

## CARPENTER OAK LTD OUTLINE TERMS & INFORMATION

These notes are intended to cover the information and procedures which we like to follow when a client approaches us to design and build a special "one-off" oak frame. If you would like to buy a "standard" oak frame from stock, none of the following charges for design and quotation apply. Before we can even discuss the project, we will need to know certain details and dimensions, preferably in sketch form. An initial meeting, at our office of an hour or two, for which we make no charge, can then be arranged when you are ready to go ahead. This meeting can then lead into the following stages which are summarised below and explained in detail later.

**Planning Phase:** separate fees chargeable (see notes below)

1. Plans
2. Preliminary oak frame drawing, design and survey
3. Quotation
4. Deposit (5%) 'Hard' or 'Soft'
5. Planning permission
6. Structural frame drawings and Engineers Certificate
7. Building Regulation approval

**Production Phase (and stage payments):** included in quotation

- |                                      |      |
|--------------------------------------|------|
| 8. Preparation of workshop drawings  |      |
| 9. Ordering sawn oak from mill       | 25%  |
| 10. Work schedule, timings and dates |      |
| 11. Making the frame                 | 30%  |
| 12. Ready to erect                   | 22½% |
| 13. Erection and completion          | 17½% |

1. **Plans:** We need: EITHER an architect's or draughtsman's plan of your proposed building with dimensions and a description of its proposed use, OR a meeting with us at which you would commission us to draw up plans of your proposals for which we charge an hourly fee, regardless of whether you go ahead with building. We would hope to give a rough verbal indication of frame building costs by comparison with other projects. If required we can then prepare a guide price at the feasibility stage; this will probably not be able to take into account particular project requirements or accurate timber sizes.
2. **Preliminary Oak Frame Drawings:** In either case we, or your architect, would then translate your building into a preliminary structural frame drawing which we would discuss with you for your comments. An hourly fee would be charged for this work, if we undertake it.
3. **Quotation:** If you approve the draft Structural Frame plans, you can then commission us to prepare a detailed quotation. This takes considerable time in order to get it as accurate as possible. You must supply us with adequate detailed information on which to base our price. Please notify us in writing if you want us to allow for main contractors' discount, retentions etc.

Quotation assumes free and close access to site for lorry and crane and free use of electricity and water.

4. **5% 'Hard' or 'Soft' Deposit:** At this stage, if you need to meet a particular deadline, we charge a 5% deposit which should be sent to Head Office with a current signed terms and conditions form, which is revised from time to time. This reserves you a firm or sliding place in our production schedule; until that point we can make no reservations. We then make available typical details, specifications and general advice on your scheme, together with photographs of similar buildings which you may need when talking to planning officers and others. If you fail to get planning permission the deposit is refundable.
5. **Planning Permission:** If you do not have planning permission, this can now be applied for, either by yourselves, or your architect, or by arrangement with us. It can often take about three months for this to come through.

We would charge an hourly fee for this work, and a fee will also be payable to the planning department. At this stage you will have to go firm on your claddings for the walls and roof.

6. **Final Structural Frame Drawings and Engineer's Certificate:** At this point, if you accept the quotation, we, or your architect, can prepare and submit drawings to our Structural Engineer, who will charge a fee of about £165 for an average sized frame. The Engineer will either give his general approval or propose modifications, the cost of which will then be added to our quotation. The Engineer will issue a certificate confirming his approval of the frame design and this will be required by Building Control. Should structural calculations be required, or negotiations with building control needed, additional Engineer's fees will be chargeable.

7. **Building Regulations:** Once planning permission has been obtained, you will need Building Regulation approval which will concentrate on the structural and weatherproofing details. These again will need to be discussed both with your architect and ourselves, and the detailed plans submitted for approval. A fee is payable to the Building Control department. Approval may take up to five weeks. Once you have deposited plans you can legally start building, although at your own risk until approval is granted.
8. **Workshop Drawings:** These have to be completed before the oak is sawn. Our quotation includes for a preliminary set of workshop drawings from supplied client's (dimensioned) drawings, submitting them for approval, and revising them once in accordance with comments raised at the approval stage. **Any further changes, especially design changes, will be charged for at £30 per hour.**
9. **Order Sawn Timber:** When we are ready to order the oak to be sawn, we require a payment of 25% of the quotation price. This order for oak to be sawn can be made at any time to speed up the building process. However, you should be aware that before Planning Permission and Building Regulation approval have been obtained, any such order would be at your own risk.
10. **Work schedule, timings and dates:** Shortly after sawing commences, we will be able to give you fairly firm dates as to when we will be making the frame and starting on site.
11. **Making the frame:** When we have received your oak from the mill, we require a payment of 30% of the quotation price before we start making the frame.
12. **Ready to Erect:** By now your builder will have completed the foundations and dwarf walls up to DPC level and as high as you require for your oak frame to rest upon. The wall should have been completed at least five days before we arrive to allow the mortar to cure and harden off. Please note that we require the attendance of your builder for bedding the bottom plate on to your supporting walls. We suggest a 1:3 lime and sand mortar or a 1:2:9 Portland cement, lime and sand mortar. Your builder should also be available to install any lead (pre-painted with black bitumen) if this forms part of the frame design, particularly glazing. For the erection of the frame itself there are various Health & Safety issues to be aware of. In particular working from height/use of scaffold/welfare facilities. In the weeks leading up to our carpenters arriving on site we will issue details of the requirements covered by the Health & Safety at Work Act 1974 and Construction Health and Safety and Welfare regulations 1996.  
  
One week before the planned start date on site we require a further stage payment of 22½%
13. **Erection on site:** Once the frame is completed on site, we will inspect it with you or your architect, and final payment of 17½% is required, please, within one week of our carpenters leaving the site.

## NOTES:

- a. All deposits and stage payments are non-returnable, unless you fail to get planning permission. Work in progress will be charged for in full should the contract be cancelled at any stage. Some of the sequences described above will vary depending on individual circumstances. **All stage payments fall due on receipt of invoice. Non-payment could result in delay of the next stage of your project.**
- b. Please note that all off-cuts remain the property of Carpenter Oak Ltd.
- c. Variations and alterations must be requested and confirmed in writing. These will be charged at hourly rates prevailing at the time. You should be aware that these can often significantly increase the price, as variations on site are usually time-consuming and often duplicate work which has already been done, and then becomes abortive.
- d. Insurance for the frame once on site is the customer's responsibility.
- e. Principal dimensions required in feet and inches (eg 1'3½") or metres and millimetres (eg 4.255 metres) include:-
  - Length and width of building overall.
  - Can roof overhang these dimensions at ends?
  - Height to eaves (headroom when entering) and underside of 1st/2nd floor if required.
  - Overall height to ridge.
  - Specific opening sizes (eg garage, boat).
- f. Other considerations to be discussed at initial meeting will include the following.
  - Steep or shallow roof pitch?
  - Roof tiles, slates, thatch, oak shingles?
  - Wall cladding, weather-boarding, stone, brick, glass, foundations?
  - Frame exposed outside, inside? We recommend cladding outside frame. Cladding or glazing between the frame members is likely to provide adequate rather than total weatherproofing in extreme conditions.
  - Would you like the frame sandblasted to give texture and to clean iron stains, mud etc? (We thoroughly recommend this.) Inevitably some water-staining may occur subsequently after very heavy weather but it will usually scrub off with water or oxalic acid. Pin knots are unavoidable and can cause ring stain on the oak. They can be sealed. You should try and keep the frame dry only after sandblasting and until it has been fully clad. (Sandblasting to comply with all Health & Safety requirements.)
  - Internal floor - concrete, gravel, wood, paving, tiles, under-floor heating?
  - Grown oak (curved) braces, or straight?
  - Style of building - barn, house, shed etc?
  - Insulation? To building regulations standards or higher.
  - Are oak barge boards required? Dry oak glazing bead or cover battens?
  - Do you require comprehensive chamfering to timbers? We generally only allow for chamfers to purlins.
  - Please will you check that our quotation includes additional items beyond the basic frame that you may particularly require -eg, glazing bead, barge boards.
- g. Guide prices are open for discussion for 30 days. Quotations are valid for 30 days unless stated otherwise on the quotation letter. Where there are variations, a further quotation will be submitted when a final specification has been agreed. Accepted quotations are valid for four months, and should be accompanied by a signed copy of these terms and conditions by the client.
- h. Please note that remedial work or engineers' requirements may indicate the use of steel plates, bolts and washers, or shear plate connectors on critical areas. We try and avoid this but it is regarded as sound traditional practice in some cases.
- i. In cases where bolts or wedges have been used on your frame these will need tightening at, say three month intervals, for the first year and checked at least once yearly thereafter. This is the responsibility of the main contractor, or client, unless Carpenter Oak has been specifically asked to cover this item under their quotation, and in this case please discuss it with us.
- j. Jobs which are quoted on the basis of our Terms and Conditions but which are subsequently turned into JCT contracts will be subject to an increase of around 10% to cover main contractor's discount, payment schedules in arrears, retentions and additional administrative overheads.
- k. Our pegging practice is traditional and hand tapered pegs do not necessarily fill the hole on the inside face.
- l. Please remember that it is a part of the appeal and in the nature of green oak to split, bend and shrink whilst drying and, to a lesser extent, throughout its life. We select our timber carefully, but can give no guarantees as to whether, when, or where splits and bends may occur. There are, however, certain techniques for cladding which can minimise these effects and we will always be happy to discuss these with you or your architect. Generally you will require a follow up visit by our carpenters (or your builders) to deal with such matters after about a year. This visit is chargeable on a time basis, or by quote, as you prefer. We are also happy to come sooner than this, but it is more economical for you if the frame is allowed to settle down and we then deal with everything in one visit.
- m. Tannic Acid run-off from green oak will cause dark brown stain to brick and stonework initially, but this will disappear over time (maybe a year or so). We feel that protective sheet (eg. polythene) looks more unsightly than the stain in the short term.
- n. Our Oak Notes and a draft Oak Aftercare leaflet is available on request, which cover materials and guidelines, possible problems that could occur in the future. These are upgraded regularly to incorporate new materials and experience gained.

It is important that customers are aware of the advantages and disadvantages of different cladding, glazing, roofing techniques, and their effects on the oak frame and its subsequent maintenance. We are always pleased to discuss these points directly and with you or your architect.
- o. We plant two oak trees for every one (nominally) that has been used in the manufacture of your frame. Also, we offer you a further eight oak trees for every one used in your frame for you to plant yourself if you so wish.
- p. Glazing: Carpenter Oak Ltd give a quote for the supply only of dry oak and stainless steel screws for glazing together with softwood packing pieces to go between the glazed panels. This would then be shaped, drilled and prepared by the main contractor ready for fixing by the glaziers. It is generally more economic for the main contractor to do this work as it can then be fitted precisely to the frame which may often be some way away from our yard. Full glazing details are available at the appropriate time. Please note, in many cases, it may be even better for the main contractor to supply the dry oak and softwood which simplifies lines of responsibility.

For Carpenter Oak Ltd:

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Customer:

Date: \_\_\_\_\_

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Date:

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