

NSW Department of Commerce

RIVERINA/WESTERN REGION – WAGGA WAGGA OFFICE

EXTENT OF WORK

1.1 PROJECT DETAILS

Location: Leeton Public School.

Description of the Works: Refurbishment of Administration Area Block A.

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 Room AR006

Demolish and remove the built in cupboard. Remove the carpet on the floor. Relocate the two ceiling fans to suit the proposed room layout. Remove all existing light fittings, make good to the ceiling. Construct new 90mm timber framed blue frame walls from floor to ceiling to create the new Principals office, Interview office and Secure Storeroom.

1.02 Remove the existing entry door and jamb to AR0006 and infill the opening to match the existing wall surfaces in all respects. Create 920mm clear span doorways to the new offices using ash, single rebated door jambs (not with planted stops).

1.03 Sheet all new walls with 13mm thick plasterboard and finish at ceiling height with match cornice. Finish around doorways with architraves to match the existing in all respects. Supply and place 75mm thick Rockwool insulation in the cavity of all new walls. Provide skirting to match existing on all new walls.

2.01 New Security Store.

Supply and lay industrial sheet flooring equal to Altro KR12-30 on the floor. Supply and install a 300mm diameter throat size wind driven ventilator on the roof and ducted to the ceiling of the storeroom.

Install a double GPO and a double telecommunications outlet, 1200mm off the floor and adjacent to the doorway. Supply and install two – 1x36 watt Pierlite KW2 Ledd ET136 – PM with diffuser on the ceiling and a pilot light outside above the door and controlled by a common switch in the room.

Supply and install 6SA400 adjustable shelving 400 deep, 900mm bays, 2175 high, metal Ditto – 3SA300mm deep shelving.

Ditto – 3SA600mm deep shelving.

Relocate the existing key cabinet to this room.

Supply and install a 40mm thick solid core door in the new doorway complete with a rivers 2 point locking bar model DS6 with Efco cylinder, Master keyed ST. Support the door on 3x100mm butt hinges.

Create a 920mm wide door span doorway to the storeroom. Supply and install a 2.5mm thick steel jamb in the new opening.

Supply and screw fix 12mm thick D.C fibro on the surface of the existing floor.

Prior to sheeting the internal wall surfaces of the store, supply and fix F62 mesh to the studs, then sheet over the same.

Supply and fix similar mesh to the ceiling joints above the storeroom.

Sheet the face of the existing wall in the storeroom with 1.6mm thick flat metal sheeting.

3.01 New Principals' Office

Supply and install a 40mm thick solid core door on the new doorway complete with a Lockwood 3572 series office mortise lock and lever hardware and door stop – Boyd DS110. Master key lock to AF.

Supply and install Raven acoustic door seals consisting of RP47 and RP48 seals to the new door.

Remove the wall fixtures and services on the east wall. Remove the sheeting on the wall, including masonite and lining boards. Place 75mm thick Rockwood in the wall cavity and resheet the wall with 13mm thick plasterboard. Finish with matching skirting and cornice mould. Reinstall the services on the wall.

Supply and place 75mm thick Rockwool over the ceiling of the same room.

Supply and lay new Cavalier 100% wool carpet of 1627G/M2 on the floor.

Supply and install a 3.6kw high mount electric fan heater with a switch at 1000mm above floor level.

Redirect the existing evaporative cooling duct work to the office and rebalance the same to suit the size of the room.

Ensure the room has 3 double GPOs where indicated and 2 double telecommunications outlets.

Supply and install two – 2x36 watt Pierlite KW2 lens ET236 – PM with diffuser.

4.01 Interview Office

Supply and install a new 40mm thick solid core door, complete with furniture and door seals as mentioned in Item 3.01.

Sheet the existing east wall as mentioned in Item 3.01.

Supply and lay new carpet as before mentioned on the floor.

Replace the gas heater with a high mount heater as mentioned in Item 3.01.

Redirect the existing evaporative cooler duct work and rebalance to suit the size of the room.

Supply and install 4 double GPOs and 3 double telecommunications outlets where indicated.

Note: For all telecommunication outlets specified for this project, allow to extend from the existing system and allow for patching flyleads where require. All telecommunications work is to be carried out in accordance with the Department of Education and Training Guide for Structured Cabling Systems.

5.0 Entry Vestibule – New AR0007/AR0010

5.01 Remove all wall fixtures and shelving in both rooms. Enclose the electrical distribution board in AR0007 with a purposed built enclosure consisting of 90mm timber framed walls sheeted with 13mm thick plasterboard and a pair of solid cove doors

complete with 150mm barrel bolts for the fixed door leaf and an “E” keyed mortise lock on the operable leaf. Provide matching skirting, architraves and cornice for the new enclosure.

5.02 Relocate the telecommunications cabinets and equipment in AR0010 to the east wall and enclose the same similarly to the DB in AR0007. Supply and install a 400x400 fixed ventilation register in the ceiling of the cupboard.

5.03 Relocate/ terminate all switches and services on the walls located between the existing entry and both rooms. Demolish the walls and make good to the floor, adjoining walls and ceiling. Where required, install a 300*75 oregon hanging/ strutting beam above the ceiling joists to support the joists and roof members.

5.04 Note: Sections of the ceiling and wall sheeting are suspected of being fibro sheets containing bonded asbestos contamination. Remove the sheets where required in accordance with the current Workcover code of practice for removing/ disposing of this type of sheeting.

5.05 Remove the existing light fittings and fans located in AR0007, AR0010 and AR0009. Reduce the size of the existing entry/ waiting area as indicated by constructing a new Wall. Sheet the wall both sides with 13mm thick plasterboard and finish with matching cornice and skirting.
Supply and fix 12mm thick MDF sheeting to 2100mm high on the waiting side of the new wall and finish with a suitable dado. Supply and glue fix Melcor pincushion fabric – Prelude on the same.

5.06 Provide an opening in the new wall to accommodate the proposed reception and students counter. Relocate the door between the clerical office and the reception waiting area with a new solid core door, complete with a Lockwood 3572 series office lock and lever furniture. Fabricate and install a Capral 400 series set of sliding sashes 1200mm high above each counter. Ensure the track is set flush with the surface of the counter top. Both sliding sashes are to be fitted with key operated locks. Finish with timber reveals and matching architraves.

- 5.07** Sheet the ceiling of the new reception waiting and corridor with 10mm plasterboard and matching cornices
- 5.08** Supply and install new light fittings as before mentioned and as indicated. Supply and install two (2) double power outlets and one telecommunications double outlet where indicated.
- 5.09** Supply and new 100% wool carpet, 1627 G/M2 on the floor of the Public Foyer/ student reception areas.
- 5.10** Alter/ upgrade the existing evaporative cooling ductwork and outlets in the Public Foyer/ Student Reception to suit the room capacity. Rebalance the same upon completion.
- 5.11** Relocate the existing low-nox gas heater removed from AR0006, to the Public Foyer and connect to the gas service.

Clerical/ Duplicating

- 6.01** Disconnect/ relocate the services on the walls located between the current foyer/ clerical, foyer/ Principals office and Principal's office/ clerical and demolish the walls including the built-in cupboard. Make good to the floor, adjoining wall and ceiling where required, install 300x75 Hardward hanging/ strutting beams to support the existing ceiling joists and roof members.
- 6.02** Alter/ replace the existing evaporative cooler ductwork and outlets in the clerical room to suit the capacity of the same.
- 6.03** Install an observation panel in the wall between the clerical and existing sick bay – 900high x 1200mm wide consisting of clear laminated glass, timber reveals and matching architraves. Glazing to be one – way vision into the sick bay.
- 6.04** Supply and install a Caroma Flair 600 wall basin complete with two C.P Pillar cocks – 1 cold, 1 hot, connect the same to the existing waste, cold and hot water services in the staffroom.
Supply and fix two rows of white 200x200 ceramic tiles above the same
- 6.05** Supply and install two x 3.6kw electric wall mounted heaters in the room with the switches located 1000mm above floor level.
- 6.06** Supply and install an attenuated exhaust system in accordance with the specification below: - locate the system above the photocopier.

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.
- **Provide 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 in 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.

6.07 Supply and install/ relocate the existing bell system, telecommunications systems, telecommunications outlets and power outlets where indicated.

Supply and install new light fittings as before mentioned and relocate the switching Accordingly.

6.08 Install a single GPO and telecommunications outlets at 2200mm above floor level for CCTV monitor. Locate the monitor above the workstation adjacent to the enquiry counter. Supply and install a suitable – CCTV monitor on a Pivottelli bracket, and install a suitable CCTV camera in the existing sick bay, including GPO and data connection. Relocate the audible alarm for the duress from the sick bay.

6.09 Supply and install a 5kg Class B fire extinguisher adjacent to the photocopier area.

6.10 Allow to relocate the existing safe to where required in the clerical office.

- 6.11** Supply and install a paper towel dispenser- Bobrik – white – to suit the paper towel size currently existing on the site. Install the dispenser adjacent to Basin.
- 6.12** Where indicated fabricate and install a workbench 3000x600x910 high, 32mm thick rolled edge laminate supported on a 30x30 SHS power coated frame and designed to fit two B-53 mobile bench cupboards under (supplied by others)
- 6.13** Supply and install a compactus unit consisting of 2 bays 400 deep and where indicated 3 bays 300deep, 2170 high x 950 deep.
- 6.14** Supply and lay 100% wool carpet, 1627G/M2 on the floor of the clerical/ duplicating room.

Existing Sickbay AR0013

- 7.01** Replace the tapware on the sink with Enware, elbow actuated tapware and ensure the hot water is served by a thermostatic mixing valve.
- 7.02** Supply and install a wall mounted, oscillating fan on a bracket and complete with a single GPO adjacent to the existing strip heater.

Staffroom AR0014

- 8.01** Disconnect the services to the existing cupboards and remove all bench cupboards including the splashback.
- 8.02** Fabricate and install new laminated bench cupboards 900x600 deep, with rolled edge laminate tops, one bank of drawers including utensil insert, base, mid shelf, fully concealed metal hinges and 100mm stainless steel “D” handles. Allow for a dishwasher outlet, including GPO and water connection. Supply and install a Clark Advance 1512 flushline sink with CP finished flick mixer tapware.
Supply and fix 200x200 white ceramic wall tiles to 600mm high above the bench cupboards. Reinstate the existing boiling water unit and ensure the condensate line from the same runs into a C.P tundish mounted on the bench top. Supply and install a 25 litre capacity under cupboard model hot water unit in the new cupboard and connect to the cold water, hot water and electrical services. Note: This hot water service is to be used also for the basin in the clerical.
Relocate/ install additional GPOs where indicated.
- 8.03** Replace the existing sheet vinyl on the floor with Marmoleum, including the extended area.

Staffroom H0010

9.01 Disconnect the services on the existing cupboard and remove the same.

Fabricate and install a new cupboard as before mentioned which extend from the south edge of the vinyl to the east corner of the room. Allow to built cupboard around the brickwork in the corner. Supply and fix a tiled splashback as before mentioned and reinstate the services on the same as before mentioned. Supply and install a Clark Advance 1503 F flush line sink on the cupboard complete with C.P mixer tapware and connect to all applicable services. Supply and install a 25 litre under cupboard model hot water unit in the cupboard and connect to the services.

Signage

10.01 Supply and install new door signage consisting of extruded aluminium holders and traffolyte signs as follows

- Door D1 – Clerical/ Duplicating.
 - Authorised Staff only
- Door D2 – Principal
- Door D3 – Storeroom 1 – Authorised Staff Only
- Door D4 – Office/ Interview

Supply and fix the following sign consisting of 50mm vinyl adhered letters on laminate – red on white: - “Ensure Ventilation System in Operation” located above or adjacent to exhaust for photocopier.

- “This Area is Under Video Surveillance” in the Sick Bay
- “Enquiries” above the enquiry counter.
- “Boiling Water” adjacent to the boiling water units in the

staffroom.

Painting

11.01 Prepare and paint the existing and new painted surfaces associated with this project and the above mentioned items in accordance with the existing colour scheme.

Security

12.01 Relocate the existing security sensors to suit the new layout. Supply and install additional sensors where required ie: Principals’ Office/ Interview, Security Store.

13.01 Replace the existing Exit signs in the Public Foyer/ Student Reception with fully maintained Exit Lights.