly to about min 25mm from the face, protected and left to cure. Pointing should then be carried out as above.

2.3.11. Protection of pointing and new mortar repairs is to be allowed for at all stages, during and after the initial application and setting. Protection with hessian to slow down and control the setting of the mortar work, interspersed with the application of fine water sprays and further tamping to prevent shrinkage cracks if the weather is warm, windy and dry.

2.3.12. Removal of redundant fixings where stated includes careful extraction of iron fixings to prevent or minimise damage to existing stone/brickwork and removal of any redundant fixing plugs (timber or plastic); holes should be filled with mortar unless otherwise directed. If removal of the fixings is likely to cause damage to the stonework, seek clarification from the Architect before proceeding. Some redundant fixings may have historical significance and should therefore only be removed if specifically instructed. Revealed iron cramps will be instructed either for extraction outright, followed by stone indent or replacement, or for de-rusting and treatment with inhibitor, where extraction would be excessively damaging.

2.4 CARPENTRY

2.4.1. Ungraded Softwood Sarking and Gutter Decking Boards

- Quality of timber: Free from decay, insect attack (except pinhole borers) and with no knots wider than half the width of the section.
- Surface finish: Sawn.
- Treatment: CCA impregnation to 3.12 & 3.13 and Wood Protection Association Commodity Specification C5, Service life: 40 years.
- Finished sizes to match existing: Investigate when lead gutters are stripped.
- Fixing: 2no austenitic stainless steel annular ringshank nails per rafter. Heads to be punched 3mm below the surface
- Setting out: Gutter boards to be laid with "Penny Gaps" between them.

2.4.2. Softwood is to be as defined in BS 881 and 589. All structural timber shall be plain sawn and in accordance with BS 5268 : Part 2 : 1984. All structural timber shall be strength class SC3 to BS 5268 ; Part 2 : 1984.

2.4.3. Timber shall be free from sap, shakes, large loose or dead knots, waney edges and other defects and is to be properly seasoned. All timber is to be free from decay and insect attack.

Timber which in the opinion of the Architect or Engineer is inferior in quality or condition or is not suitable for the requirements of the work is not to be used.

Samples of any proposed new timbers are to be provided for approval. All timber is to be obtained from certified sustainable sources operating approved management of protection and replanting.

2.4.4. The workmanship shall not be less than that set out in the relevant clauses of BS 5268: Part 2: 1984.

2.4.5. Timber shall be stored under cover, clear of the ground and protected from the weather.

2.4.6. All timber shall be pre-treated with preservative and re-treated when cut on site.

2.4.7. Nails are to comply with BS 1202.

2.4.8. Wood screws are to comply with BS 1210.

2.4.9. Metal bolts and nuts are to comply with BS 4190. All softwood carpentry fixings are to be stainless steel. Brass for hardwood.

2.5 TIMBER TREATMENT

- 2.5.1. Comply with the British Wood Preserving Association code of Practice for remedial treatment to decayed or infested timber.

Establish the extent and nature of any infestation/decay, agree with Architect proposed method of eradication. **Do not proceed with any treatment until the need for and precise extent of treatment has been agreed with the Architect.**

- 2.5.2. Dry Rot. Do not disturb fruiting bodies. Spray with fungicide but only after inspection by Architect Remove carefully and clean down following instructions from the Architect.

Subject to Architect's inspection and instruction, allow for propping and protecting adjacent structure and fabric to facilitate the removal of infected material, where its strength or integrity have been irreparably damaged by the rot. Irrigate all adjacent masonry with fungicide. Dispose of infected material immediately, carefully avoiding contamination of 'clean' work. Thoroughly spray timber with preservative and remove to a suitable tip without delay. Remove non-combustible material from site unless otherwise agreed.

- 2.5.3. Wet Rot. Cut out all rotten material until sound timber is reached, or as otherwise directed by Architect.

- 2.5.4. Insect Infestation. Probe timber, drilling if necessary, to determine extent of damage. Remove timber agreed with Architect as being structurally unsound. Scrape and trim back all friable parts of otherwise sound timber.

- 2.5.5. Salvaged Material. Store in an approved place any material which has been stripped out but appears completely sound, uninfected and reusable. Do not use unless instructed by Architect.

- 2.5.6. Cleaning. Thoroughly clean down all surfaces in affected areas. Remove all loose material, dust and debris.

- 2.5.7. Preservatives., unless specified otherwise, to be type(s):

Cementone-Beaver Limited's "Wykamol Green Range" Dual Purpose AQ and Timber Treatment Paste.

- 2.5.8. Brush/Spray Application. Liberally apply "Dual Purpose AQ" preservative in flood coats to all surfaces requiring treatment to ensure maximum absorption. Use a coarse, low pressure spray wherever possible.

Allow each coat to soak in but not to dry before applying further coats.

Continue applying until the minimum average coverage of the preservative solution recommended by the manufacturer has been achieved.

- 2.5.9. Mayonnaise Paste. Spread "Timber Treatment Paste" liberally on surface of timber to manufacturer's recommendations and as directed, ensuring full coverage.

2.6 LEADWORK

- 2.6.1. Lead Workmanship generally to comply with BS6915 and Lead Sheet Association details.
- 2.6.2. Lead to be worked by bossing and welting, where possible over preformed templates to reduce risk of damage to masonry, where forming cover flashings etc. forming detail by lead burning will be not permitted other than following advance discussion and agreement with the Architect and Client. (Where lead burning is authorised, it must be carried out off-site under Hot Work permit, and is likely to be permitted only for gutter sumps and overflows.) Solder is not to be used on any account. **THERE IS TO BE NO HOT WORK CARRIED OUT ON THE BUILDING.**
- 2.6.3. Clips where visible to be not less than 50mm wide in lead, thickness not less than the clipped sheet
- 2.6.4. Clips where concealed to be not less than 50mm wide in copper or stainless steel, (0.6mm thick)
- 2.6.5. Clips to be secured and plugged into the masonry behind flashings, as low as possible to provide maximum restraint for the leading edge. Use only stainless steel screws and washers.
- 2.6.6. Screws for timber to be brass (into hardwood boards) or stainless steel (into softwood boards) to BS1210, not less than 25mm long and 3.35 dia. Head diameter not less than 6mm.
- 2.6.7. Nails to be copper clout nails with jagged shanks, not less than 25mm long.
- 2.6.8. Cover flashings (6lb sandcast) to lap by min 100mm (away from prevailing wind), or to be welted together where laid other than vertically. Max length between laps or welts to be 1200mm. Turn into a joint or groove of min 30mm depth, lead-wedged at max 450mm crs and pointed up. If the joint is more than 15mm wide, the top edge of the flashing is to be turned up and screwed and plugged into the back of the joint before pointing. Flashing lower edge to be secured by lead clips at max, 500mm crs. Masking tape should be applied to the lead prior to repointing in order to induce any cracking between the lead and mortar.
- 2.6.9. Roof sheets and parapet gutter sheets to be in sand-cast lead, 7lb or 8lb code by weight, depending on overall sheet size. (See proposed roof plan drawing). Cast lead to be laid sand face down. Smaller bay sizes or awkward inserts may be in 7lb. lead, subject to specific discussion and agreement with the Architect.
- 2.6.10. Lead Ridges: to be 6lb sandcast lead formed around wood cored Roll in max lengths 1,500mm and clipped with min 3no lead clips each side per sheet. Min 150mm lap. Include lead burning tags for lightning conductor tape.
- 2.6.11. Lead sheet to be laid in accordance with LSA details and recommendations. Undercloaks nailed only at the head of the sheet and one-third the distance down the roll. Pine wood rolls to be staggered, chamfered at low ends and taken right to the edge of the drips. Roof falls to be min. 1:60. Drips to be min. 75mm height drips. Deck boards to be best pine, sawn with penny gaps and screws and nails fully driven home. Lead sheet to be laid sand face down on geotextile underfelt where

underfelted, or directly on plain-edged softwood boards where no existing underfelt, and where boards are reasonably even.

- 2.6.12. Wood cored rolls, where required, are to match existing.
- 2.6.13. Lead Mastic (grey) may not be used.
- 2.6.14. Sealing to top of lead under slates: Ampacoll Komprimax joint sealing tape to be applied in accordance with the manufacturer's instructions.
- 2.6.15. Roof Ventilators. Nicholson Airtrak ventilators.
 - AIRTRAK-AB1 Parapet Wall Ventilator, along full length of Vestry north and south parapet walls except at outlet and highest points of gutter as shown.
 - AIRTRAK LV9 lead flat roof ventilators to areas of gutter / roof with insufficient height to form sufficient ventilated abutment detail
- 2.6.16. Hoppers & RWP's existing to be retained but lowered by approx. 130mm to allow for a deeper sump.
- 2.6.17. Patination Oil: apply one coat of British Lead Mills (or equal approved) patination oil to all new lead
- 2.6.18. Smart water: Mark all new lead with smart water forensic protection system. Smart water will be provided free issue by the client._
- 2.6.19. On Completion retest all falls and outfalls to check for backfall and ponding, and ensure that all gutters and roof gullies drain away efficiently. Systematically check that all welted drips are even in line and angle of projection, and that all head joints and flashing pointing are firm and waterproof. Protect new and existing leadwork from threat of damage until final testing and cleaning just before Practical Completion._

2.7 THERMAL INSULATION

2.7.1. Insulation above the sarking boards is to be 100mm Steico ProtectDry wood fibre insulation T&G boards, fixed in strict accordance with the manufacturer's instructions and details, and as shown on the Architect's drawings. Any cut joints or corners can be taped with Ampacoll Fenax tape to ensure weather-tightness.

- Type M
- Thermal conductivity of 0.040W/mK.
- Board Sizes: 1300 x 575mm, Thickness: 100mm
- Fire Class: E - EN13501-1

2.7.2. Insulation to be laid on an Air and vapour control layer (AVCL) - Ampatex Solero weather resistant vapour control membrane, joints taped with Ampacoll Flex Pro external airtightness tape.

2.8 NATURAL SLATING

- 2.8.1. Existing Slates. Carefully remove all slates. Do not strip more than can be effectively sorted and stacked in each working day. Set aside undamaged slates for reuse. Discard damaged slates which are broken or have suffered significant decay/delamination or do not ring true. Salvage of at least 50% sound tiles is anticipated, to be relaid on east slope (see drawings).
- 2.8.2. New Natural Slates: to BS 680 Part 2: 1871 Cumbrian, Westmoorland Slate from Burlington Slate Ltd, Cavendish House, Kirkby-in-Furness, Cumbria LA17 7UN 01229 889661 roofing@burlingtonstone.co.uk
 - Sizes: 205 x 405 x8mm
 - Guage: 170mm
- 2.8.3. Membrane: Bitumen 1F roofing felt laid over insulation to BS 747
- 2.8.4. Sheet Materials: for flashings, soakers, gutters, etc, to be lead, unless otherwise specified. Soakers in Code 4 milled, flashings in Code 6 sand cast lead.
- 2.8.5. Battens: softwood to CP 112 Part 2, species group S2, preservative treated, size 50x25mm, provisionally, to be confirmed on site.
- 2.8.6. Counterbattens: softwood as for battens, size 38x18mm. to be confirmed following opening-up on site.
- 2.8.7. Nails for Underlay: extra large head felt nails of copper or hot-dipped galvanized steel max. 3.00mm diameter, 20mm long.
- 2.8.8. Nails for Counterbattens: stainless steel helically-threaded nails 175mm long or stainless steel screws of same length, with predrilled pilot holes and countersunk heads, to be driven through insulation boards and into rafters.
- 2.8.9. Nails for Battens: stainless steel annular ring shank or helically-threaded shank nails, 3.75mm diameter and prov. 65mm long, to be driven through couterbattens and into insulation boards.
- 2.8.10. Nails for Slates: copper clout or slate nails to BS1202 Part 2 and BS 5534, Part 1, 3.30mm diameter and 30-65mm long depending on the slate thickness; length to be chosen so that nail does not penetrate underlay.
- 2.8.11. Workmanship Generally: to comply with BS5534.
- 2.8.12. Fixing Underlay: lay underlay parallel with eaves, with minimum laps of 150mm horizontally and 100mm vertically. At head abutment of slopes turn up underlay minimum 100mm.
- 2.8.13. Fixing battens:: battens to be not less than 1200mm in length, and to be supported by minimum of 3 No. counterbattens.
- 2.8.14. Fixing Counterbattens: fix directly through insulation boards into common rafters below.
- 2.8.15. Laying Slates: lay with spalled edges uppermost with slightly open joints over the centre third of the slate below. Secure each slate centre – nailed with 2 No. nails

through counter-sunk holes 20-25mm from side edges, ensuring that underlay is not penetrated. Mix different colours over the whole of the roof to avoid concentrations of colour. Use slates of consistent thickness in any one course. Samples of slates and slating are required to match size and colour variations.

Slates from one consistent source and consignment to be used, selected to match the existing colour, thickness, size and texture of the existing slates as closely as possible.

- 2.8.16. Eaves: provide a continuous tilting fillet. Provide a double course at all eaves, with undercourse laid on back and head nailed to first batten, and to provide an approximate 30mm overhang.
- 2.8.17. Abutments: slate and slate and a half in alternate courses, all slates fixed with 2 No. nails.
- 2.8.18. Top Edge: double course of slates, top course head-nailed to top batten. At head of slopes underlay is to be turned up minimum 100mm.
- 2.8.19. Lead Ridges and hips: timber rolls to be set above tops of ridge vent. To be formed in 6lb sand cast lead, 500-650mm girth, lapped 150mm at joints and clipped. Timber roll to be cut away to take lead overlap.
- 2.8.20. Soakers: length not to be less than the sum of the batten gauge and the slate lap, width not less than 100mm under the slates and 75mm vertically. Turn down over head of each slate. Soakers to be Code 4 lead.
- 2.8.21. Cover & Apron Flashings: are to be tucked into chases of adequate depth cut into brickwork, and wedged and pointed up. Pointing mortar is to match original existing, finished full and flush. In wide joints, lead tuck to be turned up and screwed and plugged into bed mortar.
- 2.8.22. Lead Saddles not less than 500mm in girth are to be provided at junctions of ridges, shoulders and hips with abutments.
- 2.8.23. Leadwork Generally: Refer to the details, section 2.6 and recommendations of the Lead Contractors Association.
- 2.8.24. Replacement Slates: isolated slate replacements for other roofs – slates should be selected to match the existing slates which vary in both origin, sizing and coursing. Isolated slates should be fitted with concealed fixing clips.

2.9 FALL ARREST SYSTEM

2.9.1. System – Design, install, commission and certify MSA Latchways (Mansafe) rigid post system.

2No. runs of approx. 23metres in total and 1No. single point anchor fitted to 400mm high galvanised rigid posts.

2.9.2. Fixing. Posts to be set out with reference to existing rafter positions. Subframe plate to be secured using toggle fixings into 18mm ply plate, fixed through to existing rafters. (see detailed drawing)

Post 'Top hats' to be powder coated anthracite grey RAL 7016.

All works to be carried out in accordance with BS7883.

2.9.3. Safety Equipment: Include 2No. sets of:

- Removable transfastener.
- Full body harness to BS EN 361.
- 1.5m shock absorbing lanyard to BS EN 354 & 355.

2.9.4. Training: Provide one certified training session for members of the client team / maintenance contractor in the use of the system:

2.10 ROOFLIGHT

2.10.1. Supplier: The Rooflight Company

Address: Wychwood Business Centre, Milton Road, Shipton-under-Wychwood,
Oxfordshire, OX7 6XU

Email: info@therooflightcompany.co.uk

Telephone: 01993 833 155

2.10.2. Type: Conservation Rooflight

2.10.3. Size: Bespoke. 1450 (w) x 1160mm (l) subject to confirmation of site dimensions.

2.10.4. Glazing Bars: 2No. (to create the impression of 3 sections of glass).

2.10.5. Fixing Method: Between the rafters installation, flush with roof finish.

2.10.6. Opening Method: Fixed shut

2.10.7. Glazing: Standard, toughened double glazed clear glass.

2.10.8. Blinds: Not required.

2.10.9. Flashings: 6lb sand cast lead by contractor, as section 2.6

2.11 DECORATIONS

2.11.1. Previously Coated Surfaces – General Standard of Works

2.11.2. General Preparation: In accordance with BS 6150, clause 11.5.

All surfaces to be redecorated are to be properly prepared in accordance with good practice and all loose and defective paint, etc, is to be removed before repainting.

2.11.3. All surfaces from which loose or defective paint have been removed and all bare patches are to be given a coat of approved priming and brought forward with additional coats and rubbed down to an even surface as required.

2.11.4. Contaminated or hazardous surfaces : Give notice of:

Lead - Where coatings suspected of containing lead.

Asbestos or other Hazardous Materials: Substrates suspected of containing asbestos or other hazardous materials.

Suspected hazardous materials

Significant Rot, Corrosion or other degradation of substrates.

2.11.5. Removing coatings:

- Care: When removing or partially removing coatings, use methods which will not damage the substrate or adjacent surfaces or adversely affect subsequent coatings.
- Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
- Alkali affected coatings: Completely remove.

2.11.6. Retained coatings : Allow to Clean thoroughly to remove dirt, grease and contaminants. Provide key - to gloss coated surfaces.

2.11.7. Partly removed coatings: Allow to apply additional preparatory coats: Apply to restore original coating thicknesses.

2.11.8. Junctions: Provide flush surface.

All surfaces from which loose or defective paint has been removed and all bare patches are to be given a coat of approved priming where necessary and brought forward with additional coats as required. Fillers are to be used to a minimum. Surfaces to be firm, smooth but not necessarily flat.

Metalwork/Ironwork; Preparing for Redecoration:

2.11.9. Preparing In-situ - Work over the metalwork, descaling with wire brushes to remove all rust scale, grease and all remains of old loose paint from the metal surfaces which are to be redecorated to leave a firm edge and clean bright metal rust and all remains of old loose paint. Do not strip paint unless loose or live. Take care to identify and preserve old sound repairs, piecings- in and fillers, including lead putty and caulking.

- 2.11.10. Work by Hand - Preparation in situ is to be done by hand and is to achieve smooth surfaces, not necessarily flat, but where undulations are free from sharp edges and jagged cavities.
- 2.11.11. Flaws/Damage: Touch up and stop open flaws with red and white lead putty and rub down as required.
- 2.11.12. Sound paintwork: Provide key for subsequent coats.
- 2.11.13. Corrosion and loose scale: Take back to bare metal.
- 2.11.14. Residual rust: Treat with a proprietary removal solution.
- 2.11.15. Bare metal: Apply one coat of Zinc Phosphate or other etching primer approved by the system manufacturer, to all bare metal as soon as possible and allow to dry and rub down.
- 2.11.16. Finishing Coats - Apply coats to all metalwork; the ironwork is to be completely free from moisture before painting and a minimum period of 48 hours is to elapse between the application of the coats.
- 2.11.17. Paint System for all Metalwork
Manufacturer: Jotun Paints (Europe) Ltd.
- Product reference: Marine and Protective Coatings.
• Surfaces: iron saddle bars, rainwater pipes and other fittings.
- Preparation: As above.
• Initial coats: Jotun Penguard Express primer to unpainted surfaces.
- Number of coats: as per manufacturers data sheet.
• Undercoats: Jotmastic 80.
- Number of coats: as per manufacturers data sheet.
• Finishing coats: Hardtop AX.
- Number of coats: as per manufacturers data sheet.
- Colour: Black

Woodwork – Preparation for redecoration

- 2.11.18. Previously Coated Surfaces Generally
- Preparation: In accordance with BS 6150, clause 11.5.
 - Contaminated or hazardous surfaces: Give notice of:
 - Coatings suspected of containing lead.
 - Substrates suspected of containing asbestos or other hazardous materials.
 - Significant rot, corrosion or other degradation of substrates.
 - Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment, and reoccupation, and obtain approval before commencing work.
 - Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
 - Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
 - Alkali affected coatings: Completely remove.
 - Retained coatings:
 - Thoroughly clean to remove dirt, grease and contaminants.
 - Gloss coated surfaces: Provide key.
 - Partly removed coatings:

- Additional preparatory coats: Apply to restore original coating thicknesses.
- Junctions: Provide flush surface.
- Completely stripped surfaces: Prepare as for uncoated surfaces.

2.11.19. Paint system for woodwork

Manufacturer: Dulux Trade.

- Product reference: Weathershield (or equal approved).

- Surfaces: Previously painted woodwork.

- Preparation: As above.

- Priming coats: Kotting to any knots and wood preservative primer to unpainted surfaces.

- Initial coats: Spot undercoat to previously unpainted surfaces and treated knots

- Number of coats: one.

- Undercoats: Weathershield Exterior Flexible Undercoat.

- Number of coats: Two.

- Finishing coats: Weathershield Exterior High Gloss.

- Number of coats: Two.

- Colour: TBC

3.0 Schedule of Work

3.1 SCAFFOLD & PROTECTION

3.1.1. Provide all necessary scaffold to carry out the works.	£
3.1.2. If considered necessary, state the additional cost to provide a temporary roof over the vestry for the duration of the work:	£
3.1.3. Provide all necessary protection and hoardings, as specified.	£
3.1.4. Provide a monitored scaffolding alarm on all fixed scaffolding for the duration that the scaffolding is above the first lift.	£
3.1.5. Provide mobile towers for the smaller, spot items and allow for dismantling and storing within the compound at the end of each working day.	£
TOTAL TO SUMMARY PAGE	£

3.2 DISMANTLING

3.2.1. Remove all slates from vestry roofs. Sort and carefully store min 60% of the best slates for reuse on east slope. Cart away the remainder	£
3.2.2. Remove and dispose of all existing tiling battens.	£
3.2.3. Remove existing lead gutters and ridges and sell for scrap.	£
3.2.4. State here the expected credit to the contract for the sale of the scrap lead:	-£
3.2.5. Remove gutter decking and supports as necessary in order to adjust the gutters to new falls. Cart away any material which cannot be reused	£
TOTAL TO SUMMARY PAGE	£

3.3 CARPENTRY

3.3.1. Allow <u>Provisional Sum of £4000</u> for repairs to the sarking boards or roof structure.	£4,000
3.3.2. Set out new gutter bays as drawn and to meet the Lead Contractors Association guidance, in conjunction with the Lead Plumber. Reform the gutters and sumps, laid to falls with timber noggins and new sawn SW decking boards; Allow for new decking boards however	£

	the existing should be reused if they are found to be in good condition.	_____
3.3.3.	Form the abutment ventilation details as shown on the drawings using the specified proprietary vents to vent under the lead gutters	£
3.3.4.	Form secret gutter detail at gable abutment as shown on the details drawing	£
3.3.5.	Provide and fit all other carpentry items required by the roofers including new ventilated ridge, lead roll, tilt fillets	£
3.3.6.	Supply and install natural fibre insulation below all parapet gutters.	£
3.3.7.	Supply and install specified wood fibre insulation to be installed on top of existing timber sarking boards.	£
3.3.8.	Supply and install specified Air and vapour control layer (AVCL) below insulation.	£
	TOTAL TO SUMMARY PAGE	£
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3.4	SLATING	
3.4.1.	Allow for type F1 bitumen roofing felt laid on top of insulation. Supply and install all battens and counterbattens.	£
3.4.2.	Relay salvaged, reused tiles on new battens on east slope.	£
3.4.3.	Supply and lay all specified new slate tiles on west slope and minor south facing slope.	£
	TOTAL TO SUMMARY PAGE	£
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3.5	LEADWORK	
3.5.1.	Supply and install all lead gutter bays as drawn, including allowances for upstand flashings and drips.	£
3.5.2.	Supply and install lead linings to sumps and lowered rainwater chutes through the parapet walls	£
3.5.3.	Supply and install all coping down stand lead cover flashings, carefully dressed over stainless steel vents.	£
3.5.4.	Supply and install all coping lay board lead flashings, including specified sealing tape under slates.	£
3.5.5.	Supply and install all lead flashings around new rooflight.	£

3.5.6.	Supply and install ridge lead weatherings with timber rolls.	£
3.5.7.	Supply and install lead to new secret gutter behind gable with associated flashing	£
3.5.8.	Supply and install all lead soakers and stepped flashings to existing church brickwork abutments.	£
3.5.9.	Supply and install 3no Airtrak LV9 lead flat roof ventilators as shown on the drawing	£
3.5.10.	Form lead weathering collar around two existing SVP's which penetrate the gutter	£
3.5.11.	Weather 7No. fall arrest system posts and plates with Code 4 lead upstands and downstands.	£
3.5.12.	Allow to renew the lightning conductor tape along the ridge with new uPVC sheathed flat tape, connected to existing system at each end and clipped to lead ridge.	£
TOTAL TO SUMMARY PAGE		£

3.6 FALL ARREST SYSTEM

3.6.1.	Design, supply, install, inspect and certify fall arrest system specialist installation, including ply pattress plates fixed to existing structure, end and intermediate posts, line, support plates, co-ordinating lead weatherings and insulation adaptations.	£
3.6.2.	Extra over for providing powder coated covers to 7No. fall arrest post.	£
3.6.3.	Supply and install and certify 6no ladder anchor bolts as shown on the drawings	£
3.6.4.	Supply and install stainless steel ladder hooks with restraints and aluminium ladder for storage on the small flat roof	£
3.6.5.	Supply and install single anchor point and strop line for tethering to while on the small flat roof	£
3.6.6.	Supply 2no harness sets with lanyards and travellers and two ladder tethers	£
3.6.7.	Supply training for the client in the use of the safety system.	£
TOTAL TO SUMMARY PAGE		£

3.7 BRICKWORK & MASONRY

3.7.1. Provisionally allow to lift and relay 6no loose copings to parapet and gable wall.	£
3.7.2. Rake out and repoint up all joints to parapet copings	£
3.7.3. Rake out and repoint open perpend joints to Vestry gable coping stones. Allow for 10lm.	£
3.7.4. Allow for cutting out new chases for stepped flashings at wall abutments	£
3.7.5. Carefully lower the existing rainwater chutes by approx. 130mm to provide deeper sumps.	£
TOTAL TO SUMMARY PAGE	£

3.8 ROOFLIGHT

3.8.1. Supply and install specified conservation rooflight to fit existing opening and to finish in line with slate roof.	£
3.8.2. Repair / make good rooflight internal linings and redecorate	£
TOTAL TO SUMMARY PAGE	£

3.9 RAINWATER GOODS

3.9.1. Supply and install new Cast Iron rainwater pipe to lower section on west elevation to match existing.	£
3.9.2. Adjust hopper and rainwater pipe locations to suit lowered outlet chutes	
3.9.3. Allow a provisional sum of £1,000 for additional repairs to rainwater goods which come to light during the course of the works	£1,000
TOTAL TO SUMMARY PAGE	£

3.10 DECORATIONS

3.10.1. Prepare and redecorate Vestry Cast Iron downpipes, hoppers and SVP's.	£
TOTAL TO SUMMARY PAGE	£

3.11 SPOT ITEMS AROUND CHURCH – Except where access has been allowed in section 1 above, include the cost of access within each item.

3.11.1	Point two open mortar joints on the top of central east door case stonework	£
3.11.2	Refix louvre blade on west side of tower.	£
3.11.3	Repair 2No. holes in plastic bird netting in Belfry (or replace netting).	£
3.11.4	Copper Spire. Patch repair small hole/split on west side above the dormer by soldering on a copper patch.	£
3.11.5	Prepare and redecorate Spire dormer door.	£
3.11.6	Repoint cracked pointing to coping stones on tower roof. Provisionally allow for 20lm in small lengths	£
3.11.7	Refix loose steel safety rail on tower roof, east side.	£
3.11.8	Replace 8No. missing slates on south slope to match existing.	£
3.11.9	Rewedge as necessary and repoint east end tower abutment flashing on the south side. Allow for a close inspection of the flashings, resetting of slates and further repointing to ascertain why this is leaking.	£
3.11.10	Allow for patching 10No. splits in the lead and flashings by lead burning patches or replacing sections of flashing. Repoint west end abutment flashing.	£
3.11.11	Replace 1No. split slate on south transept east slope.	£
3.11.12	Patch repair lead split at the south end of south transept east slope lead gutter.	£
3.11.13	Replace 5No. split slates on north transept east slope.	£
3.11.14	Replace 3No. slipped slates on north transept west slope.	£
3.11.15	Replace 3No. split slates on Chancel south slope.	£
3.11.16	Repoint both sides of Chancel Roof stepped flashings.	£
3.11.17	Chancel south lead slope check fixings as sheets appear to be slipping down the slope.	£

3.11.18 Chancel north slope, repoint west abutment flashings.	£
3.11.19 Chapel rooflight – remove old silicone repairs and patch with lead.	£
3.11.20 Chancel north slope. Repoint missing pointing in corner of gutter leadwork.	£
3.11.21 North Transept. Allow for repointing 5No. open joints to coping.	£
3.11.22 Chancel bottle balustrades. Allow for repointing 15No. open top joints, as well as removing built up soiling deposits and 5No. open joints to coping stones.	£
3.11.23 Below ground drainage – North side of north transept. Investigate overflowing below ground drainage. Allow for forming additional openings in low wall opposite to drain water into soil.	£
3.11.24 Nave north side east end. Repoint and brick stitch crack in parapet. Fill cracks in door stonework with lime mortar. Pin repair to projecting cornice above door.	£
3.11.25 Nave north and south sides, east end – carefully remove bricks above and below the two steel tie rods in order to expose the rods to at least half brick depth; derust and paint rods with epoxy paint system prior to replacing the bricks and pointing up with lime mortar. Cut out and repoint hairline crack on the north side.	£
3.11.26 Chapel/Clergy vestry, repoint open joint in pediment coping. Defrass to remove loose material from eroded bricks. Provisionally allow to cut out and replace 20no eroded bricks to match existing. Fill crack below south side crypt window. Fill open joint on east side of string course above hopper and crack above plinth offset on corner.	£
3.11.27 Nave west wall. Cut out and fill vertical crack near top of southwest corner and around rose window, including through coping and various open mortar joints.	£
3.11.28 Nave east end, north side, cut out and fill diagonal crack to right of door.	£
3.11.29 East end, north Nave. Cut out, repoint and reinforce crack from door to string course. Check loose stone in string course, allow for replacement. Cut out and repoint several open other cracks and open joints.	£
3.11.30 Replace plinth flaunching to north and south transepts and to south side of Nave.	£

3.11.31 South Transept, Sinking steps – carefully dismantle steps and set aside for reuse. Excavate to remove existing foundations and form new concrete foundations. Rebuild the steps and point up all joints.	£
3.11.32 North Transept, Sinking steps – carefully dismantle steps and set aside for reuse. Excavate to remove existing foundations and form new concrete foundations. Rebuild the steps and point up all joints.	£
3.11.33 West wall central panel returns - cut out cement mortar and repoint each side	£
3.11.34 To east end ground level pier – provisionally allow to cut out and replace 20no eroded bricks to match existing	£
3.11.35 To area around chimney, repoint open joints to wall and coping; cut out crack repoint below chimney	£
3.11.36 To brick panels between choir vestry windows, cut out and repoint diagonal cracks including up to 3no stainless steel stitches, to three windows (two on west side and one on east side)	£
3.11.37 South transept east side – cut out and repoint below coping	£
3.11.38 Remake leaded window to safe room.	£
3.11.39 Southeast lobby, internally. refix loose floorboard and some loose stair nosings.	£
3.11.40 Northeast stair, internally. Refix some loose nosings to stairs.	£
3.11.41 South transept stair, internally. Make good water damaged plaster and redecorate. Refix riser cupboard to wall.	£
3.11.42 Pulpit internally. Refix loose bottom timber step.	£
3.11.43 Parish Office Internally. Reconfigure power supply cables to allow fitted cupboard doors to close as also recommended in 5 yearly electrical inspection report.	£
3.11.44 Accessible WC. Replace damaged alarm reset button.	£
3.11.45 Entrance Lobby internally. Adjust bedding to ensure uneven Yorkstone flagstones sit flush.	£
3.11.46 Crypt Internally. Weld split in lino floor where toilet corridor meets the main corridor.	£
3.11.47 Boiler room, internally. Refix loose handrail to steps.	£

3.11.48 Internally, generally. Allow provisional sum of £2,000 for installing draught proofing strips around 5No. doors exit doors. Details to be confirmed	£2,000
3.11.49 Fill gap internally between Nave ceiling and west wall at gallery level and to allow monitoring for ongoing movement.	£
3.11.50 North transept stair. Refix riser cupboard to wall.	£
3.11.51 Allow a provisional sum of £3,000 for additions minor patch pointing or other masonry repairs which come to light during the course of the works	£3,000
TOTAL TO SUMMARY PAGE	£

4.0 Tender Summary

1.0	Preliminaries	£ _____
3.1	Scaffold & Protection	£ _____
3.2	Dismantling	£ _____
3.3	Carpentry	£ _____
3.4	Slating	£ _____
3.5	Leadwork	£ _____
3.6	Fall Arrest System	£ _____
3.7	Brickwork & Masonry	£ _____
3.8	Rooflight	£ _____
3.9	Rainwater Goods	£ _____
3.10	Redecorations	£ _____
3.11	Spot Items around the Church	£ _____
	Contingency	£7,500 _____
	TOTAL	£ _____

Dayworks

Should daywork need to be ordered, the work will be paid for at the following rates, such payment being only for the net time worked on site. Rates to include for all overheads and profit and labour on costs.

Labour: Craftsmen £ _____ per hour

 Labourers £ _____ per hour

Materials: Add to net cost for overheads & profit: _____%

Plant: Add to net cost for time and running costs of plant for overheads and profit: _____%

Subcontractors: Add to net cost for overheads & profit: _____%

Dayworks are only to be carried out on the express instructions of the architect, and all daywork sheets are to be submitted weekly to the architect for approval.

FORM OF TENDER

To: Andy Burrell Architecture
169 Western Road
Haywards Heath
West Sussex
RH16 3LH

**CHURCH OF ST JOHN-AT-HAMPSTEAD
CHOIR VESTRY REROOFING AND QI REPAIRS**

We agree to execute the works in accordance with the specification and drawing for the sum of
.....
.....£.....)

exclusive of Value Added Tax and with a Contract Period of weeks.

The tender remains open for acceptance for 90 days from the tender date.

It is understood that neither the lowest nor any tender will necessarily be accepted.

Signature.....

Date

For and on behalf of

Address

.....

.....