

**EARDISLAND PARISH COUNCIL**  
**VILLAGE HALL DEVELOPMENT PROJECT**  
**BUILDING SURVEYOR DUTIES AND RESPONSIBILITIES**

1. Investigate and report on most cost effective method of insulating and providing acoustic sound deadening to main hall including new lighting etc
2. Advise on cost benefit of either repairing the kitchen extension as detailed in structural engineer's report with addition of 2m<sup>2</sup> (approx) extension, or demolishing the same and rebuilding on enlarged footprint
3. Liase with parish council (PC) as to the scope of works
4. Prepare specification for the works
5. Once tenders received by PC analyse and advise PC and recommend most suitable contractor
6. Prepare specified Contract between PC and contractor
7. Supervise the works as required (minimum weekly visit once works in progress)
8. Prepare monthly valuation with progress evaluation and report same to PC.

**SCOPE OF WORKS OF DEVELOPMENT PROJECT**

1. Repairs to fabric of the building as in structural engineer's report
2. Complete rewire of the building to including moving incoming electrical supply to cupboard in entrance lobby together with all associated switchgear and fuse boards. the new installation should leave provision for future needs
3. Provide new gas central heating boiler with radiators throughout building as required with instantaneous hot water to toilet areas. Kitchen areas hot water to be from electric instantaneous heater
4. Provide new insulation, acoustic deadening and lighting to main hall
5. Provide LED lighting throughout
6. Upgrade to current standards insulation above small meeting room
7. Either repair or rebuild kitchen extension
8. Form serving hatch between main hall and small meeting room where old doorway blocked up
9. Renew existing fascias and soffits and rainwater goods
10. Repair and redecorate windows externally.