

Scope of Work: 3 Hammers Road Northmead

Project: Community Hall Refurbishment and Upgrade

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1. Project Overview

This document outlines our understanding of the scope of work for the renovation and upgrade of the Community Hall and associated areas. The project includes enhancements to fire safety, disability access, relocation and construction of a new kitchen/cafeteria, construction of a new toilet block, general painting and cosmetic repairs, and possibly the removal of the existing stage. All work is to be carried out in compliance with the National Construction Code (NCC/BCA), relevant Australian Standards (including AS1428.1 for disability access), and meet local council regulations. Please note Bishop Brown has engaged multiple consultants, however Bishop Brown has not approached the local council for a clarification. At this stage Bishop Brown has not prepared the scope with an expectation for going for a DA Approval.

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2. Project Objectives

- Improve fire safety compliance and egress.
- Enhance disability access to key areas.
- Create a modern, functional cafeteria and commercial kitchen space.
- Create a sheltered outdoor seating area for the cafeteria with disability access.
- Provide updated and accessible toilet facilities.
- Improve the overall aesthetic appearance and address maintenance issues (waterproofing, flooring, painting).
- Reconfigure the main hall space by removing the stage.

3. Detailed Scope of Work

3.1 Fire Safety

- Emergency Exit Doors:
 - Supply and install three (3) new Aluminium Breakout double door sets at the locations marked as Emergency Exits.
 - Ensure doors are compliant with fire egress standards.
 - Include all necessary hardware (panic bars, closers, signage).
 - Make good any surrounding wall finishes affected by installation.
- Door Handles:
 - Replace existing handles with lever-type handles on twelve (12) specified doors to meet accessibility and fire safety standards where applicable.
 - Ensure compatibility with existing door hardware (latches, locks) or replace as necessary.

3.2 Disability Access

- Existing Ramp Correction (Community Hall):
 - Assess the existing ramp at the Community Hall entrance for compliance with AS1428.1 (gradient, landings, handrails, tactile ground surface indicators).
 - Undertake necessary modifications to achieve compliance. This may include adjusting the slope, extending landings, installing compliant handrails, and adding TGSIs.
- New Ramp (Deck Area):
 - Design and construct a new access ramp connecting the ground level to the new external deck area (refer to section 3.3.b).
 - Ensure ramp design and construction comply fully with AS1428.1 standards (gradient, landings, handrails, TGSIs, kerb rails).

3.3 New Work - Move Existing Kitchen

Cafeteria / Commercial Kitchen (Convert Existing Store Rooms S1, S2, S3):

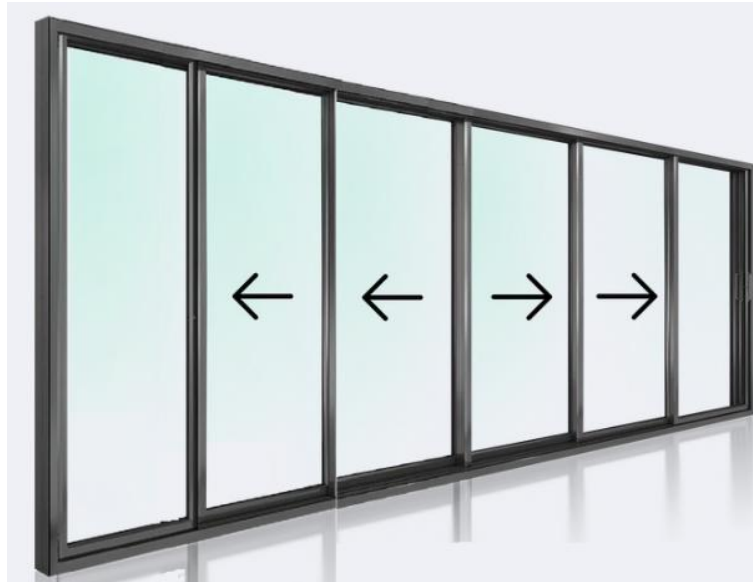
- Demolition & Preparation: Strip out existing fittings within store rooms S1, S2, and S3. Prepare areas for new use.
- Kitchen Area (S1): Convert room S1 into a commercial kitchen space. Scope includes:
 - Installation of appropriate wall linings (e.g., stainless steel splashbacks, FRP panels as required by code).
 - Installation of commercial-grade, slip-resistant flooring.
 - Rough-in and fit-off for plumbing (sinks, dishwasher, grease trap connection if required) and electrical services (power outlets for appliances, lighting).
 - Installation of mechanical exhaust ventilation system compliant with standards.
 - Supply, install and connect hot and cold water and waste services.
 - *(Note: Supply and installation of kitchen appliances/equipment are typically specified separately – a list has been added at the end of this document).*

a. Cafeteria Seating Area (S2, S3): Convert rooms S2 and S3 into a cafeteria seating area.

Scope includes:

- Beautification of walls (plastering, painting - see section Painting & Cosmetic Work).
- Window treatments/refurbishment as required.
- Appropriate lighting installation.
- Wall Opening & Stacking Doors:
 - Create a structural opening (approx. 5.3 meters wide) in the wall separating the new cafeteria area (S2/S3) from the main Community Hall. Requires architect input for structural change.

- Supply and install aluminium-framed glass stacking or bi-fold doors to fit the opening, allowing the space to be opened or closed off. (Reference picture provided for style).



- Make good all surrounding wall, floor, and ceiling finishes.
- Flooring: Polish existing wooden flooring within the S2/S3 cafeteria seating area.
- Walls: Plaster walls as required for a smooth finish ready for painting (within S1, S2, S3).

b. Cafe External Seating Area:

- New Deck: Construct a new timber or composite deck adjacent to the cafeteria seating area (S2/S3). Size and specific location has been marked on the plans. Includes structural footings/supports.
- Sliding Door: Create a new opening (approx. 2.4 meters wide) in the external wall of the cafeteria seating area (S2/S3).
- Supply and install a new aluminium-framed sliding glass door set (2.4m wide) providing access to the new deck.
- Make good all surrounding wall, floor, and ceiling finishes internally and externally.

- Provide Color Bond roof covering over the outdoor café area as per the architectural drawings submitted.
- Deck Ramp: Construct disability access ramp onto the deck (as per section 3.2).

3.4. New Work - Toilet Block (Existing Kitchen Area)

- Demolition & Preparation: Demolish and remove the existing kitchen fit-out in the Community Hall. Disconnect and cap off redundant services safely. Prepare the area for the new toilet block construction.
- Construction: Construct new internal walls as per the provided plan to create:
 - One (1) Unisex Disability Access Toilet with a separate vanity area.
 - Two (2) Male Toilet (cubicle(s), urinal(s), basin(s) as per plan).
 - A separate vanity area for Male Toilet.
 - Two (2) Female Toilet (cubicle(s), basin(s) as per plan).
 - A separate vanity area for Female Toilet.
- Fit-out:
 - Supply and install new floor tiling throughout the toilet block area.
 - Supply and install wall tiling (full height in accessible toilet).
 - Supply and install all sanitary fixtures (toilets, accessible toilet suite, urinals, basins, grab rails for accessible toilet) as per plan and compliant with AS1428.1 and plumbing codes.
 - Supply and install toilet partitions, doors, and hardware.
 - Install mirrors, soap dispensers, and hand dryers/towel dispensers.
 - Rough-in and fit-off for all plumbing and electrical (lighting, exhaust fans, power points). Ensuring adequate ventilation.

3.5. Painting & Cosmetic Work

- Internal Painting:

- Prepare and paint all previously painted internal wall, ceiling, door, and frame surfaces throughout the entire Community Hall and associated office areas. (Specify paint type and colour scheme).
 - Includes the new Cafeteria (S1, S2, S3) and new Toilet Block areas.
- Waterproofing Repairs:
 - Investigate and rectify sources of water ingress in the Music Room. Repair any water damage to surfaces and make ready for painting.
 - Investigate and rectify sources of water ingress in the Community Hall. Repair any water damage to surfaces and make ready for painting.
- Timber Finishes (Community Hall):
 - Prepare and apply paint/enamel/clear finish (as specified) to existing wooden battens and wood finish doors within the Community Hall and Conference Hall.
- Floor Polishing (Community Hall):
 - Sand and polish the existing wooden flooring throughout the main Community Hall area. (TBC finish type, e.g., polyurethane satin/gloss).
- Heater Removal:
 - Remove all existing wall-mounted room heaters throughout the facility.
 - Make good wall surfaces where heaters were removed. Safely disconnect and terminate any associated electrical wiring.

3.6. Removal of Stage

- Demolition: Carefully dismantle and remove the existing stage structure in the Main Hall.
- Waste Disposal: Dispose of all demolition waste legally and responsibly, following local regulations. Provide waste disposal dockets if required.
- Floor Reinstatement: Supply and install new floorboards in the area where the stage was removed to match the existing adjacent wooden floorboards in the Main Hall as closely as possible in species, grade, and size. Sand and finish the new boards to integrate with the main hall floor polishing (refer section 3.5).

4. Deliverables

- Completed construction and fit-out works as detailed in Section 3.
- All areas cleaned and ready for occupation/use.
- Warranties for materials and workmanship.

5. Exclusions (Unless Specifically Added)

- Cost of council permits and application fees.
- Supply of loose furniture (e.g., cafe tables and chairs).
- Data and communication cabling (unless specified).
- Security system modifications.
- Window coverings (blinds/curtains).
- Landscaping around the new deck/ramp (other than making good disturbed areas).
- Identification and removal of hazardous materials (e.g., asbestos) if discovered unexpectedly. (Procedure for handling unforeseen conditions should be agreed upon).
- Any work not explicitly mentioned in Section 3.

6. Assumptions

- Unimpeded access to the site will be provided during agreed working hours.
- Existing electrical switchboard and plumbing mains have sufficient capacity for the new works. Upgrades if required are excluded unless specified.
- Existing building structure is sound, apart from areas designated for modification.
- Detailed architectural/design plans, engineering drawings (for structural elements), and specifications (materials, finishes) will be provided by the client before work commencement.

7. Timeline

- A detailed project schedule with milestones will be agreed upon prior to commencement. Bishop Brown will supply a project plan with detailed milestones once the scope is finalised within 7 days.

8. Quotation for Scope of Work

3.1. Fire Safety – Supply and Install

- Aluminium Breakout Double Doors
- Lever Handles
- Labour Costs

Total: TBC.

3.2 Disability Access – Supply and Install

- Ramp Correction
- New Ramp Construction

Total: TBC

3.2 New Work - Move Existing Kitchen – Supply and Install

- Conversion and renovation
- Deck and ramp construction
- Stacking Sliding Door Installation

Total TBC

4. New Work - Toilet Block – Supply and Install

- Tile Flooring Replacement
- Toilets Installation (4+1 units)
- Labour and Plumbing

Total: TBC

5. Painting & Cosmetic Work – Supply and Install

1. Painting
2. Waterproof Repairs
3. Wooden Floor Polishing

4. Heater Removal and makegood

5. **Total:** TBC

6. Removal of Stage – Supply and Install

- Stage Removal and Disposal
- Floorboard Installation
- **Total:** TBC

Overall Estimate: TBC

Kitchen Appliance Inclusions (To be confirmed)

1. Commercial Dishwasher
2. Commercial Oven
3. Commercial Rangehood
4. Refrigerator
5. Freezer
6. Double Sink
7. Microwave
8. Pie warmer
9. Gas Cooktop

Table Attached Documents for Reference

1. Drawing of Current Community Hall at 3 Hammers Rd Northmead
2. Architectural Drawing of Proposed Kitchen and Toilet Block
3. Drawing of Current plan with new area marked
4. Drawing of Current plan with the fire exit doors marked.
5. Assessment of Current Fire Safety Conditions with Recommendations for Essential Rectification Works and Optional Improvements.
6. Sydney Water map to identify Fire Hydrant
7. Sydney Water Dial Before You Dig