

Scope of Works for 4 Projects

Roof Replacement, Rainwater Drainage and External Decoration to a Grade II Listed Residential Building

Location: 15-16 Chesham Place, SW1X 8HJ

1. Preliminary Works and Site Preparation

- Carry out a site inspection and assess the existing roof covering, supporting structure, rainwater goods and external finishes.
- Record the existing condition of the building, including any historic features and areas of deterioration.
- Provide scaffolding, access equipment, edge protection and temporary safety measures as required.
- Protect windows, doors, masonry, neighbouring properties and other retained building elements.
- Provide temporary weatherproofing to protect the building from water ingress during the works.
- Confirm that all necessary Listed Building Consent and other statutory approvals are in place before commencing work.

2. Roof Replacement Works

- Carefully remove the existing roof covering and associated defective components, retaining and setting aside any historic materials suitable for reuse.
- Inspect the exposed roof structure, rafters, battens, roof timbers and supporting elements for defects, decay or water damage.
- Carry out necessary repairs to the existing roof structure, subject to approval where structural alterations are required.
- Supply and install an appropriate breathable roofing membrane, battens, leads and associated components, where suitable for the historic construction.
- Supply and install replacement roof coverings to match the existing materials, profile, colour, texture and traditional appearance, in accordance with approved details.
- Repair or renew ridge tiles, hips, verges, valleys, flashings and abutments as necessary.
- Renew leadwork or other traditional weathering details using appropriate materials and detailing.
- Inspect roof penetrations, junctions and chimney interfaces and make good defective weatherproofing.
- Ensure the completed roof is secure, watertight and properly ventilated where required.
- Remove all roofing waste and leave the roof and surrounding areas clean and tidy.

3. Rainwater Drainage System Replacement

- Carefully remove existing defective or unsuitable gutters, downpipes, brackets, outlets and associated fittings.
- Inspect existing rainwater drainage connections and discharge points for blockages, leaks and deterioration.
- Supply and install replacement gutters, including all necessary joints, stop ends, outlets, unions and brackets.
- Supply and install new downpipes, shoes, offsets, bends, clips and associated fittings.
- Match the existing traditional design, dimensions, materials and finishes, or install approved alternatives appropriate to the building's listed status.
- Set gutters to suitable falls to ensure effective collection and discharge of rainwater.
- Connect downpipes to the existing drainage system, subject to confirmation that the connections are suitable and serviceable.
- Clear and test the rainwater drainage system to confirm effective flow and identify any leaks.

- Make good any disturbed masonry, render or other external finishes using compatible materials.

4. External Preparation and Painting

- Inspect the external walls, painted surfaces, rendered areas, timberwork and other previously decorated elements.
- Remove loose, flaking or defective paint using methods appropriate to the existing substrate and historic fabric.
- Clean and prepare surfaces without causing damage to historic masonry, render, brickwork or decorative features.
- Carry out localised repairs to defective render, cracks, timberwork and other external surfaces as necessary.
- Allow repaired areas to dry and prepare surfaces for redecoration.
- Apply suitable primers, sealers or stabilising treatments where required and compatible with the existing materials.
- Apply the specified number of coats of breathable, compatible external paint to approved surfaces.
- Use colours and finishes agreed with the relevant conservation officer or approved heritage documentation, where applicable.
- Protect windows, doors, roof coverings, rainwater goods and adjoining surfaces during painting.
- Remove paint splashes and leave all external surfaces clean and professionally finished.

5. Repairs to Associated Building Elements

- Inspect areas affected by roof leaks, defective gutters and downpipes for signs of dampness, staining or deterioration.
- Make good minor damage caused by the removal and installation works.
- Repair disturbed pointing, render and masonry using compatible materials and traditional techniques where appropriate.
- Reinstate affected sealants, fixings and junctions as required.
- Refer any significant structural defects or concealed damage to the contract administrator or relevant specialist before proceeding with additional repairs.

6. Heritage Protection and Compliance

- Undertake the works in accordance with the approved scope, drawings, specifications and conditions of any relevant consent.
- Retain and protect historic roof tiles, slates, masonry, joinery, mouldings and other architectural features wherever practicable.
- Use traditional materials and methods appropriate to the age and construction of the building.
- Avoid unnecessary removal or alteration of historic fabric.
- Obtain approval for any proposed changes to specified materials, finishes or construction details before implementation.
- Ensure that contractors undertaking specialist heritage works have appropriate experience and competence.

7. Testing, Inspection and Completion

- Inspect the completed roof covering, flashings, ridges, valleys and abutments.
- Test the new rainwater goods to verify adequate drainage and watertight connections.
- Inspect external painted surfaces for uniform coverage, finish and defects.
- Rectify any defects identified during the final inspection.
- Remove scaffolding, temporary protection, surplus materials and construction waste.
- Clean the site and leave the building and surrounding areas in a satisfactory condition.
- Provide relevant product information, warranties and completion records where applicable.

8. General Requirements

- All works shall comply with applicable health and safety legislation, relevant Building Regulations where applicable, and the requirements of the local planning authority.
- All materials and workmanship shall be of suitable quality and appropriate to the historic building.
- The contractor shall coordinate the works to minimise disruption to residents and protect the building from weather damage.
- Any unforeseen defects, additional works or changes to the approved specification shall be reported and agreed before proceeding.

Important heritage consideration: As the building is Grade II listed, Listed Building Consent may be required for alterations affecting its character. Replacement roof coverings, changes to rainwater goods and external repainting should be assessed individually. Confirm the consent requirements and approved materials with the local planning authority before starting work.

Scope of Works

Location: Apartment No.5, 15-16 Chesham Place, SW1X 8HJ

Refurbishment of Two Toilets, Kitchen, Flooring, Painting and Wall Repairs

1. Preliminary Works and Preparation

- Carry out an initial inspection of the apartment to assess the condition of existing fixtures, fittings, flooring, walls and finishes.
- Protect existing doors, windows, furniture and other items to be retained.
- Remove and dispose of defective finishes, redundant fittings and construction waste as necessary.
- Prepare all affected areas for refurbishment and repair works.

2. Refurbishment of Two Toilets / Bathrooms

- Remove existing sanitary fittings, fixtures and finishes where required.
- Inspect existing plumbing, drainage and water supply connections.
- Supply and install new sanitary fittings, including toilets, washbasins, taps and associated accessories, as specified.
- Repair or replace defective plumbing connections, valves and waste pipes as necessary.
- Carry out repairs to wall and floor surfaces.
- Apply suitable waterproofing to wet areas where required.
- Supply and install new wall and floor tiles, including grouting and sealing, where specified.
- Apply appropriate finishes to non-tiled surfaces.
- Install mirrors, towel rails, toilet roll holders and other agreed accessories.
- Test all plumbing and drainage connections and ensure that the installations are watertight and fully operational.
- Clean and make good the completed areas.

3. Kitchen Refurbishment

- Remove existing kitchen units, worktops, fittings and appliances where required.
- Inspect existing plumbing, drainage and electrical connections.
- Repair and prepare walls, ceilings and floors affected by the refurbishment.
- Supply and install new kitchen cabinets, cupboards and worktops as specified.
- Install the sink, taps and associated plumbing connections.
- Reconnect or install kitchen appliances in accordance with the agreed specification.
- Install or replace the kitchen splashback and associated finishes where required.
- Complete necessary sealing, jointing and finishing works.

- Test plumbing connections and ensure that all installed fittings and appliances operate correctly.

4. Flooring Replacement

- Remove existing floor coverings, including tiles, laminate, vinyl or carpet, as applicable.
- Prepare and level the existing subfloor where necessary.
- Repair minor defects and ensure the substrate is suitable for the new flooring.
- Supply and install the specified floor finish throughout the agreed areas of the apartment.
- Install suitable underlay, adhesive, trims, thresholds and skirting adjustments as required.
- Ensure neat junctions between different flooring materials and rooms.
- Remove waste materials and clean all newly installed flooring.

5. Internal Painting and Decoration

- Prepare walls, ceilings, woodwork and other designated surfaces for redecoration.
- Remove loose or flaking paint and fill minor cracks, holes and surface imperfections.
- Sand and smooth repaired surfaces to achieve an even finish.
- Apply suitable primers or sealers where required.
- Apply the specified coats of emulsion paint to walls and ceilings.
- Prepare and repaint internal doors, frames, skirting boards and other designated woodwork.
- Apply suitable moisture-resistant paint in bathrooms and other areas exposed to humidity.
- Protect flooring, fittings, kitchen units and sanitary equipment during painting.
- Complete all final touch-ups and leave surfaces with a clean, uniform finish.

6. Repair of One Wall

- Inspect the affected wall to determine the extent and cause of the damage.
- Remove loose plaster, defective finishes and unsound material.
- Repair cracks, holes and damaged sections using suitable repair materials.
- Reinstate plaster or render where necessary and allow adequate drying time.
- Prepare the repaired surface by filling, sanding and smoothing.
- Apply primer or sealer and repaint the repaired wall to match the surrounding finish.
- Remove debris and ensure the repaired wall is sound and visually consistent with adjacent surfaces.

Note: If the wall has significant cracking, dampness or structural movement, further investigation may be required before repairs are undertaken.

7. General Repairs and Making Good

- Inspect the apartment and identify minor defects requiring repair.
- Repair loose handles, hinges, fittings, skirting boards and other minor building components where agreed.
- Fill minor holes and cracks in walls and ceilings.
- Repair damaged sealant around sanitary fittings, kitchen worktops and other relevant junctions.
- Make good surfaces affected by removal and installation works.
- Adjust doors, drawers and cabinet fittings where necessary.
- Complete minor plumbing or finishing repairs included in the agreed specification.

General Requirements

- All works shall be carried out by suitably competent tradespeople using appropriate materials and good workmanship.
- Plumbing and electrical work shall comply with applicable regulations and safety requirements.
- Any concealed defects or additional works identified during refurbishment shall be reported and agreed before proceeding.

- The scope, finishes, materials, quantities and specifications shall be confirmed before commencement.

Location flat 6&7,15-16 Chesham Place, SW1X 8HJ

Refurbishment of Kitchen, Four Toilets, Flooring and Painting

1. Preliminary Works

- Carry out a site inspection to assess the existing condition of the kitchen, four toilets, flooring, walls and ceilings.
- Protect existing building elements and fittings to be retained during the refurbishment.
- Remove existing fixtures, fittings and finishes where necessary.
- Provide suitable access, tools and materials to complete the works.
- Collect, remove and dispose of construction waste in accordance with applicable regulations.

2. Kitchen Refurbishment

- Remove existing kitchen cabinets, worktops, sink, taps and other fittings where required.
- Inspect existing plumbing, drainage and electrical connections.
- Repair and prepare walls, ceilings and floor surfaces affected by the works.
- Supply and install new kitchen cabinets, cupboards and worktops as specified.
- Install a new kitchen sink, taps and associated plumbing connections.
- Install or reconnect kitchen appliances where included in the agreed specification.
- Install wall tiles or splashbacks where required.
- Complete sealing, grouting, jointing and finishing works.
- Test plumbing connections and ensure all installed fittings are functioning correctly.
- Clean the kitchen and leave the area ready for use.

3. Refurbishment of Four Toilets

- Remove existing sanitary fittings, fixtures and defective finishes where required.
- Inspect existing water supply, plumbing and drainage systems.
- Supply and install new toilets, washbasins, taps and associated fittings as specified.
- Repair and prepare wall and floor surfaces.
- Replace wall and floor tiles where required, including grouting and sealing.
- Apply suitable waterproofing to wet areas where necessary.
- Repair or replace defective plumbing connections, valves and waste pipes as required.
- Install mirrors, toilet roll holders, towel rails and other agreed accessories.
- Renew sanitary silicone sealant around toilets, basins and other relevant junctions.
- Test all plumbing and drainage installations for leaks and proper operation.
- Clean and make good all four toilets upon completion.

4. Flooring Works

- Remove existing floor coverings in the agreed areas, including tiles, laminate, vinyl or carpet as applicable.
- Inspect the existing subfloor and carry out necessary minor repairs.
- Prepare and level floor surfaces to receive the new flooring.
- Supply and install the specified flooring throughout the agreed areas.
- Install suitable underlay, adhesives, trims, thresholds and skirting adjustments as required.
- Ensure neat finishes at doorways, corners and junctions between different floor coverings.
- Remove surplus materials and clean all completed flooring.

5. Internal Painting and Decoration

- Prepare walls and ceilings by removing loose paint, filling minor cracks and repairing surface imperfections.
- Sand and smooth surfaces to achieve an even finish.

- Apply suitable primer or sealer to prepared surfaces where necessary.
- Apply the specified coats of emulsion paint to internal walls and ceilings.
- Prepare and paint internal doors, door frames, skirting boards and other agreed woodwork.
- Use suitable moisture-resistant paint in toilets and other areas exposed to humidity.
- Protect floors, kitchen units, sanitary fittings and other surfaces during painting.
- Complete final touch-ups to ensure a neat and uniform finish.

6. General Repairs and Making Good

- Repair minor cracks, holes and damaged plaster to walls and ceilings.
- Make good surfaces affected by the removal or installation of fixtures and fittings.
- Renew defective sealant and grout where required.
- Repair minor defects to skirting boards, door frames and other internal finishes.
- Complete all necessary finishing works associated with the refurbishment.

7. Testing, Cleaning and Handover

- Inspect all completed works and rectify any outstanding defects.
- Test sanitary fittings, water supply connections and drainage systems.
- Check the quality of flooring installation and painted surfaces.
- Remove construction waste, tools and surplus materials from the property.
- Carry out a final clean of the kitchen, four toilets and all refurbished areas.
- Hand over the property in a clean, safe and serviceable condition.

General Conditions

- All works shall be carried out using suitable materials and competent tradespeople.
- Plumbing and electrical works shall comply with applicable regulations and safety requirements.
- Any concealed defects or additional works identified during the refurbishment shall be reported and agreed before proceeding.
- Final material selections, colours, finishes and quantities shall be agreed with the client before commencement.

Location: 93 Winnington Road, N2 OTT

Garden and Patio Repairs, Pillars Painting, Fountain Surroundings and Tile Refurbishment

1. Garden and Patio Area Repairs

- Inspect the existing garden and patio areas to identify damaged surfaces, cracks, loose finishes and defective tiles.
- Carry out scraping, sanding and removal of loose paint and deteriorated coatings.
- Repair minor cracks, holes and damaged surfaces using suitable exterior repair materials.
- Clean and prepare all surfaces before applying new finishes.
- Remove dust, debris and loose materials from the work areas.

2. Pillars and External Surface Preparation

- Strip off all existing loose, peeling and defective paint from the pillars and associated external surfaces.
- Scrape and sand surfaces to remove rough edges and achieve a smooth finish.
- Repair minor cracks, chips and surface imperfections.
- Clean all prepared surfaces and apply suitable exterior primer or stabilising treatment where required.

3. Application of Weather shield Exterior Paint

- Supply and apply suitable Weather shield exterior paint to the pillars and agreed external surfaces.

- Apply primer and the required number of finishing coats in accordance with the manufacturer's recommendations.
- Ensure uniform colour, adequate coverage and a durable, weather-resistant finish.
- Protect adjacent paving, plants, garden furniture and other existing features during painting.

4. Painting Around the Garden Fountain

- Prepare the paintable surfaces surrounding the fountain by cleaning, scraping and sanding as necessary.
- Remove loose and defective paint without damaging decorative features.
- Repair minor cracks and surface defects.
- Apply suitable exterior primer and weather-resistant paint to the agreed surfaces.
- Protect the fountain, water features and surrounding paving against paint splashes and contamination.
- Complete all finishing and touch-up works to achieve a neat appearance.

5. Patio and Garden Tile Repairs and Replacement

- Inspect existing patio and garden tiles to identify broken, cracked, loose or uneven tiles.
- Carefully remove damaged tiles while minimising damage to adjacent tiles and the existing substrate.
- Supply and install replacement tiles matching the existing tiles as closely as practicable in colour, size, texture and finish.
- Re-bed loose or displaced tiles using a suitable exterior-grade tile adhesive or bedding material.
- Carry out localised floor levelling and adjustment to address uneven surfaces.
- Fill gaps between tiles and around edges with suitable exterior-grade grout or jointing material.
- Rake out defective or deteriorated existing grout and replace it where necessary.
- Complete tile grouting, joint finishing and sealing where appropriate for the selected materials.
- Ensure repaired areas are properly aligned, level and securely fixed, with suitable falls maintained for surface water drainage.
- Clean tile surfaces and remove excess grout, adhesive and residue upon completion.

6. Floor Levelling and Gap Filling

- Inspect the existing patio floor to identify uneven areas, depressions and gaps between tiles.
- Remove loose bedding material and defective grout where required.
- Prepare the substrate and carry out localised levelling using suitable exterior-grade materials.
- Fill gaps and voids beneath or between tiles where accessible and appropriate to the repair method.
- Reinstall or adjust affected tiles to achieve a firm, even and safe walking surface.
- Maintain existing drainage falls and prevent water from collecting on the patio.
- Allow adequate curing time before permitting normal foot traffic.

7. Final Cleaning and Completion

- Inspect all repaired tiles, grouting, levelled areas and painted surfaces.
- Complete any necessary touch-ups and rectify visible defects.
- Remove paint scrapings, old grout, broken tiles, sanding dust and construction debris.
- Clean the patio, garden and fountain surroundings.
- Remove surplus materials and leave the work area clean, safe and tidy.

8. General Requirements

- All materials shall be suitable for external use and exposure to weather.
- Replacement tiles shall match the existing tiles as closely as reasonably possible, subject to availability.

- Painting shall be carried out in suitable weather conditions and in accordance with the paint manufacturer's instructions.
- Tile installation, grouting and levelling shall be undertaken using materials appropriate for outdoor conditions.
- Existing drainage falls and the integrity of the fountain and surrounding features shall be maintained.
- Any major substrate defects, extensive movement or concealed damage shall be reported to the client before additional works are undertaken.

8. Waste Removal and Final Handover

- Remove all construction debris, packaging and surplus materials generated by the works.
- Clean the refurbished kitchen, toilets, floors and other affected areas.
- Inspect all completed works and rectify outstanding defects.
- Test installed sanitary fittings, plumbing connections and appliances where applicable.
- Leave the apartment clean, safe and ready for occupation.
- Provide relevant product warranties and installation information where applicable.

GENERAL NOTICE TO ALL CONTRACTORS

- All contractors and companies submitting quotations for refurbishment, maintenance, repair and building works must comply with the following requirements:
- All materials used must be A-grade, high-quality and suitable for the intended purpose.
- Materials must comply with relevant British Standards and applicable building regulations, where appropriate.
- No inferior, second-grade or substitute materials shall be used without prior written approval.
- All internal residential painting must be carried out using Dulux paint or an equivalent recognised premium-quality brand.
- Surfaces must be properly prepared, including scraping, sanding, filling, priming and making good before painting.
- The specified number of coats must be applied in accordance with the manufacturer's recommendations to achieve a professional finish.
- All external paint must be premium-quality, weather resistant and suitable for the relevant surface and exposure conditions.
- Dulux Weather shield or an equivalent approved exterior grade paint system must be used.
- Paint must provide suitable protection against rain, moisture and weathering.
- The correct primer, preparation and finishing coats must be applied in accordance with the manufacturer's instructions.
- All contracting companies must be legally registered with Companies House where applicable.
- Contractors must demonstrate a minimum of five years' relevant experience in similar building, refurbishment, maintenance or repair projects.
- Companies must provide their Companies House registration details and evidence of relevant project experience upon request.
- Contractors must provide references or examples of comparable completed projects when requested.
- Quotations must clearly specify the scope of works, labour costs, material costs and any applicable VAT.
- Contractors must identify the proposed brands, product specifications and quality of materials and inform the High Commission.
- Any proposed alternative products or materials must receive written approval before use.
- Contractors must provide an estimated programme and completion period.
- All works must be completed by suitably skilled and competent personnel.
- The contractor must maintain appropriate health and safety standards and protect the property throughout the works.
- Any defective workmanship or materials must be reported and rectified in accordance with the agreed contract.
- The completed works must be inspected and approved by the High Commission or their appointed representative.

- Compliance Submission of a quotation confirms that the contractor has read and understood these requirements and agrees to comply with them, subject to the final agreed contract and specification.
- The client reserves the right to reject quotations that do not meet the stated requirements.
- Warranty documents should be handed over to the High Commission.