

Teddington Library First Floor Flat to Office Conversion

SCHEDULE OF WORKS

4.005 Prior to the works commencing the contractor is to meet with the Project Officer to visit site and agree the works described in this document considering any changes during /since the Covid-19 Lockdown periods. Additionally, it will be necessary for the Project Officer and the Contractor to meet with the site manager to be made aware of any special arrangements that form part of this project, this is inclusive of agreeing a start date and the works. It will be at this meeting that it will be confirmed with all parties as to what final finishes to the doors, Kitchen Units, lights etc, are required and any closing or latch mechanisms.

4.006 List of Plans

The following works are to be read in conjunction with the attached plans identified as follows.

Plan No. 01 – Teddington Library First Floor Existing

Plan No. 02 – Teddington Library First Floor Office Proposed

Plan No. 03 – Kitchen layout Proposed

4.007 For ease of identification, some items will be identified as follows on the Plans described in clause 4.06 of this document.

- 4.008 **Planning** Planning & Conservation Fees
- 4.009 **Building Control** Building Control Fees
- 4.010 **Fire Alarm -** To be connected into the existing fire alarm downstairs in the library and have appropriate sounders throughout the first-floor rooms and corridors.
- 4.011 **Plumbing -** **Boiler checked and certified.**:-Existing Boiler needs to be checked thoroughly and cleaned; pipework needs to be checked throughout that it is not leaking radiators need to be checked that they are of current heating ability. After maintenance a certification of gas worthiness needs to be presented. Boiler - Worcester Condensing boiler Green star 281 Junior combi Mk 111 Nr. 47-311-87 N.G. 7716130142-992-313 7731. Check if any Radiators need to be resized and which ones, let PO know asap with the added insulation fitted.
- 4.012 **Electrical -** **Mains Electric Switches Box**:- Check that the boxes currently okay to be in use. Electric Certificate required works carried out. Purchase and fit LED Light fitting to all rooms to be chosen. Upgrade all lights, light switches, and power sockets to current standard and fittings.
- 4.013 **Key Entry System -** **Key Entry System**:- To allow business clients to access the Office areas from the library and out of library hours upon entry to the secondary main entrance via the lobby door. Fob Key sensor to Library entrance to Office, Street entrance to ground floor lobby and stairs.

F001 Entrance Lobby

- 4.014 **Internal Front Door** - Repaint front door and frame inside along with architrave woodwork
- 4.015 **Ceilings and Coving** - clean down ceiling, cracks need to be opened out. Fill any cracks, holes, or indentations with Tourpret or equivalent. When dry sand down smooth and prepared to receive paint. Loosen fixtures and tape around covering with plastic to avoid paint marks on fittings. Applied 2 good coats of brilliant white vinyl Matt finish and allow paint to dry and then secure fittings.

- 4.016 **Walls** - Repair wallpaper where needed, clean down, prepare applied 2 good coats of vinyl matt finish. (Colour to be agreed at Pre-Start meeting)
- 4.017 **Hard Floor** - Deep clean hard floor by applying polish remover, remove floor grease and reseal.
- 4.018 **Woodwork** - (Not Ground Floor Doors or Panels under stairs, these will have had extra protection due to the Teddington library FRA Fire protection works already taken place and recently have been painted. - Therefore, no figures required for this.) Rest of woodwork, prepare, fill, sand down and clean. surface needs to be dust and grease free before filling and painting. Any Bearwood showing where material has been knocked out, needs to be filled with Ronseal high-performance wood filler, allow to set, and dry before sanding and painting. Undercoat woodwork with Leyland trade fast dry undercoat brilliant white one coat. Topcoats, 2 coats of Dulux high gloss brilliant white.
- F002 GF Lobby & Stair + Stair Landings**
- 4.019 **Ceiling & Coving** - Clean down ceiling, Crack to corner of ceiling, cut back and fill any holes with Tourpret quick drying, allow to dry, sand smooth and prepare. likewise, any cracks to coving. Remove lampshade. Loosen fixtures and tape around (no paint marks on fitting). First floor ceiling remove lampshade. Remove any polystyrene and adhesive from the ceiling. Coving cracks need to be opened out. Fill any cracks, holes, or indentations with Tourpret or equivalent. When dry, sand down and smooth and prepared to paint. Apply to good coats of brilliant white vinyl matt finish. Allow paint to dry and secure fittings.
- 4.020 **Walls** - Clean down walls, (Crack nr front window upstairs). Cut along join crack and open paper. Smooth down unevenness and fill crack, restick paper and paint over. Loosen fixtures and tape around (no paint marks on fitting). Applied 2 good coats of (Colour to be agreed) vinyl matt finish.
- 4.021 **Hard Floor** - Deep clean hard floor by applying polish remover, remove floor grease and reseal.
- 4.022 **Woodwork** - (Not Ground Floor Doors or Panels under stairs, these will have had extra protection due to the Teddington library FRA Fire protection works already taken place and recently have been painted. - Therefore, no figures required for this.) Rest of woodwork, prepare, fill, sand down and clean. surface needs to be dust and grease free before filling and painting. Any Bearwood showing where material has been knocked out, needs to be filled with Ronseal high-performance wood filler, allow to set, and dry before sanding and painting. Undercoat woodwork with Leyland trade fast dry under coat brilliant white one coat. Topcoats, 2 coats of Dulux High gloss brilliant white. Where covering of painted wood, sand down and apply Leyland trade fast dry undercoat before topcoats.
- 4.023 **Flat Entry Door - Locks** - Remove un-necessary locks and fill holes with wood and glue. Check locks are working and have 3 sets of all keys. Remove top slide bolt
- 4.024 **Downstairs window** - paint and decorate Sash window as woodwork paint internal side of window frame., check if window opens and if it does to maintain that it opens.
- 4.025 **Middle Landing Windows** - Remove secondary glazing to the window area. Paint and decorate as woodwork, designed opening windows need to be maintained as such.
- 4.026 **Stairs** - Remove carpet holders and carpet from stairs all the way up.

- 4.027 Purchase and fix new good quality stair carpet to the wooden stairs. Colour and style to be chosen by client.
- 4.028 **Stair Balustrade & Handrail:-** Sand down and re-paint spindles with Leyland trade fast dry under coat brilliant white one coat. Topcoats, 2 coats of Dulux High gloss brilliant white.
- 4.029 **Disabled Access Chairlift** - Remove disabled access chairlift from the stairway and dispose of in its entirety
- F003 Stair Cupboard**
- 4.030 **Upper Landing - LHS Wooden Box Projection** above handrail prior to bathroom. Use as a keyed post box to those renting office space for clients to receive their post delivered at library. Boxing to Outside of Bathroom:- painting decorators as woodwork.
- F004 Bathroom**
- 4.031 **Bathroom Door** - To have a twist/occupied latch fitted, emergency entry slot , and architrave to be painted both sides as woodwork.
- 4.032 **Bathroom Remove all Shower room fittings** - Remove chair and handles, pull cord, toilet, Towel rail holder remove vinyl flooring shower curtain shower trap etc. Check Asbestos.
- 4.033 **Bathroom Ceiling** - Remove polystyrene tiles and adhesive, repair ceiling with Tourpret, sand, clean and paint with 2 coats Brilliant white Eggshell.
- 4.034 **Bathroom Tiled Walls** - Remove all tiles from the walls
- 4.035 **Bathroom Plumbing** - Readjust 4-inch pipework within the bathroom as needed replacing for new the smaller pipes for the sink inch pipework to connect all plumbing drainage from sinks and toilets and to be directed down through the existing waste system.
- 4.036 **Bathroom Boxing any Pipework** - with Hardy backer board 9 mm screwed into a timber structure. Seal any holes by side of pipes with intumescent mastic.
- 4.037 **Bathroom Tile Toilet Areas** 1.2 from the floor allow for 10m2 Area Purchase and fix. Robust mirror (400 mm x 800 mm) to be fixed onto the wall above the sink by 150 - 200 mm.
- 4.038 **Wall Paint & Decorate** :- Decorate above tiles the wall is to be painted with 2 coats of eggshell colour to be agreed at site meeting.
- 4.039 **Bathroom 1 Toilets** - Purchase and fit a close coupled toilet in the WC along with sink basin and bathroom floor vanity cupboard under sink. Side lever taps and push plug release wastewater. Electric Hand dryer etc.
- 4.040 **Bathroom Electrics** - Allow for a single light and Ventilation extract mechanism to go out through an existing window. Allow for main external bathroom on and off switch at high level. Wiring of electric & hand dryer.
- 4.041 **Bathroom Window** - Paint and decorate Casement windows as woodwork with temporary removal of secondary glaze to paint internal side of window frame., check if window opens and if it does to maintain that it opens. Replace secondary glazing when paint is dry. Ventilation may need to go through a window
- 4.042 **Bathroom Flooring** to be sheet vinyl allow 7m2 Area
- 4.043 **Bathroom Threshold Strip** - to be a chrome finish between the vinyl and the stair carpet/landing.

Door A

- 4.044 **Existing door** needs to be upgrade to FD30S. This is not an original Edwardian door but on fitted with the surround in the 1970's. Allow for taking out the existing door and frame, only and clear away from site including all existing ironmongery, architraves etc. Leave aperture ready to receive new door set.
- 4.045 **Fire Door Set** :-Supply and install from a single source a new FD 30 S 44 mm single 30-minute fire doors set to match existing dimensions and configurations and style of the existing door. New door is to be hung on a compatible timber high-density doorframe no less than 30 mm thick or in accordance with the manufacturer's instruction and opening in existing direction.
- 4.046 **New Door Hinges** :- New doors are to be hung on no less than 3 (3) steel hinges with intermittent pads located correctly and fitted with the correct size screws caps. Gaps should not exceed 2 to 4 mm upon hanging of the door including a gap of no more than 4 mil at the bottom edge. Hinges should be marked in accordance with BS EN 1935 requirements.
- 4.047 **Intumescent Smoke and Fire Strip**:- The new door is to have an FD 30 S continuous intumescent fire and smoke seals fitted to the sides and to the top edge of the doors and a face fixed intumescent threshold strip to the bottom of the door. All fixed in accordance with BS 476 with its provided proven data information and to the manufacturer's instructions. Note: smoke seals are to be fitted in conjunction with the requirements of the existing alarm system.
- 4.048 **Replace the Existing Mortise Sash Lock** with a new mortise sash lock furniture to match the existing. The new latch is to be wrapped in intumescent wrapping within the mortise of the door and intumescent pads to the level furniture. All to conform with British Standards and be CE approved.
- 4.049 **Continuous Intumescent Lining**:-Where existing door frame has been removed and is to be replaced provided and install continuous intumescent linings between frame and side of opening sealed with fire rated mastic in accordance with a tested to BS 476-20 and EN 1366.: **Pictures of the sealing are to be taken, carefully identified, and presented to the Project Officer on completion of works.**
- 4.050 **Hydraulic Self Closer**:- Provide and fit to the new door a hydraulic type of self-closing device which is adjusted to close quickly but latch slowly so as not to wear the smoke seals or damage the doorframe. The self-closing is to be attached using appropriate fittings ("snake eye screws") which are designed to prevent removal/tampering and are to have relevant test data upon completion conforming to BS EN 12209.
- 4.051 **Architrave - Supply and Fit New Architrave**:- Compliant with FD30S doors and if possible, to existing style. If existing style is not compliant do not use it
- 4.052 **Signs**:- Provide and fit new blue British Standard "Fire Door Kept Shut" or "Fire Door Kept Locked" to each replaced door as that of the existing.
- 4.053 **Paint Door and Door Frame**:- The door and door frame are to be primed with one good quality priming coat; one coats of Leyland under coat then finished with 2 coats of brilliant white Dulux gloss paint. The application needs to allow time to dry between coats with no paint drips, ripples, or tears in the paintwork. The cutting into any edge needs to be clearly defined neat and tidy. This will need to be agreed with building control and conservation officer and PO.

- 4.054 **The Panel Frame above & door Surround:-** Will need to be brought up to current standards of an FD30S door/wall to keep 30 minutes fire compartmentation on both sides. Plasterboard can be placed over the existing finish if needed, but do not damage/ cut or remove the timbers secured to the wall/ceiling. Paint and decorate the surround to match the existing walls to the appropriate standard.
- F005
Corridor**
- 4.055 **Remove rubbish** - Carpet, cactus on outside of window, tile slates corridor, corridor handrail, etc.
- 4.056 **Ceiling & Coving** - Remove lampshade. Remove polystyrene tiles. Loosen fixtures and tape around covering with plastic to avoid paint marks on fittings. Re-pair ceiling where needed. Clean any mess. Coving cracks need to be opened out. Fill any cracks, holes, or indentations with Toupret or equivalent. When dry sand down smooth and prepare to receive paint. Paint 2 good coats of brilliant white vinyl matt finish and allow paint to dry and secure fittings.
- 4.057 **Walls** - Clean down walls, any cracks through the paper that are uneven, Cut along join crack and open paper. Smooth down unevenness and fill crack with Toupret leaving smooth and restick paper and paint over. Loosen fixtures and tape around (no paint marks on fitting). If ripped or lifted wallpaper needs to be re-stuck where possible to be smooth. Applied 2 good coats of vinyl matt finish. Colour to be agreed at Pre-Start meeting
- 4.058 **Woodwork** - Prepare, fill, sand down and clean. surface needs to be dust and grease free before filling and painting. Any Bearwood showing where material has been knocked out, needs to be filled with Ronseal high-performance wood filler, allow to set, and dry before sanding and painting. Undercoat woodwork with Leyland trade fast dry under coat brilliant white one coat. Topcoats, 2 coats of Dulux High gloss brilliant white. Where covering of painted wood, sand down and apply Leyland trade fast dry undercoat . Corridor side of doors to be painted as woodwork.
- 4.059 **Flooring** - Contractor is to purchase and fix, Carpet and good quality underlay or vinyl sheet after laying 6 mm as appropriate ply to whole of floor area. To agreed colour and type at pre-start meeting
- 4.060 **Steel Pipe 3"** - Running length of corridor left side, cannot remove, will get hot, paint with heat resistant radiator paint colour to be agreed in Pre-Start meeting.
- 4.061 **Ceiling Access Hatch** - Painted and decorated, needs to be insulated.
- 4.062 **Ceiling Insulation** - Upgrade the whole ceiling insulation to 300 mm thick accessible through this hatch. Any vertical voids that can be filled down by the rooms below, can be filled.
- 4.063 **Door B LHS Access Door Over Library No.1 :-** Initial area is boarded out to glass roof lite. The original door can be left as long as it is solid and over 45 mm and has an adequate door lining to comply with and FD30S door. Fire and smoke intumescent strips placed around door and a locking mechanism that complies with the same regulations. The door would need to insulate against the cold. Provide and fit new blue British standard "Fire Door Keep Shut" to each fire door upgrade. The door would need to be painted on the library side to the corridor with Envirograf paint (As Door C).to upgrade the door to 30 minutes fire resistance.
- 4.064 **Window** - Windows needs to be in working order, any adjustment and repainting to the exterior must be notified to PO, Conservation Officer/Planning. Maintain a lock to the outside window to prevent burglary.

- 4.065 **Windows Secondary Glazed.** - Remove secondary glazing to the window area. Paint and decorate original window internally. Change secondary glazing for Adequate fire protection with Pyroguard
- 4.066 **Radiators** - Clean up, no need to be painted.
- 4.067 **Main Electric Switches LHS** - Check that that the box is currently ok to be used.
- F006**
Room 1
- 4.068 **Carpet Flooring** - Remove old carpet and dispose of. Client to choose replacement of Carpet or Vinyl flooring. If carpet, good quality underlay is to be used. Contractor to purchase Vinyl flooring and lay appropriate 6 mm as ply to whole of floor area.
- 4.069 **R1 Ceiling & Coving** - Remove lampshade. Remove polystyrene tiles. Loosen fixtures and tape around covering with plastic to avoid paint marks on fittings. Re-pair ceiling where needed and clean any mess. Coving cracks need to be opened out .Fill any cracks, holes, or indentations with Tourpret or equivalent. When dry sand down smooth and prepare to receive paint. Paint 2 good coats of brilliant white vinyl matt finish and allow paint to dry and secure fittings.
- 4.070 **R1 Walls** - Clean down walls, any cracks through the paper that are uneven, Cut along join crack and open paper. Smooth down unevenness and fill crack with Tourpret leaving smooth and restick paper and paint over. Loosen fixtures and tape around (no paint marks on fitting). If ripped or lifted wallpaper needs to be re-stuck where possible to be smooth. If woodchip paper is applied cut and patch with matching woodchip. Applied 2 good coats of vinyl matt finish. Colour to be agreed at Pre-start meeting
- 4.071 **R1 Wall Backing onto the Main Corridor (Incl Cupboard, Coving) :-** Strip back wallpaper to plaster leaving Skirting, Dado, Picture rail and architrave. 1 x coat of EP/CP/P-primer at 12 m² per litre. The primer is required for dirty/dusty areas where distemper is evident. Then 2 times coats EP/CP-intumescent at 8 m²/per litre per coat. Then 1 x coat HW AEC-acrylic emulsion protective topcoat at 12 m² per litre. The topcoat can be over painted as desired with a flexible coating to prevent crazing cracks. Dulux weather shield has been successfully used on previous projects. Wall colours will be agreed on Pre-Start meeting. Woodwork on these areas is to be painted over with the same finish as the plaster. Apply 2 Topcoats of a flexible White gloss finish to woodwork.
- 4.072 **Electrical Sockets:-** Purchase and fix Mk double sockets with switches. Make sure there are 5No. Double sockets to this room wired into circuit.
- 4.073 **R1 Woodwork** - Prepare, fill, sand down and clean. surface needs to be dust and grease free before filling and painting. Any Bearwood showing where material has been knocked out, needs to be filled with Ronseal high-performance wood filler, allow to set, and dry before sanding. Undercoat woodwork filler with Leyland trade fast dry under coat brilliant white one coat. Topcoats, 2 coats of Dulux High gloss brilliant white. Where covering of painted wood, sand down and apply Leyland trade fast dry undercoat.

- 4.074 **Door C** **R1 Main Door:-** Needs to be upgraded to an FD30S door. The door is short of the frame on the LHS by approximately 10 mm throughout its length. It is suggested trimming and fixing an edge to the side of door to help it comply. Panels are 12 mm thick and suitable for upgrading by the application of an intumescent coating system this should be applied over the door panel just to the Room side of the door, to allow for an upgrade to FD 30 S equivalent for a conservation door. Application of Envirograf intumescent coating: 1 x coat HWD - clear primer at 12 m² per litre. 2 x coats HW01 (white) - intumescent at 8 m² per litre per coat.
- 4.075 **R1 Main Door Finish Paint:-** 2 topcoats of the colour paint to be specified to cover the door and agreed at the preconstruction meeting. This will need to be agreed with building control and conservation officer and PO.
- 4.076 **R1 MD Intumescent Fire & Smoke Seals:-** The existing door is to have continuous intumescent fire and smoke seals fitted to the sides and top edge of the doors and a face fixed intumescent threshold strip to the bottom of the door all fitted in accordance with BS 476 with its provided proven data information and the manufacturer's instructions. Note: smoke seals the to be fitted in conjunction with the requirements of the existing alarm system. Possible drop-down intumescent strip needed to the base of the door.
- 4.077 **R1 MD Hydraulic Self Closing :-** Provide and fit the new door a hydraulic type of self-closing device which is adjusted to close quickly latch slowly so as not to wear the smoke seals or damage the doorframe. The self-closing is to be attached using the appropriate fixings ("snake eye screws") which are designed to prevent removal/pampering and are to have relevant test data upon completion conforming to BS EN 12209.
- 4.078 **R1 MD Sign :-** Provide and fit new blue British standard "Fire Door Keep Shut" to each fire door upgrade.
- 4.079 **Windows -** Lock on the window. Secondary glazing needs to be in working condition. Paint and decorate Casement window as woodwork with temporary removal of secondary glaze to paint internal side of window frame. All windows need to be maintained to open as originally designed put back secondary glazing when paint is dry.
- 4.080 **Fireplace -** Fire mantle and surround to be features within the room - Plasterboard front, to be removed to show the hearth with vented grill to allow moisture within the chimney to vent. Painted in an agreed colours with Conservation Officer, Libraries & PO.
- 4.081 **Wardrobe cupboard LHS -** Remove any shelving timbers fixed to the wall and brackets to this area.
- 4.082 **Radiators -** Clean up, no need to be painted.
- 4.083 **Radiator Pipes -** Undercoat and paint brilliant white gloss finish
- 4.084 **Intercom -** Remove
- 4.085 **Telephone line -** No telephone line required?
- F007 Store Cupboard**
- 4.086 **Storage Cupboard -** Rubbish needs to be removed, shelving left. Leave division between the main room. Finish inside of cupboard partition wall with plasterboard drylining. Paint door as Woodwork both sides.

4.087 **R1 Wall Backing onto the Main Corridor (Incl Cupboard, Coving) :-** Strip back wallpaper to plaster leaving Skirting, Dado, Picture rail and architrave. 1 x coat of EP/CP/P-primer at 12 m² per litre. The primer is required for dirty/dusty areas where distemper is evident. Then 2 times coats EP/CP-intumescent at 8 m²/per litre per coat. Then 1 x coat HW AEC-acrylic emulsion protective topcoat at 12 m² per litre. The topcoat can be over painted as desired with a flexible coating to prevent crazing cracks. Dulux weather shield has been successfully used on previous projects. Wall colours will be agreed on Pre-Start meeting. Woodwork on these areas is to be painted over with the same finish as the plaster. Apply 2 Topcoats of a flexible White gloss finish to woodwork.

4.088 **Electric switch** to LH side of small cupboard door - Needs to be replaced with current standard switch.

**Corridor
Door D**

4.089 **Non-Existent door** needs to be upgrade to FD30S. This is not an original door or frame but fitted with the surround in the 1970's. Allow for taking out the existing door and frame, only and clear away from site including all existing ironmongery, architraves etc. Leave aperture ready to receive new door set.

4.090 **Fire Door Set :-**Supply and install from a single source a new FD 30 S 44 mm single 30-minute fire doors set to match existing dimensions and configurations and style of the existing door. New door is to be hung on a compatible timber high-density doorframe no less than 30 mm thick or in accordance with the manufacturer's instruction and opening in existing direction.

4.091 **New Door Hinges :-** New doors are to be hung on no less than 3 (3) steel hinges with intermittent pads located correctly and fitted with the correct size screws caps. Gaps should not exceed 2 to 4 mm upon hanging of the door including a gap of no more than 4 mil at the bottom edge. Hinges should be marked in accordance with BS EN 1935 requirements.

4.092 **Intumescent Smoke and Fire Strip:-** The new door is to have an FD 30 S continuous intumescent fire and smoke seals fitted to the sides and to the top edge of the doors and a face fixed intumescent threshold strip to the bottom of the door. All fixed in accordance with BS 476 with its provided proven data information and to the manufacturer's instructions. Note: smoke seals are to be fitted in conjunction with the requirements of the existing alarm system.

4.093 **Replace the Existing Mortise Sash Lock** with a new mortise sash lock furniture to match the existing. The new latch is to be wrapped in intumescent wrapping within the mortise of the door and intumescent pads to the level furniture. All to conform with British Standards and be CE approved.

4.094 **Continuous Intumescent Lining:-**Where existing door frame has been removed and is to be replaced provided and install continuous intumescent linings between frame and side of opening sealed with fire rated mastic in accordance with a tested to BS 476-20 and EN 1366.: **Pictures of the sealing are to be taken, carefully identified, and presented to the Project Officer on completion of works.**

- 4.095 **Hydraulic Self Closer:-** Provide and fit to the new door a hydraulic type of self-closing device which is adjusted to close quickly but latch slowly so as not to wear the smoke seals or damage the doorframe. The self-closing is to be attached using appropriate fittings ("snake eye screws") which are designed to prevent removal/tampering and are to have relevant test data upon completion conforming to BS EN 12209.
- 4.096 **Architrave - Supply and Fit New Architrave:-** Compliant with FD30S doors and if possible, to existing style. If existing style is not compliant do not use it
- 4.097 **Signs:-** Provide and fit new blue British Standard "Fire Door Kept Shut" or "Fire Door Kept Locked" to each replaced door as that of the existing.
- 4.098 **Paint Door and Door Frame:-** The door and door frame are to be primed with one good quality priming coat; one coats of Leyland under coat then finished with 2 coats of brilliant white Dulux gloss paint. The application needs to allow time to dry between coats with no paint drips, ripples, or tears in the paintwork. The cutting into any edge needs to be clearly defined neat and tidy. This will need to be agreed with building control and conservation officer and PO.
- 4.099 **The Panel Frame above & door Surround:-** Will need to be brought up to current standards of an FD30S door/wall to keep 30 minutes fire compartmentation on both sides. The Glass panel should be changed to Pyroguard 30 min fire rated. Plasterboard can be placed over the existing stud finish if needed, but do not damage/ cut or remove the timbers secured to the wall/ceiling. Paint and decorate the surround to match the existing walls to the appropriate standard.
- F008**
Corridor
- 4.100 **Remove rubbish** - cactus on outside of window, tile slates corridor , Carpets etc.
- 4.101 **Ceiling & Coving** - Remove lampshade. Remove polystyrene tiles. Loosen fixtures and tape around covering with plastic to avoid paint marks on fittings. Re-pair ceiling where needed. Clean any mess. Coving cracks need to be opened out .Fill any cracks, holes, or indentations with Tourpret or equivalent. When dry sand down smooth and prepare to receive paint. Paint 2 good coats of brilliant white vinyl matt finish and allow paint to dry and secure fittings.
- 4.102 **Walls** - Clean down walls, any cracks through the paper that are uneven, Cut along join crack and open paper. Smooth down unevenness and fill crack with Tourpret leaving smooth and restick paper and paint over. Loosen fixtures and tape around (no paint marks on fitting). If ripped or lifted wallpaper needs to be re-stuck where possible to be smooth. Applied to good coats of brilliant white vinyl matt finish.
- 4.103 **Woodwork** - Prepare, fill, sand down and clean. surface needs to be dust and grease free before filling and painting. Any Bearwood showing where material has been knocked out, needs to be filled with Ronseal high-performance wood filler, allow to set, and dry before sanding and painting. Undercoat woodwork with Leyland trade fast dry under coat brilliant white one coat. Topcoats, 2 coats of Dulux High gloss brilliant white. Where covering of painted wood, sand down and apply Leyland trade fast dry undercoat. Corridor side of doors to be painted as woodwork.
- 4.104 **Corridor Handrail** - LHS Remove, fill holes patch repair paper.
- 4.105 **Carpet Flooring** - Remove old carpet and dispose of along with cactus and slate tiles. Client to choose replace vinyl flooring/after laying 6 mm as appropriate ply to whole of floor area. 9m2

- 4.106 **Steel Pipe 3"** - Running length of corridor left side, cannot remove, will get hot, paint with heat resistant radiator paint colour to be agreed in Pre-Start meeting.
- 4.107 **Ceiling Access Hatch** - Painted and decorated, needs to be insulated.
- 4.108 **Ceiling Insulation** - Upgrade the whole ceiling insulation to 300 mm thick accessible through this hatch. Including any vertical voids to fill by the sides of the rooms below.
- 4.109 **Door E LHS Access Door Over Library No2.:-** Initial area is boarded out to glass roof lite. The original door can be left if it is solid and over 45 mm and has an adequate door lining to comply with and FD30S door. Fire and smoke intumescent strips placed around door and a locking mechanism that complies with the same regulations. The door would need to insulate against the cold. Provide and fit new blue British standard "Fire Door Keep Shut" to each fire door upgrade. The door would need to be painted on the exterior side to the corridor with Envirograf paint to upgrade the door to 30 minutes fire resistance.
- 4.110 **Window** - Windows needs to be in working order, any adjustment and repainting to the exterior must be notified to PO, Conservation Officer/Planning. Maintain a lock to the outside window to prevent burglary.
- 4.111 **Windows Secondary Glazed.** - Remove secondary glazing to the window area. Paint and decorate original window internally.
- 4.112 **Radiators** - Check if adequate output. Clean up, no need to be painted.
- 4.113 **Gas Meter** - far end of corridor. Box in making it look neat. Fire resistant material. - Maintain its presence.
- F009 Tea Room**
- 4.114 **Remove all rubbish from Kitchen:-** Kitchen units, carpet, laminate shelving by chimney and tiles above sink etc.
- 4.115 **Ceiling & Coving** - Remove lampshade. Remove polystyrene tiles. Loosen fixtures and tape around covering with plastic to avoid paint marks on fittings. Re-pair ceiling where needed. Clean any mess. Coving cracks need to be opened out .Fill any cracks, holes, or indentations with Tourpret or equivalent. When dry sand down smooth and prepare to receive paint. Paint 2 good coats of brilliant white vinyl matt finish and allow paint to dry and secure fittings.
- 4.116 **Walls** - Clean down walls, any cracks through the paper that are uneven, Cut along join crack and open paper. Smooth down unevenness and fill crack with Tourpret leaving smooth and restick paper and paint over. Loosen fixtures and tape around (no paint marks on fitting). If ripped or lifted wallpaper needs to be re-stuck where possible to be smooth. If woodchip paper is applied cut and patch with matching woodchip. Applied 2 good coats of brilliant white vinyl matt finish.
- 4.117 **R1 Wall Backing onto the Main Corridor (Incl Cupboard, Coving) :-** Strip back wallpaper to plaster leaving Skirting, Dado, Picture rail and architrave. 1 x coat of EP/CP/P-primer at 12 m² per litre. The primer is required for dirty/dusty areas where distemper is evident. Then 2 times coats EP/CP-intumescent at 8 m²/per litre per coat. Then 1 x coat HW AEC-acrylic emulsion protective topcoat at 12 m² per litre. The topcoat can be over painted as desired with a flexible coating to prevent crazing cracks. Dulux weather shield has been successfully used on previous projects. Wall colours will be agreed on Pre-Start meeting. Woodwork on these areas is to be painted over with the same finish as the plaster. Apply 2 Topcoats of a flexible White gloss finish to woodwork.

- 4.118 **Woodwork** - Prepare, fill, sand down and clean. surface needs to be dust and grease free before filling and painting. Any Bearwood showing where material has been knocked out, needs to be filled with Ronseal high-performance wood filler, allow to set, and dry before sanding. Undercoat woodwork filler with Leyland trade fast dry under coat brilliant white one coat. Topcoats, 2 coats of Dulux High gloss brilliant white. Where covering of painted wood, sand down and apply Leyland trade fast dry undercoat.

- 4.119 **Door F** **Non-Existent door** needs to be upgrade to FD30S. to protect the Corridor. This is an original door frame but No Door. Allow for Making a new door to fit the frame. As aperture is ready to receive new door set.

- 4.120 **Fire Door Set** :-Supply and install from a single source a new FD 30 S 44 mm single 30-minute fire doors set to match existing dimensions and configurations and style of the existing door. New door is to be hung on a compatible timber high-density doorframe no less than 30 mm thick or in accordance with the manufacturer's instruction and opening in existing direction.

- 4.121 **New Door Hinges** :- New doors are to be hung on no less than 3 (3) steel hinges with intermittent pads located correctly and fitted with the correct size screws caps. Gaps should not exceed 2 to 4 mm upon hanging of the door including a gap of no more than 4 mil at the bottom edge. Hinges should be marked in accordance with BS EN 1935 requirements.

- 4.122 **Intumescent Smoke and Fire Strip**:- The new door is to have an FD 30 S continuous intumescent fire and smoke seals fitted to the sides and to the top edge of the doors and a face fixed intumescent threshold strip to the bottom of the door. All fixed in accordance with BS 476 with its provided proven data information and to the manufacturer's instructions. Note: smoke seals are to be fitted in conjunction with the requirements of the existing alarm system.

- 4.123 **Replace the Existing Mortise Sash Lock** with a new mortise sash lock furniture to match the existing. The new latch is to be wrapped in intumescent wrapping within the mortise of the door and intumescent pads to the level furniture. All to conform with British Standards and be CE approved.

- 4.124 **Hydraulic Self Closer**:- Provide and fit to the new door a hydraulic type of self-closing device which is adjusted to close quickly but latch slowly so as not to wear the smoke seals or damage the doorframe. The self-closing is to be attached using appropriate fittings ("snake eye screws") which are designed to prevent removal/tampering and are to have relevant test data upon completion conforming to BS EN 12209.

- 4.125 **Signs**:- Provide and fit new blue British Standard "Fire Door Kept Shut" or "Fire Door Kept Locked" to each replaced door as that of the existing.

- 4.126 **Paint Door and Door Frame**:- The door and door frame are to be primed with one good quality priming coat; one coats of Leyland under coat then finished with 2 coats of brilliant white Dulux gloss paint. The application needs to allow time to dry between coats with no paint drips, ripples, or tears in the paintwork. The cutting into any edge needs to be clearly defined neat and tidy. This will need to be agreed with building control and conservation officer and PO.

- 4.127 **Vinyl Flooring** - remove old. and dispose of. Client to choose replacement of Vinyl flooring. Contractor to purchase Vinyl flooring and lay appropriate 6 mm as ply to whole of floor area. 8.3m2

- 4.128 **Windows** - Lock on the window. Secondary glazing needs to be in working condition. Paint and decorate Casement window as woodwork with temporary removal of secondary glaze to paint internal side of window frame. All windows need to be maintained to open as originally designed put back secondary glazing when paint is dry. List of windows needs to be agreed with Conservation Officer/Planning.
- 4.129 **Radiators** - Check if adequate Output. Balance UP System. Clean up, no need to be painted.
- 4.130 **Radiator Pipes** - Undercoat and paint brilliant white gloss finish
- 4.131 **Pipe covering façade of the fireplace** - boiler condensing run off Needs to find another route to drainage location. A condensing tank and small pump through to new location.
- 4.132 **Fireplace** - Fire mantle and surround to be features within the room - Plasterboard front, to be removed to show the hearth with vented grill (Not to be seen) to allow moisture within the chimney to vent. Painted in an agreed colours with Conservation Officer, Libraries & PO.
- 4.133 **New Kitchen Units:-** To be purchased and fixed according to layout . Sink and drainer, dishwasher, cupboard, and wall units. (Design of the kitchen approximation enclosed). Colour and type of kitchen units will be agreed on site with client along with worktop, taps etc.
- 4.134 **The worktop to be in an L-shaped** - around the room, starting on the left-hand side of the entrance doors you come in, and going in front of you across to the right-hand wall under the window.
- 4.135 **Tiling** to be above the L-shaped worktop to a height of 400 mm . Allow for £35 per m² for the tile. Colour - to be agreed by client at prestart meeting.
- 4.136 **Electrical** - rewired for the kitchen area with appropriate sockets and positions of units, appliances. 2 No Double Mk switched sockets 1 metre apart and away from the sink and above the worktop. 2No. Double Mk switched sockets in either alcove on the opposite wall at room level. 1No. Single socket for the dishwasher.
- 4.137 **Plumbing** - Re-Plumbing of new fitting and running of waste pipes etc. Dishwasher.
- F009**
Room 3
- 4.138 **RM3 Removal of Room Rubbish:-** Remove all rubbish from the room, carpet, etc.
- 4.139 **Ceiling & Coving** - Remove lampshade. Remove polystyrene tiles? Loosen fixtures and tape around covering with plastic to avoid paint marks on fittings. Re-plaster ceiling with Gypsum Plaster 2 coats smooth finish. Clean any mess allowing the plaster to dry. Coving cracks need to be opened out. Fill any cracks, holes, or indentations with Tourpret or equivalent. When dry sand down smooth and prepare to receive paint. Paint 2 good coats of brilliant white vinyl matt finish and allow paint to dry and secure fittings.
- 4.140 **Walls** - Clean down walls, any cracks through the paper that are uneven, Cut along join crack and open paper. Smooth down unevenness and fill crack with Tourpret leaving smooth and restick paper and paint over. Loosen fixtures and tape around (no paint marks on fitting). If ripped or lifted wallpaper needs to be re-stuck where possible to be smooth. If woodchip paper is applied cut and patch with matching woodchip. Applied 2 good coats of brilliant white vinyl matt finish.

- 4.141 **Woodwork** - Prepare, fill, sand down and clean. surface needs to be dust and grease free before filling and painting. Any Bearwood showing where material has been knocked out, needs to be filled with Ronseal high-performance wood filler, allow to set, and dry before sanding. Undercoat woodwork filler with Leyland trade fast dry under coat brilliant white one coat. Topcoats, 2 coats of Dulux High gloss brilliant white. Where covering of painted wood, sand down and apply Leyland trade fast dry undercoat.
- 4.142 **Door G RM3 Main Original Door Twisted:-** Difficult to re-adjusted door and fire stop to match the existing door line adjusted. Conservation officer to give direction.
- 4.143 **Painting Door Panels:-** Door Panels are 12 mm thick and suitable for upgrading by the application of an intumescent coating system this should be applied over the door panel on both sides of the door to allow for an upgrade to FD 30 S equivalent for a conservation door. Application of Envirograf intumescent coating: 1 x coat HWD - clear primer at 12 m² per litre. 2 x coats HW01 (white) - intumescent at 8 m² per litre per coat.
- 4.144 **Painting Door Panels Topcoat :-** 2 topcoats of the colour paint to be specified to cover the door and agreed at the preconstruction meeting. This will need to be agreed with building control and conservation officer and PO.
- 4.145 **Intumescent strip to Door:-** The existing door is to have continuous intumescent fire and smoke seals fitted to the sides and top edge of the doors and a face fixed intumescent threshold strip to the bottom of the door all fitted in accordance with BS 476 with its provided proven data information and the manufacturer's instructions. Note: smoke seals the to be fitted in conjunction with the requirements of the existing alarm system.
- 4.146 **Hydraulic self-closer:-** Provide and fit the new door a hydraulic type of self-closing device which is adjusted to close quickly latch slowly so as not to wear the smoke seals or damage the doorframe. The self-closing is to be attached using the appropriate fixings ("snake eye screws") which are designed to prevent removal/pampering and are to have relevant test data upon completion conforming to BS EN 12209.
- 4.147 **Door Signage:-** Provide and fit new blue British standard "Fire Door Keep Shut" to each fire door upgrade.
- 4.148 **Carpet Flooring** - Remove old carpet and dispose of. Client to choose replacement of Vinyl flooring. Contractor to purchase Vinyl flooring and lay appropriate 6 mm as ply to whole of floor area.15m²
- 4.149 **Windows** - Lock on the window. Secondary glazing needs to be in working condition. Paint and decorate Casement window as woodwork with temporary removal of secondary glaze to paint internal side of window frame. All windows need to be maintained to open as originally designed put back secondary glazing when paint is dry.
- 4.150 **Electrical Sockets:-** Purchase and fix Mk double sockets with switches. Make sure there are 5No. Double sockets to this room wired into circuit.
- 4.151 **Radiators** - Check to see if adequate? Possible upgrade? Look new, clean up, no need to be painted.
- 4.152 **Radiator Pipes** - Undercoat and paint brilliant white gloss finish

- 4.153 **Fireplace** - Fire mantle and surround to be features within the room - Plasterboard front, to be removed to show the hearth with vented grill to allow moisture within the chimney to vent. Painted in an agreed colours with Conservation Officer, Libraries & PO.
- F010**
Room 4
- 4.154 **Remove all rubbish from the room:-** Carpet, Remove gas/electric fire and seal. curtains in front of window etc.
- 4.155 **Ceiling & Coving** - Remove lampshade. Remove polystyrene tiles? Loosen fixtures and tape around covering with plastic to avoid paint marks on fittings. Re-plaster ceiling with Gypsum Plaster 2 coats smooth finish. Clean any mess allowing the plaster to dry. Coving cracks need to be opened out. Fill any cracks, holes, or indentations with Tourpret or equivalent. When dry sand down smooth and prepare to receive paint. Paint 2 good coats of brilliant white vinyl matt finish and allow paint to dry and secure fittings.
- 4.156 **Walls** - Clean down walls, any cracks through the paper that are uneven, Cut along join crack and open paper. Smooth down unevenness and fill crack with Tourpret leaving smooth and restick paper and paint over. Loosen fixtures and tape around (no paint marks on fitting). If ripped or lifted wallpaper needs to be re-stuck where possible to be smooth. If woodchip paper is applied cut and patch with matching woodchip. Applied 2 good coats of brilliant white vinyl matt finish.
- 4.157 **Woodwork** - Prepare, fill, sand down and clean. surface needs to be dust and grease free before filling and painting. Any Bearwood showing where material has been knocked out, needs to be filled with Ronseal high-performance wood filler, allow to set, and dry before sanding. Undercoat woodwork filler with Leyland trade fast dry under coat brilliant white one coat. Topcoats, 2 coats of Dulux High gloss brilliant white. Where covering of painted wood, sand down and apply Leyland trade fast dry undercoat.
- 4.158 **Door H** **Painting Door Panels:-** Door Panels are 12 mm thick and suitable for upgrading by the application of an intumescent coating system this should be applied over the door panel on both sides of the door to allow for an upgrade to FD 30 S equivalent for a conservation door. Application of Envirograf intumescent coating: 1 x coat HWD - clear primer at 12 m² per litre. 2 x coats HW01 (white) - intumescent at 8 m² per litre per coat.
- 4.159 **Door Frame above Hinges Side:-** Needs to be timber packed to reduce the 15 mm gap above the door.
- 4.160 **Door Finish:-** 2 topcoats of the colour paint to be specified to cover the door and agreed at the preconstruction meeting. This will need to be agreed with building control and conservation officer and PO.
- 4.161 **Intumescent Strip:-** The existing door is to have continuous intumescent fire and smoke seals fitted to the sides and top edge of the doors and a face fixed intumescent threshold strip to the bottom of the door all fitted in accordance with BS 476 with its provided proven data information and the manufacturer's instructions. Note: smoke seals the to be fitted in conjunction with the requirements of the existing alarm system.
- 4.162 **Provide and fit the new door a hydraulic type of self-closing device:-** Which is adjusted to close quickly latch slowly so as not to wear the smoke seals or damage the doorframe. The self-closing is to be attached using the appropriate fixings ("snake eye screws") which are designed to prevent

removal/pampering and are to have relevant test data upon completion conforming to BS EN 12209.

- 4.163 Provide and fit new blue British standard "Fire Door Keep Shut" to each fire door upgrade.
- 4.164 **Electrical Sockets:-** Purchase and fix Mk double sockets with switches. Make sure there are 5No. Double sockets to this room wired into circuit.
- 4.165 **Flooring** - Remove old carpet and dispose of. Client to choose replacement of Carpet or Vinyl flooring. Contractor to purchase Carpet or Vinyl flooring and lay appropriate 6 mm as ply to whole of floor area. 23m2
- 4.166 **Windows** - Lock on the window. Secondary glazing needs to be in working condition. Paint and decorate Casement window as woodwork with temporary removal of secondary glaze to paint internal side of window frame. All windows need to be maintained to open as originally designed put back secondary glazing when paint is dry. Front Double window sash-Lockable with Secondary glazed slide units in front. Back Double window sash-Lockable with Secondary glazed slide units in front.
- 4.167 **Fireplace** - Could be an original fireplace feature with panelled back with tiles and wooden surround. Remove gas fire and cap pipe. Painted in an agreed colours to match the room. Check with Conservation officer/ CA
- 4.168 **Radiators** - Look new, clean up, no need to be painted.
- 4.169 **Radiator Pipes** - Undercoat and paint brilliant white gloss finish

The End