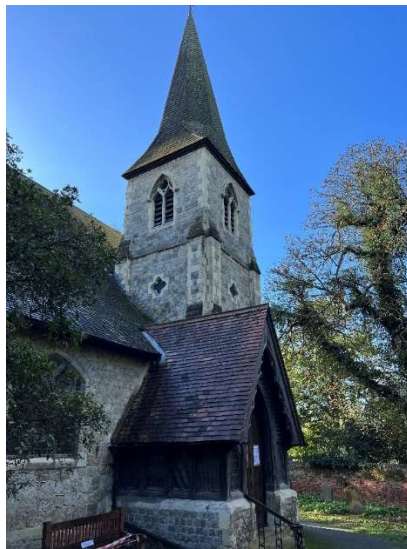


THOMAS  
FORD  
& PARTNERS  
CHARTERED  
ARCHITECTS  
SURVEYORS



SPECIFICATION AND SCHEDULE OF WORK

For

SPIRE RESHINGLING

at

NORTH CRAY, ST JAMES'S CHURCH

Job no. 630916

Revised 4<sup>th</sup> February 2026

177 KIRKDALE

LONDON

SE26 4QH

TEL 020 8659 3250

[www.thomasford.co.uk](http://www.thomasford.co.uk)

Client: PCC of St James' Church

## A10

### Project particulars

#### Clauses

##### 110 The Project

---

1. Name: North Cray St James Church, Spire Re-shingling
2. Nature: Replacement of cedar shingles to spire
3. Location: St James's Church,  
North Cray Road  
Sidcup  
DA14 5EQ
4. Timescale for construction work: 12 weeks

##### 120 Employer (client)

---

1. Name: The PCC of St James's Church
2. Address: North Cray Road  
Sidcup  
DA14 5EQ
3. Contact: Peter Collins
4. Telephone: 07554393434
5. Email: petercollins@studio-10.co.uk

##### 140 Architect/ contract administrator

---

1. Name: Thomas Ford & Partners
2. Address: 177 Kirkdale  
London  
SE26 4QH
3. Contact: Karen Butti
4. Telephone: 02086593250
5. Email: karen.butti@thomasford.co.uk

##### 150 Principal designer CDM

---

1. Name: TBC
2. Address: TBC
3. Contact: TBC
4. Telephone: TBC
5. Email: TBC

##### 200 Consultants

---

1. Description: Ecologist
2. Name: TBC
3. Contact: TBC
4. Address: TBC
5. Telephone: TBC

Client: PCC of St James' Church

6. Email: TBC

## A11 Tender and contract documents

### Clauses

#### 160 Pre-construction information

---

1. Format: The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

## A12 The site/ existing buildings

### Clauses

#### 110 The site

---

1. Description: The spire of the Tower at the west of St James' church

#### 120 Existing buildings on/ adjacent to the site

---

1. Description: The Tower is part of the church of St James and is set in its own churchyard. The building is Listed Grade II. A public footpath is adjacent to the site and used by the public accessing the large open space beyond the site.

#### 200 Access to the site

---

1. Description: Vehicular access is available from North Cray Road which is a dual carriage way. There is a gated entrance from the road. The access is wide enough for a Transit van. Parking is available with about 100m of the site area using a tarmacadam path.
2. Limitations: The public use the path adjacent to the work area. The car park is also used by church visitors
3. Access for inspections: Provide access at reasonable times for both on-site and off-site work.

#### 210 Parking

---

1. Restrictions on parking of the Contractor's and employees' vehicles: Space for one Transit van and one car is available

#### 220 Use of the site

---

1. General: Do not use the site for any purpose other than carrying out the Works.

#### 230 Surrounding land/ building uses

---

1. General: Adjacent or nearby uses or activities are as follows:  
The church is used for worship and visitors go to the church yard and the adjoining Bothy building. The public use the footpath.

#### 240 Health and safety hazards

---

1. General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:

Client: PCC of St James' Church

- Working at height
  - Rotted timber below missing areas of shingles
  - Issues associated with the presence of birds
2. Information: The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the works.
  3. Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

## 250 Site visit

---

1. Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. Arrangements for visit: The site can be visited without appointment

## A13

### Description of the work

#### Clauses

## 120 The works

---

1. Description: The works comprise the replacement of cedar shingles to all faces of the Spire and minor associated works.

## A20

### JCT Minor Works Building Contract (MW)

#### Clauses

## JCT Minor Works Building Contract

---

- The Contract: [JCT Minor Works Building Contract 2024 Edition](#).
- Requirement: Allow for the obligations, liabilities and services described.

#### Recitals

## First - The Works and the Contract Administrator

---

- The work comprises: The replacement of the cedar shingles to the spire of St James' Church and associated minor repairs.
- Architect/ Contract Administrator: See clause A10/140.

## Third - Priced documents

---

- Documents to be priced or provided by the Contractor: Specification and schedule of works

#### Articles

## 4 - Architect/ Contract Administrator

---

- Architect/ Contract Administrator: See clause A10/140.

Client: PCC of St James' Church

---

### 5 - CDM Regulations - Principal Designer and Principal Contractor

---

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

---

### 6 - Building Regulations - Principal Designer and Principal Contractor

---

- Article 6 will be deleted.

---

### 9 - Legal proceedings

---

- Amendments: None

### Contract Particulars

---

#### Fourth Recital and the JCT Fluctuations Option - Base Date

---

- Base Date: Ten days before the date set for return of tenders

---

#### Fourth Recital and clause 4.2 - Construction industry scheme (CIS)

---

- Employer at the Base Date is not a 'contractor' for the purposes of the CIS.

---

#### Fifth Recital - CDM Regulations

---

- The project is not notifiable.

---

#### Seventh Recital and Schedule 2 - Supplemental Provisions

---

- Health and safety: Supplemental Provision 1 applies.
- Cost savings and value improvements: Supplemental Provision 2 does not apply.
- Performance Indicators and monitoring: Supplemental Provision 3 does not apply.

---

#### Article 8 - Arbitration

---

- Article 8 and Schedule 1 apply.

---

#### Clause 1.6.2 - Addresses for service of notices by the Parties

---

- Employer
  - Address: As A20
  - Email: As A20
- Contractor
  - Address: TO BE COMPLETED BY CONTRACTOR.
  - Email: TO BE COMPLETED BY CONTRACTOR.

---

#### Clause 2.2 - Commencement and Completion

---

- Works commencement date: To be confirmed
- Date for Completion: Within 12 weeks of commencement

---

#### Clause 2.8 - Liquidated damages

---

- At the rate of £100 per calendar week or pro-rata thereto.

Client: PCC of St James' Church

---

### Clause 2.10 - Rectification period

- Period: 12 months from the date of practical completion.

---

### Clause 4.3 and 4.4 - Interim payments

- Interim Valuation Dates
  - The first Interim Valuation Date is: 28 days after the date of commencement
  - Thereafter at intervals of: 1 month
- Payments due prior to practical completion
  - Percentage of total value of the work etc.: 95 per cent
- Payments becoming due on or after practical completion
  - Percentage of the total amount to be paid: 97½ per cent

---

### Clause 4.4 and 4.9 - Fluctuations provision

- The following fluctuations provision applies: No fluctuations provision applies
- Percentage addition for the JCT Fluctuations Option (paragraph 13) is N/A.

---

### Clause 4.9.1 - Supply of documentation for computation of amount to be finally certified

- Period: Three months from the date of practical completion.

---

### Clause 5.3 - Contractor's Public Liability insurance - injury to persons or property

- The required level of cover for any one occurrence or series of occurrences arising out of one event
  - Not less than: £5M

---

### Clauses 5.4, 5.5 and 5.6 - Insurance of the works, etc. - alternative provisions

- Clause 5.5 applies.
- Where clause 5.4 or 5.5 applies, percentage to cover professional fees: 15 per cent
- Where clause 5.6 applies, insurance arrangements - details of the required policy or policies: N/A

---

### Clause 6.2.3.2 - Service of notices by email

- Clause 6.2.3.2: Does not apply.
- Employer's email: As A20
- Contractor's email: TO BE COMPLETED BY CONTRACTOR.

---

### Clause 7.1 - Notification and negotiation of disputes

- The respective nominees of the Parties are
  - Employer's nominee: TBC
  - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR.
- Or such replacement as each Party may notify to the other from time to time

---

### Clause 7.3 - Adjudication

- The Adjudicator is: To be nominated
- Nominating body: Royal Institute of British Architects

Client: PCC of St James' Church

---

### Schedule I paragraph 2.1 - Arbitration

---

- Appointor of Arbitrator (and of any replacement): President or a Vice-President of the: Royal Institute of British Architects.

Conditions - No Amendments

Section 1: Definitions and Interpretation - No Amendments

Section 2: Carrying out the Works - No Amendments

Section 3: Control of the Works - No Amendments

Section 4: Payment - No Amendments

Section 5: Injury, Damage and Insurance - No Amendments

Section 6: Termination - No Amendments

Section 7: Settlement of Disputes - No Amendments

Execution

---

### Execution

---

- The Contract: Will be executed under hand.

Contract guarantee bond - No Amendments

## A30

### Tendering/ subletting/ supply

Main contract tendering

---

#### 110 Scope

---

1. General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

---

#### 145 Tendering procedure

---

1. General: In accordance with the principles of: single stage tender.
2. Arithmetical errors: Pricing document is dominant.

---

#### 170 Acceptance of tender

---

1. Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
2. Costs: No liability is accepted for any cost incurred in the preparation of any tender.

---

#### 190 Period of validity

---

1. Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 13 weeks.

Client: PCC of St James' Church

2. Date for possession/ commencement: See section A20.

## Pricing/ submission of documents

### 210 Preliminaries in the specification

---

1. The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

### 250 Priced documents

---

1. Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
2. Measurements: Where not stated, ascertain from the drawings.
3. Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
4. Submit: With tender

### 310 Tender

---

1. General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

### 550 Health and safety information

---

1. Content: Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. Include
  - 2.1. A copy of the health and safety policy document, including risk assessment procedures.
  - 2.2. Accident and sickness records for the past five years.
  - 2.3. Records of previous Health and Safety Executive enforcement action.
  - 2.4. Records of training and training policy.
  - 2.5. The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. Submit: Within one week of request

### 570 Outline construction phase health and safety plan

---

1. Content: Submit the following information within one week of request:
  - 1.1. Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
  - 1.2. Details of the management structure and responsibilities.
  - 1.3. Arrangements for issuing health and safety directions.
  - 1.4. Procedures for informing other contractors and employees of health and safety hazards.
  - 1.5. Selection procedures for ensuring competency of other contractors, the self-employed and designers.
  - 1.6. Procedures for communications between the project team, other contractors and site operatives.
  - 1.7. Arrangements for cooperation and coordination between contractors.
  - 1.8. Procedures for carrying out risk assessment and for managing and controlling the risk.
  - 1.9. Emergency procedures including those for fire prevention and escape.
  - 1.10. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.

Client: PCC of St James' Church

- I.11. Arrangements for welfare facilities.
- I.12. Procedures for ensuring that all persons on site have received relevant health and safety information and training.
- I.13. Arrangements for consulting with and taking the views of people on site.
- I.14. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
- I.15. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- I.16. Review procedures to obtain feedback.

Subletting/ supply - No Amendments

## A31

### Provision, content and use of documents

#### Definitions and interpretations

##### 110 Definitions

---

- 1. Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated here or in the appropriate referenced document.

##### 120 Communication

---

- 1. Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek, provide or obtain information, consent or instructions, or make arrangements.
- 2. Format: In writing to the person named in clause A10/140 unless specified otherwise.
- 3. Response: Do not proceed until response has been received.

##### 130 Products

---

- 1. Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- 2. Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

##### 135 Site equipment

---

- 1. Definition: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- 2. Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- 3. Excludes: Products and equipment or anything intended to form or forming part of the permanent works.

##### 160 Terms used in specification

---

- 1. Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes removal and disposal of associated pipework, wiring, ductwork or other services.
- 2. Remediate: Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.

Client: PCC of St James' Church

3. Fix: Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.
4. Supply and fix: As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. Keep for recycling: As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. Repair: Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. Refix: Fix removed products.
11. Ease: Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
13. System: Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.

## 220 Referenced documents

---

1. Conflicts: Specification prevails over referenced documents.

## 250 Currency of documents and information

---

1. Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

## Documents provided on behalf of the employer

### 410 Additional copies of drawings/ documents

---

1. Additional copies: Issued free of charge.

### 440 Dimensions

---

1. Scaled dimensions: Do not rely on.

### 460 The specification

---

1. Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

## Documents provided by contractor/ subcontractors/ suppliers - No Amendments

## A32

# Management of the works

## Generally

### 110 Supervision

---

1. General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

### 120 Insurance

---

1. Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

### 130 Insurance claims

---

1. Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the employer/ client, the person administering the Contract on their behalf and the Insurers.
2. Failure to notify: Indemnify the employer/ client against any loss, which may be caused by failure to give such notice.

## Programme/ progress

### 245 Start of work on site

---

1. Notice: Before the proposed date for start of work on site give minimum notice of one week.

### 290 Notice of completion

---

1. Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
2. Associated works: Ensure necessary access, services and facilities are complete.
3. Period of notice (minimum): Two weeks

## Control of cost

### 420 Removal/ replacement of existing work

---

1. Extent and location: Agree before commencement.
2. Execution: Carry out in ways that minimize the extent of work.

### 430 Proposed instructions

---

1. Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

Client: PCC of St James' Church

**A33****Quality standards/ control****Standards of products and executions****110 Incomplete documentation**

---

1. General: Where and to the extent that products or work are not fully documented, they are to be:
  - 1.1. Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - 1.2. Suitable for the purposes stated or reasonably to be inferred from the project documents.
2. Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

**120 Workmanship skills**

---

1. Operatives: Appropriately skilled and experienced for the type and quality of work.
2. Registration: With Construction Skills Certification Scheme.
3. Verification: When requested, operatives must produce evidence of skills/ qualifications.

**130 Quality of products**

---

1. Generally: New. (Proposals for recycled products may be considered).
2. Supply of each product: From the same source or manufacturer.
3. Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
4. Tolerances: Where critical, measure a sufficient quantity to determine compliance.
5. Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

**135 Quality of execution**

---

1. Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
2. Colour batching: Do not use different colour batches where they can be seen together.
3. Dimensions: Check on-site dimensions.
4. Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
5. Location and fixing of products: Adjust joints open to view so they are even and regular.

**Samples/ approvals - No Amendments****Accuracy/ setting out generally - No Amendments****Services generally - No Amendments****Supervision/ inspection/ defective work****540 Defects in existing work**

---

1. Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
2. Documented remedial work: Do not execute work which may:
  - 2.1. Hinder access to defective products or work; or

Client: PCC of St James' Church

- 2.2. Be rendered abortive by remedial work.

## Work at or after completion

### 730 Making good defects

---

1. Remedial work: Arrange access with Employer.
2. Rectification: Give reasonable notice for access to the various parts of the Works.
3. Completion: Notify when remedial works have been completed.

## A34

### Security/ safety/ protection

#### Security, health and safety

### 120 Execution hazards

---

1. Common hazards: Not listed. Control by good management and site practice.
2. Significant hazards: The design of the project includes the following:
  - 2.1. Hazard: Working at height  
Potential rotten timber beneath shingles  
Presence of birds
  - 2.2. Precautions assumed: Skilled operatives, PPE

### 140 Construction phase health and safety plan

---

1. Submission: Present to the employer/ client no later than 1 week before commencement.
2. Confirmation: Do not start construction work until the employer has confirmed in writing that the construction phase health and safety plan includes the procedures and arrangements required by the CDM Regulations.
3. Content: Develop the plan from, and draw on, the outline construction phase health and safety plan, clause A30/570, and the pre-tender health and safety plan/ pre-construction information.

### 150 Security

---

1. Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.

### 160 Stability

---

1. Responsibility: Maintain the stability and structural integrity of the works and adjacent structures during the contract.
2. Design loads: Obtain details, support as necessary and prevent overloading.

### 170 Occupied premises

---

1. Extent: Existing buildings will be occupied and/ or used during the contract as follows: the church will be used for occasional worship with entrance through the north porch.
2. Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.

Client: PCC of St James' Church

3. Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

### Protect against the following

#### 380 Fire prevention

---

1. Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
2. Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

#### 390 Smoking on-site

---

1. Smoking on-site: Not permitted.

#### 400 Burning on-site

---

1. Burning on-site: Not permitted.

#### 420 Infected timber/ Contaminated materials

---

1. Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
2. Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other microorganisms are within acceptable levels.

### Protect the following

#### 520 Roads and footpaths

---

1. Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
2. Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

#### 555 Wildlife species and habitats

---

1. General: Safeguard the following: Bats.
2. Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
3. Education: Ensure that employees and visitors to the site receive suitable instruction and awareness training.

#### 570 Existing work

---

1. Protection: Prevent damage to existing work, structures or other property during the course of the work.
2. Removal: Minimum amount necessary.
3. Replacement work: To match existing.

#### 580 Building interiors

---

1. Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

**A35****Specific limitations on method/ sequence/ timing**

## Clauses

**170 Working Hours**

---

1. Specific limitations: Saturday working by agreement with the Employer only  
No Sunday working  
Allow for stoppages as described in the schedule of works

**A36****Facilities/ temporary work/ services**

## Generally

**110 Spoil heaps, temporary works and services**

---

1. Location: Give notice and details of intended siting.
2. Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

## Accommodation

**230 Temporary accommodation**

---

1. Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
2. Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

## Temporary works

**310 Roads**

---

1. Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
  - 1.1. Details: Access lane to St James'
  - 1.2. Restrictions on use: Width restriction applies, no large or heavy vehicles
  - 1.3. Protective or remedial measures: Provide spreaders for skips or heavy loads

**340 Name boards/ advertisements**

---

1. Name boards/ advertisements: Not permitted.

## Services and facilities

**440 Telephones**

---

1. Direct communication: As soon as practicable after the start on site, provide the Contractor's person in charge with a mobile telephone.

## A37

### Operation/ maintenance of the finished works

#### Generally

#### 115 The Health and Safety File

---

1. Responsibility: The Contractor
2. Content: Descriptions of access methods and fixing points used.  
Record of repairs to any timbers hidden by the shingles  
Record of any services identified within the spire  
Record of any residual risks identified
3. Format: Electronic
4. Delivery to: Principle Designer CDM By (date): of completion of the works.

## A54

### Provisional work/ items

#### Clauses

#### 210 Provisional sums for undefined work

---

1. Item: Timber repairs
2. Description of work: Timber repairs to boarding or rafters beyond that set out in schedule of works
3. Provisional Sums: Include £2000.
4. Allow for general attendance.

#### 590 Contingencies

---

1. Provisional sum: Include: £3000.



Specification created using NBS Chorus

Client: PCC of St James' Church

## Contents

|                                                                                         |           |
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Client: PCC of St James' Church

## C51

### Repairing/ renovating/ conserving timber

#### General

#### 110 Inspection

---

1. Purpose: To confirm nature and extent of repair/ renovation/ conservation work shown on drawings, and described in survey reports and schedules of work.
2. Parties involved: Contract administrator/ Employer's representative, Foreman carpenter
3. Timing: At least 3 days before starting each section of work
4. Instructions issued during inspection: Confirm in writing, with drawings and schedules as required, before commencing work

#### 150 Timber procurement

---

1. Timber (including timber for wood-based products): Obtained from well-managed forests and/ or plantations in accordance with:
  - 1.1. The laws governing forest management in the producer country or countries.
  - 1.2. International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
2. Documentation: Provide either in accordance with the chain of custody certification scheme requirements:
  - 2.1. documentary evidence (that has been or can be independently verified) regarding the provenance of all timber supplied; or
  - 2.2. evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood-based products.
3. Chain of Custody Certification scheme: In accordance with UK Timber Procurement Policy (UKTPP) i.e. FSC, GiB or PEFC.

#### 160 Timber supplier

---

1. Supplier: Contractor's choice

#### Structural repairs/ alterations

#### 230 Member strengthening – external reinforcement

---

1. Reinforcement: Timber
  - 1.1. Size: To match member being repaired
2. Fixing to existing timber: Double row of 10mm stainless steel bolts at 150mm centres

#### 240 End repairs – lap

---

1. Defective timber: Cut out
2. Lap member: Timber
  - 2.1. Size: To match existing timber being repaired
3. Fixing to existing timber: Stainless steel bolts, as agreed min 3 no per joint

Client: PCC of St James' Church

## Products

### 310 Structural softwood (graded direct to strength class)

---

1. Description: FOR STRUCTURAL USE GENERALLY
2. Strength class to BS EN 338: C40
3. Treatment
  - 3.1. Preservative treatment: Organic solvent impregnation to NBS section Z12 and Wood Protection Association Commodity Specification C8
    - 3.1.1. Design service life: 40 years
  - 3.2. Fire-retardant treatment: None required
4. Moisture content (maximum) at time of installation: 16%
5. Other requirements: Shape to suit repair location

### 340 Structural hardwood (strength class not specified)

---

1. Description: FOR STRUCTURAL USE GENERALLY
2. Species: English or French oak
3. Grading standard: To the appropriate BS EN 14081-1 compliant standard.
  - 3.1. Grade
    - 3.1.1. Temperate hardwoods: THA to BS 5756 or THB to BS 5756
4. Surface finish: Planed all round
5. Treatment
  - 5.1. Preservative treatment: None required
  - 5.2. Fire-retardant treatment: None required
6. Moisture content (maximum) at time of installation: 16%
7. Other requirements: Shape to suit repair location

### 360 Softwood for joinery repairs

---

1. Description: for board replacement
2. Species: Douglas fir
3. Quality: Generally to BS EN 942; free from decay and insect attack (except pinhole borers).
  - 3.1. Appearance class: Class J10.
4. Treatment: Organic solvent impregnation to NBS section Z12 and Wood Protection Association Commodity Specification C8
5. Moisture content on delivery: 9-13%

### 370 Hardwood for joinery repairs

---

1. Description: For lucarnes
2. Species: English or French Oak
3. Quality: Generally to BS EN 942; free from decay and insect attack (except pinhole borers).
  - 3.1. Appearance class: Class J10.
4. Treatment: None required
5. Moisture content on delivery: 9-13%

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#### 450 Stainless steel bolt assemblies

---

1. Description: For structural timber repairs
2. Bolts: To BS EN ISO 3506-1.
  - 2.1. Designation: A2-70
3. Nuts and washers: To suit grade of bolt.
  - 3.1. Washer size
    - 3.1.1. In contact with timber: Diameter: 2 times bolt diameter; thickness: 0.2 times bolt diameter.
    - 3.1.2. In contact with steel section/ plate (required when surface finish may be damaged by nut or bolt head rotating): To BS 4320.

#### 470 Nails

---

1. Description: For fixing boarding to rafters
2. Standard: As section Z20.
3. Type: Lost head wire nails
4. Material: Stainless steel.
  - 4.1. Strength (minimum): Yield strength 375 N/mm<sup>2</sup>

#### 480 Screws

---

1. Description: For general use
2. Standard: As section Z20.
3. Material: Stainless steel
4. Tensile strength (minimum): 550 N/mm<sup>2</sup>

### Execution

#### 600 Workmanship

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1. Skill and experience of site operatives: Appropriate for types of work on which they are employed.
  - 1.1. Documentary evidence: Submit on request.

#### 610 Temporary supports/ propping

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1. General: Provide adequate temporary support at each stage of repair work to prevent damage, overstressing or uncontrolled collapse of any part of the structure.
2. Bearings for temporary supports/ propping: Suitable to carry loads throughout repair operations.

#### 620 Protection of timber and wood components before and during installation

---

1. Storage: Keep dry, under cover, clear of the ground and with good ventilation. Support sections/ components on regularly spaced, level bearers on a dry, firm base.
2. Handling: Do not overstress, distort or disfigure sections or components during transit, storage, lifting, erection or fixing.

#### 650 Dimensions generally

---

1. Site dimensions: Take as necessary before starting fabrication.
  - 1.1. Discrepancies with drawings: Report without delay and obtain instructions before proceeding.

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---

**660 Cross section dimensions of structural softwood and hardwood**

---

1. Dimensions: Dimensions in this specification and shown on drawings are target sizes as defined in BS EN 336.
2. Tolerances: The tolerance indicators (T1) and (T2) specify the maximum permitted deviations from target sizes as stated in BS EN 336, clause 4.3:
  - 2.1. Tolerance class 1 (T1) for sawn surfaces.
  - 2.2. Tolerance class 2 (T2) for further processed surfaces.

---

**665 Cross section dimensions of non-structural softwood**

---

1. Dimensions: Dimensions in this specification and shown on drawings are finished sizes.
2. Maximum permitted deviations from finished sizes: As stated in BS EN 1313-1, clause 6 for sawn sections.

---

**670 Cross section dimensions of non-structural hardwood**

---

1. Dimensions: Dimensions in this specification and shown on drawings are finished sizes.
2. Maximum permitted deviations from finished sizes: As stated in BS EN 1313-2:
  - 2.1. Clause 6 for sawn sections.
  - 2.2. Clause NA.3 for further processed sections.

---

**680 Warping of timber**

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1. Bow, spring, twist and cup: Not greater than the limits set down in BS 4978 or BS EN 14081-1 for softwood, or BS 5756 for hardwood

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**690 Processing treated timber**

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1. Cutting and machining: Carry out as much as possible before treatment.
2. Extensively processed timber: Retreat timber sawn lengthways, thickened, planed, ploughed, etc.
3. Surfaces exposed by minor cutting and/ or drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.

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**760 Repair of members – cutting out members**

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1. Extent of timber removal: Cut out full cross section of member where wood is defective or decayed, plus 50 mm of sound wood.
2. Distance from face of support to cut end of existing timber: Obtain instructions if dimension exceeds 150 mm.
3. Joint profile: Scarf joint at 1 in 12 to grain with single 40 mm step

---

**770 Repair of compression members – piecing in**

---

1. Defective wood: Remove only decayed or defective wood. Finish cut-outs to clean, regular profiles.
2. Timber inserts: Cut accurately to fit. Glue and pin in place. Lie of grain to match as closely as possible that of parent timber.
3. Joint profile: Scarf joint at 1 in 12 to grain with single 40mm step

---

**780 Repair of distorted timber members**

---

1. Generally: Repair to shape that member has assumed.

---

**860 Moisture content checking**

---

1. Procedure: Check moisture content of timber sections with an approved electrical moisture meter.

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2. Test results: Keep records of all tests. If moisture content falls outside specified range obtain instructions.

## Completion

### 910 Mechanically fastened joints

---

- I. General: Inspect accessible bolted, coach screwed and timber pegged joints and tighten fasteners if necessary.
  - I.I. Timing: On Completion and at end of Defects Liability Period or Rectification Period.

Ω End of Section

Client: PCC of St James' Church

**H64****Wood shingle and shake roofing**

## Types of wood shingle and shake roofing

**110 Cedar shingle roofing**

---

1. Description: To Spire
2. Substrate: existing sarking boarding, assume rafters at 450mm centres
3. Pitch: more than 40 degrees
4. Underlay: None
5. Roofing: Wood shingles
  - 5.1. Supplier: Contractor's choice
  - 5.2. Species: Western red cedar
  - 5.3. Grade: No. 1, blue label, certi-grade
  - 5.4. Length (minimum): 400 mm
  - 5.5. Gauge: 112mm
  - 5.6. Pattern: None
  - 5.7. Treatment
    - 5.7.1. Preservative: Organic solvent
    - 5.7.2. Flame retardant: Not required
  - 5.8. Fixing: Two nails each shingle/ shake.
6. Accessories: Preformed hip caps to broach hips  
100mm stainless steel strips between shingle courses  
reinstate existing ventilator/fixing cap

**111 Oak shake roofing**

---

1. Description: To Spire
2. Substrate: existing sarking boarding, assume rafters at 450mm centres
3. Pitch: more than 40 degrees
4. Underlay: None
5. Roofing: Cleft oak shakes
  - 5.1. Supplier: Coyle Timber Ltd
  - 5.2. Species: Oak
  - 5.3. Length (minimum): 325 mm
  - 5.4. Gauge: 115mm
  - 5.5. Pattern: None
  - 5.6. Treatment
    - 5.6.1. Preservative: Not required
    - 5.6.2. Flame retardant: Not required
  - 5.7. Fixing: 2.65x50mm stainless steel clout head annular ring shank nails. Two nails each shake.
6. Accessories: Preformed hip caps to broach hips  
reinstate existing ventilator/fixing cap  
Note lead in contact with shakes is to have black bitumen paint applied to surface in contact with oak

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## Performance - Not Used

## Products - Not Used

## Execution

### 605 Basic workmanship

---

1. General: Fix wood shingles/ shakes and accessories to make the whole sound and weathertight at earliest opportunity.
2. Setting out: To regular appearance, with neat fit at edges, junctions and features. In any three courses of shingles/ shakes no two joints should be in direct alignment.
3. Fixing of accessories: As recommended by shingles/ shakes or accessory supplier.
4. Flashings: Fix with or immediately after shingles/ shakes. Form neatly.

### 610 Removing existing

---

1. Description: Damaged shingles to Spire
2. General: Carefully remove, including any battens, underlays, etc, with minimum disturbance of adjacent retained roofing.

### 660 Fixing shingles/ shakes

---

1. Setting out: Lay to a lap bond with an overall even appearance.
  - 1.1. Side lap to course below (minimum): 40 mm
  - 1.2. Gap between adjacent shingle/ shakes: 6-9 mm for shingles
2. Ends of course: Use wide shingles/ shakes to maintain bond and ensure that cut shingles/ shakes are as large as possible.
3. Top course: Head nail short course to maintain gauge.
4. Fixing: Nail each shingle/ shake 19-25 mm from each edge. Heads of nails to be flush with face of shingles/ shakes.
  - 4.1. Nails: 2.65x50mm Stainless steel clout head annular ring shanked nails
  - 4.2. Nail dimensions: Determine in accordance with BS 5534 to suit site exposure, withdrawal resistance and shingle/ shake supplier's recommendations.

### 680 Hips

---

1. Underlay: Lay courses over hips.
  - 1.1. Overlaps (minimum): 150 mm.
2. Shingles/ shakes: Cut and fix closely at hip.
3. Interlay: Lay strip of underlay along line of hip over shingles/ shakes, to be covered by hip caps.
4. Hip caps: Preformed; alternate left and right-hand units.
  - 4.1. Fixing: Nails as for shingles/ shakes but of adequate length to secure units to battens or hip rafter.
  - 4.2. Gauge: To course in with roof shingles/ shakes. Overlaps to conceal fixing nails.

### 725 Change of roof pitch

---

1. Substrate work: Fix timber fillet to support flashing and courses of shingles/ shakes above change of pitch.
2. Shingles/ shakes: Fix courses above and below changes of pitch and make weathertight with metal flashing.

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## Completion

### 910 Completion

---

1. Roof area: Clean.
2. Rainwater pipes, gutters and outlets: Clear.
3. Wood shingles/ shakes: Free from defects.
4. Roof edges, junctions and features: Watertight.

Ω End of Section

Client: PCC of St James' Church

## H71

### Lead sheet fully supported roof coverings/ flashings

To be read with preliminaries/ general conditions.

#### 27 Soakers for junctions at change of plane

---

1. Lead
  - 1.1. Type: Rolled to [BS EN 12588](#)
  - 1.2. Thickness: Code 5
2. Dimensions
  - 2.1. Length: Slate/ tile gauge + lap + 25 mm.
  - 2.2. Underlap: not less than: 150 mm.

#### 60 Materials and workmanship generally

---

1. Lead production method: Rolled, to [BS EN 14783](#)
2. Identification: Colour marked for thickness/ code, weight and type.
3. Workmanship standard: To [BS 6915](#) and latest editions of [Rolled lead sheet - the complete manual](#) published by the [Lead Sheet Training Academy \(LSTA\)](#).
4. Fabrication and fixing: To provide a secure, free-draining and weathertight installation.
5. Marking out: Do not use scribes or other sharp instruments to mark out lead without approval.
6. Solder: Use only where specified.
7. Finished leadwork: Fully supported and adequately fixed to resist wind uplift, but also able to accommodate thermal movement without distortion or stress.
8. Black bituminous paint: As clause 100. Apply to surface of all lead in contact with oak

#### 77 Preparation of existing timber substrates

---

1. Remedial work: Adjust boards to level and securely fix. Punch in protruding fasteners, and plane or sand to achieve an even surface. Replace unsuitable timber board, cut in new boarding to match existing. g.
2. Defective boards: See schedule
3. Moisture content: Not more than 22% at time of covering. Give notice if greater than 16%.

#### 78 Fixing lead sheet

---

1. Top edge: Secured with two rows of fixings, 25 and 50 mm from edge.
2. Fixings
  - 2.1. Nails to timber substrates: Copper clout nails to [BS1202-2](#) or stainless steel (austenitic) clout nails to [BS 1202-1](#).
    - 2.1.1. Shank type: Annular-ringed, helical-threaded or serrated.
    - 2.1.2. Length: Not less than 20 mm or equal to substrate thickness.

#### 80 Clips

---

1. Material
  - 1.1. Lead clips: Cut from sheets of the same thickness/ code as the sheet being secured.
2. Dimensions
  - 2.1. Width: 50 mm where not continuous.

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2.2. Length: To suit detail.

3. Fixing clips: Secure each to substrate with either two screw or three nail fixings not more than 50 mm from the edge of the lead sheet. Use additional fixings where lead downstands exceed 75 mm.
4. Fixing lead sheet: Welt clips around edges and turn over 25 mm.

## 100 Paint for use on lead in contact with oak

---

1. Manufacturer: Contractor's choice
  - 1.1. Product reference: Black bituminous paint
2. Location: All flashing surfaces in contact with oak shakes
3. Application: In accordance with manufacturers directions. Allow to dry thoroughly before fitting shakes on top..

Ω End of Section

Client: PCC of St James' Church

## H75

# Stainless steel strip/ sheet fully supported roof coverings/ flashings

## Clauses

Read in conjunction with Preliminaries and general conditions

### 37 Miscellaneous flashings

---

1. Description: Stainless steel strips between shingle courses
2. Stainless steel
  - 2.1. Standard: To [BS EN 14783](#).
  - 2.2. Grade: 1.4401 (316).
  - 2.3. Finish: N/A
  - 2.4. Thickness: 0.40 mm.
3. Dimensions
  - 3.1. Lengths: 100mm wide strip, length to suit course
4. Fixing: Clips to bottom edge at edges and 450 mm centres.

### 40 Materials and workmanship generally

---

1. Stainless steel strip/ sheet: To [BS EN 14783](#), [BS EN 10088-4](#), and [BS EN ISO 9445-1](#) or [BS EN ISO 9445-2](#).
2. Design and workmanship: To [British Stainless Steel Association \(BSSA\)](#) latest publications and the [Federation of Traditional Metal Roofing Contractors \(FTMRC\)](#) publication [UK guide to good practice in fully supported metal roofing and cladding](#).
3. Fabrication and fixing: To provide a secure, free-draining and completely weathertight installation.
4. Avoiding sharp edges: Remove as work proceeds.
5. Finished stainless steel work: Fully supported, adequately fixed to resist wind uplift and able to accommodate thermal movement without distortion or stress.
6. Protection: Prevent staining, discolouration and damage by subsequent works.

### 42 Soldering

---

1. In situ soldering: Not permitted.

### 53 Preparation of existing timber substrates

---

1. Remedial work: Adjust boards to level and securely fix. Punch in protruding fasteners, and plane or sand to achieve an even surface.
2. Defective boards: Give notice.
3. Moisture content: Not more than 22% at time of covering. Give notice if greater than 16%.

### 60 Fixings for clips

---

1. Nails to timber substrates: Stainless steel austenitic.
  - 1.1. Shank type: Annular ringed or helical threaded.
  - 1.2. Head: Flat.
  - 1.3. Length: Not less than 25 mm or equal to the substrate thickness.

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## 62 Clips

---

1. Material: Stainless steel, supplied preformed by the strip/ sheet manufacturer, or cut and formed in situ as recommended by the strip/ sheet manufacturer.
2. Grade and dimensions, number of fixings and provision for movement: As recommended by the strip/ sheet manufacturer.

Ω End of Section

Client: PCC of St James' Church

## M60

### Painting/ clear finishing

To be read with preliminaries/ general conditions.

#### 18 Special coating

---

1. Description: Rust conversion metal paint
2. Manufacturer: Hammerite
  - 2.1. Product reference: Direct to rust metal paint smooth finish
3. Surfaces: Iron weather vane rod and straps
  - 3.1. Preparation: Remove all loose and defective coatings
4. Initial coats: As recommended by manufacturer
  - 4.1. Number of coats: 1
5. Undercoats: Hammerite No 1 rust beater
  - 5.1. Number of coats: 1
6. Finishing coats: Direct to rust metal paint smooth finish
  - 6.1. Number of coats: 2 Colour: Black

#### 22 Handling and storage

---

1. Coating materials: Deliver in sealed containers, labelled clearly with brand name, type of material and manufacturer's batch number.
2. Materials from more than one batch: Store separately. Allocate to distinct parts or areas of the work.

#### 25 Surfaces not to be coated

---

1. Gilded parts of weathervane, lead.

#### 30 Preparation generally

---

1. Standard: In accordance with BS 6150.
2. Refer to any pre-existing CDM Health and Safety File and CDM Construction Phase Plan where applicable.
3. Risk assessments and method statements for suspected hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
4. Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
5. Substrates: Sufficiently dry in depth to suit coating.
6. Efflorescence salts, dirt, grease and oil: Remove. Give notice if contamination of surfaces/ substrates has occurred.
7. Surface irregularities: Provide smooth finish.
8. Organic growths and infected coatings
  - 8.1. Remove with assistance of biocidal solution.
  - 8.2. Apply residual effect biocidal solution to inhibit regrowth.
9. Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.
10. Dust, particles and residues from preparation: Remove and dispose of safely.
11. Water-based stoppers and fillers
  - 11.1. Apply before priming unless recommended otherwise by manufacturer.

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11.2. If applied after priming: Patch prime.

## 12. Doors, opening windows and other moving parts

12.1. Ease, if necessary, before coating.

12.2. Prime resulting bare areas.

## 32 Previously coated surfaces generally

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1. Preparation: In accordance with BS 6150.
2. Contaminated or hazardous surfaces: Give notice of:
  - 2.1. Coatings suspected of containing lead.
  - 2.2. Substrates suspected of containing asbestos or other hazardous materials.
  - 2.3. Significant rot, corrosion or other degradation of substrates.
3. Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
4. Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
5. Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
6. Alkali affected coatings: Completely remove.
7. Retained coatings
  - 7.1. Thoroughly clean.
  - 7.2. Gloss-coated surfaces: Provide key.
8. Partly removed coatings
  - 8.1. Apply additional preparatory coats.
  - 8.2. Junctions: Provide flush surface.
9. Completely stripped surfaces: Prepare as for uncoated surfaces.

## 61 Coating generally

---

1. Application: In accordance with BS 6150,
2. Conditions: Maintain suitable temperature, humidity and air quality.
3. Surfaces: Clean and dry at time of application.
4. Thinning and intermixing: Not permitted unless recommended by manufacturer.
5. Overpainting: Do not paint over intumescent strips or silicone mastics.
6. Priming coats: Apply as soon as possible on same day as preparation is completed.
7. Finish
  - 7.1. Even, smooth and of uniform colour.
  - 7.2. Free from brush marks, sags, runs and other defects.
  - 7.3. Cut in neatly.
8. Doors, opening windows and other moving parts: Ease before coating and between coats.

## 66 Concealed metal surfaces

---

1. General: Apply additional coatings to surfaces that will be concealed when component is fixed in place.
  - 1.1. Components: Weather vane fixings/straps
  - 1.2. Additional coatings: Black bitumen to BS 3416, type I

Ω End of Section

Client: PCC of St James' Church



Specification created using NBS Chorus

## I Generally

### I.1 Location and Access

- I.1.1 St James' Church, North Cray Road, Bexley, Kent DA14 5AQ
- I.1.2 The churchyard is open daily. Liaise with the Employer regarding events taking place in the church building. Be aware that members of the public make use of all areas of the churchyard.
- I.1.3 Vehicular access is available from the dual carriage way (A223) and is wide enough for a Transit width vehicle. Parking is to the east of the church with a tarmac path leading past the west Tower.
- I.1.4 The footpath leads to public open land beyond the churchyard and is used by the general public for access. The path is adjacent to the Tower.
- I.1.5 Maintain safe access along the footpath for the public.
- I.1.6 A safe working area can be created to the south of Tower, away from direct public access.

### I.2 Scope of Works

- I.2.1 The cedar shingles of the Spire above the Tower have been affected by the action of parakeets who are as persistent as woodpeckers in damaging shingles and allowing water penetration to the underlying timber structure of the Spire. Alternative prices are requested for renewing as existing in cedar, or recovering in oak for greater longevity.
  - I.2.2 It is assumed that the spire will be fully scaffolded, but tenderers are permitted to provide alternative method tenders for carrying out the work by steeplejack if they wish
  - I.2.3 Provide all welfare facilities required to carry out the work.
  - I.2.4 If the works are to be carried out by steeplejack, allow for photographic/video recording of the condition of the weathervane, leadwork, timber boarding and structure, progress of repairs and the like. Allow time to enable the architect and those acting on behalf of the employer to make assessments and give instructions from the ground from information provided.
  - I.2.5 Make a full photographic record of the repairs before covering up boarding and before completing the works and provide copies to the Employer and Architect.
- ### I.3 Other
- I.3.1 The church is a grade 2 listed building and set in a burial ground. Agree the extent of removal of existing fabric with the architect prior to any works. Do not cut out material without approval.

1.3.2 Bats are not known to make use of the interior of the spire, but at the time of writing a scoping survey has not recently been carried out. In the event of any bat being found, re-cover it and immediately stop work.

1.3.3 Refer to preliminaries and materials and workmanship clauses above.

## 1.4 CDM and BSA Regulations

1.4.1 Prepare and submit Contractor's pre-construction health and safety plan to the Employer's Principal Designer for CDM before commencement of the works including, but not limited to:

- Control of access from the car park to the site area and security of the public
- Methodology of gaining access to all faces of the Spire
- Method of recording condition before and after repairs.

## 1.5 Building Contract

1.5.1 The building contract will be the version of the JCT Minor Works Contract current at the time of tendering and will be completed in accordance with the Preliminary Clauses included above.

## 2 Preparation and Protection

### 2.1 Protection

2.1.1 Liaise with the telecoms provider and protect internal and external equipment as required.

2.1.2 Protect all memorials, planting, adjacent buildings and the like within the vicinity of the works and access routes to them.

2.1.3 Take photographic condition survey prior to commencing the work as a record should any damage be reported during or after completion of the work.

### 2.2 Scaffold or alternative Access

#### Exterior of Tower and Spire

2.2.1 Provide working scaffold or other means of access to carry out the work.

2.2.2 In the event of any fixings into the tower or spire structure being required, provide design and method statements.

2.2.3 Provide 3m high sheet metal or timber (not Heras) hoardings around the base of all scaffolds to comply with the requirements of the Employer's insurers. Ensure hoarding is complete at end of each working day including during scaffold erection and strike.

2.2.4 Provide and maintain temporary coverings to prevent water ingress during the works.

2.2.5 Provide temporary continuity for the lightning conductor for the duration of the works.

2.2.6 Take full record photos of timber boarding and framing exposed during the works. Report any pre-existing defects to the Employer.

### 3 Spire

#### 3.1 Preparation and Stripping Out

3.1.1 Temporarily disconnect/loosen existing lightning conductor tape from weathervane to eaves to enable the work to be carried out.

3.1.2 Inspect gilded weathervane, iron shaft and lead clad capping to spire post. Report any defect to the Employer. De-rust and repaint iron elements.

3.1.3 Release lead weathering at apex of spire. Set aside for reuse if sound.

3.1.4 Remove existing cedar shingles to spire and cart away.

#### 3.2 Repairs to spire rafters and frame

3.2.1 Inspect the structural timbers and rafters of the spire externally as the shingles are removed in the vicinity of any rotten boarding. Inspect internally where practicable. Seek instruction for any repairs.

3.2.2 Allow the provisional quantity of 6 no. sections of rafter replacement 100x125x1200mm approx. in Douglas Fir as C51/310

3.2.3 Allow the provisional quantity of 1 no. 900x250x250mm section of apex post, scarf joined and stainless steel bolted to sound in Douglas Fir as C51/310.

#### 3.3 Repairs to Boarding

3.3.1 Inspect sarking boarding, agree extent of any replacement boarding required.

3.3.2 Allow the provisional quantity of 8m<sup>2</sup> 200mmx25mm boarding to be replaced in short lengths in square edged Douglas Fir as C51/360.

3.3.3 Drive in any raised nail heads or similar projections, brush down to remove any frass, nesting material, vegetation or similar to give a sound even surface for laying new shingles.

#### 3.4 Spire Shingles

##### Alternative A

3.4.1 Supply and fit new blue label premium sawn cedar shingles as H64/110 to whole spire, fixed with stainless steel nails to boarding, shaped at edges and top of spire to suit geometry, 100mm stainless steel strips between courses as section H75, code 5 lead soakers as H71/27. Narrow shingles to be avoided at edges. Preformed hip shingles to be used at broach vertices as H64/.

### Alternative B

Supply and fit new cleft oak shakes as H64/111 to whole spire, fixed with stainless steel nails to boarding, shaped at edges and top of spire to suit geometry, code 5 lead soakers as H71/27. Narrow shingles to be avoided at edges. Preformed hip shingles to be used at broach vertices as H64, all lead in contact with oak to be coated with black bituminous paint.

3.4.2 Reinststate existing lead weathering to apex or replace in code 7 lead as section H71.

3.4.3 Grease weathervane and check in operation.

### 3.5 Eaves

3.5.1 Supply and fit stainless steel anti-bird mesh to the whole of the eaves to prevent access to the spire interior.

## 4 Completion

4.1.1 Test lightning conductor (by an approved specialist) and provide certificate.

4.1.2 Clear back gutter between tower and Nave roof.

4.1.3 Remove all scaffold and temporary works.

4.1.4 Make good any damage including to the parking areas and access routes.

4.1.5 Returf any areas damaged by hoardings etc.

4.1.6 Hand keys to the Employer

4.1.7 Submit Health and Safety File to the Principal Designer for CDM.

Collection for Preliminaries Clauses

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Collection for Workmanship and Materials Clauses

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Collection for Works Clauses including alternative A

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Extra over for Alternative B (do not carry to collection)

Summary

Total from Preliminaries Collection

Total from Workmanship and Materials Collection

Total from The Works Collection (Alternative A)

TOTAL

Extra over for Alternative B

654105/15/KB