



Nelson Mandela Place
GLASGOW

Section 2
Description of Works

Revised April 2008

The Following Description of Works has been prepared generally on a trade by trade basis. The Contractor will be deemed to have visited site prior to pricing this document in order to have taken into account the scope and actual routine of works involved.

The purpose of this refurbishment is to provide new accommodation similar to that on the Ground and First floor, and therefore Contractors are encouraged to inspect these areas during the tender period.

Any approximate quantities given with each item of the description are indicative only and are not contractual. It is up to the tenderer to visit the site to establish the actual quantities required for each item.

The Description of Works has not been measured in accordance with the Standard Method of Measurement and nothing has been given for narrow widths, labour cutting and fitting and such like items. The tenderer must include in his costs for all such items.

All works shall be carried out strictly in accordance with the manufacturer's instructions, guidelines and recommendations.

The works items contained within this section are to be read strictly in accordance with the Preliminaries and Preambles sections of this document.

All damage to the premises occasioned by the execution of works by the Contractor must be made good at the Contractor's expense prior to completion of the works and in order that the Final certificate can be issued.

All new fixtures and fittings are to be approved by the Contract Administrator prior to installation, and where alternative products are to be used these should be stated at tender stage.

£ p

1.0 GENERAL ENABLING/DOWNTAKINGS

1.1 Contractor should protect carpet and all decorations within Fire Escape Stairwell used for site access and make good any accidental damage caused on completion of the works. Sum

1.2 Contractor to undertake a Type 2 Asbestos survey prior to undertaking strip out works in accordance with the MHDS 100. Any ACM's highlighted by the survey must be disposed at a licensed tip by a registered contractor. Should any suspect material be exposed during the works the Contractor must notify the Contract Administrator immediately and suspend all works in the immediate area until suspect material can be identified. An Asbestos register for the fourth, fifth and sixth floor office areas should be included within the Health and Safety File. Sum

1.3 Carefully dismantle and remove from site non-load bearing demountable partition system, including doors, skirting and all associated services to the following areas as detailed on drawing numbers: 277517 – 001/002/003

- 4th Floor (North & South Suite) Sum

- 5th Floor (North & South Suite) Sum

- 6th Floor (North Suite) Sum

1.4 Take down and remove from site the existing suspended ceiling tiles and grid, make good all disturbed surfaces:

- 4th Floor (North & South Suite) Sum

- 5th Floor (North & South Suite) Sum

- 6th Floor (North Suite) Sum

1.5 Take down and remove from site the existing suspended ceiling tiles and grid, make good all disturbed surfaces:

- 4th Floor - Male & Female Toilets Sum

- 5th Floor - Male & Female Toilets Sum

- 6th Floor - Male & Female Toilet Sum

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1.6 Carefully take down and remove from site existing lighting installation. Include for temporary disconnection of electrical cabling. Leave ready to receive new recessed modular fittings:

-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		
-	6 th Floor (North Suite)	Sum		
1.7	Carefully take down and remove from site existing lighting installation. Include for temporary disconnection of electrical cabling. Leave ready to receive new occupancy controlled lighting (as installed by Planned Maintenance Engineering Ltd):			
-	4 th Floor - Male & Female Toilets	Sum		
-	5 th Floor - Male & Female Toilets	Sum		
-	6 th Floor - Male & Female Toilet	Sum		
1.8	Uplift and remove from site existing carpet flooring to the following areas, ensuring removal of all adhesive.			
-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		
-	6 th Floor (North Suite)	Sum		
1.9	Remove all floor boxes, including telecom and electrical power sockets thereto and for replacing damaged raised access floor tiles to the following areas:			
-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		
-	6 th Floor (North Suite)	Sum		
1.10	Carefully strip out all fire extinguishers, fire extinguisher brackets and associated signage to the following areas. Make good walls upon completion.			
-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		
-	6 th Floor (North Suite)	Sum		
1.11	Strip-out previous tenant's voice and data system including all surface wiring, conduit, underfloor wiring to floor boxes and comms cabinets to the following areas:			
-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		
-	6 th Floor (North Suite)	Sum		

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1.12	Strip-out previous tenant’s electrical power installation including all distribution boards, containment, wiring and sockets, including wiring to floor boxes all back to the distribution boards within the individual suites. Make good all surfaces upon completion.		
	- 4 th Floor (North & South Suite)	Sum	
	- 5 th Floor (North & South Suite)	Sum	
	- 6 th Floor (North Suite)	Sum	
1.13	Strip-out and remove from site the previous tenants window blinds including fittings to the following areas:		
	- 4 th Floor (North & South Suite)	Sum	
	- 5 th Floor (North & South Suite)	Sum	
	- 6 th Floor (North Suite)	Sum	
1.14	Remove all previous tenant’s furnishings, fixtures and general debris, including redundant comms cabinets etc:		
	- 4 th Floor (North & South Suite)	Sum	
	- 5 th Floor (North & South Suite)	Sum	
	- 6 th Floor (North Suite)	Sum	
1.15	Carefully take down and remove from site non-load bearing stud partition walls, including single leaf doors and skirtings, which forms the access wc’s as detailed on drawing number: 277517 – 001/002.		
	- 4 th Floor (South Suite)	Sum	
	- 5 th Floor (South Suite)	Sum	
			£
1.16	Carefully take down and remove from site non-load bearing stud partition walls, including single leaf doors and skirtings, which forms the fire escape corridor in the 4 th and 5 th floor, south suites as detailed on drawing number: 277517 – 001/002. Doors and skirtings to be set aside for re-use.		
	- 4 th Floor (South Suite)	Sum	
	- 5 th Floor (South Suite)	Sum	
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1.17	Uplift and remove from site vinyl flooring within the tea prep areas ensuring removal of all adhesive.		
	- 4 th Floor (North Suite)	Sum	

- 5 th Floor (North Suite)	Sum		
- 6 th Floor (North Suite)	Sum		
1.18 Uplift and remove from site vinyl flooring within the access wc's ensuring removal of all adhesive.			
- 4 th Floor (South Suite)	Sum		
- 5 th Floor (South Suite)	Sum		
1.19 Strip-out and remove from site the existing Doc M pack within the access wc's. Include for capping of services below the raised access floor and for replacing damaged raised access floor tiles.			
- 4 th Floor (South Suite)	Sum		
- 5 th Floor (South Suite)	Sum		
1.20 Strip-out previous tenant's tea prep area including base units, wall units, sink, Heatrae Sadia water heater and wall tiling etc. Including for capping services.			
- 4 th Floor (North Suite)	Sum		
- 5 th Floor (North Suite)	Sum		
- 6 th Floor (North Suite)	Sum		
			£ p
1.21 Strip-out and remove from site existing fire exit safety signage above the main entrance and fire exit doors within each suite. Include for temporary isolation of the electrics and leave ready to receive new signage:			
- 4 th Floor (North & South Suite)	6	No.	
- 5 th Floor (North & South Suite)	6	No.	
- 6 th Floor (North Suite)	2	No.	
1.22 Strip-out and remove from site the existing ceiling fans within the fifth floor suite.			Sum
1.23 Carefully strip off and remove from site the existing vinyl backed wall covering within the fourth floor (south) suite. Allow for making good disturbed surfaces.			Sum
1.24 Isolate water supply and waste and carefully remove existing wc's from the male and female toilet areas including all associated pipework:			

- 4th Floor (North & South Suite) 6 No.
- 5th Floor (North & South Suite) 6 No.
- 6th Floor (North Suite) 3 No.

1.25 Isolate water supply and waste and carefully remove existing urinals from the male toilet areas including all associated pipework. Leave ready to receive new :

- 4th Floor (North & South Suite) 2 No.
- 5th Floor (North & South Suite) 2 No.
- 6th Floor (North Suite) 1 No.

1.26 Isolate water supply and waste and carefully remove existing whb's from the male and female toilet areas including all associated pipework:

- 4th Floor (North & South Suite) 8 No.
- 5th Floor (North & South Suite) 8 No.
- 6th Floor (North Suite) 4 No.

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1.27 Carefully take up and remove from site the existing ceramic floor tiles from the male and female toilet areas. Make good surfaces and leave ready to receive new tiles:

- 4th Floor (North & South Suite) Sum
- 5th Floor (North & South Suite) Sum
- 6th Floor (North Suite) Sum

1.28 Carefully hack off and remove from site existing ceramic wall tiles from the male and female toilet areas. Make good surfaces and leave ready to receive new tiles:

- 4th Floor (North & South Suite) Sum
- 5th Floor (North & South Suite) Sum
- 6th Floor (North Suite) Sum

1.29 Carefully remove previous tenants fixtures and fittings from the male and female toilet areas, including mirrors, glass shelving, hand dryers etc:

- 4th Floor (North & South Suite) Sum
- 5th Floor (North & South Suite) Sum
- Sum

- 6th Floor (North Suite)

Note: Kimberley Clark fittings should be placed aside for re-use.

1.30 Isolate water supply and waste and carefully remove existing Belfast sink from the cleaners cupboard including all associated pipework:

- 5th Floor (North Suite) 1 No.

1.31 Strip-out and remove from site tenant installed spot lights complete from the existing reception areas within the 5th floor:

- 5th Floor (North Suite) 7 No.

1.32 Strip-out and remove from site previous tenant's metal cage within the comms room. Include for making good damage to adjacent surfaces.

- 5th Floor (North Suite) Sum

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1.33 Carefully strip out and remove from site existing doors within the male and female toilet areas. Include for removal of frame and facings. Leave adjacent surfaces ready to receive new doors.

- 4th Floor (North & South Suite - male and female toilets) 10 No.
- 4th Floor (North & South Suite - male and female toilets) 10 No.
- 5th Floor (North & South Suite - male and female toilets) 5 No.
- 6th Floor (North Suite - male and female toilets)

2.0 JOINER WORKS

2.1 Contractor to supply and install vanity units to the male and female toilet areas on the 4th, 5th and 6th floor areas

2.2 Supply and install timber skirtings to match existing profile following removal of the demountable partitions. Leave ready to receive decoration.

- 4th Floor (North & South Suite) Sum
- 5th Floor (North & South Suite) Sum
- 6th Floor (North Suite) Sum

Note: This should be over and above what is required in connection with item 1.16

2.3 Overhaul distribution board cupboard doors to ensure good working order. Sum

2.4 Overhaul all ironmongery to ensure good working order. Sum

- 2.5 Contractor to carry out repairs to the existing timber cills within the 4th floor (south) office suit.
- 2.6 Allow for forming new 75mm aluminium stud partitions with 2 x 12.5mm plasterboard both sides and 75mm Rockwool quilt insulation within wall thickness to provide 1 hour fire rating as per drawings 277517 – 004/005. Foil faced Rockwool fire barrier to be constructed below line of new stud partition to provide 1 hr fire rating. Studs to run between raised floor and underside of soffit. Tape and fill, leave ready to receive decoration.
- 4th Floor (South Suite) Sum
 - 5th Floor (South Suite) Sum
- 2.7 Allow for supply and installation of previously set aside fire doors, including frame and facings to the newly formed fire escape corridors. Leave ready to receive decoration:
- 4th Floor (South Suite) Sum
 - 5th Floor (South Suite) Sum
- 2.8 Allow for supply and installation of 25 No. single leaf hollow core doors, size and finish to match existing. Include for checks and frame and 12mm pencil round facings. Allow for fixing of previously set aside ironmongery.
- 4th Floor (North & South Suite - male and female toilets) 10 No.
 - 5th Floor (North & South Suite - male and female toilets) 10 No.
 - 6th Floor (North Suite - male and female toilets) 5 No.

3.0 FLOORING

- 3.1 Contractor to replace floor tiles found to be damaged or delaminated following the removal of carpets, as instructed by the Contract Administrator.

4.0 SUSPENDED/PLASTERBOARD CEILING

- 4.1 Supply and install new suspended ceiling system comprising Burgess micro-perforated steel tiles on a new 600 x 600mm exposed 'T' grid. Include for all associated works.
- 4th Floor (North & South Suite) Sum
 - 5th Floor (North & South Suite) Sum
 - 6th Floor (North Suite) Sum

4.2	Supply and install new plasterboard ceiling to male and female toilet areas. Tape and fill and leave ready to receive decoration.	
	- 4 th Floor (North & South Suite)	Sum
	- 5 th Floor (North & South Suite)	Sum
	- 6 th Floor (North Suite)	Sum

5.0 PAINTING AND DECORATING

5.1	Prepare and apply 3 No. coats (1 x undercoat and 2 x top coat) emulsion to existing wall surfaces in the following areas:	
	- 4 th Floor (North & South Suite)	Sum
	- 5 th Floor (North & South Suite)	Sum
	- 6 th Floor (North Suite)	Sum
5.2	Prepare and apply 3 No. coats (1 x undercoat and 2 x top coat) emulsion to central and perimeter columns within the office suites:	
	- 4 th Floor (North & South Suite)	Sum
	- 5 th Floor (North & South Suite)	Sum
	- 6 th Floor (North Suite)	Sum
5.3	Prepare and apply 2 No. coats of clear varnish to previously painted varnished timber skirtings, window cills, duct doors, toilet doors, fire exit doors and main entrance doors:	
	- 4 th Floor (North & South Suite)	Sum
	- 5 th Floor (North & South Suite)	Sum
	- 6 th Floor (North Suite)	Sum
5.4	Prepare and apply 2 No. coats of gloss to timber shadow gap at perimeter of suspended ceiling and at heads of columns.	
	- 4 th Floor (North & South Suite)	Sum
	- 5 th Floor (North & South Suite)	Sum
	- 6 th Floor (North Suite)	Sum
5.5	Prepare and apply 2 No. coats gloss to both timber and metal window frames:	

-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		
-	6 th Floor (North Suite)	Sum		
5.6	Prepare all surfaces, supply and fix new wall tiles to male wc's inclusive of cubicles. Tiles to be Poreclanosa Ossidi Blanco.			
			£	p
-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		
-	6 th Floor (North Suite)	Sum		
5.7	Prepare all surfaces, supply and fix new wall tiles to male wc's inclusive of cubicles. Tiles to be Poreclanosa Ossidi Blanco.			
-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		
-	6 th Floor (North Suite)	Sum		
5.8	Prepare all surfaces, supply and lay new floor tiles on suitable screed to male wc's inclusive of cubicles. Tiles to be Porcelanosa Scence Natural. Tiles to be finished with waterproof grout and laid strictly in accordance with manufacturer's instructions.			
		Sum		
-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		
-	6 th Floor (North Suite)	Sum		
5.9	Prepare all surfaces, supply and lay new floor tiles on suitable screed to female wc's inclusive of cubicles. Tiles to be Porcelanosa Scence Natural. Tiles to be finished with waterproof grout and laid strictly in accordance with manufacturer's instructions.			
		Sum		
-	4 th Floor (North & South Suite)	Sum		
-	5 th Floor (North & South Suite)	Sum		

- 6th Floor (North Suite)

£ p

6.0 ELECTRICAL

The contractor is to note that all works are to be carried out in full compliance of the IEE 16th Edition Regulations and test certificates and electrical layout drawings are provided for each installation on completion of electrical works.

6.1 Overhaul switching arrangement for lighting installation back to single switchbank at entrance door to suite.

- 4th Floor (North & South Suite) Sum
- 5th Floor (North & South Suite) Sum
- 6th Floor (North Suite) Sum

6.2 Supply and install Lumitron (RET ADJ 8355 HF W2M) 600 x 600mm recessed modular light fittings. Fittings to be evenly distributed and designed to achieve LG7 standard when fittings in fully dropped position. Also include for supplying 3hr emergency versions as required.

- 4th Floor (North & South Suite):-
113 No. Standard Fittings + 32 No. Emergency Sum
- 5th Floor (North & South Suite):-
105 No. Standard Fittings + 29 No. Emergency Sum
- 6th Floor (North Suite):-
59 No. Standard Fittings + 17 No. Emergency Sum

6.3 Supply and install fire exit signage, comprising 10 No. brass suspended glass running man signs with directional arrows and 14 No. emergency illumination fire exit signs above the entrance door and fire exit door within each suite:

- 4th Floor (North & South Suite) 6 No.
- 5th Floor (North & South Suite) 6 No.
- 6th Floor (North Suite) 2 No.

	£	p
6.4 Supply and fix new hand dryers to Male and Female WCs, connected to existing spurs. Hand dryers to be left in good and proper working order, and copies of relevant electrical test certificates issued to the Client:		
- 4 th Floor (Male and Female Toilets)	4	No.
- 5 th Floor (Male and Female Toilets)	4	No.
- 6 th Floor (Male and Female Toilets)	2	No.
6.5 Supply and install the following light fittings to the male and female toilet areas on the 4 th , 5 th and 6 th floor. Include for all wiring and switches.		
- 40 no. Hilclare 2 x 26 watt IP44 downlight		
- 20 no. Hilclare 2 x 26 watt emergency IP44 downlight		
		Sum

7.0 FIRE ALARM

- 7.1 Contractor to carry out works to the Landlords fire alarm system as follows:
- Isolate all fire alarm detection points on the 4th, 5th and 6th floors prior to commencement of the works.
 - Remove and reposition any fire alarm points on existing partition walls to allow for removal of walls for proposed open plan layout.
 - Re-sitting fire alarm detection (15 No.) from old suspended ceiling tiles into new ceiling tiles when installed.
 - De-isolation of all detection on completion of works and re-commission.

Work to be carried out by Landlords appointed maintenance contractor, Planned Maintenance Engineering Limited (David Hogg – 0141 641 3000).

	£	p
8.0 AIR-CONDITIONING & VENTILATION		
8.1 Contractor to carry out the following works to the air conditioning system on the 4 th , 5 th and 6 th floors:		

- Refurbishment of fan coil units on 6th floor to ensure good working order.
- Replacement of fan coil units on 4th and 5th floors.
- Install wall mounted thermostats to fan coil units.
- Remove previous tenants additions to the Landlords system and change back to the Landlords building control system.

Work to be carried out by Landlords appointed maintenance contractor, Planned Maintenance Engineering Limited (David Hogg – 0141 641 3000).

- 8.2 Allow for decommission and remove the split air conditioning units from the 4th, 5th and 6th floors. Works to include the removal of refrigerant gas from each unit. Disconnection of associated pipes and electrical cables. Removal of condenser units/indoor units and all associated A/C equipment from site and dispose of in-line with FGAS regulations.

Work to be carried out by Landlords appointed maintenance contractor, Planned Maintenance Engineering Limited (David Hogg – 0141 641 3000).

- 8.3 Test, service and overhaul the ventilation system within the male and female toilet areas to ensure good working order.

- 4th Floor (Male and Female Toilets) Sum
- 5th Floor (Male and Female Toilets) Sum
- 6th Floor (Male and Female Toilets) Sum

9.0 PLUMBER WORKS

- 9.1 Supply and fix to Male and Female WC’s new Armitage Shanks “Jasper Morrison” BTW pans including seats and cisterns. Contractor to allow here for supply and waste pipework, necessary connectors and plumbers work in connection. New WC’s are to be left in good and proper working order on completion.

6 No.

- 4th Floor (Male and Female Toilets) 6 No.
- 5th Floor (Male and Female Toilets) 3 No.
- 6th Floor (Male and Female Toilets)

- 9.2 Supply and fix Armitage Shanks “Create Square 50” semi-countertop wash hand basins to vanity units within Male and Female WC’s, inclusive of all necessary supply and waste pipework and plumbers work in connection. White mastic sealant is to be used around wash hand basins.

8 No.

- 4th Floor (Male and Female Toilets) 8 No.
- 5th Floor (Male and Female Toilets) 4 No.
- 6th Floor (Male and Female Toilets)

9.3 Supply and fit to new wash hand basins Armitage Shanks “Jasper Morrison” single lever washbasin monoblock mixer and pop up waste. Contractor to allow here for all plumbers work to ensure taps are left in proper working order on completion.

8 No.

- 4th Floor (Male and Female Toilets) 8 No.
- 5th Floor (Male and Female Toilets) 4 No.
- 6th Floor (Male and Female Toilets)

10.0 MISCELLANEOUS

10.1 Overhaul all windows to ensure that they are water tight and in good working order (include for replacement of any missing or damaged ironmongery) and thoroughly clean internal face of glazing:

- 4th Floor (North & South Suite) Sum
- 5th Floor (North & South Suite) Sum
- 6th Floor (North Suite) Sum

10.2 Allow for reinstatement of cavity fire barriers above the suspended ceiling system:

- 4th Floor (North & South Suite)
- 5th Floor (North & South Suite)
- 6th Floor (North Suite) Sum

10.3 Supply and install solar reflective control film (transparent) to the angled windows on the fifth floor (south) suite. Sum

10.4 Contractor to supply and install mirrors etc to the male and female toilet areas on the 4th, 5th and 6th floors. Sum