

SCHEDULE OF WORKS SPECIFICATION HEADER INFORMATION

Address:	46 Sunnyside, Road, Hitchin, Herts. SG4 9JQ	Client Name: Miss McCallum	
Officer dealing:	Ian Green	Occupant: Telephone Number:	
Date:	July 2026	Job Description: Provision of step lift to front of property to provide wheelchair access.	
HIA Reference	CA – 047029 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 housing association ownership, which occupies 46 Sunnyside Road, Hitchin.

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 to 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. Demolish existing retaining wall as shown on drawing and excavate into front garden to achieve step lift position. 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. <i>Nb Likely an existing concrete wall behind existing brick wall.</i>		
2. Take all necessary precautions to ensure site safety of operatives. Form reinforced foundations to structural engineers details. Form new retaining wall in engineering bricks. Leaves of brickwork tied together every 3rd course with expanded stainless steel reinforcing mesh. Top course to be smooth solid engineering double bullnose on edge capping bricks, with bullnose internal and external returns on edge as required on ends and corners of wall. Bullnose bricks to have 25mm radius with bucket handle mortar joints above ground level and flush joints below. Provide stainless steel cramps fitted at each end of wall to retain end capping bricks in place. Fit 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 a 200 mm width of 25 mm dia. gravel to aid drainage to weepholes. All faces to be vertical and true and suitable for connection of step lift.		
3. Form new lower plinth level constructed of 75mm unreinforced concrete on fully consolidated hardcore, and finished with lightly brushed surfaces and smooth edges. To finish smooth with pavement. Lower plinth to extend to		

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| Steplift base of 150mm deep concrete to dimensions specified by Terry Lifts. | | | |
| 4. Form new upper plinth of size 1200 x 1200 adjacent step lift in 75mm unreinforced concrete on fully consolidated hardcore, and finished with lightly brushed surfaces and smooth edges. | | | |
| 5. Extend upper plinth and lay a 1200mm min. (between handrails) wide ramp to front door. Ramp to have a minimum 1.2m level platform to door pathway. Surface to be stippled to be slip resistant with 100mm upstands to edges and 42mm dia. DDA compliant powder coated tubular metal handrails supported at 1.8m centres to both sides, height to suit client between 900 and 1100mm. | | | |
| 6. Allow to make good and re-level all/any disturbed external garden areas upon completion, re-seed grassed areas and leave clean and tidy. | | | |

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

Approved by Client

Signed:

Date: