

Minor Works Contract

Description of proposal

at *insert site address*

Insert Date

This document is to be read in conjunction with appendix A, *Insert Drawing Number*. This drawing has been drafted for the purpose of understanding the indicative size and spatial arrangements for costing and pricing.
ALL dimensions and areas are TBC on site by the appointed contractor and any discrepancies are to be reported immediately to the client.

Scope of works

Example works have been included as part of this template

1. Kitchen Internal refurbishment works (including cellar and storage cupboard)
 - a) Remove existing wood flooring and underlay and clean under units. Clean all existing kitchen units, doors, above units. Replace existing wood with Tiled flooring. Floor tiles to extend end to end and beneath existing kitchen units. Ensure tiles have an upstand of 150mm on external wall side. Mouse holes to be covered with mesh and wire to be retained and tiled over in all areas.
 - b) All holes in floor to be filled with metal mesh and filled. Repaired and finished.
 - c) Remove existing kitchen worktop and replace with new worktop. Clean, Repair and make good of existing kitchen units as necessary ensuring good structural strength of units and shelving. Silicone all new edges and connection points as necessary with clear silicone. Where units lose structural strength, perhaps due to the works, additional timbers, steel brackets must be added to ensure strength and stability.
 - d) Replace unit handles with new handles. Handles TBC by client.
 - e) Replace existing kitchen sink and tap with new units (as selected by client).
 - f) Clean existing splashback thoroughly and lightly sand. Repaint splash back tiles with heavy duty tile paint. Remove all existing silicone and clean as necessary. New silicone to line all connection points.
 - g) Kitchen window frame and sill to be repaired, cleaned and painted with rose wood, water proof paint.
 - h) Kitchen sockets to be replaced with new sockets and made good as necessary. Socket behind fridge area to be repaired and made good. New socket to be positioned in new fridge location.
 - i) Existing shelves to be removed. Holes to be filled and repaired as necessary. Painted finish.
 - j) All kitchen walls, units, surfaces to be cleaned, repaired and made good. Walls to be painted with durable, mould proof paint.
 - k) Storage cupboard with window to be cleaned, mould to be removed and repaired as necessary. Bleach cleaned and repainted with mould proof paint.

- l) Threshold connection between kitchen and living room and hallway to be maintained level and separated with high quality separator.

2. Internal Entrance Hallway

- a) Existing wall paper to be stripped and walls to be skimmed/ sanded as necessary, finished and painted with anti mould paint.
- b) Internal of entrance door framing to be removed, replaced and repainted to high quality finish standard. Ensure seal of door is repaired and intact as necessary.

Associated consideration

Cost of works

Labour: £2100.00 *

Material: £.....

Day Rate and agreed number of days: £300 / No. of days: 7

Delays to be charged (Charges to be paid by contractor to client): £200/ Per Day

Start Date: *Insert Date

Completion Date: *Insert Date

Witness

Name.....

Date.....

Witness Address.....

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Witness Signature.....

Acceptance

Contractor: Signature

Name Date

Client: Signature

Name Date

Witness

Name.....

Date.....

Witness Address.....

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Witness Signature.....