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Detailed Schedule of Works

Site:

Preliminaries and general items

1.1 Project:

Double dormer loft conversion

The parties:

The client:

The contractor: TBC

1.2 Description of site:

Address:

Access to the property should be arranged with the client. The contractor must allow for a provisional cost for general protection to the entrance, hallway, floors and walls. The existing services on-site includes electricity, water and drainage. The contractor should acquaint themselves with the positioning of said services. The contractor should check local parking restrictions and allow for the necessary costs. The contractor will have to allow for the cost of renting a Porta-loo for his team while the works take place if access to a toilet is not available. The contractor is expected to ascertain the nature of the site, access, restrictions and all borough specific working conditions which may affect the execution of the works. All queries and requests for further information should be directed to the client. Any discrepancies within the tender documents should be referred to the client prior to the agreement of the contract.

1.3 Drawings and relevant documentation:

- 1- Existing and proposed drawings
- 2- Structural drawings
- 3- Construction Calcs
- 4- Tekla Annex
- 5- Detailed schedule of works



1.4 Pricing procedure:

Payments will be done on arrears, on completion of the following milestones.

Site set up and scaffold erected	5%
Strip off existing roof and demolition	10%
Building control sign off steel structure	10%
Construct new dormer	10%
Clad dormer and fit water goods	10%
First fix electrics and plumbing	10%
Construct timber partitions and board skim loft	10%
Complete glass package	10%
Electrical second fix	10%
Snagging completion and sign off	15%

Please note that this payment schedule is offered as a guide and it should be discussed and agreed between the client and the contractor.

1.4.1 Tender return:

Tenders should be returned to the client within 14 days.

1.4.2 Acceptance of tender:

The client offers no guarantee that any particular tender (ie. the lowest tender) will be accepted. The client will not be responsible for any cost incurred in the preparation of any tender.

1.4.3 Costing:

Tenders should be returned by post or email with a fully itemised schedule of works enclosed. The schedule of works should include a breakdown per item and conclude with a summary of costs. Any items not specifically identified within the schedule of works should be included within the summary of costs. Provisional items should also be identified within the summary of costs.

1.5 Construction documents:

The measurements on the drawings are approximate and must be checked and confirmed on-site. If an alternative product needs to be used while carrying out the building work, the contractor should notify Home Tales Limited for approval prior to commencement of the works.

1.6 Management of works:

1.6.1 Program:

The works are expected to commence as soon as practicable, as agreed with the client. The contractor should allow for adequate time for delivery of all materials and products to ensure all items are available on-site as required.



1.6.2 Statutory authorities:

Permission for the works will have been obtained by the client. If variations are made to the scheme, the necessary permissions must be obtained. Give all necessary notices to the relevant authorities and parties before commencement. Give reasonable notice to the assigned Building Control officer so that they can visit at the necessary stages during the build phase. Do not cover up work that is required to be inspected by Building Control until there is written confirmation they are satisfied.

1.6.3 Site supervision:

A capable foreman should always be available on-site, while the works are on-going.

1.7.1 Pricing instructions:

No alterations made to this schedule will be recognised unless authorised in writing by the client. Should the contractor leave any of the items that are mentioned within this schedule unpriced, they shall be deemed to have considered the rates for such items within the rates. It is assumed that the contractor has accounted for the preliminaries to include any expenditure in respect of the work represented by the provisional sums further on in this document. All prices are to be on a supply and fit basis unless stated to the contrary.

1.7.2 Verification of sizes:

The contractor, sub-contractors and any suppliers must verify all sizes on-site, quantities and description of the works, drawings and any other relevant documentation prior to ordering materials or commencing with the building work.

1.7.3 Prevention of trespass:

The contractor should take all necessary precautions to prevent any trespass on the property during the build. The contractor should allow for the entire site to be protected with hoarding.

1.7.4 Maintenance and protection of public and private services:

The contractor will protect, maintain and where necessary temporarily divert all pipes, ducts, sewers, service mains and overhead cables during the execution of the works. They should notify other or affected occupants in advance of these temporary diversions. The contractor will, at their expense, make good any damage to any items within their control.

1.7.5 Building in adverse weather conditions:

The contractor is expected to adopt all reasonable measures to prevent or minimise the harmful effects of weather conditions during the execution of the works.

1.7.6 Maintenance of temperature and humidity levels:

The contractor should provision for artificial heating and for the necessary measures to enable the proper drying out of the building. This is both for the purposes of the execution of the building work and in preparation for the fixing of joinery, carrying out of finishing and other specialist operations.



1.7.7 Lighting and power:

The client will provide electrical power and pay all associated charges. The contractor should provide all temporary connections, leads, fittings, and any other relevant materials.

1.7.8 Maintenance of roads:

The contractor should maintain public and private roads, footpaths, kerbs and any other public areas around the site and keep the approaches clear of mud and debris. The contractor shall make good any damage caused by their own employees, sub-contractors or suppliers transport at their own expense.

1.7.9 Area of operation:

The contractor will take all reasonable precautions to prevent contractors or suppliers from trespassing on adjoining owners' property or property not in the possession of the client of contractor.

1.7.10 Rubbish removal:

The contractor will arrange for the removal of all rubbish, soil, debris, and any other waste caused as a result of the works. This should be removed as it accumulates and at completion. On completion, the site should be left completely clear of rubbish and left in a reasonable state of cleanliness.

1.7.11 Protection:

The contractor will put adequate measures in place to protect the property during the works. This includes the existing structure, decoration and fabric of the property. Any repairs to the property, not covered within the detailed schedule of works and caused by failure to properly protect the property shall be made good at the contractor's expense. The contractor will be held responsible for any damage sustained to the boundary fences, gates, public and private road roadways, paved areas, footpaths, car parks, curbs and to the adjacent buildings from any cause whatsoever in connection to this schedule. In the event of damage, the contractor must make good at their own expense and pay any relevant claims legally demanded. The client is to be informed immediately should any damage occur, accidental or otherwise.

1.7.12 Drying of the works:

The contractor will provide all necessary equipment, materials and labour for the appropriate drying of the works. They are also responsible for controlling the humidity of the site and works as and when required.

1.8 General facilities and obligations:

1.8.1 Plant, tools and vehicles:

Provide all plant (mechanical and non-mechanical), tools, scaffold and vehicles necessary for the proper execution of the works.

1.8.2 Site management costs:

The contractor will allow and provide for all on and off-site management costs.



1.8.3 Safeguarding the works:

The contractor is responsible for safeguarding the works, materials and plant against weather, damage or theft including all necessary watching and lighting for the security of the works and the protection of the public.

1.8.4 Transport for work people:

The contractor will allow a cost provision for transport for their tradesmen, employees, sub-contractors and suppliers.

1.8.5 Avoidance of nuisance:

The contractor shall take all necessary precautions to ensure noise, dust, pollution and similar items are kept to a minimum whenever possible. The execution of exceptionally noisy operations shall be restricted to appropriate times and days. The contractor shall fit all compressors, percussion tools and vehicles with effective silencers, recommended by the relevant manufacturer. The contractor should be aware of Section 60 of the Control of Pollution Act 1974 with reference to the control of noise in relation to the demolition of construction works. Local borough restrictions should be known, acknowledged and adhered to. The restrictions may relate to the type of plant and the methods of working that should be used. In addition, there may be a maximum noise level at the site boundary which must not be exceeded.

1.9 Health and safety of workman:

The contractor is responsible for all costs incurred to ensure compliance with all health and safety regulations appertaining to all workpeople employed on-site, including those identified or employed by sub-contractors.

1.10 Communications:

1.10.1 The payment terms should be agreed between the client and the contractor and project manager (if applicable) when negotiating contract.



2. Demolition

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

It will be deemed that in pricing the works, the contractor has visited the site if necessary and has allowed for all implications, conditions and matters affecting the works in the prices offered within this schedule. All materials that arise from the demolition should be disposed of by the contractor unless specifically requested otherwise. In the pricing of the demolition works, the contractor should refer to the relevant drawings and specification as necessary. The contractor will provide all temporary supports and propping for the works at each stage of the demolition works and ensure all structures are in stable condition. The contractor will maintain the stability of the existing building and the adjacent buildings for the entire duration of the contract.

Detailed works:

- 2.1 Where required, disconnect, make safe and strip out existing electrical installations including removing all fittings, switch plates, socket outlets, wiring, conduits and other products alike.
- 2.2 Where required, cap off services, disconnect and strip out heating, ventilation and cooling installation including removal of all equipment, plant, radiators, pipework, fittings, fixings, plinths and products alike.
- 2.3 Strip off loft timbers and dispose to accommodate new structural works
- 2.4 Remove debris and old insulation
- 2.5 Allow for a scaffold back, sides and front with tin hat and side covering
- 2.6 Strip roof coverings and dispose.
- 2.7 Remove all existing light fittings, electrical fixtures, switches and sockets throughout the working areas.



3. Steel and structural

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The Contractor shall allow for co-ordination of the steel work including forming of profiles to receive the roofing system.

All labour, fixings, fittings and any other relevant items as detailed on the drawings will be deemed to be included in the prices submitted. The contractor will provide all necessary shoring and temporary support during demolition and installation of the new structure.

Detailed works:

- 3.1 Supply and fit steels as per engineer specification to accommodate new dormers loads
- 3.2 Fit structural padstones to support beams
- 3.3 Construct joist floor and additional timber structural works
- 3.4 Construct tongue and groove sub floor and fix in place



4. Roof

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The contractor shall allow for the coordination of the steel work including forming of profiles to receive the roofing system. All labour, fixings, fittings and any other relevant items as detailed on the drawings will be deemed to be included in the prices submitted. The contractor will provide all necessary shoring and temporary support during demolition and installation of the new structure.

Detailed works:

- 4.1 Refurbish any necessary part of front timber roof. Supply and fit new ridge beam; insert insulation and tile to weather.
- 4.2 Create new opening for Velux windows in front slope roof. As per drawings specification
- 4.3 Create new L shape dormers as per the drawings. Breathable membrane, batten and clad both dormers.
- 4.4 Construct and form roof in both mansards. Supply and fit fibreglass as per drawings specification
- 4.5 Supply all black uPVC rainwater goods and fascia boards, connect to drainage as per drawing indications
- 4.6 Flash and re-tile dormer into existing roof to weather



5 Staircase

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The Contractor will be required to submit shop/subcontractor drawings for approval prior to commencement of the works. The Contractor will be required to enter into a Design Warranty Agreement for the design of the staircase.

Items indicated on the drawings and not described separately in this section shall be deemed to be included in the tender price and so form part of the tender.

Detailed works:

5.1 Supply and fit new softwood staircase spindles and banister to match existing.



6 External walls

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The contractor shall allow for all fittings, fixings, accessories, cavity closures, supports and anything alike as required for the proper installation of the works as per the structural engineer's specification.

Detailed works:

6.1 Parapet walls already built, make good and raise if necessary, as per drawings (both sides of dormer)



7 External windows

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The contractor will ensure the openings are adequately provided for supplier's fitters. They will introduce client to the window supplier and show samples of their work. No window to be order without client written permission.

The contractor should assist with access to allow sub-contractors to install. The contractor shall make good around the area if necessary once windows are fitted.

Detailed works:

- 7.1 Supply and fit in front slope 2no. white manual Velux windows, size as per drawings specification. Flashings included
- 7.2 Supply and fit 1no. skylights on top the dormer roof, sizes as per the drawings, opening and colour to be agreed on site with client.
- 7.3 Supply and fit 2no. double glaze windows, sizes as per the drawings, opening and colour to be agreed on site with client.



8 Internal walls and partitions

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

Items indicated on the drawings and not described separately in this Schedule shall be deemed to be included in the tender price and so form part of the tender.

Contractor to assess timber studs and overall condition of internal walls pre-stripping out

Remove existing wallpaper and plasterboards in all rooms within the scope of works.

Each partition to have:

Timber studwork lined on each face;

12.5mm British Gypsum Gyproc moisture resistant Wallboard (bathrooms or FR in bedrooms)

75mm Thermafleecce.

To include all fixings, beads, head restraints and the like.

Finished with skim coat plaster as described and as detailed on the drawings.

Detailed works:

8.1 Form out and construct new bathroom, ensuite and 2 bedrooms and dressing area as per the drawings

8.2 Insulate and plasterboard loft according to current fire rated regulations

8.3 Form eave storage - insulation, plastering and supply and fit eave storage doors position to be agreed on site.

8.4 Supply and fit insulated timber partitions as per architectural drawings

8.5 Skimmed and plaster full loft



9 Internal doors

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The contractor should refer to relevant clauses in the drawings when pricing for the works. The contractor will allow for making good (sand down and prepare for final painting) existing door frames. Standard pivot doors, ironmongery, hinges and frames should be supplied by the contractor. **The contractor will allow for a provisional amount to supply and fit new FD30 doors to receptions and kitchen in GF and bedrooms in FF in the instance the existing doors do not meet current standards and needs to be replaced to satisfy Building Control.**

Detailed works:

- 8.1 Supply and fit standard 4 panels FD30 doors & door linings to new 2 bedrooms
- 8.2 Supply and fit pocket door and door system to bathroom and to ensuite



10 Wall finishes

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The contractor is advised that all wall finishes should to be cleaned and kept clean until practical completion and handover. The contractor is deemed to have to included additional protection to the walls for the duration of the contract. The contractor must ensure that all backgrounds and bases provide flatness and/or regularity to the finished surfaces. The contractor must inform the client if falls are inadequate. No alterations to the thickness of bedding materials can be made without prior approval from the client. The contractor will prepare retained existing surfaces to receive finishes as specified by the client. The contractor is advised that all painting, tiling and all other sundry wall finished are to be cleaned and kept clean until completion and handover, and they are included in the rates offered within this schedule.

Detailed works:

- 10.1 Install tiles (scope to be confirmed with the client) for the new bathroom and ensuite. The cost of materials required should be included, for example grout, silicon, adhesive and any other required materials.
- 10.2 Paint any exposed pipes, ductwork, cables and any other works associated with mechanical and electrical services.
- 10.3 Prepare as described and apply three coats of approved quick drying eggshell finish paint to all new woodwork.
- 10.4 Prepare as described and apply 2 mist coats and three approved coats of quick drying eggshell wall finish paint as recommended by the manufacturer to general surfaces of loft floor.



11 Floor finishes

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The contractor is advised that all floor finishes should to be cleaned and kept clean until practical completion and handover. The contractor is deemed to have to included additional protection to the floors for the duration of the contract. The contractor should allow for substrate to the floors to be suitably flat and structured to take additional load, and any loose floorboards to be fixed. The substrate must not deviate by more than 3mm over 3000mm. Skirting will be supplied by the client and fitted by the contractor after the floor has been completed.

Detailed works:

- 11.1 Tile new bathroom and new ensuite floor. Tiles to be supplied by client. The cost of materials required should be included, for example grout, silicon, adhesive and any other required materials.
- 11.2 Allow for supply and fit new standard skirtings 120mm height in new formed spaces.
- 11.3 Prepare the area and fit new carpets in new loft bedrooms and stairs



12 Ceiling finishes

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The contractor is advised that all ceiling finishes should to be cleaned and kept clean until practical completion and handover. The contractor is deemed to have to included additional protection to the ceiling for the duration of the contract. The contractor is advised that all necessary hangers and supports that are required to support bulkheads, the various light, supply and extract grilles and any other associated service fittings are deemed to be included in the rate offered and no extra materials or labour will be entertained. The contractor is advised where hangers cannot be fixed at centres as specified, a sub grid of appropriate span performance should be installed, and the contractor is deemed to include this item within the rate. The new ceiling should be flat, allow for levelling the existing joists if necessary. It is advised that the contractor should asses the overall condition of the existing ceiling prior to strip out.

Detailed works:

- 12.1 Insert insulation Kingspan or equivalent in new roof as per drawing details.
- 12.2 Provide and fix ceiling system comprising of two layers of 12.5mm moisture resistant and fire-resistant plasterboard in working areas. The ceiling should have tapered edges, taped and skimmed. Insert 100 Kingspan or equivalent insulation and allow for cross ventilation in new exposed roof ceiling, Insert two layers of 12.5mm moisture resistant and fire-resistant plasterboard.
- 12.3 Finish mentioned ceilings with skim coat plaster to soffits.
- 12.4 Prepare as described and apply three coats of approved quick drying eggshell wall finish paint as recommended by the manufacturer to mentioned ceilings. Colour to be confirmed with the client.



13 Sanitary appliances

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The works shall comply with the drawings and specification and should be completed to the satisfaction of and in accordance with the rules, regulations and requirements of the relevant authorities.

The contractor should allow for all costs in connection with labour, details and coordination of the drawings. The contractor will seek client approval prior to pursuing the works. The contractor should fit all sanitary appliances complete with all fixing and accessories. This includes providing brackets, supports, fixings, fittings, waterproof mastic sealant around appliances and making good finishes. The contractor will allow for storing all sanitary appliances in a safe and secure location. They will allow for removal and disposal of the packaging and installation including making all final connections to pipework.

Detailed works:

13. 1 Contractor will install all new loft bathroom and ensuite fittings, and fixings, including shower heads, taps, traps, basins etc as per drawings



14 Electrical services

General notes:

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The works included within this section are to be carried out by a specialist that has been approved by the services consultant on a domestic sub-contract basis to the contractor. The works shall align with the drawings layout and shall be carried out to the satisfaction of and in accordance with the rules, regulations and requirements of relevant authorities. The contractor should allow for all costs in connection with labour, details and coordination of the drawings.

The contractor should seek client approval prior to pursuing the works. All work detailed should allow for providing all conduits, concealed wiring, switch plates, outlets, distribution boards, isolators, switches, skirting trunking, fittings, fixings, accessories and alike as required for the proper execution of the works.

All work detailed should allow for providing and fixing additional supports, brackets, battens and alike as required for the proper execution of the works. Items indicated on the drawings and not mentioned specifically in this schedule shall be deemed to be included in the tender price.

The contractor is responsible for the coordination of all domestic and nominated sub-contractors and must ensure they fit into the overall build schedule.

The contractor should allow for protecting all existing services including identifying and clearly marking the services as required.

Add for profits, overheads, general attendance and any other incidental costs in connection with electrical installation.

The contractor should allow for work in connection with the electrical installation including cutting and forming holes, chases, recesses, mortices and a like in and making good finishes.

Detailed works:

- 14.1 Supply and fit 15 points of light within loft floor. Position and outlets to be discussed with client.
- 14.2 Supply and sit 6 double sockets and 1 shaver socket in bathroom. Position and outlets to be discussed with client.
- 14.3 Allow for 6 circuits.
- 14.4 Supply and fit interlink fire alarms in the landings as per current regulations if necessary.
- 14.5 Supply and fit bathroom and ensuite extraction.



15 Mechanical and plumbing

The contractor shall refer to the drawings and relevant documentation in pricing for the following works. No claim based on want of knowledge will be entertained. The description of the works below is not indicative or suggestive of the sequencing of the works.

The works included within this section are to be carried out by a specialist that has been approved by the services consultant on a domestic sub-contract basis to the main contractor. The works shall align with the drawings layout and shall be carried out to the satisfaction of and in accordance with the rules, regulations and requirements of relevant authorities.

The contractor should allow for all costs in connection with labour, details and coordination of the drawings. All work detailed should allow for providing the mechanical, plumbing and ventilation service installation including providing pipework, equipment, fittings, accessories, insulation, isolating valves, making all the connections and alike as required for the proper execution of the works. All work detailed should allow for providing and fixing additional supports, brackets, battens, the plant, equipment and alike as required for the proper execution of the works.

Items indicated on the drawings and not mentioned specifically in this schedule shall be deemed to be included in the tender price. The contractor is responsible for the coordination of all domestic and nominated sub-contractors and must ensure they fit into the overall build schedule. The contractor should allow for new pipework within the fee given as well as proper testing and commissioning for the complete mechanical, plumbing, ventilation and cooling service installation.

Add for profits, overheads, general attendance and any other incidental costs in connection with mechanical, plumbing and ventilation installation. The contractor should allow for work in connection with the mechanical, plumbing and ventilation installation including cutting and forming holes, chases, recesses, mortices, providing pipework, equipment, fittings, accessories, insulation, isolating valves, making good connections and alike and making good finishes.

Detailed works:

15.1 Run plumbing connections and fit client supplied 2 radiators and 2 tower rail in new loft area

15.2 Run necessary plumbing connections to hot and cold water in loft bathroom and ensuite. Fit client supplied bathroom fittings

15.3 Run all require extraction in bathroom and ensuite as per current regulations

15.4 Connect new drainage for bathroom loft and ensuite to existing downpipes



Summary of costs

	£
Demolition	
Steel and structural	
Roof	
Staircase	
External walls	
External windows	
Internal walls and partitions	
Internal doors	
Wall finishes	
Floor finishes	
Ceiling finishes	
Sanitary appliances	
Electrical services	
Mechanical and plumbing	
Total Sum	