

SCHEDULE OF WORKS SPECIFICATION HEADER INFORMATION			
Address:	85 Beechwood Close, Baldock, Hertfordshire SG7 6LX		Client Name: Mstr Spencer
Officer dealing:	Ian Green		Occupant: XXXXXXXXXX Telephone Number: XXXXXXXXXX
Date:	4/6/25		Job Description: Removal of front garden and provision of hardstanding and stepped access to property.
HIA Reference	CA – 034192 Read in conjunction with any sketch drawings supplied from the agency (HHIA), and in particular any location instructions of fixtures as drawn and / or as proposed.		Claim No: If applicable
OVERVIEW AND DESCRIPTION:			
The property is a mid terraced house, in private ownership, which occupies 85 Beechwood Close, Baldock. The specification covers the internal works associated with conversion / adaptation of existing building. Equipment and materials included in this Specification shall be installed in accordance with the: - · Current relevant Building Regulations as at 2018 · Manufacturer's instructions · The National Water Housing Trust · Current British Gas Safety (Installation and Users) Regulations · British Standard Specifications and Codes of Practice · CDM Regulations 2015 · Implied terms of the JCT form of MW's contract 2016 · IET 2018 18th Edition Electrical Regulations (BS7671). · OFTEC compliance (where required) · HETAS compliance (where required) · FENSA certification for windows and doors · Regulations and byelaws · Chess recommendations and guidelines · CIBSE recommendation · All of which shall be strictly adhered at all times All details regarding fixtures such as sizes, standards and numeric quantities of items such as electrical sockets, specialist supply equipment etc; to be found in Home Improvement Agency Standards Specification. Read in conjunction with Hertfordshire Home Improvement Agency (HHIA) Part 1: Preliminaries and Part 2: Specification/ Workmanship/ Materials (Minor Works, Internal) a copy of which will be supplied to all contractors included within HHIA approved list.			
ASBESTOS			
Contractor to check Asbestos register (if applicable), prior to the commencement of works and instruct UKAS affiliated asbestos surveyors as required to undertake a full R and D risk assessment with copies of report and findings given to HIA for records purposes. Contractor will arrange and instruct for any / all removals of ACM's (following HSE guidelines for ACM removals HSG264 and CAR 2012), by UKAS affiliated contractors (the removal company), where such materials may be disturbed during the process of the works. The contractor shall supply copies of all consignment notices, air tests and survey reports to HHIA Contract Administrator at completion of contract, where such materials had been disturbed during the process of the works.			
TENANTS CONTENTS			

All tenant contents, furniture and possessions to be protected during the period of the works where such cannot be moved / relocated and in order to avoid possible damages and every precaution should be taken by the contractor in the avoidance of dust creation to non-working areas.

SCHEDULE OF WORKS SPECIFICATION:

Note: All quantities installed are for rough guidance only and are approximations and contractors are reminded to inspect property to check and measure all quantities and lay out so as to price accordingly and to ensure their own satisfaction prior to submitting tenders as all tender prices will be considered as lump sum contracts. All items will be subject to the HIA list of Preliminaries which has been previously supplied and will form the contract basis of all standards of finish and workmanship unless otherwise notified by the HIA Contract Administrator or his agents.

Works to be priced from item 1 onwards.	VATable	Non-VATable
Preparation		
1. Excavate soil to required depths local to area shown on plans, clear and cart away. Contractor should conduct a full site survey prior to commencement and identify positions of any Gas, Electricity, Water or telephone/internet supplies. Where found to be present contractor is to excavate 150mm around supply pipes and bed/surround with 150mm fine sand. Pipes are to be marked with "hazard awareness" tape and the suitably covered with 600 x 600 x 50mm concrete slabs prior to finishing with geotextile membrane, sand bedding and 80mm thick block paving. Ensure minimum of 350mm cover to all supply pipes. Water supplies should additionally be protected with SHallduct insulation and Rigiduct pipe.		
2. Retaining Walls. Form Engineering brick walls and foundations, where in a retaining situation (height of walls to be no more than 3 times their thickness and 150 mm higher than the retained soil). Fit 75 mm dia. PVCu sleeved weepholes at max. 1500 mm horizontal centres to drain the soil behind the retaining walls. Weepholes to exit 75 mm above surface onto which they discharge. Line inside face of retaining walls with external quality compressible board, and a 200 mm width of 25 mm dia. gravel to aid drainage to weepholes. Lay turf up to/ down to edges of ramps/ walls at a gradient of no more than the natural angle of repose of the soil.		
3. Form new concrete steps from car standing to upper plinth level in 100mm concrete to a width of 900 and having a 600mm tread and max 125mm rise in even increments. Form non-slip (brushed) surface with smooth trowelled edges. When formwork is cast the arrises are to be bevelled 10mm.		
4. Lay Clarke drain – CD422 level threshold drainage system available from: Clark-Drain Ltd, to satisfaction of Local Authority Building Control to bottom of car standing between blockwork and pavement. Channels to be set in concrete bed and haunching to manufacturers instructions. New raindrain set in line with level access threshold. To discharge to existing storm water drain or to a soakaway located a minimum of 5 metres from any building.		

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| 5. | Excavate for new storm drain soakaway designed and constructed in accordance with BRE digest 365 being minimum of 2m from boundary and 5m from dwelling. Provide and fit a Polystorm heavy duty (61 tonne) modular water storage cell (1m x .5m x .4m high per 10m2 parking area) with geotextile membrane over as supplied by Polypipe or similar. Ensure linear drains are suitably connected. | | |
| 6. | Fit handrailing above the walls and across upper level as indicated on drawings. Top of handrail measured 900 mm above ramped and level surfaces. The handrail, mid level rail, and posts (at max. 1800 mm centres), to be of 42mm dia. tubular galvanised steel with powder coated finish. Posts to be set in concrete. | | |
| 7. | Permeable paving. Lay 200 x 100 x 60mm permeable paving blocks in herringbone pattern, on 50 mm well compacted 6mm open graded crushed rock, on min. 200 mm well consolidated 20mm open graded crushed rock.. Lay contrasting block perimeter to whole of front driveway set in concrete. Paved area to be laid to 1 in 50 fall so that run off discharges into linear drain. | | |
| 8. | Provide and fix external quality anti-vandal PIR bulkhead light fittings, size 250 x 125 x 100 mm, black shatterproof polycarbonate casing, 100w GLS BC lamp. To be fixed to wall of house and 2no to steps in a position to suit client, and operated by a switch located inside the house in a position to suit client. | | |

Sub Total
V.A.T.
Total

Note:

Contractors are to provide suggested lead time from placement of order for the above works to commencement on site and estimated contract period.

Contractors must provide an accurate breakdown of costs per scheduled item and allow for VAT or not as applicable. Failure to do this may render the tender void.

Contractors name

Lead time from placement of order to commencement on site will be Weeks. Estimated Contract Period: Weeks

