

<b>Annex 1 – schedule of works</b>
<b>Description of Task</b>
Certify that the festive lighting held by Brentwood Borough Council is safe to use and identify any repairs or replacements
Erect festive lights decorations onto lamp columns and trees as per our specifications set out in Annex 2 type and location of lights. Test power and timers in lamp columns and identify any issues to Brentwood Borough Council
<b>Note: all new additional lighting as agreed in Annex 2 - Type and location of lights</b>
<b>Lighting Up Brentwood event - Saturday 28 November 2015</b>
Test all timers in lamp columns in relation to the Brentwood Town Centre High Street Lights
Provide a festive plunger for the switching on of the Christmas lights events
Brentwood Station tree - manually switch on and set timer to come on at 5pm
St Thomas' Church tree, test switch for lights – to be turned on as part of the High Street celebrations on 28.11.15, with electrician on site.
Place festive plunger on the main stage ready for switch on
Lighting Up Brentwood ceremony (High Street Brentwood). G39 Electrician on site for Xmas light turn on (9am testing Brentwood timers). All timers to be set to come on at 5pm and to turn off at 12.00am
<b>Lighting Up Shenfield event Sunday 29 November 2015 (tbc)</b>
Test all timers in the lamp columns for the Shenfield lights from 9am
Provide a festive plunger for the switching on of the Christmas lights events
Electrician on site for Xmas lights turn on in Shenfield at 4.15pm for tree outside Winslows and at the main stage ready for switch on at 4.30pm - the switch for this in new feeder pillar that will be in place adjacent to the large tree outside Shenfield Library on the corner of Friars Avenue.
Following switching on ceremony in Brentwood all timers to be set to turn from 6.00am to 8.30am every morning and 3.30pm to 12.00am during the evening from December 1st 2014 to January 5 <sup>th</sup> 2015
Following switching on ceremony in Shenfield all timers to be set to turn from 6.00am to 8.30am every morning and 3.30pm to 12.00am during the evening from December 1st 2014 to January 5 <sup>th</sup> 2015
Switch off lights at Shenfield, Brentwood to include all designated columns and trees including St Thomas', Brentwood station and Peperell House
Take down festive lighting from lamp columns and trees in good order and return to the BBC Depot

Start date	Completion date
1.10.15	17.11.15
21.10.15	27.11.15
28.11.15	28.11.15
28.11.15	28.11.15
28.11.15	28.11.15
28.11.15	28.11.15
28.11.15	28.11.15
28.11.15	28.11.15
29.11.15	29.11.15
29.11.15	29.11.15
29.11.15	29.11.15
29.11.15	29.11.15
30.11.15	30.11.15
5.1.16	5.1.16
6.1.16	20.1.16