**Top Museum Schedule of works updated 12/05/2026**

The outstanding repairs as described below are based on visual inspection only and known defects identified to date.

As works progress additional defects may be revealed that may require remedial repairs not contained within the schedule.

Additional works, isolation and protection to building fabric and services may be required.

The schedule does not include works relating to installation of a new boiler / heating system.

All drawings mentioned relate to drawings submitted for listed building consent 25/0072/LBC available publicly online.

**Decoration**

Complete preparation and decorations to newly rendered walls to all areas as detailed

Complete preparation and decorations to all metalwork including all rainwater goods to all elevations affected by the rendering works as detailed

Complete preparation and decorations to all woodwork to all elevations affected by the rendering works as detailed

**Reinstatement Works**

Carefully refit all fixtures and fittings including rainwater goods previously removed as detailed

## GENERAL SPECIFICATION

Check Dimensions
The Contractor is to check all dimensions on site, and advise the Contract Administrator of any discrepancies, particularly before ordering any components.

Fabrication Drawings
Dimensions provided are for indicative purposes only, the Contractor is to provide a set of pre-fabrication drawings for approval of the CA prior to manufacture.

Existing Uses
The museum will remain closed during the works.

**2.60** Protection of Services
The Contractor is to ensure that any remaining services, live or redundant are adequately protected during the works to prevent damage.

**2.70** Protection of Drainage
Protect drains, manholes, gullies vent pipes and fittings in use and ensure they are kept free of debris at all times. Make good any damage arising from the works and leave clean and in full working order at completion.

**2.80** Builders' Work in Connection and Making Good

**2.81** The Contractor is to include for all Builders' Works in Connection as required by the Works and to make good the existing building fabric as necessary upon completion of any building services works, such as cable and pipework penetrations etc.

**2.90** Clean Up

**2.91** The Contractor is to regularly clear away all rubbish and debris from site and common areas and keep those areas clean. Upon completion of the works, the Contractor shall employ a specialist cleaning company to fully clean the area of the Work (internally and externally) and other areas affected by the work. This should include, but not be limited to, paving / floor coverings, paintwork, glass, M&E fittings and fixed and loose FF&E.

2.1 Temporary supports and access equipment
The Contractor is to include for all temporary supports and/or access equipment that is required to facilitate the works being undertaken in a safe and appropriate manner.

2.1 Scaffolding

Provide and erect as necessary, all scaffolding, special scaffolding, platforms etc. raised from ground level to ensure the proper and safe execution of the works in accordance with European Standard BS EN12811-1:2003 Temporary works equipment: Scaffolds - Performance requirements and general design, which should be read in conjunction with the Working at Height Regulations 2005 and the Construction (Design and Management) Regulations 2015.

Any scaffold company working on site must be fully accredited with an industry recognised association e.g. NASC and follow the appropriate industry Technical Guidance for design, assembly, use and dismantling. All operatives involved in the process must be able to demonstrate competence with a relevant skills card.

In addition all scaffolds must meet the following specific requirements:
Be Scaff-tagged
Be netted where near any footpath or road
Have all boards secured
Be constructed/dismantled with lanyards attached to tools
All temporary boards (for scaffolders use) must be removed prior to Scaff-tagging
Be constructed/dismantled/adjusted by competent persons

2.1 Security

The Contractor shall be responsible for maintaining the security of the areas being worked upon and the Contractor's compounds for the full duration of the Contract. The Contractor shall provide all necessary projection barriers and adequate safety and informational signage for visitors to the property.

2.1 Site Preparation

Throughout the area of the proposed works, the Contractor is to provide adequate protection to any fixtures, fittings and finishes that are to remain in situ during the works. Allow to remove on completion of the works and make good any damage caused.

The Contractor is to provide secure temporary dust proof sheeting around all areas where dirt/dust will be generated to prevent it spreading into adjacent areas. Allow to remove on completion of the works and make good any damage caused.
The Contractor is to carefully take down and set aside those items, detailed within the specification or on the drawings, for re-use or hand over to the client as directed.

The Contractor is to allow to either a) carefully remove and store, or b) remove and dispose of items as described in this schedule of works and other documents in the tender package.

Any costs arriving from additional cleaning as a result of not adhering to the above clauses will be borne by the Contractor.

2.2 British Standard Specification

Unless otherwise specified all materials shall comply with the current edition of the appropriate British Standard Specification and shall be transported, stored and used in accordance with the requirements or recommendations of that Specification.

Where available, materials and articles are to be used which have been produced under Kite Mark, Safety Mark, other independently certified scheme or by a Firm of Assessed Capability.

2.2 Asbestos
HSG264 Refurbishment surveys already undertaken.
The Contractor is to remain vigilant whilst undertaking the works, and immediately stop work and notify the PM should a suspected ACM be encountered onsite.

2.2 Plumbing / Pipe Works and Legionella Risk Compliance
Plumbing/heating/pipework – all such work must be designed and undertaken by competent persons in-line with the contractor's code of practice.
In addition, all works must be carried out in a manner that complies with the approved code of practice 'legionnaires' disease - the control of legionella bacteria in water systems l8', any part of hsg274 or appropriate industry guidance. As such all operatives must be competent and have received an appropriate level of training in legionella and associated risks.

3.0 **SCHEDULE OF BUILDING WORKS**

To be read in conjunction with the Section 3a, NBS 'Materials & Workmanship' clauses and all contract drawings.

To be read in conjunction with drawings listed as provided in listed building consent 25/0072/LBC

3.1 Scope of the Works

3.1.1 The works comprise the following:
Structural repairs the original 17th century former merchants house including
floor joists to the 2nd floor
carrier beams to the 1st floor construction.
Rebuilding of the front parapet wall
The reinforcement of brickwork and crack stitching in various positions.
Repairs to brick arches and masonry around window and door openings.
Repairs to window and door lintels
The replacement of windows to the sail loft
The pre-decoration repairs to windows, doors, shutters.
External rendering of masonry walls
Associated reinstatement of internal wall and ceiling finishes.
External decoration of walls and joinery.

3.2 Preparatory Works

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| 3.2.1 | Access Scaffolding<br>Design, supply and erect an extension to the existing scaffolding to provide scaffold within courtyard and over roof to the 3-storey front portion of the building. The scaffold to be fully boarded, with membrane to prevent debris falling to ground level, safe access at ground level to the roadside elevations and full height monarflex membrane. |
| 3.2.2 | Protection of the Building Fabric & Building Services<br>Undertake works to the following rooms, but subject to review on receipt of the final agreed propping arrangement:<br>Ground Floor<br>Entrance Hall<br>Kitchen<br>*Exhibition Room*<br>Holman Room – protection as required to suit use as temporary workshop<br>Main Staircase<br>First Floor<br>Parlour<br>Bedchamber<br>Entwistle Room<br>Hallway to Sail Loft<br>Second Floor<br>Charles Potter Room<br>Records Room<br>Records Store<br>Toilet |
| 3.2.3 | Undertake electrical isolation works to make safe electrical circuits to ceilings and floors being worked on. Remove vulnerable light fittings and set aside safely for refixing on completion. |
| | Temporary Propping |
| 3.2.5 | On completion of the structural works carefully remove all temporary propping. |
| 3.5 | <u>Floor Structure Repairs & Associated Works</u> |
| 3.5.1 | Floor Joists (2nd Floor)<br>Carefully lift floorboards adjacent to external walls to expose the ends of all floor joists (typically 900-1000mm) to allow the structural engineer to view the condition of the timber joists and assess the adequacy of the bearing onto the masonry walls. Number and record the position of all floorboards lifted and store for refixing on completion. |

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| 3.5.2 | Provisional item: Supply and fix timber splices to existing floor joists as shown in Detail 4 on drawing SWN-XX-00-D-B-016-P1 Works to comprise: |
| 3.5.2.1 | Application of Safeguard Pro-Bor gel timber treatment to existing floor joists in accordance with manufacturer's instructions. |
| 3.5.2.2 | The supply and fixing of 2no. C16 treated softwood timber splices nominal size 125 x 50 x 600-700mm long to the sides of the joist fixed through the existing member with 10mm threaded rods or 10mm coach screws in the arrangement shown on the drawing. Cut out masonry and build into masonry wall 75mm min. Wrap timber in masonry wall with polythene sheet / or cap and seal to prevent ingress of moisture from wall. Bed splices on mortar slate bed. |
| 3.5.2.3 | Make good brick external walls on completion of timber repair works ensuring existing brick bond pattern is maintained.<br>Provisional quantity: 15no. joist ends |
| 3.5.3 | Provisional item: As item 3.5.2 but for undertaking repair using 2no. 75 x 50 x 6mm steel angles built into wall min 75mm.<br>Provisional quantity: 15no. joist ends |
| 3.5.4 | Provisional item: As item 3.5.2 but for undertaking repair using 2no. 75 x 50 x 6mm steel angle with steel wings with 2no. resin bolts into wall.<br>Provisional quantity: 15no. joist ends |
| 3.5.5 | Provisional item: Supply and fix additional fixings to existing previously installed timber joist splices using fixings as detailed for new splices.<br>Provisional quantity: 15no. joist ends. |
| 3.5.6 | Reusing floorboards set aside, refix floorboards to their original positions. |
| | Timber Carrier Beams – 1st Floor |
| 3.5.7 | Carefully lift floorboards adjacent to external walls to expose the ends of all existing timber carrier beams (typically 900-1000mm) as shown on drawing. Number and record the position of all floorboards lifted and store for refixing on completion. |
| 3.5.8 | Carefully cut out masonry brickwork either side of the carrier beam to allow the structural engineer to view the condition of the timber built into the walls and assess the adequacy of the bearing. |

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| 3.5.9 | Provisional item: Undertake repairs to existing carrier beams using the same methodology as the repairs to the roof trusses. To include the supply and fixing of oak timber splices nominal size 170 x 63 x 900mm long to the sides of the carrier beam, glued, clamped and bolted through the existing member with M12 bolts / threaded rods in the arrangement shown on the drawing. Infill the end of splices in the wall with oak noggings, screw fixed through the splices. Bed splices on mortar slate bed. (Size of structural splices subject to confirmation by structural engineer.<br>Provisional quantity: 5no. carrier beam ends |
| 3.5.10 | Make good masonry around all carrier beams. |
| 3.5.11 | Reusing floorboards set aside, refix floorboards to their original positions. |
| 3.6 | <u>Walls & Masonry Works</u> |
| | Generally |
| 3.6.5 | Parapet Wall – Front Elevation<br>Remove existing concrete parapet wall coping stones from the front elevation and set aside for reuse. |
| 3.6.6 | Carefully dismantle the brick parapet wall down to 2nd floor window head height. Salvage all bricks and clean off in preparation for reuse. |
| 3.6.8 | Rebed existing coping stones previously set aside on full width DPC. |
| | Brickwork Reinforcement & Crack Stitching |
| 3.6.9 | Supply and install Helifix crack stitching system to the cracked / poor quality brickwork panels between the windows on the front elevation at 1st and 2nd floor construction levels. Works to comprise the cutting of chases made in the bed joints minimum 60mm deep, and the insertion of 6mm diameter stainless steel helical bars set in cementitious grout installed fully in accordance with manufacturer's instructions. Make good to chases with lime mortar. |
| | BWIC |
| 3.6.10 | As item 3.6.9 but to vertical crack in front boundary wall to RH side of courtyard entrance gates. |
| | Lintel & Brickwork Repairs to the Head of Window & Door Openings |
| | Brick Arches Generally |

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| 3.6.12 | Provisional item: Where brick arch lintels in poor condition, loose brick, weak mortar etc. use helifix Cemtie grouted remedial tie drilled and inserted up through the arch ring at max 225mm horizontal centres in accordance with manufacturer's instructions. Ties to be S.S. 8mm diameter 400mm long fixed with helibond cementitious grout.<br>Provisional quantity: 5no. brick arches. |
| | Windows |
| 3.6.13 | Undertake crack stitching at nominal 300mm vertical centres and within 150mm of any lintel / cill to openings W1, W2, W3, W4, W5 & W6. |
| 3.6.14 | Clean off existing steel lintels and apply high build epoxy coating to openings W3, W4, W16, W18 & W26. |
| 3.6.15 | Supply and install Catnic BSD100 steel lintels as replacements for existing steel lintels to openings W5 and W6. Provide temporary support to brickwork over. |
| 3.6.18 | Remove rotten timber infill over window W16, loose infill brickwork and slate. Replace and remortar brickwork and slate. Clean off steel lintel behind and paint with high building bitumen paint. |
| 3.6.19 | Remove rotten timber and loose walling above window W17, replace, rebed and make good prior to rendering. |
| 3.6.20 | Rotten lintel to W18 to be replaced with oak lintel of similar depth to one brick thick, nominal 70-100mm deep Make good with slate in class iii lime mortar over to underside of brick shallow arch lintel. ( subject to removal). To steel joist set into wall behind, brush off corrosion products and paint with high build bitumen paint prior to insertion of timber infill. |
| 3.6.21 | Remove loose walling above W19 and repoint / rebed prior to rendering. |
| 3.6.22 | Rake out and repoint / rebed any loose members to W21 & W22. |
| 3.6.23 | Rotten lintel to W24 to be replaced with oak lintel of similar depth to one brick thick, nominal 70-100mm deep Make good with slate in class iii lime mortar. |
| 3.6.24 | Rake out and repoint / rebed any loose members to W25. |
| | Doors |

| | |
|---|---|
| 3.6.25 | Remove timber lintel from door opening D4 and replace. Stabilise flat lintel over with temporary propping prior to insertion. Chase out mortar joints and insert bed joint reinforcement in two courses over, extending past opening by nominal 450mm. Repoint brickwork over. |
| 3.6.26 | Rotten lintel to door D5 to be replaced with oak lintel of similar depth to one brick thick, nominal 70-100mm deep Make good with slate in class iii lime mortar over to underside of brick shallow arch lintel. ( subject to removal). |
| 3.7 | <u>Windows & Joinery</u> |
| 3.7.1 | Replacement Windows to Sail Loft (and Lower Shampton Street elevation) Accoya joinery with 14mm clear solar controlled double glazed seal units with hardwood cills.Teknos white undercoat self primer applied.<br>*W34*<br>*W35*<br>*W36*<br>*W37*<br>*W38*<br>*W39* |
| 3.7.2 | Removal and Disposal of Existing, Supply and install new Accoya timber windows complete with 4mm single glazing and black monkey tail ironmongery and security bolts. Horns and Lambs tongue detailing.Teknos base coat applied, teknos white undercoat with self primer.<br>*W14*<br>*W18*<br>*W19*<br>*W20*<br>*W22*<br>*W24*<br>*W26*<br>*W28*<br>D4- Accoya Doorframe with a hardwood cill painting in accordance as required by Accoya joinery, Teknos base coat applied,teknos white undercoat, self primer applied.<br>D5-mosaic glass Accoya Doorframe set with hardwood cill. Existing ironmongery to be re-used painting in accordance as required by Accoya joinery, Teknos base coat applied,teknos white undercoat, self primer applied.<br>Roof Access doors |
| 3.7.3 | Make good plaster up to new windows and decorate reveals in breathable clay paint in colour to match existing. |

Pre-Decoration Timber Repairs & Associated Works

3.7.4 Undertake pre-decoration repairs of existing external timber windows as window survey. Works to include resin repairs to timber using the Repair Care System, putty renewal and splicing in of new timber.

Sash window repairs - NOTE - as repairs start and paint is removed, further repairs maybe required. This is because of objects being removed to be repaired and further areas needing attention are discovered, as well as the hazard of lead paint (neither of which are currently allowed for)

**W1**
**Repair:** Lower left box frame. Bottom sash lower left rail
**Replace:** Sash cord, parting beads, staff beads, external architrave with Douglas Fir ogee type.
Redecoration internally
Redecoration externally

**W2**

**Repair:** Both lower box frame sections. Bottom sash lower rail and styles.
**Replace:** Sash cord, parting beads, staff beads, external architrave with Douglas Fir ogee type.

Redecoration internally
Redecoration externally

**W3**
**Repair:** Top/bottom sash lower rail and styles**.**
**Replace:** External architrave with Douglis Fir ogee type.
Redecoration internally
Redecoration externally

**W4**
**Repair:** Both lower box frame sections. Top/bottom sash lower rail and styles.
**Replace:** Sash cord, parting beads, staff beads, external architrave with Douglas Fir type.
Redecoration internally
Redecoration externally

**W5**
**Repair:** Both lower box frame sections. Top/bottom sash replacement by others **Replace:** Sash cord, parting beads, staff beads, external architrave with Douglas fir ogee type.
Redecoration internally
Redecoration externally

**W6**

**Repair:** Both lower box frame sections. Top/bottom sash lower rails and styles. **Replace**: sash cord, parting beads, staff beads, external archritrave with Douglas fir ogee type.
Redecoration internally
Redecoration externally

**W9**
Repairs to 2nr bottom sash bottom rails
Redecoration internally
Redecoration externally

**W10**
Repairs to both sides of the window frame at the cill section
Repairs to both bottom casement bottom rails and styles

Repairs to window cill, remove and remedy around existing repair

Redecoration internally
Redecoration externally

**W11**
Repairs to both sides of the window frame at the cill section
Repairs to both bottom casement bottom rails and styles

Repairs to window cill, remove and remedy around existing repair

Redecoration internally
Redecoration externally

**W12**
Repairs to both sides of the window frame at the Cill section
Repairs to window cill
Supply and install weatherboard to allow improved water run-off from inward-opening sash
Redecoration internally
Redecoration externally

**W13**
Repairs to both sides of the window frame at the Cill section
Repairs to window cill
Supply and install weatherboard to allow improved water run-off from inward-opening sash
Redecoration internally
Redecoration externally

**W15**
Remove and repair metal crittal window due to significant rust and damage to sash
Replace 1nr broken pane of glass
Repair putty
Redecoration internally

Redecoration externally

**W16**
Repairs section of glazing bead, external reveal, two sides curved head detail.
Repair putty
Redecoration internally
Redecoration externally

**W17**
**Repair:** Both lower box frame sections. Bottom sash lower rail and styles, glazzing beads, and cill repairs.
Repair putty
Redecoration internally
Redecoration externally

**W21**
Repair putty
Redecoration internally
Redecoration externally

**W23**
**Repair:** Top/bottom sash lower rails and styles.
**Replace**: sash cord, parting beads, staff beads, external archritrave with Douglas Fir ogee type.
Repair putty
Redecoration internally
Redecoration externally

**W25**
**Repair:** Top sash lower rail, bottom sash replacement by others.
**Replace:** Sash cord, parting beads, staff beads, external architrave with Douglas Fir ogee type.
Repair putty
Redecoration internally
Redecoration externally

**W27**
Remove and repair metal crittal window due to significant rust and damage to sash
Strip paint from existing timber frame
Treat woodwork
Redecoration internally
Redecoration externally

**W29**
Redecoration internally
Redecoration externally

**W32**

**Repair:** Both lower frame sections, both lower rail and styles, small sedction of glazing bead.
Redecoration internally
Redecoration externally

**W33**
**Repair:** Both lower frame sections. Casements to be replaced by others, if required.
Redecoration internally
Redecoration externally

**W40**
Redecoration internally
Redecoration externally

**D1**
Localised prep/filler repairs
Redecoration internally
Redecoration externally

**D2**
Localised prep/filler repairs
Redecoration internally
Redecoration externally

**D3**
**Repair:** Section of the cill, T&G boards.
Redecoration internally
Redecoration externally

**D6**
Localised prep/filler repairs
Redecoration internally
Redecoration externally

**D7**
Redecoration internally
Redecoration externally

**D8**
Redecoration internally
Redecoration externally

3.7.5 Supply, reconstruct and fix 3no. timber pelmets to windows W1 to W6 using Accoya timber corresponding in size and profile of the existing.

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|---|---|
| 3.7.6 | Supply and fix replacement timber shutters to windows W1 to W6 using Accoya timber corresponding in size and profile of the existing.<br><br>*To remove and dispose of existing timber shutters off site.*<br>*To Manufacture and install to mimic the existing shutters in accoya hardwood and primed ready for painting. Overall finished size is 1600 x 470 x 45mm with 20mm thick louvres.*<br><br>*To Manufacture and install Bespoke Lockable Noticeboard in accoya hardwood with 4mm toughened safety glass, 76mm stainless steel washer hinges and a rim lock, primed ready for painting.* |
| 3.7.7 | Supply and fix new code 5 lead capping to the head of the pelmet with decorative scalloped front edge, and back edge dressed up and wedged into mortar course in brickwork. Point in joint. All leadwork joints and detailing to replicate the existing.<br><br>*Carefully remove existing 3nr leadwork Canopy Hoods and dispose from site.*<br>*To fix existing 75 x 50mm timber batten using Stainless Steel fixings (4 per Canopy)*<br>*Supply and fix new Code 6 milled lead to each canopy hood, to include decorative scallop detail as previous, welted joints and secured to suit exposure.*<br>*Supply and fix new code 5 milled lead cover flashing, chased and wedged to suit exposure.*<br>*All leadwork to be carried out in accordance with the recommendations of the Lead Sheet Association and to receive a coat of patination oil upon installation.* |
| 3.8 | <u>Finishes</u><br><br>External Rendering |
| 3.8.1 | Undertake rendering to all external walls of the building as shown on elevation drawings, with a lime render system as specification provided by Cornish lime comprising:<br>Harling coat<br>Dubbing out<br><br>1st lime render scratch coat with flock fibres & fibre glass bedded in<br><br>2nd lime render scratch coat with flock fibres<br>Lime render float coat<br>Roughcast final coat to match existing finish<br>*Revised Lime Render Specification*<br>*Pass 1: cover all work area and windows*<br>*Pass 2 : wash down and apply Harling coat*<br>*Pass 3: apply Dubouts*<br>*Pass 4: apply first scratch coat of lime render with flock fibres in the mix and fibre glass mesh bedded in* |

*Pass 5: apply second scratch coat with flock fibres in*
*Pass 6: apply Floatcoat*
*Pass 7: apply Rough cast to complete*
*Additional skippage/disposal*

To areas of existing cob walling supply and install dry fix stucco helifix pins or helifix patch pins driven into the cob with a helical bar driver into pre drilled holes and a downward angle subject to the condition of the cob and left proud to form a key to the initial scratch coat render. Install at approximately 200 centres over affected area.
In addition to the above, scratch the surface of the cob to form a key for the scratch coat render. Specification for the render by others.
Where cracking over the surface present in the cob, install helifix bars 1000mm long into a formed groove to insert and bed the helifix bars using helifix resin grout. The end 100-150mm of the bars can be bent and inserted into predrilled holes to improve the tying in of the bar.
Helifix crack stitching bars to be inserted at approximately 300mm vertical centres.

External Decoration

3.8.2 Supply and apply breathable silicate external masonry paint system to new lime render, comprising the application of etching fluid to remove salts in the render, washdown, apply Beeck fixative primer and allow to dry then apply 2no. coats of Beeck silicate mineral paint finish in colour TBC.

3.8.3 The preparation and external decoration external joinery, comprising windows, doors, shutters, pelmets, fascias, bargeboards.

*Revised allowance for the complete preparation and decorations to all additional woodwork on all elevations affected by the rendering works as detailed, window decorations included elsewhere*

Internal Ceilings

3.8.4 Make good to lath and plaster ceilings in 10no. locations opened up around the underside of the roof truss to allow the roof truss repair works to be undertaken. Supply and fix new oak laths to the underside of the ceiling joists, and then apply 3 coat lime plaster system.

3.8.5 Provisional item: undertake additional lime plastering repairs to existing lath and plaster ceilings.
Provisional total quantity of 10m$^2$ in 1m$^2$ patches.

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| 3.8.6 | Provisional item: refixing sound timber laths through existing plaster, comprising cutting out of plaster, the refixing with screws and washers and the making good of plaster.<br>Provisional quantity of 30no. fixings. |
| | Walls |
| 3.8.7 | Make good to lime plaster on walls comprising 3 coat lime plaster system. Provisional quantity of 20m$^2$. |
| | Joinery |
| 3.8.8 | To areas of joinery affected by the works, prepare and make good decoration, including skirtings, door frames and internal doors. |
| 3.9 | Builders Work in Connection with M&E |
| 3.9.1 | Include for all necessary builders work in connection with the installation of electrical services. |
| 3.9.2 | Include for all necessary builders work in connection with the installation of mechanical services. |
| 3.1 | Completion Works |
| 3.10.1 | Carefully remove external scaffolding and over-roof, staircases, hoists and access towers. |
| 3.10.2 | Remove temporary protection to external surfaces. |
| 3.10.3 | Carefully remove temporary internal protection measures and make good to walls, ceilings and floors to match existing. |
| 3.10.4 | Reinstate electrical services and fittings previously removed and set aside. |
| 3.10.5 | Clean existing paving and cobble surfacing in courtyard. |
| 3.10.6 | Leave the site clean and tidy on completion of works. |