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Sample Specification

Construction of a single storey side extension
and a two storey rear extension
to create a new self-contained dwelling

PART ONE

Preliminaries

Please note - the following information is simply to provide general guidance.

It is always advisable to seek professional advice when producing tender documents and specifications for specific construction projects.

The following documents include handwritten notes from a tendered firm. Any stated prices are likely to be substantially less than today's rates! Some information may not be current.

**SPECIFICATION OF WORKS REQUIRED
AND MATERIALS TO BE USED
IN THE PROPOSED CONSTRUCTION OF
A SINGLE STOREY SIDE EXTENSION
&
TWO STOREY REAR EXTENSION
TO FORM A NEW SELF CONTAINED DWELLING**

AT

property address

FOR

client name

Date

Prepared by

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PART ONE

GENERALLY.

Descriptions of Materials & Workmanship.

- A. The Contractor is to use his best judgement & experience in interpreting whether the materials and workmanship described in these Schedule of Works are fit for the purpose intended. Any discrepancies or omissions found in the Contract Documents should be immediately brought to the attention of the Employer.

The Contractor is to carry out the works to a high standard of workmanship.

- B. The Contractor shall be deemed to have allowed against each item for the cost of complying with all the requirements of these preliminaries.
- C. The works will be carried out whilst 79 Copleston Road is occupied and particular consideration should be given by the Contractor to causing minimum inconvenience and services shall be maintained to the property at all reasonable times.

PRELIMINARIES.

The Employer.

- D. The Employer is Mr ?????
Address: ????
Phone: ????

- E. Contract Administrator:
Mr ??? at ????? Surveyors or another to be confirmed.

General description of the works.

- F. The works comprise the construction of a single storey side extension and a 2 storey rear extension, to form a new self-contained dwelling, to the side & rear of the main house, and repair and minor alterations externally to the main house.

The works are to be executed in occupied premises where close liaison with the tenants is expected.

The Contractor is to arrange for periodic inspections of the works by the Local Authority District Surveyor to ensure that full Building Regulations consent is obtained and confirmed in writing. The employer will submit all necessary drawings to the Building Control Dept and pay the required fee.

The contractor is to contact all Statutory Authorities to ascertain the position of their mains.

- Location and access to the site.
A. The site is located at ???

Access to the site will be from ???
The Contractor will be responsible for making all the necessary arrangements & negotiations with the tenant and ensuring a minimum of disruption.

- Limits of site operation.
B. The date for possession of the site is to be agreed.
The Employer is responsible for clearing out the garage prior to commencement.
The Contractor shall confine his operations to the premises and grounds of the property *between the hours of 8.00am and 6.30pm weekdays. Any Saturday working to be agreed with Employer in advance.*
The use of the front garden shall be conditional upon the Contractor making the necessary arrangements, negotiations etc with the tenants, and/or adjoining occupiers.

- Drawings
C. The following drawings are as used in the preparation of these Schedule of Works :-

R 01: Existing Side Elevation.
R 01A: Side Elevation
R 01S: Section to North Side
R 02A: Front Elevation
R 03: Existing Rear Elevation
R 03A: Rear Elevation
R 04A: Plan: Ground Floor
R 05A: Plan: First Floor
R 06F: Foundations
R 06D: Drainage Plan
R 06R: Roof Plan
R 06S: Site Plan

- Preliminary Investigations.
D. The Contractor shall be deemed to have visited & inspected the site and to have examined the drawings & contract documents before pricing and to have acquainted himself with local conditions, accessibility of the works and site, the nature of the ground and sub-soil, the supply of & conditions affecting labour, the availability and supply of materials, water, electricity & telephones, all in relation to the execution of the works as no claim on the grounds of want of knowledge in such respect will be entertained.

- Existing Services
E. All services should be considered live as the main house is occupied.
F. The Contractor shall use all reasonable care when excavating in the vicinity of existing services.

- Provisional Sums.
G. Such sums are to include for all necessary labour, materials, plant, overheads & profit and are to be spent only as directed and excluded from the tender sum.

Pricing Instructions.

- A. The successful tenderer should be prepared to submit a fully priced and monied out specification with the Schedule of Works priced out in detail and the total carried forward to the summary. The tender will be deemed to be firm, ie that all allowances for fluctuations in the prices of labour and materials have been taken into account.

FORM OF CONTRACT

Form of agreement and conditions of contract.

- B. The form of contract will be the JCT Agreement for Minor Building works, 1998 Edition; a summary of the information required by the Contract/Agreement Form Clauses are as follows:-

Clause 2.1

Dates of Commencement and Completion to be agreed
Contractor to advise Employer as to earliest possible dates.

Clause 2.3

Damages for non-completion: £ 300 per week.
Damages for disconnection to services to main house: £ 75 per day.
(other than where previously agreed with Employer)

Clause 2.5

Defects Liability Period will be 6 months.

Clause 4.2

Retention Percentage: 5%.

Clause 4.4

Final Certificate shall be supplied within 6 months.

Clause 6.2

Insurance cover for any one occurrence or series of occurrences arising out of one event: not less than £ 500,000.

Clause 6.3a: Deleted

Management costs.

- C. Allow for all on & off site management costs.

Plant, tools & scaffolding.

- D. Provide all plant, tools, scaffolding or the like necessary for the purpose of proper execution of the works.

Safety health and welfare of work people.

- E. Comply with all relevant Health & Safety Regulations.
Contractor to allow for any temporary diversion of plumbing to/from the main house as instructed by the Employer.
Ensure all services are maintained to the tenants in the main house, unless by prior agreement with Employer.

-
- Technical Regulations:
- A. The Contractor shall ensure the works comply with the relevant current regulations including :
Building Regulations; IEE Wiring Regulations, Statutory Instruments, British Codes of Practice; Local Authority By-Laws; Water Authority Regs; Electricity supply Regs; Gas supply Regs.
- Safeguarding the works.
- B. **Contractor shall erect effective temporary security fencing** to the Soames Street boundary, (& elsewhere as necessary,) to safeguard the privacy of tenants in the main house, and to safeguard of the works, materials and plant against damage or theft, for which the contractor is solely responsible. Contractor to liaise with Employer.
- Water, Lighting and Power.
- C. Limited use of electrical supplies will be available. Any additional power is to be provided by the Contractor. Water will be available - see below.
- Keeping the works clean.
- D. Remove all rubbish arising from the works as it accumulates and leave the premises clean & tidy on completion.
- Setting Out.
- E. The Contractor is responsible for setting out the works.
- Programming and cash flow. (See also 'Control of Costs' below)
- F. *The Contractor is to agree a Master Programme and sequencing of the works with the Employer.*
The Contractor shall also submit:-
- i/ A cashflow forecast projecting the monthly payments to be made by the Employer during the progress of the works based on cost of works completed to date.
 - ii/ How it is proposed to organise & execute the works
 - iii/ *The commencement & completion dates*
 - iv/ A weekly timescale for works making full allowance for holiday periods and the possibility of inclement weather.
- G. The Contractor shall be responsible for the execution of the works in conformity with the agreed Master Programme. Progress against the Programme will be recorded at regular site meetings with Contract Administrator.

CONDITIONS OF TENDER

- Visits to Site
- H. The Contractor is asked to acquaint himself with the site and drawings as no claim will be recognised on the grounds of want of knowledge will be deemed to have carefully examined all drawings referred to.

- Alterations
- A. No alterations to the text of this specification may be made or will be recognised, except upon instructions of the Contract Administrator
- Unpriced Items
- B. Any item not priced will be deemed to be included in the rates generally.
- C. The Contractor is responsible for co-ordination & proper execution and completion of the works and to arrange & attend meetings to ensure information requirements of sub-contractors are met to avoid conflict with other work. Contractor is to liable for making good after all trades and to leave perfect on completion.
- D. Unless stated otherwise, all items given in the schedule of work are to be supplied and fixed complete.
- Insurances:
- E. Before starting work on site, submit to the Employer documentary evidence for insurances required.
- Deliveries
- F. The Contractor shall ensure that materials that have been placed on order will be delivered in due time for the satisfactory execution of the works.
- Site Meetings
- G. Hold weekly site meetings for the proper management & co-ordination of the works.
- Notice of Completion
- H. Give Contract Administrator at least 1 weeks notice of the anticipated date of Practical Completion.
- Overtime Working
- J. The Contractor is to include in his tender sum for all overtime working necessary to fulfill his contractual obligations.
- Inspection
- K. The Contractor shall not cover up or conceal any section of the works before completion of an inspection, (eg by Building Control).
- Materials
- L. The Contractor shall ensure that all materials are protected whilst in storage from damage or deterioration and shall check lengths & quantities of all materials prior to ordering, as no extra costs will be paid as a result of inaccurate taking of site dimensions.
- CONTROL OF COSTS**
- Interim Payments
- M. Before start of work on site submit a forecast showing gross valuation of the works at the date of each Interim Certificate.
- N. At the time of each Interim Payment provide a priced list of works completed and materials stored on site and copies of sub-contractors' applications for payment.

Final Payments

- A. In the settlement of the final account, provide to the Contract Administrator all accounts for prime cost or provisional sums.

Variations

- B. Where instructions are given for additional or changed works, the Contractor shall submit a detailed written estimate for the additional work.

SECURITY, PROTECTION & RESTRICTIONS

Generally

- C. Do not use the site for anything other than carrying out the works.

Occupied Premises

- D. Adjacent buildings will be continually occupied during the contract. Carry out the works without danger or undue inconvenience to the occupants and adequately safeguard the site & works and take all reasonable precautions to prevent unauthorised access to the site & adjoining properties.
- E. The Contractor shall be solely responsible for security of the site and will include in his tender all costs in conforming with these requirements.

Trespass

- F. The Contractor shall be responsible for keeping his operatives within the site and preventing any interference with tenants/occupants of ?????????? Failure to comply may result in an instruction to remove any particular operative from site.

Stability

- G. The Contractor is responsible for the stability & structural integrity of the works during the contract and supporting as necessary & preventing overloading.

PROTECT AGAINST THE FOLLOWING

Explosives

- H. Do not use.

Noise

- J. Contractor shall comply with all Statutory & Local Authority requirements. All plant, machinery & processes shall be effectively muffled. Any nuisance shall be prevented by the contractor.

Fire

- K. Take all necessary precautions, eg provide extinguishers, restrict smoking as necessary, undertake burning operations *outside* the building, remove combustible waste from site etc.

Temporary heating

- L. The Contract Administrator's approval must be sought before any temporary heating apparatus is used. Oil & gas fired heaters will not be approved for use inside buildings

Temporary water for the works

- M. Water will be available by connection to the water supply pipework by the Contractor.

Temporary lighting, power, & heating for the works

- A. The contractor shall submit to the Contract Administrator for approval the proposals for connecting into the Employer's supply before works commence. Only electricity reasonably required for the execution of the works will be acceptable. Any heaters must be powered at the Contractor's expense. Electrical use to be ceased at the end of each day's work.

Telephones

- B. The occupants' telephone lines are to be maintained during the works. The contractor is to make his own arrangements for telephone use.

Moisture

- C. Prevent the work from becoming wet or damp where this may cause damage. Dry the works out thoroughly in a controlled manner.

Rubbish

- D. Remove rubbish & debris from time to time and keep the site & works clean & tidy

Inclement Weather

- E. Protect the site works from inclement weather. No work liable to become damaged by frost (eg concrete) may be carried out during frosty weather.

Damage To Works

- F. It is the responsibility of the Contractor that the work of any sub-contractor or statutory undertaker is not damaged by another or by himself as the contractor will be required to make good any such damage at his own expense.
- G. It is the responsibility of the Contractor that his work is not damaged by any sub contractor or statutory undertaker (or vice versa) as the contractor will be required to make good any such damage at his own expense.

PROTECT THE FOLLOWING

Existing Services

- H. Before starting work, check positions of existing services. Adequately protect & prevent damage to them and do not interfere with their operation without Employer's consent. If any damage to services results from the execution of the works, make immediate arrangement for the work to be made good to the Service Authority's approval at contractor's expense.

Road & Footpaths

- J. Ensure that no damage beyond fair wear & tear is caused outside site boundaries. Make good any such damage.

Existing Property and Features

- K. Prevent damage to existing buildings (& contents) undergoing alterations, and to walls and other site features that are to remain in position during the works.

Existing Structures

- L. Provide & maintain all supports necessary to preserve the stability of existing buildings that may be affected by the works.

GENERALLY

Locations

- A. Avoid siting of spoil heaps, materials etc that would obstruct or interfere with occupants' use of the existing house.
- B. The contractor is to ensure that adequate protection is provided to all occupants at all times, and to ensure protection of the public.

Accommodation & Sanitary Facilities

- C. Provide any necessary temporary sheds & hygienic sanitary accommodation required for operatives and sub-contractors' use. The use of Employer's & occupants' toilets is not permitted.

Scaffolding

- D. The contractor to ensure the integrity of scaffolding at all times.

Plant Costs

- E. Provide all plant, tools & vehicles for the execution of the works.

Duty & Tax

- F. Contractor is solely liable for payment of any taxes on materials & labour for the works and compliance with relevant legislation.

Misconduct or incompetence of employees

- G. If any employees misconduct themselves or are incompetent in the opinion of the Contract Administrator, the Contractor shall, if instructed remove such employees from the works.

TOTAL PRELIMINARIES: £C.17

To schedule of works
in cluded in rates

