

Japan Foundation Fitout, Summitas-II  
Interiors Contract Scope of Work

Item	Description	Quantity	Unit	Rate	Total
<b>1</b>	<b>Preliminaries</b>				
1.1	allow for preliminaries as described in this document		item		
1.2	allow for Contractor's All Risk Insurance is assumed to be the responsibility of the Interiors Contractor.		item		
1.3	ensure that rubbish collection and disposal is carried out including for all subcontractors on a daily basis and on completion		item		
1.4	allow for the cost of connecting, distributing and managing electricity used during construction. This will be sourced from the building through the tenancy meter.		item		
1.5	allow to comply with access, working hours and other restrictions imposed by Building Manager		item		
<b>2</b>	<b>Preliminary work</b>				
2.1	The contractor is to carry out the preliminary work described below, as a priority, in addition to other requirements stated in the Contract		item		
2.2	prepare a condition report to document the condition of the area at handover to the Interiors Contractor		item		
2.3	prepare and erect all screens and hoardings as required		item		
2.4	verify floor screed is level and advise any areas which are not acceptable		item		
2.5	demolish ceiling above co-working area, meeting room area, consultation room area, stair case area, foyer area		item		
2.6	remove all excess materials and rubbish to make for a clean and safe workplace		item		
2.7	verify site dimensions		item		
<b>3</b>	<b>Staircase</b>				
3.1	supply, fabricate, transport and install the steel staircase framing, first floor to second floor, including landing support steel and cleats and brackets for fixing to the new walls; make allowance to fix handrails. Ensure that the steel is securely fixed to the existing structure. → EXCLUDED to be carried out by Nominated Contractor		item		
3.2	install timber treads on neoprene strips for sound damping		item		
3.3	install timber risers		item		
3.4	make all allowance for carpet wrapping to treads (refer also to floor covering, below)		item		
3.5	allow to wrap stair treads with similar colour carpet to detail		item		
3.6	supply and install shaped timber handrails to both sides of stairs		item		
<b>4</b>	<b>Floor Work</b>				
	Flooring				
	supply, fabrication and installation of each material for 1st and 2nd floor				
4.1	Marble		m <sup>2</sup>		
4.2	Parquet		m <sup>2</sup>		
4.3	HT 60X60 Niro Granit or ditto		m <sup>2</sup>		
4.4	HT 30X30 Roman or ditto		m <sup>2</sup>		
	Carpet				
	supply and install selected carpet flooring to the following areas				
4.5	1st floor Meeting Rm & Consultation Rm		m <sup>2</sup>		
4.6	1st floor Hall		m <sup>2</sup>		
4.7	2nd floor office areas		m <sup>2</sup>		
4.8	2nd floor Nurse Room		m <sup>2</sup>		
4.9	2nd floor office areas		m <sup>2</sup>		
<b>5</b>	<b>Partition Work</b>				
	Framed Walls (extended height)				
	supply, fabrication and erection of walls in 1st floor; full height from screeded floor finish to underside of slab above; framed with galvanised hollow frame steel sections sufficient to provide a strong, stable and secure base for cladding; reinforced for suspension of panels to be installed by Nominated Sub Contractors or Direct Contractors; clad each side in 2 layer of 12 mm gypsum board, together with 60kg/m <sup>3</sup> density rockwool to following locations				
5.1	wall to storage area near toilets, to underside of concrete slab				
5.2	walls to projector room		m <sup>2</sup>		
5.3	wall to stair (from 1st floor screed to 2nd ceiling level) (check if fire rating required)		m <sup>2</sup>		
5.4	all spaces between walls and columns and glazing		m <sup>2</sup>		
	Framed Walls (CD=3000mm)				
	supply, fabrication and erection of walls in 1st floor and 2nd floor area; full height from screeded floor finish to excess the height of ceiling; framed with galvanised hollow frame steel sections sufficient to provide a strong, stable and secure base for cladding; reinforced for suspension of panels to be installed by Nominated Sub Contractors or Direct Contractors; clad each side in 1 layer of 12 mm gypsum board, together with 60kg/m <sup>3</sup> density rockwool to following locations				
5.5	walls to meeting rooms at 1st floor (1 large, 1 medium) - allow for 2 layers of gypsum board to meeting room walls (CH=3000)		m <sup>2</sup>		
5.6	walls to consultation room at 1st floor (CH=3000)		m <sup>2</sup>		
5.7	stub walls at banquette seating at 1st floor (allow up to 2.1 m height)		m <sup>2</sup>		
5.8	storage areas at 1st floor around staircase		m <sup>2</sup>		

5.9	2nd floor entrance reception and office border		m <sup>2</sup>		
5.10	2nd floor nurse room		m <sup>2</sup>		
5.11	2nd floor storage behind reception		m <sup>2</sup>		
5.12	2nd floor large locker room				
5.13	2nd floor staircase area				
5.14	2nd floor small locker room				
5.15	2nd floor server room and valuable store		m <sup>2</sup>		
5.16	2nd floor PD room		m <sup>2</sup>		
5.17	2nd floor prayer area and storage		m <sup>2</sup>		
5.18	all other areas not described but shown on the drawings		m <sup>2</sup>		
5.19	all spaces between walls and columns and glazing		m <sup>2</sup>		
5.20	allow to re-sheet external walls to 1st floor toilets as directed by the Project Manager		m <sup>2</sup>		
5.21	supply, fabrication and erection of bulkheads above glass walls and above operable wall in 1st floor area; from top of framing to underside of concrete slab; framed with galvanised hollow frame steel sections sufficient to provide a strong, stable and secure base for cladding; securely braced back to the structure; clad each side in 2 layers of 12 mm gypsum board; together with 60kg/m <sup>3</sup> density rockwool to following locations		m <sup>2</sup>		
5.22	bulkhead over glass walls to 1st floor meeting rooms and consultation room (framed and braced to slab above to resist loads from glass wall)		m <sup>2</sup>		
5.23	bulkhead for 1st floor hall operable wall (framed and braced to slab above to resist loads from operable wall) together with insulation for sound attenuation		m <sup>2</sup>		
5.24	bulkhead over glass walls to 2nd floor PD room (framed and braced to slab above to resist loads from glass wall)		m <sup>3</sup>		
<b>6 Wall Finish</b>					
<b>Painting and Wallpapering</b>					
prepare surfaces and paint the following areas					
6.1	co-working space, foyer, exposed slab and MEP items including ceiling		m <sup>2</sup>		
6.2	paint all new walls, trims, skirting and timber doors (doors to be clear finish timber veneer)		m <sup>2</sup>		
6.3	repaint all existing walls, skirting and doors on completion		item		
6.4	patch and paint existing walls which will remain on view		item		
6.5	Supply and hang selected wallpaper to areas as shown on the Interior Design drawings		m <sup>2</sup>		
<b>Glass walls</b>					
supply, fabrication and erection of glass walls; from floor to ceiling level as shown on drawings; aluminium frames top, bottom and sides; allowance for timber or aluminium door frames to be fixed to the glazing (full height stiles acceptable); vertical joints to be silicon filled; glass to be minimum of x mm, tempered, single length from floor to top frame, to the following locations					
6.6	1st floor entrance area; to underside of concrete slab		m <sup>2</sup>		
6.7	1st floor meeting rooms (1 large, 1 medium; to ceiling height)		m <sup>2</sup>		
6.8	1st floor consultation room (to ceiling height)		m <sup>2</sup>		
6.9	2nd floor Director's office (to ceiling height)		m <sup>2</sup>		
6.10	all spaces between walls and columns and glazing		m <sup>2</sup>		
<b>Special decorating wall finish</b>					
6.11	Bronze Mirror		m <sup>2</sup>		
6.12	HPL decorative sheet		m <sup>2</sup>		
6.13	Brick surface wall		m <sup>2</sup>		
6.14	Marble wall at staircase		m <sup>2</sup>		
<b>Operable Wall</b>					
6.11	supply and install floor to ceiling sound proof operable wall; timber panelled; complete with track and frame; panel storage system; locks and handles; to include seals to soundproof walls in the hall		item		
<b>7 Door Works</b>					
<b>Timber Doors</b>					
supply, install and finish solid core timber veneered doors, complete with hinges, frame, hardware; doole closers; seals, doorstops and bumps; locks to all doors, in the following locations					
7.1	1st floor double doors to hall; complete with hold open hinges; door closers and large D handles		item		
7.2	1st floor entry		item		
7.3	1st floor meeting rooms and consultation room		item		
7.4	1st floor storage area and projection rooms		item		
7.5	door plus leaf to 1st floor large storage room		item		
7.6	2nd floor PD room		item		
7.7	2nd floor reception area meeting rooms (2 sets)		item		
7.8	2nd floor safe storage		item		
7.9	2nd floor server room		item		
7.10	2nd floor office entrance		item		
7.11	2nd floor storage		item		
7.12	2nd floor nurse room sliding door		item		
7.13	all other doors shown on the drawings		item		
<b>8 Glass Work</b>					
<b>Glass doors</b>					
inspect and refurbish as directed by the Project Manager; including servicing door hardware (locks, hinges, handles etc) the following existing glass doors					
8.1	1st floor entrance doors		item		
8.2	2nd floor entrance doors		item		
<b>Glass Window</b>					

8.3	1st floor Machine Room window		item	
<b>New Grass Doors</b>				
8.4	1st floor entrance grass doors at the reception with frame		item	
8.5	1st floor consultation room grass door with frame		item	
8.6	2nd floor PD room entrance grass door with frame		item	
<b>Window Treatments</b>				
	inspect existing window treatments and refurbish or replace at the direction of the Project Manager		item	
8.7	allow for approximately 20% replacement		item	
	supply and install timber slimline venetians to :			
8.8	1st floor consultation room		item	
8.9	1st floor meeting rooms		item	
8.10	1st floor projection room window		item	
8.11	2nd floor PD room		item	
<b>9 Ceiling Work</b>				
<b>Ceilings</b>				
9.1	on completion, inspect and as required refurbish existing ceilings as required		item	
9.2	supply and install decorative ceiling to Interior Design detail in the hall		item	
9.3	allow to supply install and trim around :			
	projector screen box at machine room		item	
	projector post mounted to underside of slab		item	
9.4	allow to provide feature monumental timber ceiling in co-working area, with lighting assuming from perspective view		item	
9.5	re-install standard ceiling CH=3,000 1F meeting room (large & midium), consultation room		m <sup>2</sup>	
9.6	Decorative ceiling at 1F at foyer		item	
<b>10 Interior Detail Capentry Work</b>				
<b>Carpentry and Other Fixing</b>				
10.1	allow to install signage to location and details as shown on the Interior Design drawings		item	
10.2	supply and install paint grade solid timber skirtings to all new and existing walls		m	
10.3	1st floor reception round shape		item	
10.4	1st floor all selves and arch shape entrance		item	*should be Cost Effective
10.5	1th floor large storage stand for 2 layer strorage (wood or steel)		item	
			item	
<b>11 Furniture Fixture &amp; Equipment</b>				
11.1	<b>Coworking table (coworking space)</b> W5600 X D1500 X H720, Aluminum Polish Leg, Veneer finish top table, Flip Cover (10 power points)	2	unit	
11.2	<b>Glass Board (Meeting Room 1)</b> W1800xH1200	1	unit	
11.3	<b>Glass Board (Meeting Room 2)</b> W1800xH1200	1	unit	
11.4	<b>Reception Table (2F Reception Area)</b> W2000xD1200xH1100, Solid Surface, HPL finish, shelves, drawer	1	unit	
11.5	<b>Work Station for 9 Pax (Work space)</b> W6300x D1400x H750, HPL Top board, Painted Steel Leg, Cable management, Flip cover, without desk panel	4	unit	
11.6	<b>Work Station for 10 Pax (Work space)</b> W7000x D1400x H750, HPL Top board, Painted Steel Leg, Cable management, Flip cover, without desk panel	6	unit	
11.7	<b>Locker for 3 pax (Work space)</b> W450x D500 X H 1800	30	unit	*90 people
<b>12 Audio Visual and Special Lighting</b>				
12.1	Audio System at Hall	1		
12.2	Screen at Hall	2		
12.3	Projecter at Hall	2		
12.4	Projecter at Mtg room	2		
12.5	Pendant Down Light around 1F shelves and lighting for co-working space and each sofa space			
12.6	Lighting for decorative ceiling at foyer			*should be Cost Effective
<b>13 Sundry</b>				
13.1	Supply and install glass boards and pin up boards to areas as shown on the Interior Design drawings, including securely fixing to backgrounds		item	
13.2	prepare blacked curtain at hall for keeping preparation space		item	
13.3	Identify and allow for any other work shown or implied on the drawings as being necessary for the completion of the Works to the intent and quality required		item	
<b>14 Attendance on Nominated and Direct Contractors</b>				
	Attendance on and coordination of the Nominated and Direct Contractors' work includes the cooperation and coordination of construction, schedule, quality and the like.			
			item	
14.1	allow to attend on internet connection contractor		item	
14.2	allow to attend on the telephone connection works		item	
14.3	allow to attend on internet server contractor		item	
14.4	allow to attend on security cameras and barriers contractor		item	
14.5	allow to attend on MEP contractor		item	
14.6	allow to attend on FF&E suppliers		item	
14.7	allow to attend on relocation activites		item	

<b>15</b>	<b>Builders Work in conjunction with Nominated and Direct Contractors</b>					
15.1	The Nominated and Direct Subcontractors will be responsible for supplying, engraving and fitting off of faceplates to match the Interior Design requirements, installation and testing of cables, installation and testing of panels and other work within their					
15.2	allow builder's work in conjunction with the Audio Visual and special lighting works		item			
15.3	reinforce walls for panels provided by specialist contractors		item			
15.4	supply and install screen box in hall ceiling		item			
15.5	install post for projector in hall ceiling		item			
15.6	trenching of floor for installation of cabling to security barriers		item			
15.7	provision of trenching or other routing for FF&E items requiring power and data connections		item			
15.8	allow builder's work in conjunction with the internet connection works as shown below		item			
15.9	allow builder's work in conjunction with the telephone works as shown below		item			
15.10	allow builder's work in conjunction with the internet server works		item			
15.11	allow builder's work in conjunction with the security cameras and barriers works		item			
15.12	allow builder's work in conjunction with the security MEP works. The MEP contractor is to receive wall boxes from audio visual, internet server, security cameras and barriers, internet connection and telephone connection contractors for installation in locations to be confirmed by those contractors		item			
15.13	MEP contractor is to install conduits for audio visual, internet server, security cameras and barriers, internet connection and telephone connection contractors in locations to be confirmed by those contractor		item			
15.14	allow to provide labour and supervision to place FF&E directly as it is delivered to site		item			
15.15	allow to coordinate any FF&E delivery for items which require hard connections and hard wiring to MEP or other systems, including the construction coordination, schedule, quality and the like		item			
15.16	allow to protect all FF&E delivered and/or installed prior to handover, including FF&E supplied for the installation of cabling etc by MEP and specialist contractors		item			
15.17	allow to protect all items relocated by Client prior to and after Taking Over. Allow to assist Client with maximum 4 number labour during the relocation period, assumed to be 2 weeks		item			
	<b>Subtotal</b>					
	<b>PPN</b>					
	<b>TOTAL</b>				<b>IDR</b>	