

Mr & Mrs Homeowner
10 Main Street
Yourtown
YT98 7CD

Doright Roofing
1 High Street
Clearview
CL10 3AB

01 January 2019

Dear Sirs

I would be grateful to receive your quote for repairs to my property as described in the attached Schedule of Works.

Please price each item individually and allow for submitting a specification of all materials allowed for in your prices.

Please also provide details of similar previous works undertaken by your company and details of any guarantee for works which would be carried out on my property.

I look forward to hearing from you.

Yours faithfully
A. Homeowner

Schedule of Works

Project address	10 Main Street, Yourtown, YT98 7CD
Conservation area Listed category	
Client Contact details	Mr & Mrs Homeowner 01234 567890
Brief description of works	Repairs to roof covering and harling surface coatings to chimney and walls
Important notes	<p>This Schedule has been prepared by the Traditional Buildings Health Check (TBHC) on behalf of Stirling City Heritage Trust (SCHT) following inspection of the property as part of the TBHC inspection service. The inspection was restricted to elements which could be seen clearly and no attempt was made to open up or employ any other destructive techniques.</p> <p>SCHT shall in no circumstances be held liable for any works undertaken by the Client on any recommendation made in this Schedule.</p> <p>Should a Contractor wish to see a copy of the TBHC Inspection Report, this should be requested directly from the Client.</p>
Contents	<p>Description of work for costing Materials list for completion Health & Safety information Roof plan showing locations of work Relevant photographs (<i>not illustrated here</i>)</p>

Description of Work and Costs

Contractor to provide costs for the following items with quantities

Item	Description	Unit	Qty	Cost
1.0	Preliminary works			
1.1	Carry out a dilapidation survey complete with photographic record of all high level areas (including the adjoining property) where work is to be carried out.	item		
1.2	Allow for submitting materials specifications and samples for approval before starting work.	item		
1.3	Allow for submitting evidence of the contractors public liability insurance. Also allow for submitting a copy of the Construction Phase Plan required under CDM (2015).	item		
1.4	Allow for providing temporary toilet/welfare facilities as required including obtaining local authority permits as necessary.	item		
		Total (c/f)		

2.0	Scaffolding			
2.1	Erect scaffolding suitable for safely carrying out the works described. Allow for loading areas and hoisting points as required. Allow for sealing scaffolding anchor points with plastic caps or appropriate mortar during or immediately following dismantling. <i>Scaffolding (with the possible exception of a chimney wrap) must be kept in place until a final inspection of completed works has been carried out. Note that a handover certificate must be issued and records of mandatory scaffolding inspections made available.</i>	item		
3.0	Central chimney			
3.1	Check harling for cracks and detachment resulting in failure. Where failure has occurred remove loose material and repair/replace to match the existing. <i>Allow for providing materials specification.</i>	m2		
3.2	Removing all vegetation including complete removal of root structure or treatment with an appropriate herbicide. <i>Re-growth occurring within 12 months must be attended to.</i>	item		
3.3	Check mortar haunching around pots and repair/replace as necessary. Allow for lifting and resetting any pots found to be loose. <i>Allow for providing materials specification.</i>	item		
4.0	Roof			
4.1	Remove all ridge tiles and lay aside for reuse. Dispose of defective ridge tiles and inappropriate half round ridge tiles. Supply additional matching ridge tiles as required. Form ridges using tiles previously laid aside supplemented with new tiles. All bedded and pointed with appropriate mortar. <i>Allow for providing materials specification and sample of ridge tile.</i>	lin/m		

4.2	Remove broken and defective roof slates and replace with new slates supplied to match the original. Allow for replacing slates broken during works to the central chimney. <i>Contractor to provide price per m2 and an estimate of area required. Allow for providing specification and samples of the slate.</i>	m2		
5.0	Gutters			
5.1	Remove sludge, vegetation and works debris from cast iron gutters and carry out flow test to check for leaks.	lin/m		
6.0	Miscellaneous			
6.1	Tidy the site on completion of the works and following removal of the scaffolding. Remove all waste and debris from site using a SEPA registered waste carrier. Allow for obtaining local authority skip permit as necessary. Make good all damages to garden areas occurring as a result of the works.	item		
		TOTAL (c/f)		

7.0	Provisional works (optional or as necessary)			
7.1	Provisional sum for dismantling gutter sections, removal of rust, cleaning, re-sealing and remaking joints as necessary to fix leaking joints.	lin/m		
7.2	Provisional sum to remove rust from cast iron gutters, prepare, prime, undercoat and paint inside and out.	lin/m		
		TOTAL (c/f)		

Summary			
Preliminary works (Section 1)			
Scheduled works (Sections 2 – 6)			
Provisional works (Section 7)			
		TOTAL	
		VAT	
		SUM TOTAL	

Contractor's Notes

A Contractor, when pricing this Schedule should satisfy themselves of the need for the above items in their professional opinion, and highlight and/or qualify any differences in the Notes section below. *Continue on a separate sheet if necessary.*

Materials

Contractor to complete as necessary

Mortars

Mortars to be accurately batched and thoroughly mixed. The substrate to be cleared of loose and decayed mortar and well washed down before placing new mortar. Masonry to be dampened down sufficiently to prevent rapid suction. Mortars to be adequately protected and appropriately cured to avoid rapid drying (wind or sun) and from rain and frost until the work has gained sufficient strength.

Location	Details	Ratio
Harling		
Chimney pot haunching		
Infill at verges		
Roof tile bedding		

Slates

Repair or replace to match the original. Replacement Scots slate to be drawn from good quality reclaimed stock. Alternative slate to be specified by the contractor and authorised by the client before use. Note that the alternative slate may have to be approved by the local authority.

Location	Details	
Roofs R1 – R3		

Leadwork

Repair or replace to match the original. Ensure lead work complies with the Code of Practice for lead sheet roofing and cladding (BS6915) as illustrated and detailed in the Lead Sheet Manual issued by the Lead Sheet Training Academy <http://leadsheet.co.uk/>.

Location	Details	

Miscellaneous

Add as required

Location	Details	

Health & Safety

Including Construction Design Management (CDM)

Contractors should understand their responsibilities under Health & Safety law including:

- Health and Safety at Work etc Act 1974 (the HSW Act)
- Management of Health and Safety at Work Regulations 1999 (the Management Regulations)
- Construction (Design and Management) Regulations 2007 (CDM)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The Construction (Design & Management) Regulations (CDM 2015) applies to all building and construction work and includes new build, demolition, refurbishment, extensions, conversions, repair and maintenance.

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) a construction phase plan is required for every construction project.

The Contractor must demonstrate an understanding of their responsibilities under CDM before construction starts.

Key points to CDM Regulations 2015

- 1. All projects must have:**
 - workers with the right skills, knowledge, training and experience
 - contractors providing appropriate supervision, instruction and information
 - a written construction phase plan
- 2. Projects involving more than one contractor (domestic or non-domestic)**
 - must follow Step 1 plus -
 - a principal designer and principal contractor must be appointed
 - a health and safety file must be produced
- 3. When work is scheduled to:**
 - last longer than 30 working days and
 - have more than 20 workers working simultaneously at any point in the project
 - OR exceeds 500 person days
 - **The project must follow all of Steps 1 and 2 PLUS the Client must notify HSE of the project**

