

SPECIFICATION OF WORKS

for the

EXTERNAL REPAIRS AND REDECORATION

Prepared by:

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Client:

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Employer:

Main Contractor: TBA

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1. CODE OF CONDUCT

The Supervising Surveyor expects all of the Contractors carrying out works to the property to keep to the following code of conduct.

The Contractor and all his staff whether directly or indirectly employed shall conduct themselves in a civil, courteous and professional manner. Racist or sexist remarks or bad behaviour must not be directed at any tenant or leaseholder within the building or to the general public. Otherwise that particular employee or sub-contractor will be asked to leave site and not to return by the Supervising Surveyor.

The Contractor must be expected to be aware of situations where they may need a little extra sensitivity and care in their approach. This might be when they are carrying out works where elderly residents are in occupation.

Communal entrances/hallways must be treated with respect, carpets, flooring of any nature together with fixtures and fittings must be protected if vulnerable to dirt, dust or other damage, during the course of the works.

Damage's to residence, lessees' property resulting from the Contractor's negligence must be made good or compensated for. The Supervising Surveyor must be informed of all such occurrences within 24 hours of the occurrence.

All debris, dust and mess resulting from the works must be cleared away at the end of each day, materials, tools and plant must not at any time be placed where they obstruct any hallway, doorway, staircase or landing within the property.

2. HEALTH AND SAFETY PRE-TENDER PLAN

2.1 GENERAL NOTE

The health and safety plan prepared by the Planning Supervisor (Supervising Surveyor) has received full consideration from the designer (Supervising Surveyor). The plan may have some additions in detail or a supplement of information may be added during the period prior to commencement of works on site.

2.2 THE EXISTING ENVIRONMENT

The area of the work is confined to the building and its boundary walls. The property is a four storey semi-detached house converted into four flats. There is restricted access to and from the site and there are neighbouring properties that could be affected by the works, thus due care should be undertaken by the contractor.

2.3 EXISTING DRAWINGS

No existing construction drawings exist.

2.4 THE DESIGN

The project involves external repairs and redecoration including and therefore contains all the attendant hazards and risks associated with such work.

Attention is drawn to the following particular hazards

- a) Unloading/loading
- b) Working at height, scaffolding, ladders, lifting or hoisting materials

2.5 CONSTRUCTION MATERIALS

No specific hazard has been identified in relation to the materials as specified for the works, as brick and timber are the main materials to be repaired and redecorated. Due to the age of the building, the Contractor should be aware that asbestos is unlikely to be present on the external elevations. Should asbestos be identified, the Contractor is to provide a method statement for dealing with the removal of the asbestos.

2.6 GENERAL PRECAUTIONS

The Contractor is to comply with the control of substances. Hazardous to Health Regulations 1988 (COSHH) relative to the use of solvents, filler, brick, dust, bitumen during the works. The Contractor is to take all necessary precautions of Health & Safety of the work force in handling, lifting and moving of heavy materials and items of equipment.

2.7 TOILET FACILITIES

The Contractor is to allow within his price for a porta loo, to be brought onto site for the duration of the contract, for use by the workman on site. This can be stored within the front paved area.

2.8 FIRE EXTINGUISHERS

The Contractor is to allow within his price for adequate fire extinguishers and must be available for immediate use in all emergencies. Any material or substance brought on site which has health, fire or explosion risk must be used and stored in accordance with regulations and current recommendations and that information must be provided to any other person who may be affected on site.

2.9 OPERATIONAL ELEMENTS

The Contractor is to comply with the provisions of Environmental Control and to take all necessary measures to reduce noise from the works to an acceptable level. The Contractor is to take all necessary precautionary measures to prevent nuisance from dust or the escape of gas.

The Contractor is to keep the site clear and tidy, maintain clear access at all times and remove rubbish and debris regularly and in a controlled manner complying with Local Authority requirements for waste removal. The Contractor is to comply with the joint code of Practice "Fire Prevention on Construction Sites 1992". The storage of combustible materials should be kept to a minimum.

The Contractor is to take all necessary precautions to prevent the scaffold from collapsing and to prevent the danger of falling persons or objects from the scaffold. The scaffold is not to be erected, altered, adapted or interfered with in any way except by persons competent and authorised to do so. The scaffold is not to be used until inspected by the contracts administrator.

The Contractor should ensure that safety precautions are in place to prevent falling down hoists, struck or moving platform or being hit by material falling from the platform. The Contractor is to provide personal protective equipment for all employees, Sub-Contractors, visitors etc.

All plant and equipment brought to site must be safe and in good working condition, fitted with any necessary guards and safety devices. No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. The Contractor is to provide the Planning Supervisor with a copy of the company's Health and Safety Policy. Suitable first

aid equipment in accordance with current regulations must be on site and will be checked.

2.10 SITE RULES

This has been covered by the contract conditions.

2.11 WELFARE

The Contractor's employees and any sub-contractors can use the internal common parts as an area for breaks and shelter for the duration of works. Please note that there is power and lighting within the communal areas.

2.12 SAFE GUARDING THE GENERAL PUBLIC

The Contractor shall take the necessary steps to safeguard the general public. The Contractor will be held completely responsible for any damage, accidents, obstructions, etc. caused under this heading as a result of his own negligence or that of their employees, Sub-Contractors or agents in this connection.

2.13 SITE ACCESS AND RESTRICTIONS

Access to the building will be from the scaffold and into the flats by invitation only. No materials or plants etc. are to be stored in these areas, without the written permission of the Supervising Surveyor. All roadways, fire escape route, staircase and exits to and from the site are to be kept unobstructed at all times.

3. CONTRACT

The successful Contractor will be required to carry out the works under the JCT Standard Form of Agreement for Minor building Works (most recent edition) as issued by the Joint Contractors Tribunal amended in accordance with the agreement at the end of the preliminaries to form a fixed price Contract. The JCT Standard Form of Contract shall be referred to where more details is necessary to settle any disagreements.

The Contractor will be deemed to have read each of the Clauses in the Contract of Conditions and he is to allow for any expenses he considers necessary in complying with these Clauses, within the tender. The contract period will be for 4 months and a 5% retention will apply as part of a six months defects liability period upon completion of works.

4. TENDER

The Employer does not bind himself to accept the lowest or any tender and no payment or allowances will be made in respect of any tender. The tender figure will not be subject to any addition or omission in respect of variation in price of labour, materials, haulage or other costs, and shall remain fixed for a minimum period of 6 months. The Contractor is to include with his tender a period of time he will take to complete the works, and the successful tenderer, shall furnish the Supervising Surveyor with a full programme of the works, prior to commencement. This programme shall be updated as works proceed and must be adhered to as closely as possible. Any extension of time required must be applied for to the Supervising Surveyor in writing. No extension shall be applied unless requested and agreed. The programme shall form part of the contract documents.

5. THE SITE

The Contractor is advised to visit the site and make himself fully acquainted by his own independent observations and enquiries as to the nature, extent and practicability of the works, means of access and storage room for materials, to arrive at the tender price. The Contractor shall not commence work before 8am nor finish after 6pm on weekdays. The Contractor can work on Saturdays from 9am to 1pm but not on Sundays or Bank Holidays.

6. VARIATIONS AND EXTRAS

The Contractor shall, when authorised by the Supervising Surveyor, vary by way of extra or omission from the Specification, such authorisation to be sufficiently proved in writing signed by the Supervising Surveyor. The Contractor shall make no variation without such authorisation. The specification must be taken to include any items which are not individually specified but would be reasonably implied to fully complete the works, the cost of the same being included in the tender. The Contractor is to ensure that he receives written orders from the Supervising Surveyor in respect of any work for which he wishes to claim an extra payment.

7. INDEMNITY

The main Contractor shall indemnify the Employer against any claims for injury to persons or property which may happen from or arise out of accident, neglect, default or want of proper care on the part of the main Contractor, his workmen, Sub-Contractors workmen, or arising from the conveyance of plant, materials, ext to and from the site during the

execution of the works. Insurance cover must be held for a claim up to **£10,000,000.00 (ten million pounds)**. A copy of the Contractors insurance policy will be required prior to works.

8. TRADES SIGN AND PROFESSIONAL NAME BOARD

The Contractor may display trades signs of approved size and design to be taken away on completion. Any necessary approval under the Town & Country Planning Acts will be the responsibility of the Contractor. All fixings shall be provided by the Contractor.

9. PROVISIONAL SUMS AND QUANTITIES

Provisional Sums included are to be expended to day work rates, as agreed by the Supervising Surveyor and can be deducted in whole or in part if not required to be completed by the Contractor. Provisional Quantities stated in the Specification shall be subject to remeasurement on completion. No costs against Provisional Items will be entertained unless specifically authorised by the Supervising Surveyor. Requests for extensions to the contract period must be made in writing for additional works authorised.

10. STATUTORY REQUIREMENTS

The Contractor shall allow for:- Complying with all statutory requirements and /or Police Regulations which may affect the carrying out of the works. All Health, Welfare and Safety Regulations must be strictly adhered to. Sanitary accommodation will not be supplied by the employer. Comply with all local traffic regulations including any relating to parking of vehicles, if the Contractor obtains a parking fine the Employer will not pay for it . Maintain public and private roads free of mud and debris and the Employer indemnified against any claim for damage to same. Similarly all grounds attached to the property shall be kept clear of rubbish and debris and the Employer indemnified against any claim for damage to same.

11. WORKMANSHIP AND MATERIALS

Workmanship generally must be in accordance with the best building practice and materials must be the best of their respective kinds complying with the relevant British standard Specifications where applicable. All preparations, mixing and applications must be executed in accordance with the manufacturers instructions in every case. Provide all plant, tools and vehicles for the proper execution of the works. Unless agreed by the Supervising Surveyor, all works shall be carried out as directed in the specification. The

Contractor is to provide the Supervising Surveyor with samples of material if and when requested during the course of the work. The Contractor must not proceed with the works until the Supervising Surveyor is satisfied.

12. CLEANING

The Contractor shall on completion thoroughly clean all glazing and leave the hole of the premises clean and fit for immediate use to the entire satisfaction of the Supervising Surveyor. All debris and rubbish left on the scaffolding is to be removed from the site as it arises. No burning shall be permitted in the vicinity of the property. Generally all elevations shall be kept clean and tidy at all times, both on completion and during the works. Scaffolding shall also be maintained in a reasonable clean and tidy condition. Upon removal of access arrangements all marks, stains and dirt shall be thoroughly cleaned away to the Supervising Surveyors satisfaction.

13. GENERAL MATTERS

The Contractor shall liaise with the Supervising Surveyor concerning all matters generally or individually affecting the residents. Specifically concerning the unlocking of windows to all work and decorations to be undertaken. The Contractor shall allow for checking that all such windows are relocked at the end of the working day, or on completion. The Contractor is to make all arrangements for the opening of doors and windows to carry out full decorative or repair works.

The Contractor shall immediately draw to the attention of the Supervising Surveyor anything preventing the proper completion of the works. The Contractor is to provide a full time foreman with such qualifications and experience as are demanded by the size and complexity of the project. This person shall be available on site throughout the Contract period, and any extension thereto, during all working hours. The Contractor is to tidy all front and rear communal gardens adjacent to the works on completion of all the works.

14. PAINTING WORKMANSHIP & MATERIALS

All paint is to be as manufactured by Dulux and used strictly in accordance with Dulux recommendations. All such paints are to be delivered to site in sealed containers bearing the manufacturers name and are not to be mixed and used in accordance with their printed instructions in colours to be delivered ready mixed and no thinning of paint will be permitted, except as recommended by Dulux, without the written agreement of the

Supervising Surveyor and in consultation with Dulux. All work is to be thoroughly and properly prepared before painting and lightly rubbed down between coats to remove all nibs and imperfections, please note that the Supervising Surveyor will do an inspection as each coat is applied.

All doors and windows and the like are to be opened prior to preparatory and painting works and all external surfaces visible, when windows are opened, are to be painted. All nails, clips and other fixings shall be removed and all holes and imperfections stopped and rubbed down. Existing cables shall be prefixed on completion of the works.

All fittings and fastening etc. are to be removed before the preparatory processes are commenced, cleaned and re-fixed in position upon the completion of the decorating works. No painting on exterior surfaces shall be done during wet weather or upon surfaces that are not thoroughly dry. Make good all loose or otherwise defective putties to a smooth flush finish prior to decoration or redecoration.

15. GLAZING WORKMANSHIP & MATERIALS

All new glazing shall be of glass to BS 952, free from bubbles, waves or other defects. All glazing which is to be replaced shall be done so with new glass to match existing in weight, style and type. Where patterned glazing is to be replaced, new glazing shall be in a similar pattern, or as directed by the Supervising Surveyor if this is not possible. Breakages to window panes during the works will be the Contractors responsibility. If residents require replacement glass panes to be installed, this will be at their own expense. Only communal windows are considered to form part of the works.

16. CARPENTRY

All timber for carpentry shall be of the best quality obtainable, properly seasoned, free from all rot and beetle and selected to conform to the British Standard Code of Practice CP 112. Defects referred to in the code shall be measured in accordance with DES 1860 Part 1 and the timber shall have a moisture content not exceeding 17% for external joinery. and not exceeding 12% for internal joinery. Please note that internal joinery will be in buildings with continuous heating during the heating season. Joinery timber shall comply with BS 1186 Part 1 and Workmanship shall comply with BS 1186 Part 2. All new sills and repairs authorised by the Supervising Surveyor shall be of treated softwood with a grooved drip and bedded on putty. New timber must be pretreated and fixed with brass screws.

17. BRICKWORK REPAIRS

Cut out bricks where damaged, dislodged or faces spalled, or where old pipes or pipe fixings and the like have been removed, to the depth of sound material or at least 25mm, or remove the brick complete. Face up using an epoxy mortar to match adjacent brickwork in colour, composition and texture. The Contractor is to allow for 30 bricks to be repaired **P.C. Sum £500 has been allowed for if works are required.**

18. BRICKWORK RE-POINTING

Defective joints shall be raked out to the depth of sound material of at least 15mm and re-pointed with a waterproof mix 1:1:6 gauged with equal parts Unibond or similar and water. New pointing shall be in the same style and match that of existing brickwork. Generally areas of re-pointing shall be framed up to form rectangular areas between features horizontally and bed joints vertically to avoid patchy effects. This may involve cutting out some sound joints of re-pointing and the term 're-pointed' shall include a proportion of such cutting out. Where brickwork would be damaged by raking out, a grinding machine shall be used to ensure that at least 15mm is raked out. **P.C. Sum £500 has been allowed for if works are required.**

19. RENDER RENEWAL AND REPAIR

Take down loose or otherwise defective render or stucco-work as directed. Allow for the renewal of such in a cement/sand and waterproof mix 1:4 to a smooth level finish. The backing shall be raked back to a solid base, washed and well wetted prior to the application of a rendering or stucco finish. Any new finish shall match adjacent in colour, composition, texture and style of finish. Joints in the backing material shall be raked out to a minimum depth of 15mm, or expanded metal non ferrous mesh shall be affixed to the background. These works will only be required if the Supervising Surveyor identifies damaged masonry following close up inspection when the scaffolding is erected. The cost will be catered for by the contingency sum.

20. CHIMNEYS

It is the opinion of the Supervising Surveyor that no works are required to the chimney stack walls; this may change following a closer inspection from the scaffolding during the course of the works.

21. CHIMNEY FLAUNCHINGS

It is the opinion of the Supervising Surveyor that no works are required to the chimney stack flaunchings or clay pots. This may change subject to a closer inspection from the scaffolding during the course of the works.

22. AERIALS AND CABLES

Remove all unnecessary, redundant or otherwise defective aerials and connected wires and cables from the property, including those from roof areas, and the elevations. All clips, tacks and other fixings associated with the aerials shall be removed and all damage to their backgrounds made good as necessary and as described in previous sections. The Contractor shall inspect all cables and if necessary contact all public utilities to ascertain which cables are still in use and these still remain in position. Fix all loose wires, cables or aerials still in use to their respective backgrounds, using galvanized metal or plastic clips or galvanized nails or screws. All wires shall be fixed so as to run horizontally or vertically and where possible in corners adjacent to other features. All cable must be decorated to match in with their adjacent backgrounds and therefore clipped prior to the commencement of decorative works.

23. MASTIC SEALANTS TO WINDOW FRAMES

Rake back and remove all defective mastics to the entire window perimeter, and replace with new good quality polysulphide mastic. Ensure that the entire junction between material surfaces is thoroughly cleaned and prepared and well filled to form a water-tight seal. Include for backing foam where necessary to fill wide joints.

24. OVERHAUL DRAINAGE SYSTEM

Overhaul the entire above ground external pipework and guttering system in the presence of the Supervising Surveyor to include all sub ground gullies and mains drains. Jet through all downpipes, clean out all gutters, hoppers and remove all dirt, grime, plant growth and the like. Inspect all collars, joints, fittings, sections of gutters and down pipes and repack joints if required. Ensure that the entire pipework system is left in good

operative order, with water flowing properly and without leaks. Report back to the Supervising Surveyor of any defective sections or fittings associated with the external above ground plumbing system. Any repairs necessary shall be brought to the attention of the Supervising Surveyor and 'variation orders' may be given where appropriate. Where overflow pipes are less than 150mm long provide and fix short extension pieces properly cut to angle.

25. OVERHAUL EXISTING TILED ROOFS

Any the roof tiles repairs if any, is to be decided upon when scaffolding is erected and a closer inspection can be undertaken.

26. FASCIA AND SOFFIT

The Supervising Surveyor will carry out an inspection of all areas of timber identified as having wet rot which will be carefully cut out and removed. New sections of timbers to match existing should be spliced into the existing timber and glued into position.

PC sum of £500.00 has been allowed for if works are required.

27. WINDOW REPAIRS

Following erection of the scaffolding, the Supervising Surveyor will carry out a detailed check on all windows to all elevations of the building. If the Contractor does not undertake this exercise, and it is found that windows are painted shut which was the case before the works took place, it will be the Contractor's responsibility to ease and adjust and open these windows at his own cost. The Contractor is to allow for in his price to remove existing lime putty joints to all window frames that are found to be defective, the putty is to be raked out and replaced with good quality replacement putty. Where wet rot has been identified to the window frame or projecting timber sills, specialist timber repairs will be required. At this point the Contractor will be required to provide a quotation for the specialist timber repairs; this will be dependant on how many areas of wet rot are identified. There will be a **provisional sum of £500** for wet rot and putty repairs, which will only be spent at the discretion of the Supervising Surveyor.

28. REPAIR AND REDECORATION WORKS

28.1 EXTERNAL DOORS

Remove main communal entrance doors furniture and set aside, after redecoration re-fix furniture. The Contractor is to include the side elevation and rear doors and frames. Burn off 100% existing paintwork to the main entrance door only, but not surrounding frames. To all doors make good holes and cracks with Toupret Murex external grade filler and not tetron. Prime main entrance door bare surfaces only then to all doors apply one coat of Dulux Trade Weathershield exterior flexible undercoat and one coat of Dulux Trade Weathershield exterior high gloss finish.

28.2 PREPARATION AND DECORATION – WINDOW FRAMES CILLS & FRENCH DOORS

To all window frames, cills and french doors. Rub down all loose, flaking and uneven paintwork to the Supervising Surveyor satisfaction; this will also include **100% burn off** to the lower window sash rail and projecting timber cills. Sandpaper the timber to a smooth surface, fill all cracks and holes with external grade filler (Toupret Murex) no **tetron filler is to be used at all**. Sandpaper again to a smooth finish flush with existing surfaces. **Please note under no circumstances can any paint be applied to the window frames and doors until all window frames and doors have been prepared as stated above and inspected by the Supervising Surveyor.** Re-decorate all areas of woodwork where burning off has been applied, with one coat of primer then apply two coats of Dulux Trade Weathershield exterior flexible undercoat. Then apply one coat of Dulux Trade Weathershield exterior high gloss finish.

28.3 PREPARATION AND DECORATION OF RENDERING

Thoroughly clean down the surfaces to remove dirt and grease with sugar soap. Scrape back and rub down all loose or flaking paintwork to all previously painted surfaces. Make good all cracks and holes with Toupret Murex masonry filler to the satisfaction of the Supervising Surveyor. Prime previously painted render and brickwork where filler has been applied with Dulux Trade Weathershield stabilising primer. Then apply two full coats of Dulux Trade Weathershield All Seasons masonry paint. The colour to be decided by

the Residents.

28.4 PREPARATION AND DECORATION OF STONEMWORK

Scrape back loose and flaking paintwork to all stone window projecting sills, to include all decorative window stone architraves and other decorative features. Please include stone window sills of the side and rear elevations. Thoroughly clean down the surfaces to remove dirt and grease with sugar soap. **This is to be inspected by the Supervising Surveyor before any painting works are to be undertaken.** Fill all items identified above with Toupret Murex masonry filler. All filler repairs are to be of a smooth finish flush with the surface of the stonework. Prime all areas where repairs have been undertaken with Dulux Trade Weathershield stabilising primer. Then apply two full coats of Dulux Trade Weathershield All Seasons masonry gloss.

28.5 PREPARATION AND DECORATION OF METALWORK

INCLUDING PIPEWORK, GUTTERS, SOIL STACKS, WASTE PIPES, MANHOLE COVERS, GULLIES, METAL WINDOWS AND RAILINGS.

To all metalwork to front, side and rear remove all rust, scale, loose paint, oil, dirt etc., with a wire brush and use Hammerite Metal Degreaser to all metal pipes. **Please note that no painting works can be undertaken until preparation works have been inspected by the Supervising Surveyor.** Sandpaper all surfaces to a smooth finish, fill all cracks and holes with external grade metal filler and sandpaper to a smooth finish flush with existing services. Then apply two coats of Hammerite Exterior Metal Paint.

29 BIN STORE

Remove timber frame and all doors replace with hardwood frame and doors to match 19 Belsize Park Gardens. Prime undercoat and gloss using dulux range of paints to all new timber frame and doors.

30 CONTINGENCIES

A **contingency sum of £500** is to be used as directed by the Supervising Surveyor for any unforeseen works found during the course of the works.

TENDER PRICING FORM

EXTERNAL REPAIRS AND REDECORATION WORKS

SECTION	DESCRIPTION	PRICE £'S
2.7	Provision of Porta Loo	£
17	Brickwork Repairs	£500 P C SUM
18	Brickwork Re-pointing	£500 P C SUM
23	Mastic Sealant to Window Frames	£
24	Overhaul Drainage System	£
26	Fascia and Soffit	£500 P C SUM
27	Window Wet rot Repairs	£500
28.1	External Doors Redecoration	£
28.2	Window frames, Cills & French Doors Redecoration	£
28.3	Rendered Walls Redecoration	£
28.4	Stonework Redecoration	£
28.5	Metalwork Redecoration	£
29	Bin Store	£
30	Contingencies	£500
	TOTAL	
	PLUS VAT AT 17.5% (if registered)	
	<u>GRAND TOTAL</u>	

