



# *LOOE TOWN COUNCIL*

*KONSEL TRE LOGH*

THE GUILDHALL, FORE STREET, EAST LOOE PL13 1AA

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## **Alterations and Refurbishment of Public Conveniences**

**at:**

**Seafront, Churchend, East Looe**

**Hannafore, Marine Drive, West Looe**

**Millpool, Millpool Car Park, West Looe**

**For Looe Town Council**

**November 2015**



e-mail: [looetowncouncil@btconnect.com](mailto:looetowncouncil@btconnect.com)

website: [www.looetowncouncil.gov.uk](http://www.looetowncouncil.gov.uk)

## Scope of Works

The requirement is for the alteration and refurbishments of Public Conveniences located at:

Seafront, East Looe  
Hannafore, West Looe, and  
Millpool, West Looe

Each Public Convenience has separate requirements for alteration and refurbishment works as set out in the Schedule of Works.

Access to Seafront Public Convenience is limited over the Quay/beachfront by permission of East Looe Town Trust.

Access to Hannafore Public Conveniences is limited due to its location on lower sea wall, vehicle access is on road above.

Access to Millpool Public Conveniences is via public car park owned by Cornwall Council.

The Appointed Contractor to allow for all works as set out in the Schedule and must submit full and detailed architect plans as part of their tender documentation.

The Appointed Contractor to visit each site to gain understanding of works required and to visit new Guildhall Public Conveniences to use as benchmark for works required. Guildhall will be mentioned throughout this document as a reference point.

The Appointed Contractor to allow for all plant, scaffolding and equipment to complete the project.



Looe Town Council is keen to introduce energy saving products where possible and so the Approved Contractor should provide cost comparisons between regular items and energy efficient products such as LED light bulbs and waterless urinals, for example.

It is anticipated that work will be started subject to agreeing contractual arrangements no later than Mon 4<sup>th</sup> January 2016 with completion no later than Fri 4<sup>th</sup> March 2016. If these dates are not acceptable to the tendering contractor, please advise the Clerk to Looe Town Council at the tender stage, otherwise it will be expected for you to meet these dates.

The completion of works are to be prioritised as follows:

- 1) Seafront
- 2) Hannafore
- 3) Millpool

Seafront Public Conveniences must be completed and a Completion Certificate obtained no later than Fri 4<sup>th</sup> March 2016

It is preferred that all 3 sites are worked on simultaneously but should this not be possible, prioritisation will be to Seafront site with the remaining others to be scheduled around peak visitor periods but completion to be no later than mid March 2016.

The Approved Contractor will be paid by Looe Town Council in 2 interim stage payments. Final payment will be subject to sign off by Building Control Inspector and Looe Town Councillors.

The Approved Contractor shall, within his tender price, allow a contingency sum of £5,000 which is to be expended on unforeseen items as directed by the Clerk to Looe Town Council.



Before a Practical Completion Certificate can be issued, an electrical test certificate needs to be issued and approved by the Local Authority Building Control department. This is the responsibility of the Approved Contractor.

On completion of the works, the Approved Contractor is to leave the site clean and tidy, removing all debris and rubbish including excess building materials.



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## **Conditions of Contract**

Before commencement of works, the Approved Contractor should provide to the Clerk of Looe Town Council a copy of his building and public liability insurance.

Before commencement of works, Looe Town Council will notify their insurers that building works are being undertaken.

Looe Town Council will seek approval from Looe Harbour Commissioners, East Looe Town Trust and Cornwall Council for all works and access to Public Conveniences.

The Appointed Contractor to be responsible for organising Building Control inspections by the Local Authority and obtaining Completion Certificate upon completion of works.



## Risk Assessments

The following activities have been identified as presenting some risk to Health and Safety.

The Appointed Contractor will be required to assess and put in place control proceedings in order to remove or minimise the risks:

1. Leptospirosis
2. Asbestos
3. Public Safety:
  - a. Access to Seafront is limited
  - b. General public passing adjacent to the sites
  - c. Noise to local businesses and full-time residents
  - d. Parking
  - e. Inclement weather/exposure to coastal conditions
4. Scaffolding
5. Heavy goods vehicles entering and leaving the sites
6. Close proximity of public rights of way
7. Access to sites and limitations for road access for turning and getting materials to and away the site
8. Manual handling
9. Electricity and overhead cables
10. Dust and fumes
11. Slips, trips and falls
12. Cement
13. Site storage and protection
14. Operatives parking arrangements and access to site
15. Painting at high level
16. Cleaning windows
17. Changing light bulbs
18. Lifting



## **Set up site**

The Approved Contractor to allow for set up of perimeter safety fencing around sites before works commence. Extent of area to be agreed with East Looe Town Trust, Looe Harbour Commissioners, Cornwall Council and Looe Town Council (dependent on site).



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## Schedule of Works

### 1. Seafront Public Conveniences

#### All toilets (except old Gents)

- Non slip flooring to be installed throughout (as Guildhall) with removable floor gully at lowest point

#### Ladies

- Remove and dispose of first 3 toilets, cisterns, doors and door frames in area to right hand side of Ladies to create new area for wash basins, hand dryers and baby changing
- Install existing 3 stainless steel hand basins within new vanity unit; install 2 hand dryers;
- Refit soap dispensers
- Supply and install new baby changing unit
- Line walls around wash basins and hand dryers with white gloss floor-to-ceiling uPVC cladding
- Repaint all walls, cubicle doors and frames
- Supply and fit new door locks to remaining 7 cubicles

#### Old Gents

- Remove all internal walls and make good existing flooring with suitable floor drainage to enable future use as rental wet storage space





- Remove all fixtures and fittings and reuse for refurbishment where possible, in particular hand dryers, baby changing unit and stainless steel hand basins
- New entrance door with outside security sensor light and security door furniture
- Make good entrance way to allow large items (such as kayaks) to be stored

### New Gents

- Remove seat and window in existing Mother & Baby room to form entrance for new Gents
- Re site entrance grill and lock from old Gents at entrance to new Gents
- Suitable sensor lighting to be supplied and fitted to increase light into entrance to new Gents
- Gents sign to be sourced and erected (similar to Guildhall)
- Partition of existing internal doorways in Ladies to form separate Gents
- 2 existing toilet cisterns within new Gents area to be removed (disposal) and replaced with new ceramic pans, seats and concealed cisterns with new push button flushes



- Remove from existing Ladies wash area all hand basins, hand dryers, soap dispensers and mirrors (store for refit); remove wooden seat (disposal)
- Supply and install 5 ceramic urinal bowls, install existing 3 stainless steel hand basins and 2 hand dryers to existing Ladies wash area
- Refit soap dispensers and baby changing unit
- Line walls around wash basins and hand dryers with white gloss floor-to-ceiling UPVC cladding
- Repaint all walls, cubicle doors and frames
- Supply and fit new door locks to both cubicles

#### Disabled

- Improve ventilation flow through toilet
- Check disabled alarm system and make good as necessary
- Line wall around wash basin and hand dryer with white gloss floor-to-ceiling uPVC cladding
- Repaint remaining walls



## Schedule of Works

### 2. Hannafore Public Conveniences

#### All toilets plus Mother & Baby room

- Remove water connection via pump and water tank and reconnect to mains water (pressure is 5 Bar as confirmed by SW Water Oct 2015)
- Supply and install low level cisterns (with push button flushes) negating need for pump and tank
- Provide separate quote for cost of permanently disconnecting and draining water tank – this may become part of works required dependent on cost
- Improve ventilation flow throughout
- Investigate and recommend solution to fly infestation problem; fit when approved
- Non slip flooring to be installed throughout (as Guildhall) with removable floor gully grill at lowest point
- Improve all entrances with anti slip flooring and suitable step treads
- Supply and fit exterior security sensor lighting and positioned as approved by HM Coastguard (consideration of shipping necessary). Must be low voltage LED, non flashing



## Ladies

- Remove and dispose of current Wallgate machine and supply and install separate hand dryer and stainless steel hand basin (salvaged from Seafront)
- Line walls around wash basins and hand dryers with white gloss floor-to-ceiling uPVC cladding
- Supply and fit new soap dispenser (as Guildhall)
- Repaint all walls, cubicle doors and frames
- Supply and fit new door locks to all cubicles

## Gents

- Remove urinal trough and step; supply and install 4 ceramic urinal bowls
- Remove and dispose of current Wallgate machine and supply and install separate hand dryer and stainless steel hand basin (salvaged from Seafront)
- Line walls around urinals, wash basins and hand dryers with white gloss floor-to-ceiling uPVC cladding
- Supply and fit new soap dispenser (as Guildhall)
- Repaint all walls, cubicle doors and frames
- Supply and fit new door locks to all cubicles



## Disabled

- Check disabled alarm system and make good as necessary
- Line wall around wash basin and hand dryer with white gloss floor-to-ceiling uPVC cladding
- Repaint remaining walls

## Mother & Baby

- Line wall around wash basin and hand dryer with white gloss floor-to-ceiling uPVC cladding
- Repaint remaining walls



## Schedule of Works

### 3. Millpool Public Conveniences

#### All toilets

- Non slip flooring to be installed throughout (as Guildhall) with removable floor gully at lowest point
- Improve ventilation flow throughout

#### Ladies

- Reposition existing hand basins into new purpose built vanity unit, re site hand dryers and baby changing unit
- Line walls around wash basins and hand dryers with white gloss floor-to-ceiling uPVC cladding
- Supply and fit new soap dispensers (as Guildhall)
- Repaint all internal walls, windows, entrance door and frame

#### Gents

- Remove urinal trough and step; supply and install 5 ceramic urinal bowls (including 1 lower level for juniors)
- Reposition existing hand basins into new purpose built vanity unit, re site hand dryers and baby changing unit
- Line walls around urinals, wash basins and hand dryers with white gloss floor-to-ceiling uPVC cladding



- Supply and fit new soap dispensers (as Guildhall)
- Repaint all internal walls, windows, entrance door and frame

### Disabled

- Remove paper hand towel dispenser and supply and fit hand dryer
- Line wall around wash basin and hand dryer with white gloss floor-to-ceiling uPVC cladding
- Repaint remaining walls

