

STRUCTURAL REPAIR SCHEDULE OF WORKS & SPECIFICATION

The Church of St. Mary, Church Road, Coddenham, IP6 9PZ

Churchyard Boundary Wall

for Coddenham Parish Council

March 2025 – v.01



Quality Assurance

Site name:

St. Mary’s Churchyard Wall, Coddenham

Client name:

Coddenham Parish Council

Type of report:

Schedule of Works and Specification for Repair Works

Prepared by:

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Signed:



Date:

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Introduction

Wright Consulting have been appointed as the Lead Consultant to prepare a Schedule of Repair Works and Specification for the conservation repair of the boundary wall where Church Road is directly adjacent to the churchyard of The Church of St Mary, Coddenham. Although the churchyard wall is generally stable, it is in a delicate state of repair, with areas of highly weathered bricks and delaminating surfaces which require urgent pointing, as well as local dentistry repair to maintain its overall stability. As a consequence, Coddenham Parish Council wish to appoint a conservation based Principal Contractor under a JCT Minor Works Contract to undertake careful repair of the boundary wall, with a view to reinstating its overall stability and aiding its future serviceability.

General Description, Historical Setting & Condition

The Churchyard walls of the Church of St Mary that are separating the churchyard from Church Lane enclose a significant area of the now closed Churchyard. The wall appears to have been constructed and maintained in an ad-hoc piecemeal manner during its life, with elements of the wall (particularly towards the northern end of the wall) appearing to have been repaired recently. The wall is generally freestanding (structurally cantilevering from its foundation) with no movement joints or laterally supporting piers. The wall acts as a 1.3m high retaining wall (at worst case location) for the adjacent highway, with the higher level being on the churchyard side.

Although a detailed historic study of the site has not been completed, a historic map of the area (Suffolk LXVI.2 – Surveyed 1883) shows a churchyard wall present in the current wall's location and arrangement. However, an earlier map (Sheet L [NW, NE, SW & SE Eye] – Surveyed 1816 to 1821) shows the churchyard boundary following a slightly different line. This leads us to believe that a wall has been in this location/arrangement for at least 142 years and could be up to 209 years old. Nevertheless, the change in construction materials along the length of the wall does suggest that the wall has been altered/rebuilt/realigned in the past to suit the development of the churchyard and village. Therefore, some elements of the wall may be newer or older than the ages noted above, and it may be that some of the walling (North end) predates 1816 and was retained whilst the rest of the wall was realigned.

It is our belief that the Churchyard's boundary walls are curtilage listed structures covered under the Listing of the Church of St Mary, Coddenham (List Entry Number: 1033267), a Grade I Listed building on the National Heritage List for England. The walls are therefore protected under the Planning (Listed Buildings and Conservation Areas) Act of 1990 as amended for its special architectural or historic interest. Further, the walls are within the Coddenham Conservation Area and protected under Planning legislation by Mid Suffolk District Council. The official listing is as follows: -

TM 1354 8/3

CODDENHAM Church Road Church of St. Mary

9-12-55

I Parish church. Medieval with major phases of mid C14 and late C15. Nave, chancel, north and south aisles and north-west tower. Organ chamber of c.1880. Flint rubble with freestone dressings; inclusions of brick rubble in both C14 and C15 work. Low-pitched leaded roofs to nave and aisles, partly with parapets. Chancel roof plaintiled; parapet gables throughout. Areas of C11/C12 rubble walling to north chancel, and perhaps west nave; in the former is a slit window. The chancel was extended eastwards in mid C13: good east and south windows with hoodmould and tracery; one window has a piscina with corner shaft, and another is reset with good matching doorway in the C19 organ chamber. Fine carved masks at the east gable kneeler stones. Plain early C14 tower, raised by two stages in early C16 with flushwork parapets. Nave and aisles rebuilt mid C14: arcades upon octagonal piers with moulded capitals, north and south doorways, windows with varied curvilinear tracery and a piscina in the south chapel, all with much hoodmoulding. The nave and aisles were remodelled to a high standard in mid or late C15: clerestory in 7 full and 2 half bays; traceried windows, the interstices entirely panelled with intricate flushwork, and above is an inscription "ORATE PRO ANIMAE JOHANNIS FRENCH ET MARGARETE"; fine roof with trusses of double hammerbeams and short kingposts, all members being enriched and the arch-braces carved; angels and wall-post figures much renewed, but one at least of the former is original; matching aisle roofs with arch-braced principals. Restored early C16 south porch, with flushwork panels, the doorway with label and lion corbels. Rood loft stairway with brick walls and two doorways. Some fragments of screen (now elsewhere) are dated 1534. Early C17 arcaded pulpit on C19 limestone plinth. Late C17 rails with barley-sugar balusters, at south chapel and at chancel arch. In the chancel are C15 choirstalls with misericordes, and 4 reused bench-ends. The limestone font in the C15 manner is probably a C19 renewal. Three good wall monuments in the chancel: to Philip Bacon (d.1666), to Revd. Baltazar Gardenau (d.1739) and Lady Catharine his wife (d.1757), and to Revd. Nicholas Bacon (d.1796). Over the Bacon vault in the chancel is a marble slab with achievements. In the south aisle is a floor slab with indents for brasses of C16 type. Six painted panels, mainly in the nave, have coats of arms.

Listing NGR: TM1327254160

The construction of the wall is relatively uniform along its length, with the only major change in detailing being a change from flint to brick wall retaining construction (i.e. lower half of wall) at the boundary's southern end. It is our belief that the wall has been altered/rebuilt in the past, with a general change in material from flint to brickwork. The brickwork at the northern end of the wall has likely been built on the original flint walling. The wall's parapet height (i.e. height above churchyard ground level) is relatively consistent, with a height of between 500-700mm. However, the retaining height of the wall varied along its length between 300-1300mm. Thus, the wall's height varies from approximately 1m to 1.8m

Most of the wall appears to be a single brick or 225mm thick above the churchyard ground level and increasing to two bricks or 445mm thick below. No piers are present to provide lateral restraint, but the wall does gently curve around the churchyard, thus providing a small amount of lateral resistance along its length. The wall generally appears to be vertical in its alignment, other than an occasional section which needs attention.

Clay coping bricks top the wall to reduce the rainwater entering the wall. However, there are numerous areas where the coping bricks and mortar are highly weathered. Therefore, moisture is entering the wall at high level and is becoming stained due to water ingress or moss growth.

In considering historic buildings and monuments (and in particular freestanding walls), it is worth remembering that they are not designed to meet current British Standard design criteria or the current Building Regulations. More often than not, the application of current Building Regulations or British Standard design criteria will prove the failure of these structures and therefore the assessment of their structural condition and long-term maintenance is their safeguard to future stability. Many historic structures have proven themselves and their resilience to local weather and loading conditions by simply existing and staying upright. However, changes in these loading patterns or their condition will adversely affect their long-term stability and should be avoided as these walls have proven their structural stability over time except where poorly maintained and the growth of a divisive and invasive plant has been allowed to propagate. That said, these structures will remain prone to periods of poor maintenance or local impact by isolated vehicles or the effects of local tree or vegetation growth. It is therefore important that the wall continue to be actively repaired and maintained in the future.

Having reviewed the British Geological Society's desktop viewer for the site, it is assumed that the wall has been constructed directly onto a Newhaven Chalk Formation (Chalk) bedrock, with a thin layer of a Lowestoft Formation (Sand and gravel) above the chalk bedrock at the eastern end of the wall (adjacent to war memorial). The results of a previously undertaken local borehole (BGS ID: 562757 : BGS Reference: TM15SW174) situated to the North East of the site notes that there is likely to be a 0.9m depth of Topsoil over a 1.8m depth of Sand and Gravel overlaying a Chalk formation. Adversely, another previously undertaken local borehole (BGS ID: 562757 : BGS Reference: TM15SW174) to the North of the site notes that there is likely to be a 0.6m depth of Topsoil over overlaying the Chalk formation. A detailed ground investigation on the specific site would need to be undertaken to confirm these soil conditions. If different soil conditions are found under the wall, it could lead to differential movement in the wall itself. However, there were no signs of differential movement during our appraisal of the wall.

The churchyard is designated as a 'Local Wildlife Site' by the Suffolk Wildlife Trust and therefore, all due care should be given by the Contractor to prevent disruption to the local wildlife and to protect the adjacent vegetation.

According to the Environment Agencies flood zone mapping, the site is within Flood Zone 1. Land and property in Flood Zone 1 have a low probability of flooding.

Description of Works

Generally, the wall needs a regime of repointing and local dentistry repair as part of good maintenance. The replacement and re-bedding of the coping and improvements in the weathering details of the masonry will enable the wall to continue in use for years to come.

Repairs are to be completed using complementary materials to the bricks, copings and mortar present and in a conservation manner with a view to retaining as much of the existing construction as possible, whilst minimising the visual impact of the repair works. Careful choice of the bricks, copings and mortar to be used will be necessary at the commencement of the project by the use of sample panels for agreement and to act as a template for future repairs and workmanship.

The following schedule of works outlines the required quantity of bricks and mortar anticipated in each location around the boundary wall of the churchyard. It is likely that the quantities given may vary once works commence on site and some careful dentistry repairs will be required. As a consequence, it is noted that a conservative number of bricks and copings needs to be purchased to ensure that the most highly damaged areas of the walling can be repaired.

Intention

Although it is the client's intention to carry out all works outlined in this Schedule of Works, once projected costs for the works have been returned, it may be that the scope of works will need to be reduced to suit the client's budget and therefore, the works have been designated a priority rating that will assist in this decision. The chosen contractor will be notified of the final extent of works at formal instruction stage.

SECTION 1 - GENERALLY

- 1.1 The wall is assumed to be within the curtilage of a Grade I listed building on the National Heritage List for England and is, therefore, protected as historic fabric of archaeological and architectural interest by the Planning (Conservation Areas) Act 1990. All works undertaken on the wall should be undertaken with the appropriate care, planning and suitably qualified labour to respect the walls as constructed and minimise the impact of any works on any historic fabric that is to remain. Accordingly, any demolition/dismantling is to be undertaken in a careful and planned manner with a view to minimising the impact on the historic fabric to remain. All demolition should be seen as a dismantling of the elements to be removed in a reverse order of construction with care to be taken to protect the structure to remain as a priority in the sequencing of the demolition. Temporary works are to be included for the support of the elements that are to remain where necessary. Protection and reinstatement of external finishes are a priority in the sequence of demolition to minimise water ingress or the potential vagrant or vandal access. All risk assessments and method statements for the work should clearly outline measures to be taken to protect the remaining historic fabric.
- 1.2 Given the Listed status of the structure, all elements of construction to be dismantled are to be recorded both photographically and digitally and a record passed to the local Conservation Officer and Conservation Engineer for archive purposes.
- 1.3 This Schedule of Works is to be read in conjunction with the project specification, and other project documentation including Preliminaries and General Conditions.
- 1.4 The Schedule of Works is not to be regarded as a Bill of Quantities but as a general description of the works required.
- 1.5 A price or rate shall be entered against each item within the Specification, including the Preliminaries to assist in any future assessment of interim valuations and any possible variations. Before a tender is accepted, an analysis of all prices in the Preliminaries shall be provided.
- 1.6 The Contractor is to assess the site and make due allowance for temporary works, access facilities and protection of tradesmen, site users and the public.
- 1.7 The Contractor is responsible for assessing quantities required for the complete execution of the works. The term 'provisional item' relates to work that will be re-measured on completion and may be deducted in whole, in part, or not at all, from the tender following agreement of measurements between the Lead Consultant and the Contractor. The Contractor is required to price all items in the specification and where not done so, it will be deemed to be included in the works. Those items shown and referred to in the contract drawings are also priced and assumed to form part of this project and tender.
- 1.8 All works are to be carried out in accordance with British Standards and good practice and in accordance with relevant statutory requirements.
- 1.9 All replacements shall be of the same colour, size, style, profile and pattern as the original unless otherwise stated. Where items are to be installed, renewed/removed, all finishes are to be made good. Damage to existing surfaces is also to be made good. Costs for all necessary making good should be included in the individual work items whether or not making good is specifically referred to.
- 1.10 Working hours to be 8.00 am to 5.30 pm during the normal working week. No radios permitted. No naked flames permitted.
- 1.11 The tenderer shall examine the numbers on each page of the specification and schedules of work and if any page is missing or duplicated or if any text or figures are indistinct, they shall notify the Contractor Administrator.
- 1.12 The tenderer shall not alter the tender documents without the written authorisation of the Contract Administrator. Any unauthorised amendment will be ignored.
- 1.13 Tenderers are to price and extend the specification and complete the tender documents in black ink that can be clearly reproduced.
- 1.14 The Employer is not bound to accept the lowest or any tender.
- 1.15 The Employer accepts no liability for any costs incurred in the preparation and submission of tenders.
- 1.16 Any obvious errors in pricing or significant errors in arithmetic shall be dealt with in accordance with the tender procedure specified in the Preliminaries.

- 1.17 Do not scale drawings or photographs provided - The Contractor is to check all dimensions on site before carrying out any works.
- 1.18 Any discrepancies are to be reported before proceeding with the works.
- 1.19 **CDM Regulations** - The contractor will be responsible for CDM management of all the operations on site, as Principal Contractor. A cost is to be entered against this requirement accordingly or will be deemed to have been included elsewhere in the total tendered sum.
- 1.20 **Tender** - The tenderer shall examine the numbers on each page of the specification and schedules of work and if any page is missing or duplicated or if any text or figures are indistinct, they shall notify the Contract Administrator. The tenderer shall not alter the tender documents without the written authorisation of the Contract Administrator. Any unauthorised amendment will be ignored. Tenderers are to price and extend the specification and complete the tender documents in black ink that can be clearly reproduced. The Client is not bound to accept the lowest or any tender.

SECTION 2 - PRELIMINARIES

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.0	SECTION 2 - PRELIMINARIES				
2.1	This Schedule is to be read in conjunction with all contract documents and specifications.				
2.2	For pricing purposes, the Contractor is to ascertain the extent of works required and provide all safe access, lift, hoist, tower, scaffold, crane, or as deemed necessary. Scaffold design (if required) is to be in accordance with the scaffold specification attached to this Schedule of Works.				
2.3	If required, erect an independent tubular scaffold to provide safe access for the repair works where the overall height of the wall is above 2m from ground level. Ensure all permits and licences are obtained prior to erection. Provide calculations to justify scaffold design and maximum loads to be stored on the scaffold. The scaffolding shall conform to all current safety regulations and all items and clauses in the preliminaries. Allow for weekly inspections and provide scaftags.				
2.4	The Contractor is to provide all safety equipment to enable the works to be safely undertaken. This extends to the shrouding of all mains electrics, the necessary safety harness, lanyards etc. along with all netting and general protection from falling. (Please note that this list is not necessarily exhaustive).				
2.5	The Contractor is to establish the full extent of the works and is to provide all skips, site supervision, insurance, boarded, hoarding, protection etc. to the whole site.				
2.6	There will be a designated area available for the location of a site compound, skips. Provide adequate warning notices and lighting and ensure the Contractor's compound area is secured. All items can be stored on site at the Contractor's own risk. The Contractor's compound will need to be confirmed and agreed with the Lead Consultant prior to works commencing.				
2.7	It is the Contractor's responsibility to provide all welfare facilities as necessary.				
2.8	Put in place and maintain security to the site boundary and to exclude all unauthorised access. The existing property is to be left safe and secure at the end of each working day. Maintain fire escape routes throughout works. The public location will dictate that any works are undertaken within the site boundary and undertaken in a manner that does not impact on the passing public. All works that are noisy or disruptive to adjacent residents are to be undertaken at a convenient time to minimise disruption.				
2.9	The Contractor is to assume that no hot works are to be undertaken on site.				
2.10	Take all necessary safety precautions to comply with Health & Safety Executive, Local Authority and manufacturer's guidelines, in particular with respect to the following:				
	• Use of safety helmets and toe protectors				
	• Safe transfer of waste to skips				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	- Eye and respiratory protection - Undertake COSHH assessments when necessary.				
2.11	Work to include all necessary instruction, supervision and enforcement. Site safety method statements to be provided prior to work commencement. The Contractor is also required to undertake site induction prior to commencement of the works.				
2.12	Provide and maintain all necessary temporary support(s).				
2.13	Provide and maintain all necessary temporary services. The Contractor is to make safe all services as required prior to starting on site.				
2.14	Mains electric may not be directly available on site. The Contractor is to establish themselves the extent of the exiting supply and is to provide their own generator(s), temporary supply, where necessary. The cost of this supply is the Contractor's own responsibility.				
2.15	The Contractor is to ensure that a suitably qualified Site Manager is employed on a full-time basis on site to supervise and monitor throughout the course of the contract.				
2.16	All quantified items are to be reviewed on site with the Contract Administrator at the first meeting on site. Costs that have been provided shall be adjusted on a pro rata basis.				
	Inspecting Site				
2.17	The contractor shall examine the drawings, inspect the site and be acquainted with the conditions and restrictions likely to affect the execution of the works, the working space, means of access and details of matters concerning the site prior to submitting a price. No claims arising from the failures to do so will be considered. Before submitting a price, the contractor must visit the site.				
	Services				
2.18	The contractor is to ascertain the position and condition of all existing services. The Client is unaware of any statutory services being present in the area of the works, but the Contractor is to undertake their own checks on the site and make the Client aware if any are found that effect the works.				
	Workmanship/Materials etc				
2.19	All works are to be carried out in accordance with British Standards and good conservation practice and in accordance with relevant statutory requirements.				
2.20	All materials, products and workmanship are to be suitable for the purpose of the work in accordance with good building practice for the conservation of historic buildings.				
2.21	Any damage caused by the contractor is to be reported to the Contract Administrator and made good to the satisfaction of the Contract Administrator at cost to the contractor.				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.22	The Contractor will be held responsible for all damage to persons or property caused by or during the works and will therefore be liable for compensation and making good of all damage caused. Where necessary, the Contractor must provide suitable dust sheets, requisite tarpaulins etc to cover up and protect the existing construction, including any materials from the weather. The Contractor shall suspend all operations during climatic conditions which are in the client's opinion, detrimental to the works. The Contractor will be responsible for making good any work or damage arising from insufficient protection or the carelessness of workmen at his own expense.				
2.23	Good quality handmade bricks and coping bricks are to be assumed for all brick wall repair works. Where appropriate clay bricks are to be used, it is assumed that Bulmer Brick & Tile soft red facing bricks (or similar approved), and lime mortar will be used to match the existing masonry. Brick dimensions, mortar finish and brick bond all to match existing. A sample panel for the reinstatement of the brickwork is to be agreed with the Conservation Officer and Contract Administrator.				
	Clear & Tidy Site				
2.24	On completion of the works allow to reinstate any surface finishes that are damaged by the works and leave the site clean and tidy. Allow for preparing the soil and re-seeding the grass of the Churchyard where damaged.				
	Temporary Works Stability				
2.25	The Contractor is entirely responsible for the maintaining the stability of all existing structures, within and adjacent to the works, and of all the works from the date of possession of the site until practical completion of the works.				
2.26	The Contractor shall design, install and maintain all necessary temporary works and shall advise the Structural Engineer at least ten working days from commencement of the works, of his proposals for temporary supports and sequence of construction for the works. These proposals shall be supported by design calculations if requested.				
2.27	Under no circumstances will any structural alterations be carried out prior to the Structural Engineer commenting on the Contractor's temporary works proposals.				
2.28	The design of temporary works shall include an assessment of the loads to be resisted and is to be undertaken by a competent person. Due regard shall be given to lateral stability as well as to the support of vertical loads.				
2.29	The Contractor is to familiarise himself with the structure so that he is aware of the nature and magnitude of the loads to be supported.				
2.30	Particular care is to be taken to ensure that temporary props remain adequately seated and tightened so that support to the structure above is not allowed to yield during building operations.				
2.31	The Contractor is to ensure that a temporarily propped structure is adequately wedged, pinned or packed off the permanent works prior to removal of any temporary supports.				
2.32	The Contractor shall ensure that any completed or partially completed structural element is not overloaded. Details of design loads may be obtained from the Structural Engineer.				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	Contract Terms, Conditions and Preliminaries				
2.33	It is assumed that these works will be undertaken under a JCT Minor Works Building Contract (Execution under hand) and there will be a 5% retention during the course of the works and a 2.5% retention until the end of the 12-month defects liability (Rectification) period.				
2.34	Any defects, shrinkages or other faults in the works which appear within 12 months of the date of completion of the works (the defect liability period) shall be made good by the Contractor entirely at their own expense within and no later than 14 days after the 12 month defects liability period.				
2.35	The Contractor will be obliged to carry out and complete the works with due diligence and in a good, proper and workmanlike manner, in accordance with the specifications and work orders to the satisfaction of the client and in accordance with all current statutory requirements including local authority and governing body regulations. The Contractor will be responsible for giving all notices required by such statutory requirements.				
2.36	The Contractor will be obliged to carry out the works, and the works shall comply with all relevant legislation, and in particular with The Health & Safety at Work etc Act 1974. The Contractor must agree to provide all necessary safety barriers and warning signs to establish work areas and to cordon off any areas as necessary in order to maintain safe pedestrian access and emergency escape routes.				
2.37	The Contractor must notify of any proposed domestic sub-contractors and must agree to be liable for the acts and omissions of domestic sub-contractors it has chosen.				
2.38	On providing a quotation for the works, the Contractor acknowledges that he is aware of and will duly comply with the Construction (Design and Management) Regulations.				
2.39	Upon receipt of order and prior to commencement of works the Contractor should provide a copy of any and all Method Statements and Risk Assessments.				
2.40	The Contractor will be required to warrant that all operatives, are supplied with the appropriate PPE. Special consideration should be given to working in loft voids, confined spaces, ducts and any other concealed areas.				
2.41	The Contractor will be required to indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever arising under any statute or at common law in respect of personal injury or death; injury or damage to property breach of statutory regulations fines by a regulatory authority.				
2.42	The Contractor will be required to warrant that for the duration of the works: a. Such insurance as is necessary to cover the liability of the Contractor under the provisions of the contract for an amount of not less than £2,000,000 for any one claim; b. Employers' liability insurance not less than £5,000,000 in accordance with the provisions of the Employers Liability (Compulsory Insurance) Act 1969 or any statutory modification or re-enactment thereof.				

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
2.43	The contractor will be required to supply insurance for the works in joint names.				
2.44	Liquidated damages of £100 per week will apply.				

SECTION 3 - SCHEDULE OF REPAIR WORKS

Phase 1 – Recording, Protection & Completion

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
3.1	PHASE 1 – RECORDING, PROTECTION & COMPLETION				
3.1.1	Prior to the commencement of works, the finishes and construction in areas of work should be photographically recorded by the Contractor and any relevant details regarding brick bonding confirmed such that reconstruction can be undertaken to ensure the external appearance of the wall is repaired and reconstructed on a like for like basis with the new area of brickwork replicating the appropriate details.				
3.1.2	Allowances are to be made for 3no. mortar samples to be taken and laboratory tested to establish the mortar mix required to match the existing mortar. The final mortar mix should be agreed as part of the sample panel with the Conservation Officer and Contract Administrator.				
3.1.3	Allowance is to be made for the contractor to prepare 2no. 900mm x 900mm wide sample panels of bricks and mortar to be used with a view to agreeing the bricks, mortar colour and texture, along with pointing details.				
3.1.4	Allow for weighted/secured Heras fencing to be installed around each area of walling currently being worked upon.				
3.1.5	Allowance is to be made for the Contractor to obtain all relevant permits to work on the highway and to include for any traffic management required to undertake the works safely. It is assumed that the contractor will obtain relevant licences and coordinate with the local council to provide appropriate site protection and working area.				
3.1.6	On completion of the works, allow to reinstate any surface finishes that are damaged by the works and leave the site clean and tidy.				
3.1.7	Allow for a Practical Completion Defect Inspection and rectification of any defects recorded.				

Phase 2 – Schedule of Repairs by Location

Below is a detailed and prioritised summary of the repairs required to the wall. Please refer to the following reference tables stating the specific defects and urgency of the repairs.

Defect Reference:	Description
D1	Isolated dentistry repairs and repointing required due to high degree of weathering or poor pointing.
D2	Local stainless steel bed joint repair to local movement of distress (cracks).
D3	Coping failing and requires rebedding or replacing.
D4	Embedded vegetation or moss growth requiring removal.
D5	Cementitious pointing to be raked out and replaced with suitable lime mortar.

Priority	Time Period
U	<i>Urgent</i> works requiring immediate action.
S	<i>Short-term</i> works requiring attention within 2 years.
M	<i>Medium-term</i> works requiring attention within 5 years
L	<i>Long-term</i> works requiring attention within 10 years
MAINT.	<i>Maintenance works</i> (of which STC denotes short term cyclical and LTC long term cyclical).
IMP.	Works desirable as an improvement.

Item ref.	Work Required	Quantity	Unit	Rate	Cost (£)
	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION				
3.2	To assist the client in making a final decision on the extent of works to be instructed at this point in time, please break down the total cost for the Phase 2 repairs into each of the priorities as noted below: U - S - M - L - MAINT. - IMP. -				

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2	PHASE 2 – SCHEDULE OF REPAIRS BY LOCATION					
3.2.1	South East Face of Churchyard Wall		General View			
3.2.1.1			D1 / D5	Repointing required to upper brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.1.2	 		D1	Repointing required to low level flintwork. Allow for 1m ² of repointing in accordance with the specification.	S	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.3				No works required.		
3.2.1.4				No works required.		
3.2.1.5			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.6			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
3.2.1.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
			D1 / D5	Repointing required to brickwork where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
3.2.1.8			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	S	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.9			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime based mortar.	U	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 3m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
3.2.1.10			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
3.2.1.11			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.12			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D3	8no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
3.2.1.13			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 6No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 1m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
3.2.1.14			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 2m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill vegetation growing in wall.	MAINT.	
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 15No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
3.2.1.16			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 5No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 8m ² of repointing in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D3	15no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.1.17			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 5m ² of repointing in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D3	5no. coping bricks loose and require rebedding with a lime mortar. In addition, allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.1.18			D1 / D5	Repointing required to brickwork and coping where eroded. Allow for 4m ² of repointing in accordance with the specification.	S	
			D3	Allow for 3no. coping bricks to be replaced on a like for like basis where in a poor condition.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2	North West Face of Churchyard Wall			General View		
3.2.2.1			D1 / D5	Repointing required to upper brickwork and coping bricks where mortar has eroded. Allow for 2m ² of repointing in accordance with the specification.	S	
			D3	Allow for 1no. coping bricks to be rebedded with lime mortar.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.2			D1 / D5	Repointing required where mortar has eroded. Allow for 3m ² of repointing of upper brickwork and 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.3			D1 / D5	Repointing to lower flintwork required where mortar has eroded. Allow for 3m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.4			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1.5m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.5			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 2m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.6			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 30No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.7			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3.5m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.8			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.9			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.10	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.11			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 5m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.12			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.13	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 4m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.14	 		D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of upper brickwork and allow for 4m ² of repointing/resetting of loose flints in lower flintwork in accordance with the specification.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.15			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 100No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	U	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 8m ² of repointing of brickwork in accordance with the specification.	U	
			D3	Allow for 5no. coping bricks to be rebedded with lime mortar.	U	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.16	 		D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 20No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 3m ² of repointing of brickwork in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.17	 		D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

Section Ref.	Location	Photo	Defect Reference	Comments/Recommendations	Priority	Cost (£)
3.2.2.18			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 10No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 2m ² of repointing of brickwork in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	
3.2.2.19			D1	Isolated dentistry repairs required due to high degree of weathering. Allow for 2No. bricks (to match existing) to be inserted as dentistry repairs in accordance with the specification using a lime-based mortar.	S	
			D1 / D5	Repointing required where mortar has eroded or cementitious mortar is failing. Allow for 1m ² of repointing of brickwork in accordance with the specification.	S	
			D2	Vertical crack present. Allow to stitch crack with 4no. 1m long x 8mm diameter s/s bed joint reinforcement bars in accordance with manufacturer's guidance.	S	
			D4	Remove and kill moss/vegetation growth.	MAINT.	

SECTION 4 - SPECIFICATIONS

4.1 General

- 4.1.1 THIS SPECIFICATION is to be read with Preliminaries/General Conditions.
- 4.1.2 DO NOT SCALE DRAWINGS. The Contractor is to check all dimensions on site before carrying out any works.
- 4.1.3 THIS SPECIFICATION together with the Structural Engineer's drawings are to be read in conjunction with Architect's and all other Consultants' drawings and specifications, which should be used to verify layout, setting out, finishes etc. Any discrepancies are to be reported to the Architect before proceeding with the works.
- 4.1.4 SETTING OUT details are shown on the Architect's drawings unless noted otherwise on the drawings.
- 4.1.5 WEIGHT OF MASONRY UNITS. Any element weighing more than 20kg should be lifted by double (or greater) handling or by using mechanical assistance. Although elements greater than 20kg have not been specified unless it has been appropriate to do so, the Contractor should make due allowance for the correct handling of heavier elements.
- 4.1.6 THE CONTRACTOR is to inform the Architect and Structural Engineer if the existing fabric, including foundations, is opened up and found to be inadequate, unsuitable to support the proposed works, or at variance from the details shown on the drawings.
- 4.1.7 ITEMS NOTED on the drawings or in the Schedule of Works 'to be verified on site' are to be exposed by the Contractor for inspection by the Structural Engineer at the earliest opportunity.
- 4.1.8 HOLES OR CHASES must not be cut through any structural members without the written consent of the Structural Engineer.
- 4.1.9 THE CONTRACTOR is to ensure that the Approved Inspector is notified to carry out his inspections prior to concreting new foundations, slabs etc., and other structural items prior to them being covered up.
- 4.1.10 FIXINGS for signs, balustrades etc., which have been designed by others, are to be installed in accordance with the manufacturer's details and specifications.
- 4.1.11 NOTHING included or omitted from this outline specification will relieve the Contractor of his duty to carry out the works in accordance with current standards of safety and good building practice.

4.2 Tolerances

- 4.2.1 ALL TOLERANCES are to be agreed with the Architect, and the Contractor will be responsible for ensuring that sufficient tolerances are provided and integrated throughout all elements of the works.
- 4.2.2 THE CONTRACTOR is to take account of tolerances detailed elsewhere on the drawings, appended specifications, and British Standards when complying with the above clause.

4.3 Materials

- 4.3.1 ALL ARTICLES materials and goods shall be new and of good quality, suitable for the required purpose and shall conform to the appropriate British Standard where such exists.
- 4.3.2 Where references to the above are made it shall be inferred that the latest edition applies, together with subsequent amendments, unless otherwise specified.

4.4 Temporary Works Stability

- 4.4.1 THE CONTRACTOR is entirely responsible for maintaining the stability of all existing buildings and structures, within and adjacent to the works, and of all the works from the date of possession of the site until practical completion of the works. The existing structure has been investigated visually only, it is the Contractor's responsibility to confirm the location of the existing structure is as drawn, the Structural Engineer should be notified immediately of any variations or discrepancy found on site.
- 4.4.2 THE CONTRACTOR shall design, install and maintain all necessary temporary works and shall advise both the Architect and Structural Engineer at least ten working days from commencement of the works, of his proposals for temporary supports and sequence of construction for the works. These proposals shall be supported by design calculations if requested.
- 4.4.3 Under no circumstances will any structural alterations be carried out prior to the Structural Engineer commenting on the Contractors temporary works proposals.
- 4.4.4 THE DESIGN of temporary works shall include an assessment of the loads to be resisted and is to be undertaken by a competent person. Due regard shall be given to lateral stability as well as to the support of vertical loads.
- 4.4.5 THE CONTRACTOR is to familiarise himself with the building and its structure so that he is aware of the nature and magnitude of the loads to be supported.
- 4.4.6 PARTICULAR care is to be taken to ensure that temporary props remain adequately seated and tightened so that support to the structure above is not allowed to yield during building operations.
- 4.4.7 THE CONTRACTOR is to ensure that a temporarily propped structure is adequately wedged, pinned or packed off the permanent works prior to removal of any temporary supports.
- 4.4.8 THE CONTRACTOR shall ensure that any completed or partially completed structural element is not overloaded. Details of design loads may be obtained from the Structural Engineer.
- 4.4.9 THE CONTRACTOR is to obtain all relevant licences and agreements required from the local Council and Highways Department for the erection of a suitable transport management, scaffold and hoarding to protect the works.

4.5 Masonry

- 4.5.1 All new BRICKWORK and MORTAR shall match the existing masonry on site. It is to be assumed all new bricks are to be Bulmer Brick & Tile soft red facing bricks of standard size laid in a traditional lime-based mortar. Joints are to be fully filled and finished with a flush joint brush finished when green to show the aggregate and grit.
- 4.5.2 WORKMANSHIP is to comply generally with BS 5628 Parts 1 & 3.
- 4.5.3 WEIGHT OF MASONRY UNITS Where possible, masonry walls have been designed to use units with a maximum weight of 20kg. Where this has not been possible, units must be lifted using mechanical assistance or double handling.
- 4.5.4 NEW brickwork if required is to match the existing.
- 4.5.5 BRICKWORK is to be laid properly bonded as agreed with the Structural Engineer and fully bonded into existing work or as specified otherwise on the drawings.
- 4.5.6 DO NOT lay masonry when the ambient air temperature is less than 5°C.
- 4.5.7 WHERE pinning up to soffits is required, completely fill the joint at the top of loadbearing walls with lime based dry pack, well rammed into position using temporary shuttering.
- 4.5.8 SAMPLE PANELS - Contractor to prepare 2no. 900mm x 900mm wide sample panels of bricks and mortar to be used with a view to agreeing the bricks, mortar colour and texture along with pointing details.
- 4.5.9 PROTECTION - In warmer weather the pointing should be wetted from time to time, approximately 4 times a day, to prevent it drying out too quickly and in sunshine or drying winds covered with wet sacking or polythene sheeting. In colder weather it must also be protected from frost by covering with sacking and during particular cold periods allow for sheeting the scaffolding to give protection and provide some heating such as a floodlight to maintain a higher temperature. During periods of cold weather the Lead Consultant may require that the mortar be tested with a phenolphthalein indicator solution for carbonation before scaffolding is struck. New mortar must also be protected from driving and heavy rain.
- 4.5.10 NO repointing or laying of new masonry will be carried out if the temperatures drop below 5 degrees and where mortar is curing and the temperatures drop, appropriate techniques (hessian blankets, heaters, etc.) must be put in place to protect the walls from frost damage.
- 4.5.11 No power tools permitted for removal of mortar or masonry units.

4.6 Repointing / Mortars

- 4.6.1 GENERAL - Careful and sympathetic repointing is of the utmost importance in preserving the colour, texture and general character of old rubble walling. Strong cement mortars are dark and harsh in colour; also they shrink and pull away the edges of the cobbles and brickwork. Flush pointing is unsuited to the irregularly shaped edges and faces of early brickwork and any form of struck pointing gives a hard and mechanical appearance to the wall. The following instructions are to be brought to the notice of every bricklayer and mason employed on the work and are to be carefully and fully carried out.
- 4.6.2 RECORDS OF MASONRY TO BE REPAIRED - Before starting work, use measurements and photographs as appropriate to record bonding patterns, joint widths, special features, etc. Identification of masonry units to be removed, replaced or repaired: Mark clearly, but not indelibly, on the face of the masonry units or parts of units to be cut out and replaced. Transcribe markings to drawings/ photographs.
- 4.6.3 PRE-CONTRACT MEETING -
- Purpose: To confirm type and extent of repair/ renovation/ conservation work shown on drawings and described in survey reports and schedules of work.
- Parties involved: - Contract administrator; Contractor's representative; Foreman Mason; Conservation Officer; Lead consultant.
- Timing: At least five working days before starting each section of work.
- Instructions issued during inspection: Confirm in writing, with drawings and schedules as required, before commencing work.
- 4.6.4 VEGETATION - Remove all vegetation including small shrubs from the face of the masonry. Grub out roots right into the wall as necessary and treating the pockets with a solution of sodium chlorate or an alternative approved weed killer. Wash this out thoroughly afterwards and build up to the surface using materials in the core and for the facing which match the original exactly.
- 4.6.5 RAKE OUT - All loose materials in the joints to a minimum depth of at least three times the width of the joint (unless it is clearly unsafe to do so) and to a greater depth where perished mortar or material remains loose and continues further back.
- 4.6.6 LIME: SAND MORTAR MIXES FOR ALL EXPOSED BRICKWORK - To match the existing mortar to a specification to be agreed with the Lead Consultant. Mortar to be mixed in the proportion of 3 parts very coarse sharp sand with a variety of grain sizes to 1-part mature lime putty (at least three months old) from suppliers. When using lime putty extra water must not be added to the mix. When knocked up on site for use add a tenth part of old mortar or chalk ground to a powder. Hydraulic lime (either feebly, moderately or eminently hydraulic) may be used for exposed brickwork such as parapets or copings but only by prior agreement and with the written consent of the Lead Consultant. Note:
- Type: Sharp, well graded with colour and grit content to match existing mortar test results.
 - Quality, sampling and testing: To BS EN 13139.
 - Grading/ Source: As specified elsewhere in relevant mortar mix items.

The quantity of mortar required for the work should be mixed in advance, stored for at least seven days and knocked up again before it is used and any pozzolanic additives added at this stage.

When the air temperature, at the time of application, is 5°C (41°F) or less it will be permitted to add to the total mix quicklime or pozzolans such as pozzolana, PFA or brick dust from lightly burned clay bricks, to help the mortar to carbonate (cure). The amounts added are to be agreed in writing with the Lead Consultant.

4.6.7 DENTISTRY REPAIRS - INSTALLING BRICK INSERTS

Pockets to receive inserts: Cut out accurately. Undercut sides of pocket where necessary to provide space for bonding material.

Adjust depth so that insert stands proud of existing brick for finishing in situ. Clean out thoroughly.

Inserts: Cut to the smallest rectangular shape necessary to replace the defective area and provide a firm seating. Install accurately and securely.

Exposed faces: Keep clear of bonding material.

Existing joint widths and bond: Maintain. Do not bridge joints.

4.6.8 PRIOR TO POINTING - Thoroughly wet the face of the wall to be pointed with clean water a small area at a time to avoid premature drying and making sure that water gets into the raked-out joints.

4.6.9 POINTING OF BRICKWORK - The pointing should be flush finished with a stick but not trowelled or tucked. Where the arrises of bricks are rounded by erosion the joint is to be recessed slightly to maintain a width similar to that of the original joint.

4.6.10 POINTING FOR COPINGS - A mortar mix using a 1:3 mix of a hydraulic lime and sand should be used for all surface joints on copings which are horizontal or are especially exposed to the weather. NHL strength to be agreed with Lead Consultant on a location by location basis.

4.6.11 COLOUR VARIATION - Any variation in the colour of pointing is to be achieved solely by using different coloured sand or coloured stone dust instead of sand. No artificial colour additive is to be used without the agreement of the Lead Consultant.

4.7 Dismantling

- 4.7.1 THE DISMANTLING is to be carried out in accordance with BS 6187 and current relevant Health and Safety legislation and HSE guidance. Any dismantling undertaken should be undertaken carefully and with respect / consideration to the adjacent structure which is to remain. Allowances should be made for dismantling to be undertaken in a considered manner more in line with the dismantling of the construction than wholesale demolition. Separation of the elements to be dismantled from those to remain should be undertaken at the commencement of the works to minimize the disturbance to the elements to remain.
- 4.7.2 OPERATIVES should be appropriately experienced and skilled in this type of work, holding relevant CITB certificates of competence.
- 4.7.3 SITE STAFF responsible for supervision and control of work, should be experienced in the assessment of the risks involved and methods of deconstruction/dismantling/demolition to be used.
- 4.7.4 DISMANTLING is to be undertaken in the reverse order of construction. No part of the structure is to be left in an unsupported condition overnight or for long periods.
- 4.7.5 DISMANTLING is to be undertaken in a manner which avoids excessive noise and nuisance.
- 4.7.6 All work is to be well-watered to minimise dust. All material is to be carted away from site as soon as practicable.
- 4.7.7 RECYCLED MATERIALS arising from the demolition/deconstruction work can be reused elsewhere in the project subject to compliance with the appropriate specification and in accordance with the site waste management plan.

SECTION 2 - PRELIMINARIES £

(Broken down into the below categories:)

S - £

M - £

L - £

MAINT. - £

IMP. - £

Sub-total **£**

Contingency @ 10% £

Total ex VAT £

SECTION 6 - BASIC TRADES

List of basic trade rates to be applied in the calculation of daywork. Charges for works described in the specification and for which provisional sums have been allowed.

Bricklayer		Per hour £
Bricklayers Mate		Per hour £
Other Operative		Per hour £

Percentage increases required on basic price of labour, materials and plant.

Labour	%
Materials	%
Plant	%
Percentage for profit and overheads required on specialist Contractors' invoices.	%

SECTION 7 - FORM OF TENDER

Coddenham Parish Council
Repairs to The Church of St. Mary’s Churchyard Boundary Wall (Coddenham)

I/We having read the conditions of contract and specification delivered to me/us, do hereby offer to execute and complete in accordance with the conditions of contract the whole of the works described in the sum of:

£ (plus VAT) (in words) (plus VAT)

I/We confirm that we will complete the works within weeks of possession.

I/We confirm that if this tender is accepted, we could commence on site within weeks of acceptance.

The employer is not bound to accept the lowest or any offer.

Signed		Date	
Position		Tel Number	
Company		Email Address	
Address			

SECTION 8 - TENDER SUBMISSION CHECKLIST

The following is intended to act as a checklist for tenderers and tenderers are advised that failure to submit the following information may prejudice consideration of their submission.

- 1 Outline programme or works
- 2 Schedule of staff/sub-Contractors to be appointed to the project
- 3 Form of Tender
- 4 Current Insurance Certificate(s) if not previously submitted
- 5 CIS Tax Certificate if not previously submitted
- 6 Preliminaries breakdown
- 7 Priced Schedule of Work
- 8 Collection
- 9 Basic Trade Rates
- 10 Contractor's Health & Safety Policy
- 11 Method statement is required upon completion of the tenders

(This method statement will be required to demonstrate the Contractor's proposal for management of the works and outline the method statement for key elements.)

SECTION 9 - DESIGNER'S RISK ASSESSMENT

Phase/ Section / Activity	Identified Significant Residual Hazard	Who May Be Harmed	Potential Risk Level	Suggested Risk Reduction Measures	Actions To Be Carried Out By
Preliminary	Welfare facilities	Injury to workers	Low	Ensure welfare facilities meet health and safety requirements.	Contractor
Preliminary	Arrangement of access and egress	Injury to workers/public	Low	Make sure adequate safeguards are in place to ensure safe access and egress for workers and separation from the general public.	Contractor
Preliminary	Signage	Injury to public	Medium	Make sure clear signage is erected to notify public of potential hazards.	Contractor
Construction	Proximity to public space	Injury to public	High	Make sure adequate safeguards are in place to ensure that public do not enter the site or area of work and are protected during the works.	Contractor
Construction	Falling objects	Injury to public	High	Ensure adequate safeguards are in place to prevent falling objects and cordon off the areas of work.	Contractor
Construction	Dust	Injury to public	Medium	Make sure adequate safeguards are in place to warn and protect public and neighbours from dust.	Contractor
Construction	Noise	Injury to public	Medium	Make sure adequate safeguards are in place to warn and protect public and neighbours from noise.	Contractor
Construction	Disposal of debris	Injury to public	Medium	Make sure adequate safeguards are in place for the disposal of debris.	Contractor
Construction	Unforeseen construction	Injury to workers	Medium	Whilst every effort has been made to understand the existing structure, there is always a risk of unforeseen elements and changes having been made. Care will have to be taken on site to duly note any conflicts and to make the design team aware.	Contractor
Construction	Scaffolding arrangement for temporary support of existing structure during works	Injury to workers	High	Ensure a sensible scaffold arrangement is chosen to prevent potential hazards for workers below.	Contractor
Construction	Proximity to highway	Injury to workers	High	Ensure a suitable traffic management system is put in place to protect workers during the works.	Contractor

APPENDIX A - Site General Arrangement Plan

