

L E P



Specification for Repairs to Boundary Wall

LEP Ref: 8681a Rev A
2/7/24

Lee Evans Partnership LLP
St John's Lane, Canterbury CT1 2QQ
01227 784444 / architects@lee-evans.co.uk

1.0 **GENERAL INFORMATION**

1.1 **Employer**

Sackville College
High Street, East Grinstead,
West Sussex, RH19 3BX.

1.2 **The Site and Project**

The project involves repairing a section of hazardous masonry on a retaining boundary wall located on the eastern side of Sackville College, adjacent to the B2110, College Lane, in central East Grinstead. College Lane, a small yet busy roadway, is approximately 4 meters below the level of Sackville College's grounds. Sackville College is a Grade I Listed Building.



Photograph of retaining wall to be repaired

1.3 **General Description of the Works**

There are several areas of concern that require urgent repairs. These include a large capping stone on the retaining wall, which is currently supported by an unstable set of bricks, and

several other capping stones that appear to be slipping forward. The project's goal is to stabilize this area.

The retaining boundary wall to be repaired was likely constructed by cutting through the bedrock and filling any gaps with stone and brick. At the top of the wall is an old iron estate fence, which had trees growing along its edge until recently. These trees have been cut down to stumps just above ground level. Where repairs involve repositioning capping stones that have shifted forward, there is typically a stump and tree roots behind and around the stone.

To carry out the repairs, the contractor will need to obtain permission from the Highways Authority to close a section of the B2110 carriageway. Additionally, they will need to erect scaffolding or a tower, dig around the tree stump to free the loose stone, lift and reposition the stone, and make good the brick or stone beneath it.

1.4 **Architect & Principal Designer**

The works shall be completed in accordance with this specification under the direction of and to the complete satisfaction of LEE EVANS PARTNERSHIP LLP. St John's Lane, Canterbury, Kent, CT1 2QQ. Tel 01227 784444 Fax 01227 819102. E-mail architects@lee-evans.co.uk

1.5 **Structural Engineer**

Andrew Turner Engineering, Haywards Heath RH17 5QT, Tel 07974 950091, email: andrew@andrewturnerengineering.com

1.6 **Principal Designer / Principal Contractor**

We do not believe the project is notifiable but the contractor will need to comply with the CDM Regulations.

1.7 **Contingency Sum**

The Contractor shall allow the figure of **10%** of the tender sum for additional works, which may be required by the Architect as the project proceeds on site.

The sum shall only be used as directed by the Architect and shall be deducted in whole or in part (according to the actual sum used) at the settlement of the final account.

1.8 **Health & Work Act 1974 Factories Act 1974
Construction (Working Places) Regulations 1986**

The Contractor should operate strictly in accordance with the recommendations of the Health & Safety Executive & ensure that all operatives are aware of their responsibilities.

1.9 **Services**

(a) **Electricity**

There is no power available in the immediate area of the works but leads could be used and power is available in the College and may be used free of charge but the distance to the College is considerable. The Contractor is to allow for all temporary connections and wiring.

(b) Water

There is no water in the immediate area of the works but the Contractor can take water from the College free of charge. The closest place for a water connection is from the Warden's House. The Contractor is to allow for all temporary connections and additional lengths required.

1.10 **Construction (Design & Management) Regulations**

The tendering contractor is to plan these works with full consideration of the revisions to the Construction (Design and Management) Regulations. Due to the nature of works, it is assumed that the tendering contractor will be the only contractor working on the site, and as such the CDM Regulations will not apply in full. However, you will be working by a busy road and at height and we will therefore require the Principal Contractor to produce a Construction Phase Plan, setting out the health and safety arrangements and site rules specific to the project and site before commencing work.

The Contractor will be the 'Principal Contractor', and will be expected to fulfil all necessary duties specified of the principal contractor.

The 'principal designer' (Lee Evans Partnership LLP in this instance) will provide any relevant pre-construction information obtained from the client and other members of the design team to assist the principal contractor in producing his Construction Phase Plan.

During the Construction Phase:

Throughout the construction phase, the principal contractor must ensure that the Construction Phase Plan is appropriately reviewed, updated and revised to ensure it remains applicable to ensure, so far as is reasonably practicable, that works are carried out without risks to health or safety.

The principal contractor must plan, manage and monitor the construction phase and coordinate matters relating to health and safety to ensure, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

It is important to state that the above does not reduce the contractor's legal obligations and responsibilities under other Health and safety regulations

1.11 Risk Assessment

Specific hazards relating to design and materials are listed below. Commonplace hazards which should be controlled by good management and good site management are not listed.

The Contractor will be required to explain his proposals for ensuring the health and safety of his operatives under these conditions. All operations on site must comply with the HSE approved codes of practice covered by: a) Management of health and safety at work, b) Managing construction for health and safety, c) The construction (health and safety and welfare) Regulations 1996 and subsequent orders.

The Contractor is to allow to adequately cover the following risks:

- Risk working adjacent to a busy road.
- Care should also be exercised to ensure the site is left in a safe manner, particularly at the weekends.
- Risk of falling objects from height to the ground in areas accessed by the public and users of the building.
- Risk of scaffolding causing obstructions to members of the public and the other occupants of the building.
- There may be trailing electrical cables or hosepipes, which could cause people to trip.

1.12 Designer's Risk Assessment

Elements of the design which may give rise to significant risks:-

a) 'Handling' historic' construction materials.

Potential Hazards:

- Contact with lime based materials and 'burns' to skin.
- Sharp edges of stone, glass etc.

Action envisaged by Contractor:

- Implement work techniques to reduce spread of dust and contact with hands.
- Operatives to wear appropriate P.P.E.

b) Repairs to walls. Potential Hazards:

- Dust and respirable particles.
- Handling large components.
- Working at height

Action envisaged by Contractor:

- Clearing out of voids using 'wetting down' techniques.
- Wearing appropriate P.P.E.
- Adequate manual handling risk assessment and use of mechanical lift aids wherever possible.

- Use of Harnesses and anchor points
- Scaffolding and guarding to prevent falls

c) Erection and use of scaffolding. Potential Hazards:

- Lifting and erection of scaffolding
- Trip hazards of loose boards, decking and toe
- Manual handling of stone and other materials

Action envisaged by Contractor

- Competent Contractor
- Appropriate harnessing when working at height
- Adequate manual handling risk assessment and use of mechanical lift aids wherever possible

d) Working Close to Vehicles and the Public

- Public endangered by falling masonry
- Workers in danger by vehicles

Action envisaged by Contractor

- Using a competent Contractor
- Closing the footpath and at least one road carriageway
- Having effective traffic control measures including traffic lights.

e) Potential escalation of work causing local instability

- Temporary propping, as required, to maintain the stability of the wall during the works.

Construction materials which may be hazardous and for the use of which special precautions may need to be taken:-

- i) Lime-based mortars and renders.
- ii) Cement dust.
- iii) Silica dust.
- iv) Wood dusts
- v) Paints and solvents

The Contractor will be expected to carry out assessments as required by the COSHH Regulations.

1.13 Inspection of the Site

Before pricing, the Contractor is to inspect the site to ascertain and make due allowance for all factors relating to its location, access, working space, the existing buildings and services, etc., and details of all matters likely to affect the carrying out of the work.

No claims arising from failure to do this will be allowed.

The embankment/retaining wall can be inspected from the public highway but inspection of the top of the wall will need to be done from inside the College's grounds. To make an appointment to visit please call the College on tel 01342 323 414 or email to admin@sackvillecollege.org.uk.

2.0 TENDER AND CONTRACT INFORMATION

2.1 Documents for Tendering

- (a) Architect's letter of invitation to tender.
- (b) This specification.
- (c) Lee-Evans Partnership drawings with the prefix 08381

2.2 Conditions of Tender

- (a) Tender price is to be fixed price over the period of the construction period.
- (b) Tenders are to be open for acceptance for four months.
- (c) Tenders to be received in envelope supplied by the Architect, by the date given in the letter of invitation to tender. The tender documents should also be returned.
- (d) Tenders should include the following information:-
 - i Fixed price estimate, sub-divided into each section of the specification & recorded on summary sheet.
 - ii Assessment of VAT payable.
 - iii Earliest possible commencement date.
 - iv Schedule of applicable day work rates for labour, plant, materials.
- (e) The successful tenderer will be required to supply the following additional information:-
 - i Anticipated programme of contract work.
 - ii Priced specification containing an itemised breakdown of tender sum. This document will be handled as confidential.

2.3 Contract Documents

JCT MINOR WORKS BUILDING CONTRACT:

The Contract: JCT Minor Works Building Contract 2016.

Requirement: Allow for the obligations, liabilities and services described therein against the headings following:

a)	Fifth Recital	CDM Regulations	The project is not notifiable.
b)	Article 7	Arbitration	Applies
c)	2.2	Date for commencement of the Works	To be confirmed. But assumed to be in the Autumn of 2024
d)	2.2	Date for completion	The Contractor is to let us know how long he wants for a contract period.
e)	2.8	Liquidated damages	To be confirmed but PROVISIONALLY no LAD's are to apply
f)	2.10	Rectification Period	Shall be six months from the date of practical completion.
g)	4.3	Percentage of the total value of work etc.	Shall be 95% (5% reduction on progress payments).
h)	4.5	Percentage of the total amount to be paid to the Contractor	Shall be 97½% on the penultimate certificate.
i)	4-8.1	Supply of documentation for computation of amount to be finally certified.	Shall be 3 months.
j)	5.3	Contractor's insurance – injury to persons or property Insurance Cover	Is to be not less than one million pounds (£1,000,000).
k)	5.4A, 5.4B and 5.4 C	Insurance of the Works – alternative provisions	5.B The insurance of the works will be by the employer in joint names
l)	5.4A.1 and 5.4B.1	Percentage to cover professional fees	15%
m)	7.2	Adjudication	Shall be the R.I.B.A.
		Nomination of Adjudicator – where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act	President or Vice President or Chairman of a Vice Chairman of the

Royal Institute of
British Architects.

n) Schedule 1
(paragraph 2.1)

Arbitration
Appointer of Arbitrator

Shall be as above.

2.4 **Insurances**

Before starting work on site, submit to the Employer, through the Architect, documentary evidence &/or policies & receipts for insurances which are required to be taken out by the Contractor.

3.0 **CONTRACTOR'S OBLIGATIONS**

3.1 **Site Management**

The Contractor shall allow for all on and off-site management costs including:-

The presence of a competent and responsible tradesman/charge hand on site at all times throughout the Contract.

The Architect shall be kept informed as to who these persons are and they shall not be removed or changed during the duration of the contract without the prior written approval of the Architect. Any verbal instructions given to either shall be deemed to have been given to the Contractor, provided that written confirmation is given within seven days.

3.2 **Schedules of Condition**

Before commencement on site the Contractor is to take photographs of the following areas and send them to the Architect as a record of the condition of the areas impacted by the works:-

- (i) Public road and footpaths and all areas surrounding the works
- (ii) Lawns by works

On completion of the Contract, the Contractor is to reinstate the same to original condition at his own expense.

3.3 **Highways Licence and Temporary Road Closure**

In order to close the footpath and close part of the highway The Contractor will need to install a 3-way traffic light system from a competent Traffic Management Company in accordance with the Traffic Management Act 2004 and Schedule 3 of the New Roads and Street Works Act 1991 or agree a full road closure with the Highways Authority.

The Contractor will be responsible for applying to the West Sussex County Council for a Highways Section 50 Street Works Licence and a Temporary Road Closure for the duration of the works. See <https://www.westsussex.gov.uk/roads-and-travel/highway-licences>.

3.4 **Provisional Sums**

Where sums are indicated as 'provisional' in this specification they may be expended in whole or in part or completely omitted at the discretion of the Architect & shall be adjusted at the settlement of the final account.

3.5 **Variations**

Variations from the Specification or drawings may be carried out only with the written agreement of the Architect.

The valuation of such additions or omissions as may occur will be based on measurement or agreed price for variation or day work at rates to be agreed with the Architect. Day work sheets should be submitted to the Architect in respect of all variation work, during the week following the execution of the work. Assessment of the value of omissions will be based on the Contractor's breakdown of costs. The Architect shall be the arbiter in cases of dispute.

3.6 **Working Rules**

No work is to be executed outside normal working hours (8.00am to 5.30pm Mondays to Fridays inclusive) without the prior consent of the Architect. Should the working of overtime be necessary in order to complete the Contract by the time agreed, no extra will be allowed beyond the Contract sum (except as permitted by the conditions of this Contract).

The Contractor shall exercise strict control over his employees during the execution of this Contract so that the minimum of inconvenience or annoyance is suffered by the users of the building and residents of adjacent properties. Smoking within the building and the use of radios is prohibited.

Take all necessary precautions to prevent nuisance from smoke, dust, rubbish and other causes.

3.7 **Areas of the Site**

The site area will be the area of closed public highway and the immediate area above the retaining wall needed to carry out the works.

Protect from damage all trees, planted ground, hedges, and buildings on and next to the site. No new or waste materials are to be stored against these without the Architect's express permission.

The area of the site available to the Contractor shall be limited to the area agreed with the Employer & Architect at the beginning of the contract and the Contractor shall not allow access to his employees or storage of goods beyond the site boundary. Damage caused as a result of any infringement in this respect shall be put right at the Contractor's expense and as directed by the Architect.

3.8 **Security**

The Contractor shall maintain the security of the College at all times. He shall be held responsible for theft of materials or damage to the property during the contract period, whether or not such materials have been included in monthly valuations. He shall allow for all temporary hoarding, etc if he believes such protection is necessary, bearing in mind his obligations under the Contract. No allowance beyond the contract sum or contract period for making good of damage or theft will be made.

3.9 **Deliveries**

These are to be made to the College Grounds or to the roadside.

3.10 **Parking etc.**

The College has a small parking area and will allow up to 2 vehicles in their carpark so long as residents can still get manoeuvre their cars. There is an adjacent pay and display public car accessed via stairs from College Lane.

3.11 **Removal of Rubbish**

The Contractor is to regularly remove from the site and dispose of all rubbish and surplus materials, etc, as they accumulate during the progress of the works. On no account is waste material to be dumped in the vicinity of the site. No waste materials are to be put down the drains. Waste must be disposed of in properly approved and licensed tips, full details of which are to be submitted to the Architect.

3.12 **Cleaning Up**

The Contractor is to allow for clearing the areas of works on completion of the works and during the Contract Period when instructed by the Architect, removing all surplus materials and equipment from site and thoroughly cleaning all areas and surfaces affected by the works.

3.13 **Storage Facilities**

Storage of materials is to be confined to the agreed working areas and to be kept to a minimum. All combustible materials, e.g. packaging, wood shavings and the like, are to be removed from site on a daily basis. Any hazardous materials are to be stored separately in secure containment.

3.14 **Damage to Property**

The Contractor shall put right, entirely at his own cost, any damage whatsoever caused by his employees or sub-contractors involved in the execution of this Contract.

3.15 **Protection of the Works**

The Contractor shall allow in the tender for the protection of works against weather penetration at all times. No allowance additional to the contract sum will be made towards extra work resulting out of inadequate weather protection & shall be put right to the satisfaction of the client as directed by the Architect at the Contractor's own expense. The Contractor shall suspend all operations during weather conditions, which would be detrimental to the proper execution of such operations.

Allow to protect the foot path beneath the tower or scaffold with sheeting boards or other suitable protective covering.

3.16 **Works at or after completion**

Generally:

- Make good all damage consequent upon the work, check that making good is completed and satisfactory prior to inspection by the Architect. Allow adequate time in the programme for inspections by the Architect and for making good following the inspection.
- Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, and efflorescence, rubbish and surplus materials.
- Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no danger of disfigurement to other materials.
- Make sure the footpath and road are in the condition you found them in at the start of the works.
- Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

3.17 **Regulations**

The Contractor shall provide everything necessary for the proper execution of the works and comply with the current Building Regulations, incorporating all amendments, The Building Act 1984, Fire Precautions Act 1971 and Health and Safety Regulation requirements.

All dimensions indicated are to be checked on site and any discrepancies are to be reported to the Architect. Do not scale off the drawings.

3.18 **Sanitary Facilities**

There are no available Sanitary Facilities and the contractor will need to provide his own temporary welfare and toilet facilities for the site. These can be placed in the College grounds. Position to be agreed by Client and Architect.

3.19 **Antiquities**

The Contractor shall inform the Architect immediately if any coins or other objects of antiquity or value are discovered. Subject only to the law of "Treasure Trove", such objects are and remain the property of the employers and are to be left undisturbed in situ until removal is authorised by the Architect.

3.20 **Preliminaries**

The Contractor is to allow for the general Health & Safety of the site, activities to and from site, skips, site cleaning, site supervision, protection of works, profit and overheads.

3.21 **Contingencies**

Provisional sum **10% of the Contract Sum** to be included for general contingencies.

Collection

Carry forward total Preliminaries. £.....

(Confirmation of Contractor's or Church's welfare facilities – see 3.14)

3.22 **Scaffolding**

Provide all scaffolding, towers, ladders, temporary storage, protection, support and attendance as required to carry out the works described. All scaffolding is to comply with the current safety standards, the CDM Regulations and the requirements of the HSE. The contractor is to allow for access scaffolding and a working platform to safely access the top of the boundary retaining wall and areas below. The contractor is to state here the cost of the scaffold hire on a weekly basis to enable the cost of any variations to be assessed:

Scaffolding £.....per week

4.0 **MATERIALS AND WORKMANSHIP**

4.1 **De-vegetation**

De-vegetation is to include the careful removal of all weeds, saplings, etc. on the walls, including the work detailed below, and final treatment with approved weed killer. De-vegetation will involve the removal of any saplings which are growing out of the top of the wall.

Small weeds over small areas will be treated with a systemic biocide by College staff before the Contractor. However, in the area of work, the Contractor is to allow for the biocide to take effect before removing the root system from the mortar.

Removal of surface ivy: ivy rooted in the wall and with no single stem is to be sprayed with toxic spray and close cropped to reveal the wall surface: tendrils and branches on the wall surface are to be removed but are not to be pulled out from the walls.

Removal of large plants, trees and ivy main stems: cut down vegetation as close to the wall as possible.

Where there is a tree stump cut bark to a rill girdle and pack with ammonium sulphamate crystals. Drill into the stump, with inclined holes through the sapwood and vertical holes into the heartwood and fill with ammonium sulphamate crystals: lightly water in dry weather. Roots growing in the wall should be carefully cut and treated with ammonium sulphamate crystals made into a paste, and treated as below. All roots of diameter greater than 3 mm are to be carefully removed. The minimum of disturbance is to be caused to the brick and stonework around.

Small root systems are to be treated by carefully raking out mortar joints to trace the extent of the roots; remove roots and earth and saturate voids with weed killer. Where roots penetrate deeper, record stonework, carefully cut out mortar joints and remove a minimum number of bricks/stones to remove roots and earth, and apply weed killer to voids. Reinstall masonry.

4.2 **Re-pointing, mortars and renders**

Lime Mortars

Lime mortar is to be used. The lime type and aggregate proportions are to be as described for each work item and in accordance with the manufacturer's instructions.

Mixing

Lime products to be supplied by:

Chalk Down Lime Ltd
The lime yard, Gate Farm
Staplecross
East Sussex, TN32 5RP
Tel: 01580 830 092
www.chalkdownlime.co.uk

or equal approved

Raking Out

Rake out all loose and soft mortar to a minimum 25mm over the areas as directed. Brush out joints to remove loose material. Raking out to be carried out using tools of suitable width for the joints and every care must be taken to avoid damaging surrounding area.

Wet Joints

Before re-pointing, thoroughly wet material either side of and forming the joint, with clean water. Repeat this so that joint remains wet until re-pointed.

Samples

Allow for providing a minimum of three samples of proposed mortar mix and joint finish for prior approval by Architect. Once approved the sample will be the monitor for quality control.

Pointing

The mortar mix is to be well rammed into the joints so that the joint is properly filled. Pointing should be built up in layers, each one ironed well into joint.

The finish of the joint will vary as directed but, generally, in repair and restoration work, the joint will be vertical, but set back just behind the rise of the walls of the joint. In flintwork or in highly weathered brickwork or rubble, it will be necessary on site to agree the plane to which the pointing is to be brought.

Completion

On completion of the pointing and at the appropriate point in the curing, the joint should be gently brushed with a stiff baluster brush to remove any "polish" to the surface and to expose the aggregate. On occasions, the watering of the joint may be specified in order to bring up the aggregate as well.

4.3 Mortar Mixes**Mortar mixes**

To be taken from the following types. The types to use in specific locations are all indicated in the relevant sections of the accompanying Schedule of Works. All proportions are by volume.

- 1 Where dust is used it should either be sieved and graded to remove most of the fines used.
- 2 Use B7 mortar where the stone is soft and C4 mortar for brickwork and where the stone is harder. Mix to be agreed with Architect on site after an inspection and samples are to be provided.

Type (HE)	Type C Mortars : Based on Natural Hydraulic Lime					
	Mature lime putty Up 10% of volume of course stuff	NHL2	NHL3.5	NHL5	Well-Graded Aggregate to match existing	Binder : Aggregate Proportions
C4	Yes		1		2.5	1 : 2.5

Type (HE)	Type C Mortars : Based on Natural Hydraulic Lime					
	Mature lime putty	Well Graded sand to match existing (mix sharp and fine sands)	Crushed Brick : size 20-400 microns			Binder : Aggregate Proportions
B7	1	2	1			1 : 3

All proportions are by volume.

- 1 These tables are for guidance only; manufacturer's advice regarding proportions and batching for the specific natural hydraulic lime used should always be followed.
- 2 Aggregate may be either well-graded sand or a mixture of sand and graded crushed brick, as shown in the table for Type C mortars.

Additional procedures

Individual stones must be repaired separately and, if necessary, pointing between repairs must be carried out separately.

Mortar repairs must be protected from direct sun or other rapid drying conditions. This may be achieved with damp cotton wool pads on small-scale repairs or with damp sacks on larger areas. Care taken during preparation and after placing of the repair will avoid one of the most common problems associated with this kind of work, the appearance of fine shrinkage cracks during drying.

A "bank" of sand and stone dusts should be set up to provide the required colours without the use of pigments. Different mixes may not always provide quite the variation in colour required and in this situation stone dusts may be added to the face of the repair before a set commences. This is very skilled work and is best excluded unless the operative is particularly experienced.

4.5 **New Stonework**

Use Course Hand Split Wealden Sussex Sandstone (CHS) matching existing stonework from W T Lambs (see <https://www.lambsbricks.com/products/stone>) or equivalent from Traditional Stone (see <https://www.traditionalstone.co.uk/>). Free from vents, cracks, fissures, discolouration, or other defects deleterious to strength, durability or appearance. Samples to be approved by Architect.

Sizes and Profiles

Replacement stone shall be cut and worked to the exact size and profile taken from the existing structure.

Finish

The new stone to be finished and dressed to match the surface texture of the existing structure. In no circumstances may stone faces be left with a sawn finish.

Bed

The new stone is to be laid on the natural bed, except in particular situations, such as mullions, when Architect's approval to alternative bedding must first be obtained.

Joints

Where inserting a new stone into existing, a slightly wider joint will be permitted in order to obtain an adequate mortar joint.

Piecing In

Except where specifically stated, existing stones should be cut out to enable piecing in to follow existing jointing patterns. Where partial cutting out is specified depth of pocket is to be minimum 150mm deep. Voids to the back of new stonework are to be grouted solid in sand, lime grout.

Mortar

The bedding and mortar joint to be as above.

Pinning Up

Pinning up using slate or lead wedges is permitted, providing there is adequate depth (at least 25mm) for pointing.

Workmanship

Stone is to be prepared and laid by established qualified masons.

New stone is to be kept clean throughout the progress of the work and any stones cracked, split or otherwise damaged will be required to be replaced in full.

Scaling of Existing Stone

Remove all loose flakes and friable material from surface of existing stone where directed, by brushing down until hard consistent stone surface is obtained.

5.00 SCHEDULE OF WORKS

5.1 Road Closure and Licences

Obtain a road or partial road closure and footpath closure from the Highways Authority before works start. Allow sufficient time to carry out the work.

5.2 Traffic Control Measures

Install Highways Authority Control Measures as per Licence from the Highways Authority. This probably includes traffic lights, signage and barriers.

5.3 Scaffolding

Once the Traffic Control measures are in place erect a scaffold or use a tower to get access to higher stones.

5.4 Estate Park Fence

Above the repairs and about 1m back from the edge of the wall is an iron park style fence with iron posts let into the ground and 5 tubular bars. Allow to carefully locally take down this fence, to do this the tubular bars will need to be cut. Allow to put the fence back on completion and weld or add small joint sleeves to re-join the tubular rails on completion.

5.5 Working on Edge of Wall

Allow for all necessary safety equipment and training for any operatives working at the edge of the wall including ground anchored harness systems where there is no scaffold preventing a fall.

5.6 Works at or after Completion

Make good all damage consequent upon the work, check that making good is completed and satisfactory prior to inspection by the Architect. Allow adequate time in the Programme for inspections by the Architect and for making good following the inspection.

Cleaning materials and methods to be as recommended by manufacturers of products being cleaned,
and to be such that there is no danger of disfigurement to other materials.

5.7 Care of the Site etc

The Contractor will be required to confine his operations to the areas described on the schedule of works and an administrative/storage area will be agreed prior to work commencing. The contractor will be required to reinstate any damages caused throughout

the course of the work. All possible care is to be taken to prevent damage to monuments, stained glass, wall paintings, stones, paving etc.

5.8 **Protection**

The contractor is to allow for the provision and removal of any temporary screens and barriers to isolate the working area. The contractor shall allow for all other temporary work required to ensure the site is safe to the public when unattended.

5.9 **Scaffolding**

Provide all scaffolding, ladders, temporary storage, protection, support and attendance as required to carry out the works described below. All scaffolding is to comply with current safety standards, the CDM Regulations and the requirements of the HSE.

Although the work is described by area, the Contractor will be expected to consider the most economic sequence of repair to make best use of the access scaffolding and working platforms.

The contractor is to state here the cost of the scaffold hire on a weekly basis, to enable the cost of any variations to be assessed.

Cost of Scaffold Hire £..... per week

5.10 **Temporary Propping**

There is a risk that removing stones makes the surrounding wall unstable, therefore before any stones are removed the contractor is to allow for local temporary propping to maintain the stability of the wall during the works.

5.11 **Welfare**

The Contractor is to provide for his own mobile toilet and welfare facilities as well as any stores placed in College on the grass in a position to be agreed with the College staff.

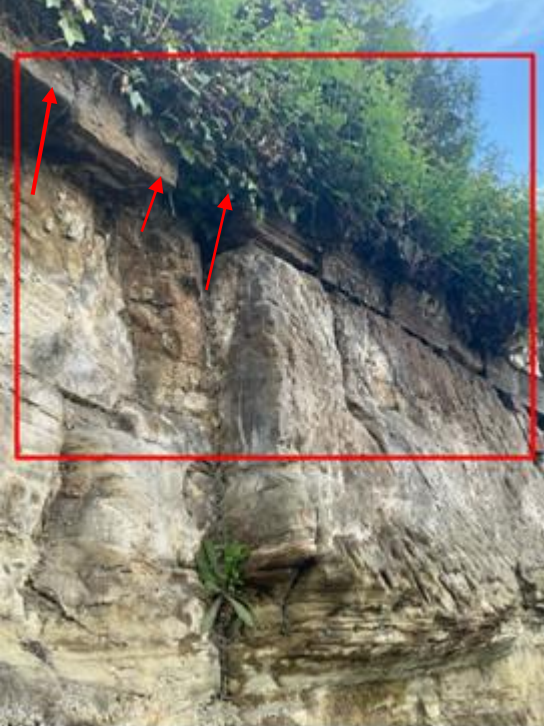
5.12 **Clean & Clear**

- Once work is complete call the Architect to inspect prior to striking scaffold.
- Clean and clear the working areas and leave in a condition you found them.
- Liaise with Highway Authority to Inspect on completion of the works.

6.00 SCHEDULE OF WORKS ITEMS

Number	Item	Works	Price
6.1	Area B – High level – Brick Repair at high level in middle of the wall section. Root ball overhead.		£
		- Drill root ball and add ammonia Cut bark to a rill girdle and pack with ammonium sulphamate crystals. Drill into the stump, with inclined holes through the sapwood and vertical holes into the heartwood and fill with ammonium sulphamate crystals: lightly water in dry weather. Roots growing in the wall should be carefully cut and treated with ammonium sulphamate crystals made into a paste. - Check stability of brickwork and fill hole below brickwork with appropriately sized Wealden sandstone block c200x200x250mm - Point brickwork and holes adjacent.	
6.2	Area B – Stones at high level to north of 6.1		£
		Contractor to check stability of the 4 stones to the north of the item 6.1 above and report to architect.	

Number	Item	Works	Price
6.3	Area B - Overhanging stones		
		Contractor to first check stability of 2 southern stones (see arrow in picture) - Then if work necessary:- - After scaffold is set up and risk of falling reduced dig out the stump above the unstable stone and remove by cutting it out as much as possible to free the stone. -Kill any remaining tree stump and roots by drilling and packing with ammonium sulphamate crystals. - Kill adjoining stumps each side in a similar way. - Carefully lift loose stone and remove bricks and re-bed stone and bricks flush with the wall. Flush point the mortar.	
6.4	Stone about to fall supported on bricks in Area C of the wall		£
		- After scaffold is set up and risk of falling reduced dig out the stump above the unstable stone and remove by cutting it out as much as possible to free the stone. -Kill any remaining tree stump and roots by drilling and packing with ammonium sulphamate crystals. - Kill adjoining stumps each side in a similar way. - Carefully lift loose stone and remove bricks and re-bed stone and bricks flush with the wall. Flush point the mortar. - Report on stability of the adjoining stones	

6.5	Section E of Wall overhanging capping stones		£
		- Contractor to first check stability of 3 southern stones (see arrows in picture) - Then if work necessary:- - After scaffold is set up and risk of falling reduced dig out the stump above the unstable stone and remove by cutting it out as much as possible to free the stone. -Kill any remaining tree stump and roots by drilling and packing with ammonium sulphamate crystals. - Kill adjoining stumps each side in a similar way. - Carefully lift loose stone and remove bricks and re-bed stone and bricks flush with the wall. Flush point the mortar	

APPENDIX 1

Instructions to Tenderers

Form of Tender

Form of Tender summary sheet

INSTRUCTIONS TO TENDERERS

CONTRACT: Stone Repair to Eastern Boundary Wall, Sackville College, East Grinstead.

EMPLOYER: Sackville College, High Street, East Grinstead, West Sussex, RH19 3BX

The Form of Tender shall be delivered to:

Lee Evans Partnership LLP
Chartered Architects & Town Planners
St Johns Lane, Canterbury, Kent CT1 2QQ

Tel: 01227 784444 Fax: 01227 819102

Tel: 01227 784444 Fax: 01227 819102

To reach this office no later than 12.00 Noon on Friday 6th September 2024
(No extension of time will be allowed)

Tenders are not to be faxed or emailed.

No other communication should be included in the envelope with the Form of Tender, unless specifically requested. Any obscurities shall be raised with the Architect before the Tender is returned, who will confirm in writing his interpretation and send copies to all tenderers, which will then form part of any Contract subsequently entered into.

Persons tendering must obtain for themselves on their own responsibility and at their own expense all the information which may be necessary for the purpose of making a Tender and entering into Contract and must examine all relevant documents and must inspect and consider the site and surroundings. The Tenderer shall be deemed to have satisfied himself of the correctness of any information or representation made in the documents provided.

The tender amount shall be EXCLUSIVE of value added tax.

FORM OF TENDER

Lee Evans Partnership
Chartered Architects & Town Planners
St Johns Lane, Canterbury, Kent CT1 2QQ

CONTRACT: Stone Repair to Eastern Boundary Wall, Sackville College, East Grinstead.

EMPLOYER: Sackville College, High Street, East Grinstead, West Sussex, RH19 3BX

Having read the Conditions of Contract, Drawings & Specification for the execution of the above named Works, & having examined the site & being aware of all the conditions under which the Works will be carried out;-

I/We offer to supply & deliver materials, provide & maintain plant & execute the Works in conformity with the said Conditions, Drawings & Specification for the fixed lump sum price of:

£.....poundspence)

& complete the works withinweeks from the date of possession.

I/We declare that my/our Tender shall be open for acceptance within a period of 4 months from the date for the receipt of tenders. I/We understand that you are not bound to accept the lowest or any tender & that your Client may accept any items in the tender to the exclusion of other items.

I/We agree that should this tender be successful & until a formal agreement is entered into the before mentioned Conditions of Contract, Drawings & Specification, this tender together with your written acceptance thereof shall constitute a binding contract between us.

Signed..... Witnessed by.....

Company Occupation

Address..... Address.

Dated thisday of.....2024

FORM OF TENDER SUMMARY SHEET

CONTRACT: Stone Repair to Eastern Boundary Wall, Sackville College, East Grinstead.

Having read the Conditions of Contract & Specification for the execution of the above named works, & having examined the site & being aware of all conditions under which the works will be carried out I/we offer to supply & deliver materials, provide & maintain plant & execute the works in conformity with the said Conditions & Specification as follows:-

Option A: Stone repairs with shelter coat over selected quoin stones

Schedule of Works

7.1 Total preliminaries	£.....
7.2 Scaffolding and access	£.....
7.3 Schedule of works items	£.....

Provisional Sums

7.5 General contingency	£.....
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TOTAL (PROVISIONAL SUMS & FEES INC.)	£.....
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PROVISIONAL ASSESSMENT OF VAT	£.....
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Day work rates including overheads & profit

Labour _____% Craftsmen £ _____/ hr

Materials _____% Labour £ _____/ hr

Plant _____%

Percentage required in provisional sum for overheads and profit _____%

Name of contractor tendering _____

Signature_____Date _____

We agree to start & complete the project within the time stated. This tender remains open for acceptance for four months from date of the tender return.

APPENDIX 2

Location Plan

Site Plan