

# **NSW Department of Commerce**

## **RIVERINA/WESTERN REGION – WAGGA WAGGA OFFICE**

### **EXTENT OF WORK**

#### **1.1 PROJECT DETAILS**

**Location: Griffith North Public School.**

**Description of the Works: Refurbishment of Administration Facilities.**

#### **1.2 TRADE QUALIFICATIONS**

The Contract must only use qualified tradespersons who hold a current trade licence for any trade works carried out under this Contract.

The Principals Representative must approve any exception to this requirement.

#### **1.3 CONTRACT DOCUMENTS**

The Contractor must notify the Contact Officer before the tender closing date and time if any discrepancy, error or omission is found in the documents.

#### **1.4 CLEAN UP SITE**

The Contractor must keep the site clean and tidy and dispose of all rubbish and surplus materials promptly.

#### **1.5 PROJECT DESCRIPTION.**

### **EXTENT OF WORKS.**

#### **1.01 AR0004 – Principals Office**

Replace the existing carpet with new wool carpet of 1627G/M2 weight.

#### **2.01 AR0002 – Proposed Clerical**

Disconnect and remove all fittings and fixtures in the room. Remove a section of the fixed shelving in the duplicating room and create a 1000mm wide opening in the wall as indicated. Make good to the reveals with Ash timber and matching architraves. remove the brickwork to ceiling height. Provide a matching head reveal at ceiling level.

**2.02** Secure the sliding door in the east wall by screw fixing the same in the closed position.

**2.03** Create a personal access doorway in the wall between AR0002 and AR0003.

Dismantle, relocate and install the existing entry door and jamb in the new opening. Allow to relocate any fixtures in the foyer.

**2.04** Relocate any services on the walls to be demolished. Demolish and remove the sections of wall to create the proposed enquiry area. Make good to the adjoining walls, ceiling and floor. Create a new enquiry area as indicated consisting of a new counter with sliding aluminium framed sashes on the same. The operable sashes are to be fitted with key operated locks, be glazed with clear laminated glass and the frames are to be of Capral 400 series. Ensure the base of the frame ( track) finishes flush with the top surface of the counter top.

Construct a bulkhead wall and side partitions using Blue frame timber, clad internally with 10mm plasterboard and externally with lining boards to match the existing in the foyer.

**2.05** Replace the existing floor covering with 100% wool carpet – 1627G/M2.

**2.06** Supply and install one additional Pierlite 2x36 all light with diffuser in the area above the new counter.

Install/ relocate new double power outlets and telecommunication double outlets where indicated. Allow to connect the same to the existing I.T system. All work associated with telecommunications is to be carried out in accordance with the DET Structured Cabling Guidelines. Allow to relocate all the existing switching, etc. including period bells and light from the existing clerical office to the new clerical area.

**2.07** Supply and install a 4.8kw wall mounted electric fan heater with the switch located 1000mm above floor level.

**2.08** Supply and install a Caroma Flair wall basin complete with CP hot and cold pillar cocks. Allow to extend and connect the waste and water services to the same. Supply and install a 25 litre hot water unit at the end of the workbench. Fabricate and place a laminated enclosure over the water heater. Allow for the condensater overflow to flow into a CP tundish connected to the waste service.

Supply and fix 2 lows of 200x200 white tiles above the basin.

Supply and install a Bobrik white paper towel dispenser beside the basin.

**2.09** Design, fabricate and install an attenuated exhaust system in accordance with the design guide below. Locate the exhaust above the photocopier area in the duplicating room.

#### **Duplicating/ Printing Room Ventilation**

##### **Introduction**

Modern dry photocopiers are designed for low emissions, provided they are properly maintained( including replacement of the ozone filter). The ventilation system is to be designed to serve the whole room and is not intended to provide local inlet at equipment.

Provide ventilation systems, meeting the following performance requirements in the new photocopier and printing rooms.

- **Discharge air from the ventilation** unit to the outside of the building via a vermin proofed louvre.
- **Draw Make-up air** from inside the building through wall or door grilles.
- **Inlet and exhaust Grilles** require security bars to preserve the physical security of the duplicating room.

- **Locate the inlet/s and exhaust** to achieve good airflow across the room in plan and elevation to pick up all machine emissions.
  - **Ensure the airflow** doesn't draw equipment emissions across the operators face.
  - **The room door** in many schools is left open in normal daily operation. Allow for this when locating the exhaust fan so that cross ventilation is achieved with make-up air drawn through the door opening.
  - **Install the exhaust fan in an insulated enclosure** to achieve quiet operation. Required is a design sound level in the room of no greater than 45dB (A) as per AS/NZS2107.
  - **Proved a variable speed controller** adjacent to the room lighting switch with minimum and maximum settings corresponding to the above limits. This switch is to be labelled with function and an instruction when it is to be used. Required speed range: minimum of 5 L/s per square metre of floor area and maximum of 20 air changes per hour.
  - **When installing a new system an existing building**, remove any existing ventilation system and replace glazing or wall where there is an existing window mounted exhaust fan. Make good any damaged surfaces.
  - **Ventilation of old photo copiers and spirit duplicators** will require a system to be designed in accordance with the equipment manufacturer's instructions.
- 2.10** Supply and install a single power outlet at 2200mm high in a conspicuous location. Supply and install a suitable monitor beside the GPO and support the same on a Pivottelli bracket. Supply and install a suitable CCTV camera in the new Sick Bay.
- 2.11** Supply and fix a 5kg class B fire extinguisher adjacent to the photocopier.
- 2.12** Supply and fix a sign in a conspicuous location above the exhaust system, consisting of 50mm vinyl letters on laminate – Red on White. "Ensure Ventilation System In Operation"
- 2.13** Allow to relocate the existing safe to where directed.

## **AR0019 Duplicating**

- 3.01** Replace the existing floor coverings with new sheet vinyl equal to Tarkett – Granit Acoustiflor 2mm thick.
- 3.02** Relocate the existing shelving in the adjoining storeroom AR0018 to AR0019. Alter the same to suit wall length when the current entrance to the storeroom is infilled. Build in the existing opening between the two rooms using blue frame timber sheeted both sides with 13mm thick plasterboard. Prior to sheeting the internal face, supply and secure F62 mesh to the framework. Finish with matching skirtings and cornice mould.
- 3.03** Install/ extend the electricity supply to the location of the new exhaust system and connect to the same.
- 3.04** Supply and install a 2.4kw high mount fan assisted wall heater in the duplicating

room with the switch located 1000mm above floor level.

## **AR0018 Secure Store**

**4.01** Demolish and remove a section of the brick wall as indicated between Secure Store and Foyer/ Waiting. Make good to the adjoining walls and ceilings. Support the roof member where required with a minimum 300x75 hardwood beam.

Extend the size of the Secure Store by constructing timber framed walls to the underside of the existing foyer ceiling and providing a raked bulkhead on the eastern side. Sheet the new walls externally with lining boards to match the existing. Sheet the ceiling and internal walls with 13mm thick plasterboard, complete with the mesh interlayer for both walls and ceiling.

**4.02** Upgrade the lighting in the room by adding one 1x36 watt florescent light with diffuser (Peirlite).

Supply and install a pilot light above the door controlled by a switch in the room.

**4.03** Supply and install a 2.5mm thick metal jamb 2040x920 wide to create a new doorway to AR00018 (secure store). Supply and hang a 40mm thick solid core door, complete with drivers 2 point locking system, model DS6 and Efco cylinder.

**4.04** Supply and install a 300mm throat size roof ventilator ducted to ceiling level with a suitable grille in the same above the Secure Store. The ventilator is to be of colorbond metal – not aluminium.

**4.05** Supply and install one double GPO and a double telecommunication outlet at 1200mm above floor level.

**4.06** Relocate the existing key cabinet to the Secure Store.

Supply and install metal shelving – 2175 highx900 wide, rolled upright type – 6 SAx400deep, 3 SAx300 deep and 3 SAx600 deep.

**4.07** Supply and lay Altro Safety vinyl – 2.5 thick on the floor.

## **AR0003 Entry Vestibule**

**5.01** Replace the existing carpet with 100% wool 1627G/M2 carpet.

**5.02** Relocate the existing gas heater from the original staffroom to the foyer/ waiting area opposite the new counter. Extend the gas service to serve the heater. Allow to conceal all new gas pipework.

## **AR 5/6 & 7 Interview/ Office**

**6.01** Remove the gas heater, basin, mirror, splashback and cap off the services below the wall and floor surfaces.

Disconnect / relocate all services on the walls to be demolished.

Demolish the foyer wall of AR0007 and AR0005/6. Demolish the foyer wall of AR0005 and remove the counter and glazing. Make good to the adjoining walls and

ceiling.

- 6.02** Construct a new timber framed wall with fixed glazing in the same to match that on the front of AR0008 ( Deputy Principals' Office).
- 6.03** Replace the floor covering with 100% wool carpet of 1627G/M2 weight.
- 6.04** Supply and install a 3.6kw high mount fan assisted electric heater with the switch at 1000mm high.
- 6.05** Extend the existing air cooling into the roof and rebalance the cooling system.
- 6.06** Install/ relocate the existing services to provide 4 double GPO's and 3 double telecommunications outlets where indicated.
- 6.07** With reference to Item 6.02, ensure the glazing consists of double glazing using laminated glass, with an obscure finish, and place 75mm thick Rockwool in the wall cavity.
- 6.08** Supply and fix Raven acoustic door seals consisting of RP47 and RP38 seals on the existing door/ jamb.
- 6.09** Relocate the existing I.T server to the duplicating room.

### **AR0008/9 Deupty Principals' Office**

- 7.01** Remove the fittings/ fixtures/ services on the east wall of AR0009 and demolish the wall. Make good to the adjoining walls and ceiling.
- 7.02** Remove the built-in cupboards on the south wall and make good to the wall and ceiling.
- 7.03** Remove the two gas heaters and install 3.6kw high mount electric fan assisted heater with the switch 1000mm above floor level.
- 7.04** Relocate/ install additional GPOs and telecommunication outlets to provide 4 double GPOs and 2 double DTO outlets.
- 7.05** Replace the carpet on the floor with 100% wool carpet of 1627G/m2 weight.
- 7.06** Close up the doorway to AR0009 with the use of timber framing and plywood sheeting to match the existing.

### **AR0010 Sick Bay**

- 8.01** Replace the tapware on the sink and basin with Enware lever actuated tapware. Ensure the hot water is served by a thermostatic mixing valve.
- 8.02** Supply and install a wall mounted oscillating fan complete with power connection and wall support

**8.03** Install the required power/ telecommunication outlets to serve the proposed CCTV camera.

### **AR0011 Existing Access Toilet**

**9.01** Remove the existing incinnerette and make good to the wall, ceiling and roof.

### **AR0015 Interview**

**10.01** Replace the carpet with 100% wool of 1627G/m2 weight.

**10.02** Replace the strip heater with a 2.4kw high mount electric fan assisted heater.

**10.03** Extend the air cooling system into the room and rebalance the system.

### **BR0009 Staff Room**

**11.01** Disconnect the services on the existing practical activity sink and remove the same and adjoining bench cupboards.

**11.02** Fabricate and install a new bench cupboard consisting of laminated materials, 2mm thick edge strips, fully concealed metal hinges, 100mm stainless steel handles, base, mid shelf, one bank of drawers including a cutlery insert and rolled edge bench tops. Supply and fix a 600mm tiled splashback consisting of 200x200 white tiles above the bench.

Supply and install a Clark 1007 F, left hand bowl, flushline sink complete with CP fleck mixer in the bench. Allow for a dishwasher alcove complete with power and cold water connection.

**11.03** Supply and install a 25 litre capacity hot water unit in the cupboard and connect to the power and tapware on sink.

**11.04** Supply and install a 5 litre boiling water unit manufactured by Zippy, above the sink and connected to the cold water and power.  
Allow for the overflow to run into a C.P Tundish mounted on the bench.

**11.05** Supply and install new power outlets as indicated and one double telecommunications outlet also where indicated. Allow to upgrade the distribution boards in both Blocks A and B as required.

**11.06** Supply and install a suitable Pivottelli TV bracket on the wall at 2100mm high to suit the existing TV monitor.

**11.07** Supply and install a fire blanket at 1400mm high adjacent to the new bench cupboard.

**11.08** Supply and place a sign consisting of 50mm vinyl letters on laminate – Red on White

above the boiling water unit – “BOILING WATER”.

- 11.09** Replace the existing vinyl and increase the size of the wet area by removing a section of the carpet. Supply and lay Tarkett Granit Acoustifloor 2mm thick on the wet area floor. Make good where the same adjoins the carpet.

## **BR000 6,7,8. Staff Room Annexe**

- 12.01** Remove the existing doorway to BR0004. Relocate a section of the same wall as indicated to enable an external door to be created in BR0004. construct a blue frame section of wall and sheet both sides with plasterboard. Finish with matching skirting and cornice. Relocate the existing light switches.
- 12.02** Create an external doorway by moving a section of the existing window. Supply and install a solid timber jamb (planted steps) to create a 2040x900 doorway. Make good to the window. Supply and lay a suitable tiled threshold in the opening with bullnosed tread tiles. Supply and hang a 40mm thick solid core door on the opening complete with 3x100mm steel butt hinges and a Lockwood 3572 series lock with lever furniture and keyed to match the existing system.
- 12.03** Remove the existing fixed seating in walkway. Extend the existing ramped landing to the east side of the new doorway and allow a concrete step in front of the same. Allow to alter/ extend the existing handrail to suit the landing extension.
- 12.04** Disconnect the services on the walls between BR0007 and BR0006/8. Demolish and remove the walls. Make good to the floor, adjoining walls and ceiling. Remove all existing shelving. Fabricate and install a 500mm deep, fully laminated cupboard with loose shelves at 300mm centres and fixed partitions at 800mm centres. Supply and fit prefinished sliding doors on the front of the cupboard extending from cupboard base level to ceiling height.
- 12.05** Supply and lay 100% wool carpet, 1627G/M2 weight on the floor.
- 12.06** Supply and install two new Pierlite 2x36 watt fluorescent lights with diffusers and switched at the doorway. Supply and install 4 double GPOs and 3 double telecommunications outlets.
- 12.07** Supply and install a 3.6kw electric high mount for heater with the switch located 1000mm above floor level.

## **Signage**

- 13.01** Replace the signage on the doors with new extruded aluminium holders and traffolite inserts complete with 16mm letters for all rooms in Block A and the new staffroom, annex and cleaners room in Block B.

## **Painting**

- 14.01** Prepare and paint all new and previously painted surfaces to match the existing

colour scheme associated with the above mentioned items.

## **Ramped Access to Block BR0012**

- 15.01** Build up the existing landing in front of BR0012 to suit the floor level of the room. Finish the east side, south edge to suit the proposed ramp. Provide a recessed step on the west side of the landing. Form up, place and finish a homogenous mass concrete ramp running parallel with the west wall of BR0009. The new ramp is to be 1200mm wide including handrails only on the western edge of the ramp. Supply and install a metal bollard at the top of the steps to BR0012. Note: The bollard and handrails are to match the existing in all respects. Relocate the existing vandal light on the brick buttress at the end of the new ramp. Demolish the brick buttress and make good to the wall and floor. Remove a section of the paving to key in the new ramp.

## **Ramped Access to Block CR0005 & CR0006**

- 16.01** Form up, place and finish a concrete landing and ramp to the CR0006 consisting of a landing in front of the doorway, full width of the verandah and extending east beyond the doorway by 1200mm. The west edge of the landing create a step to compliment the existing steps below. Provide a ramped access on the east side of the landing at a gradient of 1:14 Finish the landing at floor level for CR0006. Allow to remove a section of the paving to key in the ramp
- 16.02** Form up, place and finish a ramped access to CR0005 at a gradient of 1:8, not exceeding 450mm in front of the doorway and falling in three directions.