



WORKS TO BE EXECUTED AND MATERIALS
TO BE USED IN CONNECTION WITH

Nursery Gutter renew

AT

WEST HAM CHURCH PRIMARY

Prepared by:

London Borough of Newham
Schools Capital Commissioning Service
Resources & Commercial Development Directorate
Newham Dockside
1000 Dockside Road
London E16 2QU

Jan 2021

For:

Mayor & Burgesses of the
London Borough of Newham
Newham Town Hall
Barking Road
East Ham
London E6 2RP

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NOTICE TO TENDERERS

- 1 This Specification is prepared by Schools Capital Commissioning Service, Resources Directorate, Newham Dockside, 1000 Dockside Road, London E16 2QU. Contractors should know that the highest standards of workmanship, as specified elsewhere within these tender documents, should be strictly adhered to.
- 2 Price all items separately and individually. A fully priced copy of the specification must be submitted at the same time as the form of tender through capitalEsourcing electronic tendering system. Tenders or supporting documents submitted as part of the tender, in any form other than through the capitalEsourcing system will not be considered. **ALL TENDERS MUST BE SUBMITTED ELECTRONICALLY THROUGH THE CAPITALeSOURCING SYSTEM.**
- 3 Any items which have no price set against them will be deemed to have been included within the value of other items for the purpose of the tender and no extra sums will be allowed against such items.
- 4 Seek guidance on any item which appears to be incomplete, unclear and ambiguous or open to more than one interpretation as no consideration will be given subsequently to extra costs on the grounds of any misunderstanding.
- 5 Quantities are to be used as guidance only. The contractor is responsible for checking dimensions and areas and for carrying out all works necessary.
- 6 All pages of the priced schedule of works/specification are to be initialled by tenderers as proof of reading.
- 7 The contractor's proposed critical path programme, showing the sequence and timing of the key elements of the works must be submitted and agreed by the Contract Administrator before executions of the contract. The programme is to be submitted for the employer's approval PRIOR to signature of the contract documents and it is to be based upon the outline programme.
- 8 Before tendering, visit the site to ascertain the exact nature of the work and the restrictions of the site.

PART 1

PRELIMINARIES

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A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: **West Ham Church Primary**
- Nature: **Nursery Gutter renew**
- Location: Portway E15
- Length of contract: **4 weeks.**

120 EMPLOYER (CLIENT)

- Name: The Mayor and Burgesses of the London Borough of Newham.
- Address: East Ham Town Hall, East Ham, London, E6 2RP.
- Contact: Mike Webb
- Telephone: 020 3373 9566
- Email: mike.webb@newham.gov.uk

130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBC.
- Address: TBC.
- Contact: TBC.
- Telephone: TBC.
- E-mail: TBC.

132 PRINCIPAL CONTRACTOR

- Name: TBC.
- Address: TBC.
- Contact: TBC.
- Telephone: TBC.
- E-mail: TBC.

140 ARCHITECT/ CONTRACT ADMINISTRATOR/PRINCIPAL DESIGNER

- Name: Schools Capital Commissioning Service.
- Address: London Borough of Newham, 1000 Dockside, Dockside Road, London, E16 2QU.
- Contact: Ralph Barkway
- Telephone: 07789 273 042
- E-mail: Ralph.Barkway@oneSource.co.uk

150 PRINCIPAL DESIGNER

- Name: Schools Capital Commissioning Service
- Address: London Borough of Newham, 1000 Dockside, Dockside Road, London, E16 2QU
- Contact: Ralph Barkway
- Telephone: 07789 273 042
- E-mail: Ralph.Barkway@oneSource.co.uk

A11 TENDER AND CONTRACT DOCUMENTS

- 110 TENDER DRAWINGS
 - The tender drawings are:
As listed in Contents above.
- 120 CONTRACT DRAWINGS
 - The Contract Drawings: The same as the tender drawings.
- 130 QUANTITIES DRAWINGS
 - The drawings from which the quantities included in the specification/ schedules have been prepared are:
 - Same as tender drawing.
- 160 PRECONSTRUCTION INFORMATION
 - Format: The Preconstruction information is described in Part Four of the tender documents. It refers to information given elsewhere in the preliminaries and other tender documents.
- 180 OTHER DOCUMENTS
 - Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of the Contract Administrator at Schools Capital Commissioning Service, Newham Dockside, 1000 Dockside Road, London, E16 2QU.
 - The documents include: N/A.

A12 THE SITE/ EXISTING BUILDINGS

- 110 THE SITE
 - Description: Is located on Portway E15 3QG and the school comprises of two separated main buildings.
 - 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE
 - Description: Educational/ Residential Buildings.
 - 140 EXISTING UTILITIES AND SERVICES
 - Drawings: (Information shown is indicative only): Unless shown, the location of existing services is not known and the contractor must ascertain for himself any information he may require in respect of the position of existing services or mains.
 - Other information: The contractor must ascertain for himself all other information.
 - 160 SOILS AND GROUND WATER
 - Information: Not Applicable
 - 170 SITE INVESTIGATION
 - Report: Not Applicable
 - 180 HEALTH AND SAFETY FILE
 - Availability for inspection: The Health and Safety File for the site/
- Part 1 Preliminaries

building may be seen by appointment during normal office hours at: the School premises.

- Other documents: None.
- Arrangements for inspection: via the contract Administrator.

200 ACCESS TO THE SITE

Description: Through pedestrian and vehicular gates in boundary fence

- Limitations: Safe traffic management procedure and pedestrian safety arrangements must be adhered to as outlined in the main contractor's construction phase plan.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: May be available on site but must be agreed with the site supervisor / building manager.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: The works may take place during the school summer break. There will be school staff on site during the works and strict control of any contractor's traffic is essential. All movement of operatives and plant are to be made with extreme caution and all movement of vehicles and plant should be carried out under pedestrian escorted supervision. All operatives should initially report to the foreman on site, or another representative of the contractor. All operatives should restrict movement within the school to the rooms/area's where the works are taking place, plus access staircases and halls. Details should be provided by the contractor in the Construction phase Plan.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - Educational activities, Residential.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present:
 - Asbestos.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works. Also note that the Contractor may be required to produce a refurbishment and Demolition survey carried out before the main work commences.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures. All hazards and risks noted in the Preconstruction Information Pack are to be dealt with in strict accordance with all Health and Safety documents.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: Contact Ralph Barkway 07789 273042

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: None.

120 THE WORKS

- Description:
As A10 and enclosed specification and drawings.

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: None.

140 COMPLETION WORK BY OTHERS

- Description: None.

A20 JCT INTERMEDIATE BUILDING CONTRACT (IC)

INTERMEDIATE BUILDING CONTRACT (IC)

- The Contract: JCT Intermediate Building Contract (IC) 2011
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS

- Comprise: See Clause A13 / 120.
- Location: See Clause A12 / 110.

Second - CONTRACT DRAWINGS

- The Contract Drawings: As listed in clause A11/120.

Third - OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

- Comprise: the Specification.
- Named person: The whole of the text referring to a named person as a subcontractor will be deleted.

Fourth A - PRICING BY THE CONTRACTOR

- Option A will apply: Option B will be deleted.
- Priced document: Within Option A the following words will be deleted:
 - Bills of Quantities and Specifications.
- Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this contract (the Activity Schedule)' will be deleted.

Sixth - INFORMATION RELEASE SCHEDULE

- The Sixth Recital will be deleted.

Eighth - DIVISION OF THE WORKS INTO SECTIONS

- The Eighth Recital will be deleted

THE ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR/PRINCIPAL DESIGNER

- Architect/ Contract Administrator: See clause A10/140.

4 - QUANTITY SURVEYOR

- Quantity Surveyor: See clause A10/160.

5 – PRINCIPAL DESIGNER

- Principal Designer: See clause A10/150.

6 - PRINCIPAL CONTRACTOR (CDM)

- Principal Contractor: See clause A10/130 and A10/132.

9 - LEGAL PROCEEDINGS

- Amendments: None.

CONTRACT PARTICULARS

PART 1 See Appendix B

PART 2: COLLATERAL WARRANTIES

Part 2(E) - COLLATERAL WARRANTIES FROM
SUBCONTRACTORS

- Part 2(E):
 - Conditions: Clauses 3.5 and 3.6 of the Contract.
 - Collateral warranties may be required from the following subcontractors or categories of subcontractor.
 - Name or category: May be required amount to be confirmed.
 - Types of warranty: May be required amount to be confirmed.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.5 - RECKONING PERIODS OF DAYS

- Amendments: None.

1.11 - APPLICABLE LAW

- Amendments: None.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

3.7 - NAMED SUBCONTRACTORS

- General: The work listed below and described in the Contract Documents is to be executed by the following persons who are hereby named as subcontractors as provided in Intermediate Building Contract clause 3.7. (For each such person a completed Form of Tender and Agreement ICSub/Nam, together with the Numbered Documents referred to therein, is included with the Main Contract tender documents).
 - Work to be executed: N/A.
 - Named person: N/A.
- Agreement: The JCT Form of Agreement ICSub/Nam/E N/A be used.
- Subcontractor's drawings, etc. to be prepared during the course of the Contract:
 - N/A.
- Allow for attendance: As described in ICSub/NAM.

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

JCT PUBLIC SECTOR SUPPLEMENT

- Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling.
- Fair Payment provisions Apply.
- Transparency provisions Apply.
- Building information modelling provisions. N/A
- The BIM protocol TBC.

EXECUTION

- The Contract: **Will not be executed as a deed.**

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: **Is not required.**

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145 TENDERING PROCEDURE

- General: In accordance with NBS Guide to Tendering for Construction Projects.
- Errors: Alternative 1 is to apply.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

180 TENDER EVALUATION

- The tender evaluation will be assessed on price only - See ITT
NO E AUCTION WILL APPLY.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 20 weeks.
- Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- Measurement rules: Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with RICS NRM.

220 PRICING OF PRELIMINARIES

- Abbreviations: The following have been used:
 - F = Fixed charge item.
 - TR = Time related charge item.

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With tender.

300 QUANTITIES IN THE PRICED DOCUMENT

- Quantities: Where included in the priced document, these have been prepared in accordance with NRM2.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

360 PRICED ACTIVITY SCHEDULE

- Submit: Not applicable

480 PROGRAMME

- Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
- Submit: With tender.

500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out: Stripping existing roof and laying new.
- Must be submitted with priced Schedule of Works describing how and when the contractor proposes and undertakes to carry out the following: As included in Health and Safety Plan Access to the building. At the same time and at the contractor's discretion method statements may be submitted for other parts of the works.
- Statements: Submit within one week before start onsite

510 ALTERNATIVE METHOD TENDERS (Not applicable)

- General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.
- Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.
- Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.
- Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.
- Submit:

515 ALTERNATIVE TIME TENDERS (Not applicable)

- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
- Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

540 QUALITY CONTROL RESOURCES

- Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.
- QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.
- Submit: With the Tender.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
 - A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: One week prior to works commencing

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
 - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - Details of the management structure and responsibilities.
 - Arrangements for issuing health and safety directions.
 - Procedures for informing other contractors and employees of health and safety hazards.
 - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - Procedures for communications between the project team, other contractors and site operatives.
 - Arrangements for cooperation and coordination between contractors.
 - Procedures for carrying out risk assessment and for managing and controlling the risk.
 - Emergency procedures including those for fire prevention and escape.
 - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - Arrangements for welfare facilities.
 - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
 - Arrangements for consulting with and taking the views of people on site.
 - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
 - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
 - Review procedures to obtain feedback.

590 SITE WASTE MANAGEMENT PLAN

- Person responsible for developing the Plan: The Contractor.
- Content: Include details of:
 - Principal Contractor.
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.
- Additional requirements: As outlined in the "Construction Environment Policy & Waste Management" document included in the Appendix.
- Submit; One week prior to work commencing

595 ENVIRONMENTAL POLICY

- Employer's Environmental Policy:
 - Location: See A11/180.
 - Evidence of compliance: Submit: As detailed in the "Construction Environment Policy and Waste Management" included in the Appendix.
- Project Environmental Management System: Develop a system compatible with the Employer's policy.
 - Format: As detailed in the "Construction Environment Policy and Waste Management" included in the Appendix.
 - Specific Requirements: As detailed in the "Construction Environment Policy and Waste Management" included in the Appendix
 - Submit: See details in the "Construction Environment Policy and Waste Management" included in the Appendix.
- Supporting information: Supply as necessary, including:
 - Information: See details in the "Construction Environment Policy and Waste Management" included in the Appendix.
 - Format: See details in the "Construction Environment Policy and Waste Management" included in the Appendix.
 - Submit: One week prior to works commencing

599 FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information outside the project participants without express written permission.
- Confidentiality: Maintain at all times.

SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: One week before works commencing.

640 'LISTED' DOMESTIC SUBCONTRACTORS

- General: The work listed below and described in the Contract Documents must be carried out by persons identified in a list as provided for in clause A30/645:
 - The work: Not Applicable
 - Enter into a contract with one of the following:
Not Applicable

645 'LISTED' DOMESTIC SUBCONTRACTORS

- General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.
- The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.
- Additions to lists:
 - The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
 - The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.
- Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.
- Agreement: Before the start of work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

- 110 DEFINITIONS
- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.
- 120 COMMUNICATION
- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
 - Format: In writing to the person named in clause A10/140 unless specified otherwise.
 - Response: Do not proceed until response has been received.
- 130 PRODUCTS
- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
 - Includes: Goods, plant, materials, site materials and things for incorporation into the Works.
- 135 SITE EQUIPMENT
- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
 - Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- 140 DRAWINGS
- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
 - CAD data: In accordance with BS 1192.
- 145 CONTRACTOR'S CHOICE
- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.
- 150 CONTRACTOR'S DESIGN
- Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.
- 155 SUBMIT PROPOSALS
- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
 - Manufacturer: The firm under whose name the particular product is marketed.
 - Product reference: The proprietary brand name and/ or reference by which the particular product is identified.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS

- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
- Reasons: Submit reasons for the proposed substitution.
- Documentation: Submit relevant information, including:
 - manufacturer and product reference;
 - cost;
 - availability;
 - relevant standards;
 - performance;
 - function;
 - compatibility of accessories;
 - proposed revisions to drawings and specification;
 - compatibility with adjacent work;
 - appearance;
 - copy of warranty/ guarantee.
- Alterations to adjacent work: If needed, advise scope, nature and cost.
- Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
 - Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

550 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION

- General: Certain Subcontractors are/ will be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7.
- Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission, comment, inspection, amendment, resubmission and re-inspection.
- Information from Subcontractors:
 - Obtain in time to meet the programme and in accordance with NAM/T where applicable.
 - Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation.
- Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.
- Submit two copies, one can be returned with comments.

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British, EN or ISO Standards.

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: office hours only.

650 ENERGY RATING CALCULATION

- Calculation documentation:
 - Number of copies: N/A.
 - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

DOCUMENT/ DATA INTERCHANGE

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

112 DISCLOSURE AND BARRINGS SERVICES

- The contractor ids to ensure that all management staff and any persons representing them who will be carrying out work within sensitive areas must be DBS checked.
- All persons working in sensitive areas if not DBS checked must be supervised at all times by management staff etc who has been appropriately vetted and approved.
- The contractor must provide a valid clearance certificate upon request.
- If the contractor is unable to produce the appropriate certificate then the Local Authority reserves the right to remove such persons from the sensitive area.

114 CONSIDERATE CONSTRUCTORS SCHEME

- Registration: Before starting work, register the site and pay the appropriate fee:
Contact:
-Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
-Tel. 01920 485959.
-Fax. 01920 485958.
-Free phone 0800 7831423
-Web. www.ccscheme.org.uk
-E mail. enquiries@ccscheme.org.uk
- Provide written details of registration to the Contract Administrator when so requested. The minimum rating which the contractor must achieve as a contractual requirement under this scheme is "very Good" with a minimum score of at least 32.5. This must be achieved as a minimum at every and all CSS inspections. The contractor shall nonetheless aspire to achieve a rating for an exceptional site under the CCS requirements.

120 INSURANCE

- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
 - Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
 - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
 - Planning and mobilization by the Contractor.
 - Earliest and latest start and finish dates for each activity and identification of all critical activities.
 - Running in, adjustment, commissioning and testing of all engineering services and installations
 - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
 - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- Submit: three copies.

230 SUBMISSION OF PROGRAMME

- Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

- 240 COMMENCEMENT OF WORK
- Notice: Before the proposed date for commencement of work on site give minimum notice of one week.
- 250 MONITORING
- Progress: Record on a copy of the programme kept on site.
 - Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
 - Key Performance Indicators:
 - Details: N/A.
 - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.
- 260 SITE MEETINGS
- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
 - Frequency: Every month.
 - Location: Works site.
 - Accommodation: Ensure availability at the time of such meetings.
 - Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
 - Chairperson (who will also take and distribute minutes): Contract Administrator.
- 265 CONTRACTOR'S PROGRESS REPORT
- General: Submit a progress report at least Two days before the site meeting.
 - Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
 - A progress statement by reference to the master programme for the Works.
 - Details of any matters materially affecting the regular progress of the Works.
 - Subcontractors' and suppliers' progress reports.
 - Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.
- 270 CONTRACTOR'S SITE MEETINGS
- General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.
- 285 PARTIAL POSSESSION BY EMPLOYER
- Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.
- 290 NOTICE OF COMPLETION
- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
 - Associated works: Ensure necessary access, services and facilities are complete.
 - Period of notice (minimum): Two weeks.

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
 - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 - All other relevant information required.

CONTROL OF COST

410 CASH FLOW FORECAST

- Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works.

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
- Include:
 - A detailed breakdown of the cost, including any allowance for direct loss and expense.
 - Details of any additional resources required.
 - Details of any adjustments to be made to the programme for the Works.
 - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
- Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning day work vouchers.
- Content: Before delivery each voucher must be:
 - Referenced to the instruction under which the work is authorised.
 - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
- Submit: By the end of the week in which the work has been executed.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

475 LISTED PRODUCTS STORED OFF SITE

- Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
- Include for products purchased from a supplier:
 - A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
 - Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

480 LABOUR AND EQUIPMENT RETURNS

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
- Records must show:
 - The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.
 - The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
 - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - Suitable for the purposes stated or reasonably to be inferred from the project documents.
- Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

- 140 COMPLIANCE
- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
 - Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
 - Properties tested.
 - Pass/ fail criteria.
 - Test methods and procedures.
 - Test results.
 - Identity of testing agency.
 - Test dates and times.
 - Identities of witnesses.
 - Analysis of results.
- 150 INSPECTIONS
- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - Date of inspection.
 - Part of the work inspected.
 - Respects or characteristics which are approved.
 - Extent and purpose of the approval.
 - Any associated conditions.
- 160 RELATED WORK
- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
 - Appropriately complete.
 - In accordance with the project documents.
 - To a suitable standard.
 - In a suitable condition to receive the new work.
 - Preparatory work: Ensure all necessary preparatory work has been carried out.
- 170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS
- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
 - Changes to recommendations or instructions: Submit details.
 - Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
 - Agreement certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.
- 180 WATER FOR THE WORKS
- Mains supply: Clean and uncontaminated.
 - Other: Do not use until:
 - Evidence of suitability is provided.
 - Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

210 SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
 - To an express approval.
 - To match a sample expressly approved as a standard for the purpose.

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - Submit proposals; or
 - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

340 CRITICAL DIMENSIONS

- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.
- Location: Detailed on drawings N/A.

350 LEVELS OF STRUCTURAL FLOORS

- Maximum tolerances for designed levels to be:
 - Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.
 - Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.
 - Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.
 - Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.
 - Floors to receive un-bonded or floating screeds/ beds: +/- 20 mm.

360 RECORD DRAWINGS

- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.
 - The name and signature of the individual responsible for checking compliance.
 - The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION
CERTIFICATE

- Before the completion date stated in the Contract: Submit a certificate stating:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - Any special recommendations or instructions for the safe use and operation of appliances and flues.
 - The Contractor's name and address.
 - A statement that the installation complies with the appropriate safety, installation and use regulations.
 - The name, qualification and signature of the competent person responsible for checking compliance.
 - The date on which the installation was checked.
- Certificate location: Building Manual.

445 SERVICE RUNS

- General: Provide adequate space and support for services, including unobstructed routes and fixings.
- Ducts, chases and holes: Form during construction rather than cut.
- Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
-Minimum period of notice: One week.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
-Hinder access to defective products or work; or
-Be rendered abortive by remedial work.

550 ACCESS FOR INSPECTION

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than one week.

560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

580 CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
-The address of the premises.
-The Contractor's name and address.
-The name, qualification and signature of the competent person responsible for checking compliance.
-The date on which the installation was checked.
- Submit: Before completion of the Works.
- Copy: To be lodged in the Building Manual.

590 RESISTANCE TO PASSAGE OF SOUND

- Method: Precompletion testing.
- Compliance: Submit results of testing,
-Copies: Incorporate in the Building Manual.

595 ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
 - Building Type: Dwelling.
 - Method: Standard Assessment Procedure for dwellings (SAP).
- Format:
 - Certificate: To be incorporated in the Building Manual.
 - Report: To CA.
- Submit: Before the date for completion stated in the contract.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

- Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
- Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

620 MEASURES TO ESTABLISH ACCEPTABILITY

- General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
 - Will be at the expense of the Contractor.
 - Will not be considered as grounds for revision of the completion date.

630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
 - Identification of the element, item, batch or lot including location in the Works.
 - Nature and dates of inspections, tests and approvals.
 - Nature and extent of nonconforming work found.
 - Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- **General:** Make good all damage consequent upon the Works.
Temporary markings, coverings and protective wrappings:
Remove unless otherwise instructed.
- **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- **COSHH data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- **Minor faults:** Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
- **Moving parts of new work:** Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION

- **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
- **Keys:** Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.

730 MAKING GOOD DEFECTS

- **Remedial work:** Arrange access with Contract Administrator.
- **Rectification:** Give reasonable notice for access to the various parts of the Works.
- **Completion:** Notify when remedial works have been completed.

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

- 110 PRECONSTRUCTION INFORMATION
- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - Description of project: Sections A10 and A11.
 - Client's consideration and management requirements: Sections A12, A13 and A36.
 - Environmental restrictions and on-site risks: Section A12, A35 and A34.
 - Significant design and construction hazards: Section A34.
 - The Health and Safety File: Section A37.
- 120 EXECUTION HAZARDS
- Common hazards: Not listed. Control by good management and site practice.
 - Significant hazards: The design of the project includes the following:
 - Hazard: Not Listed, control by good management and site practice
Hazard: Concrete / Brickwork Repair
Hazard: Window Removal
Hazard: Paint Removal
Hazard: Removal of bird fouling, nesting material etc

See also Health & Safety Plan Stage 1.

 - Precautions assumed: N/A.
 - Specification reference: N/A.
 - Drawing reference: N/A.
- 130 PRODUCT HAZARDS
- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
 - Common hazards: Not listed. Control by good management and site practice.
 - Significant hazards: Specified construction materials include the following:
 - Hazard: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40. Occupational Exposure Limits.
 - Material: Not listed control by good management or site practice.
 - Specification reference: Specified construction materials include:
See the Health and Safety Plan.

- 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Submission: Present to the Employer/ Client no later than Two weeks.
 - Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
 - Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.
- 150 SECURITY
- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
 - Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
 - Special requirements: N/A.
- 160 STABILITY
- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
 - Design loads: Obtain details, support as necessary and prevent overloading.

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows:

At all times for the complete contract period as a school (See Health and Safety Plan)

Extent: Carry out the works without undue inconvenience and nuisance and without danger to occupants and users.

Overtime: If it transpires that compliance with this clause requires certain operations to be carried out during overtime and such overtime is not required for any other reason, the extra cost will be paid to the contractor, provided that such overtime is authorised by the CA in advance.

The Contractor is to ensure that his workmen do not enter the existing buildings except where strictly necessary for the works and that materials and plant are not deposited anywhere within the existing buildings unless required specifically for carrying out the works and then only with the permission of the Client Representative.

The Contractor is generally to use his best endeavours to secure the co-operation and preserve the goodwill of the occupants
So far as practicable, arrangements are to be made to avoid disturbance of night workers or sick persons.

All work to the school is to be programmed so as to enable each operation to be carried out in a neat and tidy manner to enable suitable work stages to be achieved by the end of each day and the property to be left in habitable, tidy, safe and secure state at the end of each day.

Work in the school shall not commence before 09.00 a.m. or finish after 17.00 p.m. unless authorised by the Client Representative.

The Contractor shall provide all necessary temporary coverings, dust sheets and dust proof screens as required to adequately protect the properties and contents from the ingress of dust, grit, water, debris or other deleterious materials or the spreading thereof by airborne means or foot traffic and he must organise his works programme so that the security arrangements of the premises are not in any way impaired or diminished, and all openings occurring during the progress of the Works must be effectively sealed off temporarily in a manner no less secure than existing.

The Contractor shall ascertain the existence and position of all services within the existing building before commencing work and shall be responsible for settlement at his own expense of any claims arising from damage to such services.

When work is being carried out by the Contractor or Sub-Contractors around each common staircase or walkway the Contractor is to allow for providing and maintaining safe access at all times for tenants and visitors.

Any repairs, cleaning down or replacement that may become necessary because of insufficient protection shall be carried out at the Contractor's expense to the satisfaction of the Client Representative.

The following requirements give examples of the state in which particular items of works must be left at the end of each working day but compliance with these particular requirements will not necessarily alleviate the Contractor from overall responsibility:

- Provision to be made for discharge of rainwater to prevent nuisance and/or deterioration of buildings or gardens.
- Every staircase, access walkway, or other escape route, must be kept in a serviceable condition, clear of debris and obstructions (see hereunder for special requirements relating to work to access walkways)
- All windows, entrance doors and external doors must be kept unobstructed at all times.
- All rooms must be left in a habitable condition clear of debris, tools and materials.
- All doors and windows to be hung and closable.
- Complete floor area to be left sound and level and clear of all debris, tools and materials.
- Safe access around the outside of the school and to and from the highway will be maintained at all times.
- Means of escape to be maintained at all times (with reference to this and previous item see hereunder for special requirements relating to work to access walkways)
- Asbestos: Conform with the requirements of all Guidance Notes, Codes of Practice and Instructions issued by the Health and Safety Commission.

The Contractor shall maintain access at all times for the tenants, their visitors, Council and Statutory Authority employees, cleansing services and emergency services.

The Contractor must ensure that he has sufficient labour available to complete the work in any particular dwelling in one continuous operation. Particular attention is to be given to ensuring a harmonious relationship is obtained between the tenants and the Contractor's staff and to meeting the reasonable needs and requirements of the tenants particularly those who work at night, leave their dwelling empty all day, have very young children at home all day, or are elderly or infirm.

The Contractor is to allow for recording the names of and the time spent by his workmen and those of Sub-Contractors and these records are to be made available to the Client Representative for inspection when requested. The Contractor must note that no claim for disturbance, loss or expense due to the

The Contractor must allow for all costs and attendance involved in satisfying the aforementioned requirements and liaising with the tenants.

Smoking or the playing of transistor radios (or similar) by workmen within the units will not be permitted and the Contractor is to ensure that his own and Sub-Contractors' operatives observe this requirement.

180 PASSES

- Controlled areas: Passes will be required for access to All the areas of the premises.
- Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required.
- Return of passes: When requested or on completion of the work to which the pass relates.

190 OCCUPIER'S RULES AND REGULATIONS

- Compliance: Conform to the occupier's rules and regulations affecting the site.
- Copies:
 - Location: The occupier's premises.
 - Arrangements for inspection: Contract Administrator.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use:
 - N/A.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
 - Work area: All works.
 - Precautions: wear appropriate protective clothing.
- Permit to work: Operatives must comply with procedures in the following areas:
 - Work area: All works.
 - Procedures: As detailed in the Health and Safety Plan.

PROTECT AGAINST THE FOLLOWING

- 310 EXPLOSIVES
- Use: Not permitted
- 330 NOISE CONTROL
- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
 - Noise levels from the Works: Maximum level: 85 dB(A) when measured from Outside.
 - Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
 - Restrictions: Do not use:
 - Pneumatic drills and other noisy appliances without consent during the hours of 9am to 5pm.
 - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.
- 340 POLLUTION
- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
 - Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.
- 350 PESTICIDES
- Use: Not permitted.
- 360 NUISANCE
- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
 - Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.
- 370 ASBESTOS CONTAINING MATERIALS
- Duty: Report immediately any suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or encapsulation.
- 371 DANGEROUS OR HAZARDOUS SUBSTANCES
- Duty: Report immediately suspected materials discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe removal or remediation.
- 375 ANTIQUITIES
- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
 - Preservation: Keep objects in the exact position and condition in which they were found.
 - Special requirements: N/A.

380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.

410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
- Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro-organisms are within acceptable levels.

430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose of site in a safe and competent manner:
 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.

450 LASER EQUIPMENT

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

460 POWER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

470 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Special precautions: N/A.
- Duty: Report immediately any suspected invasive species discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
 - Comply with service authority's/ statutory undertaker's recommendations.
 - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
 - Below ground: Use signboards, giving type and depth;
 - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:
 - Immediately give notice and notify appropriate service authority/ statutory undertaker.
 - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
 - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

- 520 ROADS AND FOOTPATHS
- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
 - Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.
- 530 EXISTING TOPSOIL/ SUBSOIL
- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
 - Protection: Before starting work submit proposals for protective measures.
- 540 RETAINED TREES/ SHRUBS/ GRASSED AREAS
- Protection: Preserve and prevent damage, except those not required.
 - Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.
- 550 RETAINED TREES
- Protected area: Unless agreed otherwise do not:
 - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
 - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
 - Change level of ground within an area 3 m beyond branch spread.
- 555 WILDLIFE SPECIES AND HABITATS
- General: Safeguard the following: N/A.
 - Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
 - Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.
- 560 EXISTING FEATURES
- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
 - Special requirements: N/A.

- 570 EXISTING WORK
- Protection: Prevent damage to existing work, structures or other property during the course of the work.
 - Removal: Minimum amount necessary.
 - Replacement work: To match existing.
- 580 BUILDING INTERIORS
- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.
- 600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT
- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinststate in original positions.
 - Extent: Before work in each room starts the Employer will remove the following:
 - N/A.
- 610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS
- Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
 - N/A.
 - Method statement: Submit within one week of request describing special protection to be provided.
- 620 ADJOINING PROPERTY
- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.
- 625 ADJOINING PROPERTY RESTRICTIONS
- Precautions:
 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - Pay all charges.
 - Remove and make good on completion or when directed.
 - Damage: Bear cost of repairing damage arising from execution of the Works.
- 630 EXISTING STRUCTURES
- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
 - Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
 - Adjacent structures: Monitor and immediately report excessive movement.
 - Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

- General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

120 DESIGN CONSTRAINTS

- Details: Comply with all tender information and scope of works.

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
- N/A.

140 SCAFFOLDING

- Scaffolding: Make available to subcontractors and others at all times.

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: Contaminated materials to be disposed of in secure designated locations only.

170 WORKING HOURS

- Specific limitations: 08.00 a.m. – 17.00 p.m. Monday – Friday
Weekend working only with Employer's permission.

180 COMPLETION IN SECTIONS OR IN PARTS

- General: Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

- 110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES
- Location: Give notice and details of intended siting.
 - Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

- 210 ROOM FOR MEETINGS
- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
 - Furniture and Equipment: Provide table and chairs for 6 people.
- 220 SITE ACCOMMODATION
- Purpose: N/A.
 - Facilities: Provide and obtain approval of suitable lockable temporary accommodation and facilities as follows:
 - Status: N/A be part of the Contractor's own accommodation
 - Location: N/A.
 - Floor area: N/A.
 - Furniture and equipment: N/A.
 - Temperature control: N/A.
 - Lighting: N/A.
 - Services: N/A.
 - Sanitary facilities: N/A.
 - Consumables: N/A.
 - Attendance: N/A.
- 230 TEMPORARY ACCOMMODATION
- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
 - Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.
- 260 SANITARY ACCOMMODATION
- Requirement: Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.
- 280 ACCOMMODATION USE/ LOCATION
- Restrictions:
 - Location: The premises.
 - Timing: During Execution of the works.

TEMPORARY WORKS

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
 - Details: N/A.
 - Restrictions on use: N/A.
 - Protective or remedial measures: N/A.

320 TEMPORARY WORKS

- Employer's specific requirements: Provide: The Contractor shall erect temporary fences to form a secure enclosure for his site compound, to all scaffolding at ground level and as necessary to protect working areas. As a guideline, these enclosures should be at least 2m high with lockable gates. Alter and adapt as necessary. Responsibility for site security rests with the Contractor. Make good upon removal. The site entrances shall be clearly identified with warning notices.

330 TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

- Temporary protection: Provide before starting work in locations shown on drawing N/A.
- Protective barriers and any other relevant physical protection measures: To BS 5837.
- Design details of the proposed physical means of protection: N/A.
- Areas of structural landscaping to be protected from construction operations: N/A
- Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: Not permitted.

SERVICES AND FACILITIES

410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
 - Metering: Metered by the Contractor and charged to the Contractor.
 - Point of supply: TBC.
 - Available capacity: TBC.
 - Frequency: 50 Hz.
 - Phase: TBC.
 - Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

430 WATER

- Supply: The Employer's mains may be used for the Works as follows:
 - Metering: Metered by the Contractor and charged to the Contractor.
 - Source: TBC.
 - Location of supply point: TBC.
 - Conditions/ Restrictions: TBC.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

440 TELEPHONES

- Temporary on site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor and Subcontractors and pay all charges.
- Responses: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.

470 E-MAIL AND INTERNET FACILITY

- General: As soon as practicable after the start on site provide a suitable e-mail facility on site, with a separate dedicated telephone line, for the use of the Contractor, Subcontractors and those acting on behalf of the Employer.
- Use on behalf of Employer: Allow for the cost of a reasonable number of transmissions made by those acting on behalf of the Employer.
- Peripherals: N/A.

510 TEMPERATURE AND HUMIDITY

- Levels required by the Employer: Maintain the following:
 - N/A.

520 USE OF PERMANENT HEATING SYSTEM

- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.
- Installation: If used:
 - Take responsibility for operation, maintenance and remedial work.
 - Arrange supervision by and indemnification of the appropriate Subcontractors.
 - Pay costs arising.

540 METER READINGS

- Charges for service supplies: Where to be apportioned ensure that:
 - Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - Copies of readings are supplied to interested parties.

550 THERMOMETERS

- General: Provide on-site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

560 SURVEYING EQUIPMENT

- General: Provide on-site and maintain in accurate condition: N/A.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 6 Nr.
 - High visibility waistcoats to BS EN 471 Class 2. Number required: 6 Nr.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 1 Nr.
 - Disposable respirators to BS EN 149.FFP1S.
 - Eye protection to BS EN 166.
 - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE BUILDING MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope:
 - Part 1: General: Content as clause 120.
 - Part 2: Fabric: Content as clause 130.
 - Part 3: Services: Content as clause 140.
 - Part 4: The Health and Safety File: (prepared and supplied by the Principal Designer). Content as clause 150.
 - Part 5: Building User Guide: [Content as clause 151]
- Responsibility: The Building Manual is to be produced by contractor and must be complete no later than one week before practical completion.
- Information provided by others: Details: all materials and equipment installed.
- Compilation:
 - Prepare all information for Contractor designed or performance specified work including as-built drawings.
 - Obtain or prepare all other information to be included in the Manual.
- Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
- Final copies of the Manual:
 - Number of copies: Two.
 - Format: A4 electronic.
 - Latest date for submission: one weeks before the date for completion stated in the contract.
- As-built drawings and schedules:
 - Number of copies: Two.
 - Format: A4 electronic.

115 THE HEALTH AND SAFETY FILE

- Responsibility: the contractor.
- Content: Obtain and provide the following information: All information regarding remedial works that could be useful if future building work is undertaken.
- Format: One A4 Hard Copy and One A4 copy Electronic
- Delivery to: CDM Advisor By (date): One week before Practical Completion of the works.

120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
 - Description of the buildings and facilities.
 - Ownership and tenancy, where relevant
 - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
 - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - Overall design criteria.
 - Environmental performance requirements
 - Relevant authorities, consents and approvals.
 - Third party certification, such as those made by competent persons in accordance with the Building Regulations
- Operational requirements and constraints of a general nature:
 - Maintenance contracts and contractors.
 - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
 - Emergency procedures and contact details in case of emergency.
 - Other specific requirements: Original Certificates Required.
- Description and location of other key documents.
- Timescale for completion: One week before Practical Completion of the works.

130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
 - Floor and roof loadings.
 - Durability of individual components and elements.
 - Loading restrictions.
 - Insulation values.
 - Fire ratings.
 - Other relevant performance requirements.
- Construction of the building:
 - A detailed description of methods and materials used.
 - As-built drawings recording the construction, together with an index.
 - Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including:
 - Air permeability.
 - Resistance to passage of sound.
 - Continuity of insulation.
 - Electricity and Gas safety.
 - Waste Disposal including Asbestos disposal.
- Other specific requirements: Original Certificates.
- Timescale for completion: One week before Practical Completion of the works.

140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria and description of the systems, including:
 - Services capacity, loadings and restrictions
 - Services instructions.
 - Services log sheets.
 - Manufacturers' instruction manuals and leaflets index.
 - Fixtures, fittings and component schedule index.
- Detailed description of methods and materials used.
- As-built drawings for each system recording the construction, together with an index, including:
 - Diagrammatic drawings indicating principal items of plant, equipment and fittings
 - Record drawings showing overall installation
 - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 - Identification of services – a legend for colour coded services.
- Product details, including for each item of plant and equipment:
 - Name, address and contact details of the manufacturer.
 - Catalogue number or reference
 - Manufacturer's technical literature, including detailed operating and maintenance instructions.
 - Information and guidance concerning dismantling, repair, renovation or decommissioning.
- Operation: A description of the operation of each system, including:
 - Starting up, operation and shutting down
 - Control sequences
 - Procedures for seasonal changeover
 - Procedures for diagnostics, troubleshooting and fault-finding.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
 - Electrical circuit tests.
 - Corrosion tests.
 - Type tests.
 - Work tests.
 - Start and commissioning tests.
- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
- Lubrication: Schedules of all lubricated items
- Consumables: A list of all consumable items and their source.
- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- Emergency procedures for all systems, significant items of plant and equipment.

- Annual maintenance summary chart.
 - Other specific requirements: Original Certificates required.
 - Timescale for completion: One week before Practical Completion of the works
- 150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE
- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - residual hazards and how they have been dealt with
 - hazardous materials used
 - information regarding the removal or dismantling of installed plant and equipment
 - health and safety information about equipment provided for cleaning or maintaining the structure;
 - the nature, location and markings of significant services,
 - information and as-built drawings of the structure, its plant and equipment
 - As detailed in the Pre-Construction Information Pack.
 - Information prepared by others: Details: N/A.
 - Timescale for completion: One week before Practical Completion.
 - Submit to: Contract Administrator.
- 151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE
- Content: Obtain and provide the following:
 - Building services information.
 - Emergency information.
 - Energy & environmental strategy.
 - Water use.
 - Transport facilities.
 - Materials & waste policy.
 - Re-fit/ re-arrangement considerations.
 - Reporting provision.
 - Training.
 - Links & references.
 - Other specific requirements: User Guidelines.
 "Timescale for completion: One week before practical completion .
- 160 PRESENTATION OF BUILDING MANUAL
- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
 - Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
 - As-built drawings: The main sets may form annexes to the Manual.
- 220 TRAINING
- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
 - Level of training Site Supervisor / Manager.
 - Time allowance: Include a minimum of five days.

250 TOOLS

- General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
- Quantity: Two complete sets.
- Time of submission: At completion.

**A40 CONTRACTOR'S GENERAL COST ITEMS:
MANAGEMENT AND STAFF**

- 110 MANAGEMENT AND STAFF
- Cost significant items: To be completed by the main Contractor.

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

- 110 SITE ACCOMMODATION
- Details: Site accommodation required or made/ not made available by the Employer: See section A36.
 - Cost significant items: To be completed by the main Contractor.

**A42 CONTRACTOR'S GENERAL COST ITEMS:
SERVICES AND FACILITIES**

110 SERVICES AND FACILITIES

- Details: Services or facilities required or made/ not made available by the Employer: See section A36.
- Cost significant items: To be completed by the main Contractor.

**A43 CONTRACTOR'S GENERAL COST ITEMS:
MECHANICAL PLANT**

110 MECHANICAL PLANT

- Cost significant items: To be completed by the main Contractor.

**A44 CONTRACTOR'S GENERAL COST ITEMS:
TEMPORARY WORKS**

110 TEMPORARY WORKS

- Details: Temporary works required or made/ not made available by the Employer: See section A36.
- Cost significant items: To be completed by the main Contractor.

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

- 110 WORK BY/ ON BEHALF OF EMPLOYER
- Title: N/A.
 - Description of work: N/A.
 - Carried out by: N/A.
 - Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
 - N/A.
- 120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER
- General: Details of such products are given in the work sections, for fixing by the Contractor. Use for no other purpose than the Works.
 - Handling: Accept delivery, check against receipts and take into appropriate storage.
 - Surplus products: Keep safe and obtain instructions.

A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS

110 WORK BY LOCAL AUTHORITY

- Item: N/A.
- Description of work: N/A.
- Provisional Sum: Include N/A.
- Allow for general attendance.

120 WORK BY STATUTORY UNDERTAKERS

- Item: N/A.
- Description of work: N/A.
- Provisional Sum: Include N/A.
- Allow for general attendance.

A54 PROVISIONAL WORK/ ITEMS

590 CONTINGENCIES

- Provisional sum: Include a provisional sum to be used or deducted in part or in full at the discretion of the contract administrator as described in schedule of works.

A55 DAYWORKS

- Show percentages only

110 LABOUR

- Labour costs incurred before the Final Completion Date
Percentage adjustment to cover incidental costs, overheads and profit: _____%.
- Labour costs incurred after the Final Completion Date
Percentage adjustment to cover incidental costs, overheads and profit: _____%.

120 PRODUCTS

- Cost of Products at any time during the Contract
Percentage adjustment to cover incidental costs, overheads and profit: _____%.

130 EQUIPMENT

- Cost of Plant (equipment) incurred before the Final Completion Date
Percentage adjustment to cover incidental costs, overheads and profit: _____%.
- Cost of plant (equipment) incurred after the Final Completion Date
Percentage adjustment to cover incidental costs, overheads and profit _____%.
- Plant (equipment) costs: Rates set out in the Schedule of Basic Plant Charges published by the RICS current at the Date of Tender.

140 SPECIALIST TRADES

- Show percentages only

RICS/ Electrical Contractors' Association:

Labour:

Percentage adjustment to cover incidental costs, overheads and profit: _____ %.

Materials and goods

Percentage adjustment to cover incidental costs, overheads and profit: _____ %.

Plant

Percentage adjustment to cover incidental costs, overheads and profit: _____ %.

RICS/ Heating and Ventilating Contractors' Association:

Labour:

Percentage adjustment to cover incidental costs, overheads and profit: _____ %.

Materials and goods

Percentage adjustment to cover incidental costs, overheads and profit: _____ %.

Plant

Percentage adjustment to cover incidental costs, overheads and profit: _____ %.

RICS/ National Association of Plumbing, Heating and Mechanical Services contractors:

Labour:

Percentage adjustment to cover incidental costs, overheads and profit: _____ %.

Materials and goods

Percentage adjustment to cover incidental costs, overheads and profit: _____ %.

Plant

Percentage adjustment to cover incidental costs, overheads and profit: _____ %.

A56 ADVANCE PROCUREMENT

NOT APPLICABLE

