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ARCHITECTS

## Schedule of Works

Job No 5816

ALL SAINT'S CHURCH, RIPLEY  
Hollybank Lane, Ripley, Harrogate, HG3 3AY

Internal Reordering

December 2023

To be read in conjunction with drawings.  
All items to be priced individually.  
Collective pricing will not be accepted.

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## 1 PRELIMINARIES

### 1.1 Scope of the Works

1.1.1 The works are restricted to the internal re-ordering of the Church. The scope of the work involves the following:

- a. Nave - Removal of existing pews and lowering of the pew platforms. All pews to be sold and replaced by chairs (type to be confirmed by the Church).
- b. Nave Central Column - New twin sockets (4Nos) and hatches (4nos) on either side of the columns below the lowered pew platform.
- c. Ingilby Chapel - Removal of middle existing pew for sale, relocation of the reader pew and reducing width of the pew platform.
- d. Choir - Modification to the middle pews (4nos) and reader pews (4nos) to achieve 450mm seat height and reinstatement.
- e. Provision for securing ladder to enable safer access to the space above the clergy to further used as storage.

### 1.2 Site and Access

1.2.1 The address of the site is: All Saints Church, 6 Chantry Ct, Ripley, Harrogate, HG3 3AD. The site is accessed from the Main St and Hollybank Ln, car parking is not available on site. However, parking on the street may be possible as well as the village car park.

The Church is located just South of Ripley Castle. There are numerous access paths which provide pedestrian access to the Churchyard from the main street. Parking arrangements and access for deliveries will have to be discussed and agreed with the Church.

### 1.3 Restrictions upon Working

1.3.1 The Church will be operational and continue to function with certain activities throughout the period of the works. Therefore, the contractor will have to programme the works to always maintain safe access to the building.

### 1.4 Insurance

1.4.1 The Contractor will provide minimum £5,000,000 Public Liability Insurance cover.

### 1.5 Security

1.5.1 Protection: safeguard the site, the works, products, materials, and any existing buildings affected by the works from damage and theft.  
Pews for reinstatement must be kept safely and securely during the reordering process.

### 1.6 Payments and Contract

1.6.1 The Contract will take the form of an JCT Minor Works Contract (2016).

1.6.2 Payment will be monthly unless agreed otherwise.

### 1.7 Welfare facilities

1.7.1 Sanitary accommodation and welfare facilities are available in the Church. Access and use during the works may be agreed with the Church and these must be kept clean and tidy.

### 1.8 Tools, equipment & materials

1.8.1 The Contractor will supply all necessary tools, machinery, and materials for the proper execution of the works. Materials may be stored inside the Church in agreement with the Church. However, if storage is required, the contractor must confine the storage of tools and materials to an area indicated on site and to be agreed with the person in charge of the premises or in a secure steel container. All tools & materials are to be secured in a lock-up store during absence.

- 1.8.2** The contractor shall remove from site at the end of each working day all surplus materials, and debris as it accumulates. On completion of the work shall leave the site clean and tidy to the satisfaction of the Church's representative or the Architect.
- 1.8.3** : The contractor is to include for the temporary removal, including disconnection, if necessary, of all existing cables, wiring, conduits, pipework, and other fittings affected by the works and shall protect such items and neatly re-fit and re-clip on completion of the works.
- 1.8.4** : The contractor is to include for all necessary precautions and controls to eliminate or reduce vibration, noise, and dust to an absolute minimum.
- 1.8.5** : The contractor is to check/confirm all measurements on site prior to commencing any manufacture, forming or installation of any element of the project. Measurements described below or on tender/construction drawings may be found to be incorrect, albeit every effort has been taken to ensure they are reasonably accurate. It remains the contractor's responsibility to ensure that they site measure following on from the tender period and prior to any works commencing. Any discrepancies or shortfalls must be raised with the Architect during the tender period or prior to works commencing.

## **1.9 Water and Power**

- 1.9.1** Water is available from All Saints Church. Power will be supplied free of charge from the existing supply. The contractor will be responsible for transforming as required. Temporary leads must be disconnected and made safe at the end of each day.

## **1.10 Fire Safety**

- 1.10.1** Duty: prevent personal injury or death, damage to the Works, or damage to other properties from fire.  
Standard: Comply with Joint Code of Practice 'Fire Prevention on construction sites' published by Construction Industry Publications and The Fire Protection Association ('The Joint Fire Code').  
Smoking and any burning within the Church and its grounds will not be permitted.  
Should hot work be required, an appropriate and comprehensive Hot Works Permit should be obtained prior to the works and be fully adhered to throughout the period of the works.

## **1.11 Safe Working**

- 1.11.1** The contractor will comply with all relevant Health and Safety Legislation. For the purposes of the CDM Regulations, the Contractor will be deemed to be the 'Principal Contractor' and will include in their tender all plant, scaffolding, and work that will be required to conduct the contract in a safe manner.
- 1.11.2** At this stage it is assumed that the works will not be notifiable.
- 1.11.3** The Contractor will take all necessary measures to maintain the safety of the public and road-users during the works, and for conducting all necessary liaison with the Highway Authority in this regard. Safe working to refer to adjacent private residents.
- 1.11.4** An Asbestos Register is not available for inspection.

## **1.12 Site Inspection**

- 1.12.1** : The Contractor is to visit the site during the preparation of their tender and acquaint themselves with the Church, accessibility, services, local conditions and the full extent and character of the work. They shall be deemed to have satisfied themselves to existing conditions, the risk of injury or damage to property, and to have obtained their own information on all matters affecting the execution of the works. No variation or additional payment will be considered on the grounds of lack of knowledge of the works, lack of information, deficiency of description, or occasioned by any default of inspection on the part of the Contractor.
- 1.12.2** Allow costs for site visit by Architect and site meetings.

**1.13     Cleaning the Site**

- 1.13.1** · The Contractor will clear away all plant, protection, and equipment at the end of the contract. The Contractor will make sure that the site is left clean and tidy, and that all waste material is removed and properly disposed of.

## 2 SCHEDULE OF WORKS

2.1	General	Amount
2.1.1	The Church is to remain open during the works. The work is to be carried out in segregated areas which will be cordoned off with suitable safety barriers and safety signs, etc. Materials and furniture deliveries will be on the street between the Church and castle, this will be lifted and stored into a safe area.	
2.1.2	The Contractor is strongly advised to visit the site and familiarize themselves with the project and the following sections have been prepared on the basis that the contractor will do so.	
2.1.3	Notwithstanding the contents of this Schedule of work, the Contractor shall include in their tender all works contained in the Architect's drawings irrespective of whether that work is specifically referred to in the Schedule of Works. They must also allow for all other relevant drawings, specifications, current Building Regulations, statutory body requirements, etc.	
2.1.4	The contractor's attention is drawn to the fact that the sizes and measurements in this section are not necessarily exact, and the Contractor must ascertain the correct sizes from actual measurements taken on site.	
2.1.5	The contractor's attention is drawn to Section 1 Preliminaries. It is most important that they read and fully acquaint themselves, (and their sub-contractors and suppliers) with all the information and requirements that are contained therein.	
2.1.6	All materials shall be of the specified quality and in the cases where the quality is not specified shall be in accordance with the latest appropriate British Standard Specification and relevant Code of Practice issued prior to tender. In cases where no British Standard Specification or Code of Practice has been issued, shall be the best quality available, irrespective of the trade interpretation of the word "best".	
2.1.7	Where materials are specified to be obtained from a named manufacturer, the contractor shall obtain from the manufacturer full fixing details and other technical information and shall execute all preparatory work and the fixing in accordance with the manufacturer's instructions.	
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2.2	<b>Construction Design Management 2015</b>	
2.2.1	Comply (and allow for any costs incurred) with all the statutory requirements of the Construction (Design and Management) Regulations 2015. Take control of the Pre-Construction Information provided by the Architect and develop and implement the requirements of the same. Provide the necessary risk assessments and assure that all the operations are carried out on site in accordance with full regard for the Health and Safety as required under this legislation. On completion of the work, prepare the Health & Safety File and hand to the Employer. This file is to include all necessary 'Construction Record' information. One week prior to handover of the building to the client, the contractor shall provide all the following information relating to the design portion of the work to the Principal Designer for inclusion in the Health and Safety File: - <ul style="list-style-type: none"><li>• Brief description of the type, method and fittings of the design portion of the contract works</li><li>• Details of consultants, contractor and sub-contractors</li><li>• Residual risks, hazards and provision for maintenance and servicing</li><li>• As built drawings for all services installations</li></ul>	

One week prior to handover of the building to the client, the contractor shall provide all of the following to the Architect for inclusion in the building file:

- Contact details and emergency call-out numbers for incidents during the rectification period and expiry of maintenance period dates
- Consents: Building control completion certificate, warranties and guarantees
- Cleaning and Maintenance – recommended procedures and timescales
- Product information and maintenance manuals, instruction booklets and all required information to allow the client to fully understand and use the new installation.

Certificates; Electrical test certificates for installation, including lighting, switching, small power; Gas-Safe test certificates for gas installation

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## **2.3 Building Regulations**

**2.3.1** The contractor shall provide all necessary information for submission to the Building Control and shall liaise as necessary to satisfy their requirements and shall be deemed to have allowed in their tender for this. Approval of any works by the Building Control Officer shall not be deemed as instruction to the Contractor unless confirmed as such by the Architect.

## **2.4 Site set up & Preparations**

**2.4.1** Before any works commence, take a photographic record of all areas of the works. Make a photographic record of all significant stages in the undertaking of new works and repair works on site. Provide digital copy to Architect.

**2.4.2** Adequately protect areas, retained furniture and fittings in place which may be affected / likely to be damaged by the works with ply sheet covering for the duration of the works. Include for erecting, maintaining, and removing on completion, temporary protection. Every effort must be made to protect the fabric of the building and all persons working on the project are to be made aware of this by the provision of information at site induction training. Any damage that occurs to the building is a serious matter and must be reported immediately to the Architect.

**2.4.3** Internally: As required cover all floor areas with thick grade polythene sheet and/or sheathing ply of thickness sufficient to prevent impact damage, and temporarily secure it.

**2.4.4** Remove existing loose fixtures & fittings if required to the Employer for safe keeping and reinstalling following completion of works.

**2.4.5** Radiators and associated pipework within the Nave & Aisles to be adequately protected for the duration of the works.

**2.4.6** Break out, cart away and remove from site, all items associated with the works sufficient to allow the works to be carried out and completed.

**2.4.7** Allow for clearing away and removing all rubbish and accumulated debris inside and outside the property within the curtilage of the site associated with and caused by the works. Allow for all necessary skips, etc on site to be the enclosed / sealed type.

**2.4.8** Allow for attending all site meetings, site visits by the Architect and preparing all necessary contract documentation and Health & Safety file prior to completion of works.

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## **2.5 Works to pews & pew platforms**

- 2.5.1** Carefully remove existing pews as indicated on the drawings from within the Nave, Ingilby Chapel and Choir. Pews from the Nave and middle pew from Ingilby Chapel to be handed to Client for sale. Remove single pew located in the south east corner of the church
- 2.5.2** Allow for the safe storage of the pews from Ingilby Chapel and Choir for reinstatement.
- 2.5.3** Carefully remove and retain existing timber floorboards for reinstating following lowering of pew platform within the Nave.  
Carefully reduce the width of the pew platform in the Ingilby Chapel.  
Allow for existing timber floorboards to be cleaned and checked for any damage during re-installation. If any issues occur, report back to the Architect.  
Allow for 1sq.m replacement timber floorboards to match existing.
- 2.5.4** Lower the existing pew platforms in the Nave to match the adjacent finished floor level. Existing timber floorboards are to be reinstated atop the newly lowered floor joists. The finish must be flush.
- 2.5.5** Supply and install access hatches to the timber floor boards by the central pillar to access the new sockets. Location & Size - TBC on site. No of hatches – 4nos
- 2.5.6** Carefully remove the middle choir pew and install a 120mm high (approx.) Oak block profile to match existing choir pew base and to raise the seat height to 450mm. Carefully reinstall and secure the raised choir pew to its original place.
- 2.5.7** Carefully remove the Choir reader pew and relocate to align to the edge of the timber floor boards.
- 2.5.8** Carefully reinstall the Ingilby Chapel reader pew.
- 2.5.9** Carefully remove 2nos existing radiators (fixed to the furthest back pew). Disconnect associated pipework and cap off appropriately. Carefully reinstall existing radiator along the wall, extend pipework and connect into existing heating system.
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- 2.6 Electrical Works**
- 2.6.1** Provide and install twin sockets on either side of the column at 100mm below the new floor level. Total 4nos.
- 2.6.2** Include all necessary cables and switches which are to be installed below the new floor level and connecting to the existing electrical circuit.
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- 2.7 Joinery**
- 2.7.1** Supply, install and safely secure new hooks and sockets in the masonry wall above the Clergy Vestry. (Note: Ladder to be provided by PCC)
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- 2.8 Unforeseen Works**
- 2.8.1** Any unforeseen works shall be brought to the attention of the Architect by the Contactor immediately or as soon as they become apparent.
- Carried to Collection Page**
- 2.9 Provisional Sums**
- 2.9.1** Allow for replacement 5m length of timber joists to lowered pew platforms
- 2.9.2** Allow for undertaking a Refurbishment & Demolition Asbestos Survey, if required.
- Carried to Collection Page**



<b>2.10 COLLECTION</b>	<b>Amount</b>
Contractors Preliminaries	
Carried over from Section 2.1	
Carried over from Section 2.2	
Carried over from Section 2.3	
Carried over from Section 2.4	
Carried over from Section 2.5	
Carried over from Section 2.6	
Carried over from Section 2.7	
Carried over from Section 2.8	
Carried over from Section 2.9	
Contractors Overheads and Profits	
SUBTOTAL	
Contingencies (allow for 10% of Subtotal)	
<hr/>	
<b>Total tender sum</b>	
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### 3 STANDARD PREAMBLES SPECIFICATIONS

#### 3.1 Carpentry and Joinery

3.1.1 Softwood for structural work shall comply in all respects with BS EN 1995-1-1:2004+A2:2014, 'Design of timber structures' and BS EN 338:2009, the measurement of characteristics affecting strength being in accordance with the aforementioned BS EN 1995.

Softwood for joinery work should be approved better unsorted Swedish Redwood or select merchantable Douglas Fir. The timber is to have a moisture content of between 10 and 20 per cent at the time of fixing, according to use, being well-seasoned, well cut, sound, bright and square edged, free from warp or other deformation and from signs of rot or decay, worm or beetle, and containing no large, loose or dead knots, checks, splits or other defects, and shall confirm to BS EN 942:2007.

All moulded or worked softwood for surface joinery shall be free from splits, defects, roughness and irregularities, shall have no deviation in moulded pattern throughout its entire length, and shall be straight and true in length and depth.

All softwood timbers shall be full cell vacuum/pressure impregnation treated with clear solution, to British Wood Preserving Standards 112-116. A timber treatment not containing lindane or Tributyltin oxide would be preferred.

All surface joinery timbers shall be secret nailed wherever possible. When this is impracticable, nails should be well punched and filled with matching wood filler capable of holding a staining agent or paint. Timber for surface joinery should be class 1, according to the requirements of BS EN 942:2007.

Plywood should be generally Grade 1 BR, except where stated, and should conform to BS EN 636:2012+A1:2015 and BS 1088-1:2003. Chipboard should conform to BS EN 312:2010 and should be flooring grade where shown as such on the drawings.

For roof work plywood should be Class 3, suitable for humid conditions and structural applications, to BS EN 636.

Hardwoods shall be prime grade, straight grained, well-seasoned by kiln to 15% moisture content, free from beetle or fungus attack, shakes and wane. All site-fixed hardwood surface joinery shall be screwed and pelleted. Any hardwood used for facework shall be selected by the architect and a sample of the timber shall be given to the architect for his approval before fabrication or manufacture.

All hardwoods must be obtained from suppliers who can provide documentation to support that originates from a sustainably managed source.

The Contractor shall supply the Architect with a Certificate confirming the type and source intended for use unless otherwise specified for approval prior to inclusion in the works.

The contractor shall be responsible for the sound and correct construction of all joints and connection in the appropriate positions. The architect's drawings are intended to show the final appearance of the work rather than the completed construction.

All machine work shall be glass papered free of machine marks.

Plugging shall be securely fixed with nails or screws driven into wooden plugs of adequate size and well driven into joints or prepared holes to provide a firm anchorage.

Fix all architectural ironmongery with matching screws. Remove and refix to facilitate decoration or other work. Ease, adjust and oil on completion. Label all keys and hand to specifier.

Fixing tolerance: Do not exceed a total accumulative tolerance of 6mm between each joinery item and structures unless architraves or other masking forms part of the design.

Joinery tolerance: No tolerance will be allowed for joints in joinery. Should any joints open or moving parts fit other than accurately and evenly or should any defects of timber other than those permitted by apparent, the joinery shall be repaired or replaced as directed.