

SPECIFICATION OF WORKS

PENLEE HOUSE- ROOF REPAIR WORKS



FOR PENLEE HOUSE GALLERY AND MUSEUM

JULY 2026

1.0 PRELIMINARIES

1.1 General Details

Employer: Ms Anna Renton, Penlee House Gallery and Museum, Morrab Road, Penzance, TR18 4HE

Contract Administrator: Matthews Johns Associates, 17 Dowren House, Foundry Lane, Hayle, Cornwall TR27 4HD

Site: Penlee House Gallery and Museum, Morrab Road, Penzance, TR18 4HE

1.2 Scope of Works

Roof repair works

1.3 Inspection of Site

The Contractor is to contact Matthews Johns Associates to arrange to visit site before submitting their tender in order that information may be obtained, and an understanding/acquaintance of the site can be made. The Contractor is to make themselves thoroughly conversant with the nature of the work to be carried out and must allow in his tender for checking all dimensions and levels where necessary for the proper completion of the works.

1.4 Mode of Tendering

The Contractor tendering must state a lump sum for executing the whole of the works in accordance with the Specification, such sum to include all works, material and all profit and other charges incidental to and necessary for the proper execution and completion of the works.

1.5 Commencement

& Completion

Date of

Commencement of the

works: TBC Date of

Completion: TBC

1.6 Health & Safety

The Contractor shall comply with all legislation in respect of health and safety and CDM and good site practice. This includes the provision of appropriate site welfare facilities and WC etc to be located in the assigned compound space.

1.7 Insurances

The Contractor shall provide Liability Insurance and all other insurances of work people and surrounding property required by the National Insurance Acts and other relevant Acts, Regulations and Agreements in order to properly fulfil all the contractor's duties as an employer.

1.8 Foreman

The Contractor shall constantly keep upon the works a competent working foreman and any instructions given to him by the Contract Administrator shall be deemed to be given to the contractor.

1.9 Additional Work, Variations & Omissions

No additional work is to be carried out and no variations or omissions in the carrying out of the work are to be made without the consent of Matthews Johns Associates.

No payment for extra work will be allowed unless a written order for such work has been given.

1.10 Fire Prevention

Take all necessary steps to prevent personal injury or death, and damage to the works, existing buildings, or other neighboring property from fire. Comply with all current fire legislation relating to safety on site and in particular the Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

Smoking and burning on site are not permitted. Hot works permits will be required for any hot works.

1.11 Documents & Drawings

The Contractor is to undertake the works in strict accordance with the Schedule of Works and drawings prepared for the works, attached.

Any discrepancy found by the Contractor between plans and Schedule of Works is to be reported to Matthews Johns Associates who shall decide what is to be followed.

1.12 Incidental Works Costs

The Contractor is to include for any incidental items, which are necessary to complete the works to the intent and meaning of the drawings and specification.

1.13 Materials

All materials are to be of the specified quality or, where no quality is specified, shall be of the best quality obtainable. Where a specification and/or Code of Practice issued by the British Standards Institution is current and appropriate, all goods, materials, and workmanship where practicable, shall be in accordance with that Specification and/or Code of Practice.

All materials shall be obtained from approved manufacturers and samples of materials are to be submitted to Matthews Johns Associates prior to installation if required.

1.14 Waste Removal

The Contractor shall include for all charges associated with tipping and haulage and removal of all debris and disposal of builders' waste and rubble during the contract.

1.15 Noise & General Nuisance

The Contractor shall keep noise on the site to as low a level as can be practicably attained. Use mufflers and acoustic enclosures if necessary and electric power tools and plant wherever possible and prevent nuisance by radios which are to be restricted to internal use only.

The Contractor shall prevent smoke, dust, fumes, spillage, pollution of waterways and any other forms of nuisance and comply with all reasonable requests from adjoining occupiers.

1.16 Working Hours

Due to the site location and surrounding properties, the site operating times are

to be 8.30-17.00, Monday to Friday restricted as follows: Heavy machinery –

9.00-17.00 with no operations at weekends unless agreed with the Contract

Administrator.

General work and power tools – 8.30-17.00.

1.17 Site working Area & Access

The property will be occupied during the works. As such, a separate location is provided for all welfare and compound facilities for the duration of the works. It should be noted that the main entrance to site will be used by the general public, as such, provision for the health and safety of the public shall need to be considered by the contractor.

The storage of materials and mixing of mortar is to be restricted to an agreed area, which is always to be kept clean and tidy and reinstated on completion.

1.18 Completion

On completion thoroughly clean the works and affected areas throughout. Leave the premises in sound and watertight condition to the satisfaction of Matthews Johns Associates.

1.19 Operation & Maintenance File

The Contractor is to provide an electronic Operation & Maintenance file to include all certificates, guarantees (completed) and maintenance information. Practical completion will not be achieved until this is provided.

1.20 Scaffolding

The Contractor is to price for all necessary scaffolding to gain access to the roof areas and allow for all necessary covers. All scaffolding is to be erected by a qualified scaffolder and the surveyor will require a certificate to confirm that the scaffolding has been erected in a competent manner by a registered scaffolder. All scaffolds shall include the necessary protection guard rails and boards at all times and for all necessary securing, bracing which is resistant to movement due to loads, wind-chill and plastic caps against the walling.

1.21 Pricing

The Contractor is to **price all clauses** so that an understanding of relative cost can be understood. Due to the Public Sector nature of the client, these works will be undertaken under a JCT Minor Works Contract.

2.0	PREPARATION & DEMOLITION			
2.1	The following items of Preparation and demolition are given in no particular order. The Contractor to determine the phasing and work sequence. Where work involves removal of structural support for replacement works, the contractor is to include for all temporary structural support to stabilise the building whilst the works are completed. An R&D Asbestos survey has been commissioned and will be issued to prospective contractors during the tender period.	£		
2.2	Contractor to ensure that all areas are protected from the elements by means of temporary weather protection. A temporary scaffolded roof has not been allowed for however, all areas should be protected by stripping and recovering roofs at the earliest opportunity in 'felt and batten' or otherwise protecting affected areas with a tarpaulin. Clearly roof works will be adversely affected by inclement weather and this is understood by the employer and Contract Administrator. Alterations to the programming of the works, by the winning contractor will be honored in the event of inclement weather in order to protect the structure and the contents of the property. In line with the above, the contractor is to temporarily reroute rainwater goods that discharge into any of the works areas to ensure that upper areas do not overwhelm current works areas.	£		
2.3	To the 'Main Roof', allow for removal of the existing roof covering, felt, valleys and hip/ ridge tiles as indicated within the attached drawing package. All material to be removed down to the existing structure, including the flat and pitched valley boards. Should the boards be fit for purpose following removal of the coverings, then they will remain, however for the purposes of pricing, please allow for full removal.	£		
2.4	All hip and parapet tiles as noted from herein to be carefully removed and stored for reuse.	£		
2.5	Allow to remove all rainwater goods affected by the works.	£		

2.6	To the box gutter below the 'Main Roof', as indicated on the attached drawings, allow for removal of the existing lead box gutter and all board material which forms the gutter. Should the boards be fit for purpose following removal of the coverings, then they will remain, however for the purposes of pricing, please allow for full removal.	£		
2.7	Adjacent to the box gutter noted above, allow for removing lower courses of existing roof slate and hips/ valleys as required to facilitate the new box gutter material as specified elsewhere.	£		
2.8	Adjacent to the box gutter noted above, allow for removing All defective render from the wall of the main structure and leave ready for the application of new bell-cast and render as required. This is to include the areas affected by the lead parapet roof as noted below.	£		
2.9	Allow for removing the existing lead parapet roof at first floor level (Above the small Kitchenette), to include all board material down to the roof structure. Removal to include all adjacent parapet ridge tiles to facilitate the installation of the new covering.	£		
2.10	To all areas where natural slate is used, allow for setting this material aside for reuse.	£		
2.11	To the valley gutter between the main building, stair tower and the Café area, as indicated on the attached drawing, allow for removing all lead covering, flashings and the lower courses of slates as required to facilitate the installation of the new covering.	£		
2.12	Allow for removing all existing board material to the abovementioned valley and box gutters. Should the boards be fit for purpose following removal of the coverings, then they will remain, however for the purposes of pricing, please allow for full removal.	£		
2.13	All existing insulation, affected by the works is to be removed.	£		
2.14	Lead removed from the main roof has recycling value, which shall be credited to the client. Allow for recycling this material and providing all relevant certification from the recycling contractor.	£		
2.15	Dispose of any surplus material.	£		

3.0	MAIN ROOF			
3.1	Allow for installing all new valley boards to both the pitched and flat valley to the main roof as per GRP manufacturers system specific requirements. Allow for installing a min 1:80 fall to all flat valleys.	£		
3.2	Allow for installing upstand boards as per GRP manufacturers system specific requirements to accept new GRP covering as specified elsewhere. All upstands to be installed in strict accordance with the manufacturers requirements.	£		
3.3	Install GRP membrane to all low-pitched valleys in strict accordance with the manufacturer's installation requirements. GRP Membrane to comprise Restec 1010 GRP Roofing System or similar approved. Membrane must be classified BROOF (t4)	£		
3.4	Install new code 4 lead valley gutters in accordance with LSA guidelines.	£		
3.5	Allow for providing full fill Earthwool (or similar approved) insulation to the voids beneath the flat valley gutter to ensure a continuous thermal barrier.	£		
3.6	Install new Tyvek Supro (Or similar Approved) Membrane and treated battens to all previously removed areas. Leave ready to receive new roof covering as specified below.	£		
3.7	Allow for installing new fibre cement slate roof covering to all previously removed areas to match existing. Allow to reinstate all previously removed hip and ridge tiles along with new galavanised hip irons as required to match the existing.	£		
3.8	Allow for replacing rainwater goods to the Main roof where previously removed to match the existing.	£		
3.9	Allow for replacing 1no hip tile to the main roof.	£		
3.10	All pitched roof installations throughout this contract must be installed in strict accordance with BS5534	£		
3.11	All flat roof installations throughout this contract must be installed in strict accordance with BS6229:2018 and BS EN 13501-5 in terms of fire performance.	£		

4.0	BOX GUTTER AND FLAT PARAPET ROOF AT FIRST FLOOR LEVEL			
4.1	Remove and replace existing internal rainwater provision in PVC. Allow for securely sealing all joints and cleaning through to ensure correct operation.	£		
4.2	Allow for installing all new box gutter boards as per GRP manufacturers system specific requirements. Allow for installing a min 1:80 fall to the base and minimum 150mm upstand to all perimeters.	£		
4.3	Allow for installing 200mm Earthwool (or similar approved) insulation as noted within the drawing package into the flat roof void, ensuring to maintain a minimum 50mm air space between the underside of the roof deck and the top of the insulation.	£		
4.4	Allow for providing full fill Earthwool (or similar approved) insulation to the voids beneath the box gutter to ensure a continuous thermal barrier.	£		
4.5	Allow for installing new roof deck and upstands to the existing flat parapet roof and leave ready to receive GRP membrane as specified elsewhere.	£		
4.6	Allow for render repairs where defective material has been previously removed.	£		
4.7	Install GRP membrane to all box gutters and flat roofs in strict accordance with the manufacturer's installation requirements. Installation to include all flashings, terminations and grated hoppers/ drainage inlets as required. GRP Membrane to comprise Restec 1010 GRP Roofing System or similar approved. Membrane must be classified BROOF (t4)	£		
4.8	Allow for installing new fibre cement slate roof covering to all previously removed areas to match existing. Allow for reinstating all previously removed hip and ridge tiles along with new galvanised hip irons as required to match the existing.	£		

5.0	GROUND FLOOR ROOF			
5.1	Allow for installing all new box gutter boards in 18mm WBP plywood. Allow for installing a min 1:80 finished fall to the base and minimum 150mm upstand to all perimeters.	£		
5.2	Allow for installing new roof deck and upstands to the existing flat parapet roof and leave ready to receive GRP membrane as specified elsewhere.	£		
5.3	Allow for render repairs where defective material has been previously removed.	£		
5.4	Allow for installing 200mm Earthwool (or similar approved) insulation as noted within the drawing package into the flat roof void, ensuring to maintain a minimum 50mm air space between the underside of the roof deck and the top of the insulation.	£		
5.5	Allow for providing full fill Earthwool (or similar approved) insulation to the voids beneath the box gutters to ensure a continuous thermal barrier.	£		
5.6	Install GRP membrane to all box gutters and flat roofs in strict accordance with the manufacturer's installation requirements. Installation to include all flashings, terminations and grated hoppers/ drainage inlets as required. GRP Membrane to comprise Restec 1010 GRP Roofing System or similar approved. Membrane must be classified BROOF (t4)	£		
5.7	Allow for installing new fibre cement slate roof covering to all previously removed areas to match existing. Allow for reinstating all previously removed hip and ridge tiles along with new galavanised hip irons as required to match the existing.	£		
5.8	Allow for reinstating and commissioning existing vent to the roof above the commercial kitchen.	£		

6.0	MAKING GOOD AND COMPLETION			
6.1	Allow for priming and painting all new render work with Dulux weather shield to match the existing. All painting to be undertaken in strict accordance with the manufacturer's instruction.	£		
6.2	Allow for compiling all warrantee information and providing in one paper and one digital copy of the documentation to Matthews Johns Associates.	£		
6.3	All areas to be made good and left clean and tidy prior to completion.	£		
7.0	PROGRAMME			
7.1	The winning Contractor will be required to put together a programme of works prior to commencement.	£		

	SUMMARY COLLECTION SHEET			
	PRELIMINARIES	£		
	SCHEDULE OF WORKS	£		
	CONTINGENCY SUM	£		
	TENDER FIGURE (Excluding VAT)	£		
	CONTRACT PERIOD WEEKS			
	WORKS CAN BE COMMENCED WITHIN..... WEEKS NOTICE			
	CONTRACTOR NAME AND ADDRESS 			
	TEL			
	SIGNED..... DATE.....			

PHOTOGRAPHS



Whole Roof



Main Roof and valley



Main Roof and Valley



Box gutter below main roof valley



First Floor parapet roof



Main Roof valley, Box gutter and First Floor parapet Roof.



Ground Floor Roof



Roof above ground floor Commercial Kitchen



Ground Floor Roof