

**CAFCASS**

**70 Grays Inn Road - London  
Office Fit Out**

**Specification**

**BC.STH.2022.00145.001**

**03 October 2022**



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## DOCUMENT CONTROL

Revision	Date	Issue / Revision Details	Prepared By	Checked By	Approved By
1	03/10/22	First issue	IB	TM	RR

## **Section 1**

### **Preliminaries**

## A10 PROJECT PARTICULARS

### 110 THE PROJECT

- Name: CAFCASS – 70 Grays Inn Road, London
  - Nature: Office Fitout
  - Location: 70 Grays Inn Road, London
  - Length of contract: 12 Weeks.
- GF Fitout Works 5th December - 10th February 2023 (partial possession).  
- FF Fitout Works 5th December - 27th February 2023

### 120 EMPLOYER (CLIENT)

- Name: Children and Family Court Advisory and Support Service (CAFCASS).
- Address: 3rd Floor, 21 Bloomsbury Street, London.
- Contact: Dominic Lomax
- Telephone: 07876031745
- E-mail: Dominic.Lomax@cafcass.gov.uk

### 130 PRINCIPAL CONTRACTOR (CDM)

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

### 140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: AHR Building Consultancy Ltd.
- Address: 31-35 Kirby Street, London EC1N 8TE.
- Contact: Tara Mitsis
- Telephone: 07719061711
- E-mail: Tara.Mitsis@ahr.co.uk

### 150 PRINCIPAL DESIGNER

- Name: AHR Building Consultancy Ltd.
- Address: 31-35 Kirby Street, London EC1N 8TE.
- Contact: Alan Blyth.
- Telephone: 07973 712832
- E-mail: alan.blyth@ahr.co.uk.



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## A11 TENDER AND CONTRACT DOCUMENTS

### 110 TENDER DRAWINGS

- The tender drawings are:
  - BC.STH.2022.00145.001 T001 - Existing Plan
  - BC.STH.2022.00145.001 T002 - Strip Out Works
  - BC.STH.2022.00145.001 T003 - Proposed Plan
  - BC.STH.2022.00145.001 T004 - WCs
  - BC.STH.2022.00145.001 T005 - GF Tea Point
  - BC.STH.2022.00145.001 T006 - FF Tea Point
  - BC.STH.2022.00145.001 T007 - Ceiling Finishes
  - BC.STH.2022.00145.001 T008 - RCP
  - BC.STH.2022.00145.001 T009 - Floor Finishes
  - BC.STH.2022.00145.001 T010 - Decorations Plan
  - BC.STH.2022.00145.001 T011 - General Arrangement

**120 CONTRACT DRAWINGS**

- The Contract Drawings: The same as the tender drawings.

**160 PRECONSTRUCTION INFORMATION**

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

## A12 THE SITE/ EXISTING BUILDINGS

### 110 THE SITE

- Description: The site consists of the ground and first floor of a six-story office building.

### 120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: 70 Grays Inn Road is a multi-office building, with similar properties adjacent to the North, South and West. A Park sits to the East of the building.

### 180 HEALTH AND SAFETY FILE

- Existing Health & Safety File to be confirmed.

### 200 ACCESS TO THE SITE

- Description: From Grays Inn Road.
- Limitations: There is no car parking at the property.

### 210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: There is no parking at the property.

### 220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: To be confirmed at the Pre-Contract Meeting.

### 230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
  - Commercial office buildings neighbour 70 Grays Inn Road to the North, beyond Grays Inn Road, South and West. To East, at the rear of the building, lies a park.

### 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.
- 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.

### 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: Contractors site visits will be arranged the afternoon of 19<sup>th</sup>, 20<sup>th</sup> and 26<sup>th</sup> October 2022.

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## A13 DESCRIPTION OF THE WORK

### 120 THE WORKS

- Office fit out which includes installation of partitions to form new rooms as per drawings, installation of teas points on each floor, installation of folding partitions, installation of new WCs, decorations and alterations and adaptations to the existing M&E.

### 130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: N/A

## **A20 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (MWD)**

### **JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN**

- The Contract: Minor Works Building Contract with Contractor's Design 2016 Edition
- Requirement: Allow for the obligations, liabilities and services described.

### **THE RECITALS**

#### **First - THE WORKS AND THE CONTRACT ADMINISTRATOR**

- The work comprises: General maintenance Works
- Architect/ Contract Administrator: See clause A10/140.

#### **Second - CONTRACTOR'S DESIGNED PORTION**

- The Works include the design and construction of:
  - Acoustic Double-Glazed Glass Partitions.
  - Folding Partitions and any associated works (The contractor is to allow for the appointment of a structural engineer to determine the suitability of the structure to install the folding partitions. Any necessary design work, alterations or additional works necessary for the installation is to be included in the contractor's design).
  - Doors.
  - GF Tea Point, including housing/doors.
  - FF Tea Point/ Refreshment area and island.
  - FF Meeting Booths
  - GF Accessible WC.
  - FF WCs.
  - Change in level to Main Entrance Doors

#### **Third - CONTRACT DOCUMENTS**

- Contract drawings: As listed in clause A11/120.  
Contract documents: The following have been prepared which show and describe the work to be done A specification.

#### **Fourth - PRICED DOCUMENTS**

- Documents to be priced or provided by the Contractor: Work schedules.

### **THE ARTICLES**

#### **3 - ARCHITECT/ CONTRACT ADMINISTRATOR**

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

#### **4 and 5 - PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR**

- Principal Designer: See clause A10/150.
- Principal Contractor: See clause A10/130.

### **CONTRACT PARTICULARS**

#### **Fifth Recital and Schedule 2 - BASE DATE**

- Base date: 7 October 2022

#### **Fifth Recital and clause 4.2 - CONSTRUCTION INDUSTRY SCHEME (CIS)**

- Employer at base date is not a 'contractor' for the purposes of the CIS.

Eighth Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 applies.
- Health and safety: Paragraph 2 applies.
- Cost savings and value improvements: Paragraph 3 applies.
- Sustainable development and environmental considerations: Paragraph 4 applies.
- Performance indicators and monitoring: Paragraph 5 does not apply.
- Notification and negotiation of disputes: Paragraph 6 applies.  
Where paragraph 6 applies, the respective nominees of the parties are:
  - Employer's nominee: TBC
  - Contractor's nominee: TBCOr such replacement as each party may notify to the other from time to time.

Article 7 - ARBITRATION

- Article 7 and Schedule 1 apply.

Clause 2.3 - COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: TBC.
- Date for Completion: TBC.

Clause 2.9 - LIQUIDATED DAMAGES

- At the rate of £7,500.00 per calendar week or pro-rata thereto.

Clause 2.11 - RECTIFICATION PERIOD

- Period: Twelve Months from the date of practical completion.

Clause 4.3 - PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Percentage: 95 per cent.

Clause 4.4 - PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 97½ per cent.

Clause 4.8.1 - SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: Three months from the date of practical completion.

Clause 5.3.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event):  
Not less than £5mil.

Clauses 5.4A, 5.4B and 5.4C - INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

- Clause 5.4B (Works and existing structures insurance by Employer in Joint Names) applies.

Clauses 5.4A.1 and 5.4B.1.2 - PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 10.5 per cent.

Clause 7.2 - ADJUDICATION

- The Adjudicator is: The President.
- Nominating body: Royal Institution of Chartered Surveyors.

Schedule 1 paragraph 2.1 - ARBITRATION

- Appointer of Arbitrator (and of any replacement): President or a Vice president of the: The Royal Institution of Chartered Surveyors.

## **THE CONDITIONS**

SECTION 1: DEFINITIONS AND INTERPRETATION

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a deed.

## 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 2 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.
- 190 PERIOD OF VALIDITY
- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.
  - Date for possession/ commencement: See section A20.

### PRICING/ SUBMISSION OF DOCUMENTS

- 210 PRELIMINARIES IN THE SPECIFICATION
- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.
- 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.
- 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.



510 ALTERNATIVE METHOD TENDERS

- 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: With 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.

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: Within one week of request.

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.

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 to anyone other than the project participants without express written permission.
- Confidentiality: Maintain at all times.

**SUBLETTING/ SUPPLY**

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: Fire Alarm, Security system, intercom and access control.
  - Enter into a contract with one of the following:  
the incumbent suppliers for the building.

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    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 AND INFORMATION

- 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 THE 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.

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**DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS**

**600 CONTRACTOR'S DESIGN INFORMATION**

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
  - Production information based on the drawings, specification and other information.
  - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information required: Drawings and details.
  - Format: Electronic.
  - Number of copies: One.
- Submit: Within one week of request.

**620 AS BUILT DRAWINGS AND INFORMATION**

- Contractor designed work: Provide drawings/ information:
  - Drawings.
- Submit: At least two weeks before date for completion.

**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.

## 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.

#### 115 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](http://www.ccscheme.org.uk)
  - E mail. [enquiries@ccscheme.org.uk](mailto:enquiries@ccscheme.org.uk)
- Standard: Comply with the Scheme's Code of Considerate Practice.
  - Minimum compliance level: Compliance.

#### 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.

#### 125 PROFESSIONAL INDEMNITY INSURANCE

- Provide and maintain insurance in respect of Contractor Designed Works:
  - Level of cover: Relates to claims or series of claims arising out of one event.
  - Period of insurance for these purposes: one year.
- Amount of indemnity required: £ 2mil.
- Limit of cover for pollution/ contamination claims (If none is stated, the required level of cover shall be the full amount of the indemnity cover stated): £ 2mil.
- Expiry of required period of CDP Professional Indemnity insurance: twelve years (If no period is selected, the expiry date shall be 6 years from the date of practical completion of the Works).
- Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required.
  - Format: Electronic.

#### 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.

#### 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: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
  - Planning and mobilisation by the Contractor
  - Subcontractor's work.
  - 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.
  - Work by others concurrent with the Contract.
- Submit one copy.

### **245 START OF WORK ON SITE**

- Notice: Before the proposed date for start of work on site give minimum notice of one week.

### **260 SITE MEETINGS**

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: On 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.

### **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): One Week.

### **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**

### **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.

440 MEASUREMENT

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

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.

## 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: Without defects, 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.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

**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 Tender drawings.

### **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.

### **435 ELECTRICAL INSTALLATION CERTIFICATE**

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

### **525 ACCESS**

- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.
- Designate: Contract Administrator.

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: Three days.
- 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.

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.

590 RESISTANCE TO PASSAGE OF SOUND

- Method: Robust standard details.
- Compliance: Submit notifications,
  - Copies: Incorporate in the Building Manual.

610 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.

**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 dated 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.

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730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Employer.
- 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

- 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN
- Submission: Present to the Employer/ Client no later than 10 days prior to commencement of works.
  - 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: All areas of the building will be occupied during the works.
  - Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
  - Overtime: If 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 allowed, provided that such overtime is authorized in advance.
- 180 ACCESS CONTROL
- Controlled areas: All areas of the building.
  - Control type: Access card with reader.
  - Authorised persons: Submit a list of the names of all persons requiring access together with any other related information reasonably required.
  - Return of credentials: When requested or on completion of the work to which the controlled area relates.
- 190 OCCUPIER'S RULES AND REGULATIONS
- Compliance: Conform to the occupier's rules and regulations affecting the site.
  - Copies:
    - Location: TBC.
    - Arrangements for inspection: TBC.
- 200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT
- Restrictions on use:
    - Use only for business purposes.



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.

**PROTECT AGAINST THE FOLLOWING**

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.

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 Construction Industry Publications 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 off 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.

460 POWER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

**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.

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.

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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.

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## A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

### 170 WORKING HOURS

- Specific limitations: During working hours only.

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## A36 FACILITIES/ TEMPORARY WORK/ SERVICES

### GENERALLY

#### ACCOMMODATION

##### 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.

#### TEMPORARY WORKS

##### 320 TEMPORARY WORKS

- Employer's specific requirements: Provide: Protection of adjacent office accommodation as outline in the schedule of works.

##### 340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: Not permitted.

## A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

### GENERALLY

#### 110 THE BUILDING MANUAL

- Responsibility: The Contractor
- Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Specific requirements: TBC
- Format: One hard copy and two electronic copies.
- Number of copies: As above.
- Delivery to: CA. by (date) 1 Month following Practical Completion.

#### 115 THE HEALTH AND SAFETY FILE

- Responsibility: the contractor.
- Content: Obtain and provide the following information: TBC.
- Format: One hard copy and two electronic copies
- Delivery to: CA By (date): 1 Month following Practical Completion.

#### 155 CONTENT OF THE BUILDING MANUAL

- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
- Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.
- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

## **Section 2**

### **Preambles**

## C20 Demolition

### 5 SURVEY

- Scope: Before starting deconstruction/ demolition work, examine available information, and carry out a survey of:
  - the structure or structures to be deconstructed/ demolished,
  - the site on which the structure or structures stand, and
  - the surrounding area.
- Report and method statements: Submit, describing:
  - Form, condition and details of the structure or structures, the site and the surrounding area.
    - Extent: /
  - Type, location and condition of features of historical, archaeological, geological or ecological importance.
  - Type, location and condition of adjoining or surrounding premises that might be adversely affected by removal of the structure or structures or by noise, vibration and/ or dust generated during deconstruction/ demolition.
  - Identity and location of services above and below ground, including those required for the Contractor's use, and arrangements for their disconnection and removal.
  - Form and location of flammable, toxic or hazardous materials, including lead-based paint, and proposed methods for their removal and disposal.
  - Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
  - Proposed programme of work, including sequence and methods of deconstruction/ demolition.
  - Details of specific pre-weakening required.
  - Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
  - Arrangements for control of site transport and traffic.

### 10 EXTENT OF DECONSTRUCTION/ DEMOLITION

- General: Subject to retention requirements specified elsewhere, deconstruct/ demolish structures down to Floor level.

### 25 LOCATION OF SERVICES

- Services affected by the Works: Locate and mark positions.
- Mains services marking: Arrange with the appropriate authorities for services to be located and marked.

### 30 SERVICES DISCONNECTION ARRANGED BY CONTRACTOR

- Responsibility: Before starting deconstruction/ demolition arrange with the appropriate authorities for disconnection of services owned by those authorities and removal of associated fittings and equipment.

### 32 DISCONNECTION OF DRAINS

- General: Locate, disconnect and seal disused foul and surface water drains.
- Sealing: Permanent, and within the site.



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- 50      WORKMANSHIP
- Standard: Demolish structures in accordance with BS 6187.
  - Operatives: Appropriately skilled and experienced for the type of work. Holding, or in training to obtain, relevant CITB Certificates of Competence.
  - Site staff responsible for supervision and control of work: Experienced in the assessment of risks involved and methods of deconstruction/ demolition to be used.
- 55      SITE HAZARDS
- Precautions: Prevent fire and/ or explosion caused by gas and/ or vapour from tanks, pipes, etc.
  - Dust: Reduce by periodically spraying with an appropriate wetting agent, or contain.
    - Lead dust: Submit method statement for control, containment and clean-up regimes.
  - Site operatives and general public: Protect from vibration, dangerous fumes and dust arising during the course of the Works.
- 70      PARTLY DECONSTRUCTED/ DEMOLISHED STRUCTURES
- General: Leave partly in a stable condition, with adequate temporary support at each stage to prevent risk of uncontrolled collapse. Make secure outside working hours.
  - Temporary works: Prevent overloading due to debris.
  - Access: Prevent access by unauthorized persons.
- 76      ASBESTOS-CONTAINING MATERIALS – UNKNOWN OCCURENCES
- Discovery: Give notice immediately of suspected asbestos-containing materials when discovered during deconstruction/ demolition work. Avoid disturbing such materials.
  - Removal: Submit statutory risk assessments and details of proposed methods for safe removal.
- 78      UNFORESEEN HAZARDS
- Discovery: Give notice immediately when hazards, such as unrecorded voids, tanks, chemicals are discovered during deconstruction/ demolition.
  - Removal: Submit details of proposed methods for filling, removal, etc.
- 85      SITE CONDITION AT COMPLETION
- Debris: Clear away and leave the site tidy on completion.
  - Special requirements: /.
- 90      CONTRACTOR'S PROPERTY
- Components and materials arising from the deconstruction/ demolition work: Property of the Contractor except where otherwise provided.
  - Action: Remove from site as work proceeds where not to be reused or recycled for site use.
- 95      RECYCLED MATERIALS
- Materials arising from deconstruction/ demolition work: Can be recycled or reused elsewhere in the project, subject to compliance with the appropriate specification and in accordance with any site waste management plan.

## G20 Carpentry/ timber framing/ first fixing

### GENERAL

#### 105 TIMBER PROCUREMENT

- Timber (including timber for wood based products): Obtained from well managed forests/ plantations in accordance with:
  - The laws governing forest management in the producer country or countries.
  - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- Documentation: Provide either:
  - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied, or
  - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood based products.

#### 150 STRENGTH GRADING OF TIMBER

- Grader: A company currently registered under a third party quality assurance scheme operated by a certification body approved by the UK Timber Grading Committee.

#### 160 GRADING AND MARKING OF SOFTWOOD

- Timber of a target/ finished thickness less than 100 mm and not specified for wet exposure: Graded at an average moisture content not exceeding 20% with no reading being in excess of 24% and clearly marked as 'DRY' or 'KD' (kiln dried).
- Timber graded undried (green) and specified for installation at higher moisture contents: Clearly marked as 'WET' or 'GRN'.
- Structural timber members cut from large graded sections: Regraded to approval and marked accordingly.

### WORKMANSHIP GENERALLY

#### 401 CROSS SECTION DIMENSIONS OF STRUCTURAL SOFTWOOD AND HARDWOOD

- Dimensions: Dimensions in this specification and shown on drawings are target sizes as defined in BS EN 336.
- Tolerances: The tolerance indicators (T1) and (T2) specify the maximum permitted deviations from target sizes as stated in BS EN 336, clause 4.3:
  - Tolerance class 1 (T1) for sawn surfaces.
  - Tolerance class 2 (T2) for further processed surfaces.

#### 402 CROSS SECTION DIMENSIONS OF NONSTRUCTURAL SOFTWOOD

- Dimensions: Dimensions in this specification and shown on drawings are finished sizes.
- Maximum permitted deviations from finished sizes: As stated in BS EN 1313-1, clause 6 for sawn sections.

#### 403 CROSS SECTION DIMENSIONS OF NONSTRUCTURAL HARDWOOD

- Dimensions: Dimensions in this specification and shown on drawings are finished sizes.
- Maximum permitted deviations from finished sizes: As stated in BS EN 1313-2:
  - Clause 6 for sawn sections.
  - Clause NA.3 for further processed sections.

#### 420 WARPING OF TIMBER

- Bow, spring, twist and cup: Not greater than the limits set down in BS 4978, BS EN 14081-1 and BS EN 844-3.

430 SELECTION AND USE OF TIMBER

- Timber members damaged, crushed or split beyond the limits permitted by their grading: Do not use.

435 NOTCHES, HOLES AND JOINTS IN TIMBER

- Notches and holes:
  - General: Avoid if possible.
  - Sizes: Minimum needed to accommodate services.
  - Position: Do not locate near knots or other defects.
  - In same joist: Minimum 100 mm apart horizontally.
  - Notches in joists:
    - Position: Locate at top. Form by sawing down to a drilled hole.
    - Depth (maximum): 0.15 x joist depth.
    - Distance from supports: Between 0.1 and 0.2 x span.
  - Holes in joists:
    - Position: Locate on neutral axis.
    - Diameter (maximum): 0.25 x joist depth.
    - Centres (minimum): 3 x diameter of largest hole.
    - Distance from supports: Between 0.25 and 0.4 of span.
  - Notches in roof rafters, struts and truss members: Not permitted.
  - Holes in struts and columns: Locate on neutral axis.
    - Diameter (maximum): 0.25 x minimum width of member.
    - Centres (minimum): 3 x diameter of largest hole.
    - Distance from ends: Between 0.25 and 0.4 of span.
- Scarf joints, finger joints and splice plates: Do not use without approval.

440 PROCESSING TREATED TIMBER

- Cutting and machining: Carry out as much as possible before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thickened, planed, ploughed, etc.
- Surfaces exposed by minor cutting/ drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.

450 MOISTURE CONTENT

- Moisture content of wood and wood based products at time of installation: Not more than:
  - Covered in generally unheated spaces: 24%.
  - Covered in generally heated spaces: 20%.
  - Internal in continuously heated spaces: 20%.

451 MOISTURE CONTENT TESTING

- Procedure: When instructed, test timber sections with an approved electrical moisture meter.
- Test sample: Test 5% but not less than 10 lengths of each cross-section in the centre of the length.
- Test results: 90% of values obtained to be within the specified range. Provide records of all tests.

510 PROTECTION

- Generally: Keep timber dry and do not overstress, distort or disfigure sections or components during transit, storage, lifting, erection or fixing.
- Timber and components: Store under cover, clear of the ground and with good ventilation. Support on regularly spaced, level bearers on a dry, firm base. Open pile to ensure free movement of air through the stack.
- Trussed rafters: Keep vertical during handling and storage.

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## JOINTING TIMBER

### 570 JOINTING/ FIXING GENERALLY

- Generally: Where not specified precisely, select methods of jointing and fixing and types, sizes and spacings of fasteners in compliance with section Z20.

### 630 BOLTED JOINTS

- Bolt spacings (minimum): To BS EN 1995-1-1, section 8.5.
- Holes for bolts: Located accurately and drilled to diameters as close as practical to the nominal bolt diameter and not more than 2 mm larger.
- Washers: Placed under bolt heads and nuts that would otherwise bear directly on timber. Use spring washers in locations which will be hidden or inaccessible in the completed building.
- Bolt tightening: So that washers just bite the surface of the timber. Ensure that at least one complete thread protrudes from the nut.  
Checking: At agreed regular intervals up to Completion. Tighten as necessary.

### 670 ANTI-CORROSION FINISHES FOR FASTENERS

- Galvanizing: To BS 7371-6, with internal threads tapped and lightly oiled following treatment.
- Sherardizing: To BS 7371-8, Class 1.
- Zinc plating: To BS EN ISO 4042 and passivated.

## ERECTION AND INSTALLATION

### 740 PRE-ERECTION CHECKING

- Timing: Not less than 10 days before proposed erection start date.
- Checklist:
  - Foundations and other structures to which timber structure will be attached: Check for accuracy of setting out.
  - Holding down bolts: Check for position, protruding length, condition and slackness.
- Inaccuracies and defects: Report without delay.
- Erection: Obtain permission to commence.

### 750 MODIFICATIONS/REPAIRS

- Defects due to detailing or fabrication errors: Report without delay.
- Methods of rectification: Obtain approval of proposals before starting modification or remedial work.
- Defective/damaged components: Timber members/ components may be rejected if the nature and/or number of defects would result in an excessive amount of site repair.

### 760 TEMPORARY BRACING

- Provision: As necessary to maintain structural timber components in position and to ensure complete stability during construction.

### 770 ADDITIONAL SUPPORTS

- Provision: Position and fix additional studs, noggings and/ or battens to support edges of sheets materials, and wall/ floor/ ceiling mounted appliances, fixtures, etc. shown on drawings
- Material properties: Additional studs, noggings and battens to be of adequate size and have the same treatment, if any, as adjacent timber supports.

775 BEARINGS

- Timber surfaces which are to transmit loads: Finished to ensure close contact over the whole of the designed bearing area.
- Packings: Where provided, to cover the whole of the designed bearing area.
  - Crushing strength: Not less than timber being supported.
  - In external or inaccessible locations: Rot and corrosion proof.

780 WALL PLATES

- Position and alignment: To give the correct span and level for trusses, joists, etc.
- Bedding: Fully in fresh mortar.
- Joints: At corners and elsewhere where joints are unavoidable use nailed half lap joints. Do not use short lengths of timber.

784 JOISTS GENERALLY

- Centres: Equal, and not exceeding designed spacing.
- Bowed joists: Installed with positive camber.
- End joists: Positioned approximately 50 mm from masonry walls.

786 JOISTS ON HANGERS

- Hangers: Bedded directly on and hard against supporting construction. Do not use packs or bed on mortar.
- Joists: Cut to leave not more than 6 mm gap between ends of joists and back of hanger. Rebated to lie flush with underside of hangers.
- Fixing to hangers: A nail in every hole.

795 TRIMMING OPENINGS

- Trimmers and trimming joists: When not specified otherwise, not less than 25 mm wider than general joists.

850 INSPECTION GENERALLY

- Structural timber-work: Give reasonable notice before covering up.

860 BOLTED JOINTS INSPECTION

- Timing: Inspect all accessible bolts at the end of the Defects Liability Period and tighten if necessary.

## K10 Plasterboard dry linings/ partitions/ ceilings

### 30 METAL STUD PARTITIONS

- Manufacturer: British Gypsum.
    - Product reference: Gypframe.
  - Stud types: 70 S 50 'C' Studs
    - Centres: 600mm.
  - Insulation: 25mm Isover Acoustic Roll.
    - Recycled content: Not applicable.
  - Linings: One layer 15mm Gyproc SoundBloc plasterboard.
    - Recycled content: Not applicable.
    - Screw centres: 300 mm generally, reduced to 200 mm at external angles.
  - Finishing: Seamless jointing.
    - Primer/ Sealer: Primer to painted areas.
- Accessories: Metal beads/ stops recommended by board manufacturer.

### 30 METAL STUD PARTITIONS

- Description: As per drawing T003
  - Manufacturer: British Gypsum
    - Product reference: Gypframe
- Studs
- Type: 92S50 'C' Studs
- Centres: 600 mm
- Fire performance 60minutes
  - Insulation: Isover Acoustic Roll
    - Recycled content: Not applicable
    - Thickness: 75 mm
  - Linings: Two layers 12.5 mm Gyproc Soundbloc
    - Recycled content: Not applicable
    - Screw centres: 300 mm generally, reduced to 200 mm at external angles
  - Finishing: Seamless jointing
    - Primer/ Sealer: Primer to painted areas
- Accessories: Metal beads/ stops recommended by board manufacturer
- Other requirements: Fire-stopping around services as section P12

### 65 DRY LINING GENERALLY

- General: Use fixing, jointing, sealing and finishing materials, components and installation methods recommended by board manufacturer.
- Plasterboards: To BS EN 520.
- Cutting plasterboards: Neatly and accurately without damaging core or tearing paper facing. Minimize cut edges.
- Two layer boarding: Stagger joints between layers.
- Finishing: Neatly to give flush, smooth, flat surfaces free from bowing and abrupt changes of level.

### 69 INSTALLING BEADS/ STOPS

- Cutting: Neatly using mitres at return angles.
- Fixing: Securely using longest possible lengths, plumb, square and true to line and level,

ensuring full contact of wings with substrate.

- Finishing: After joint compounds/ plasters have been applied, remove surplus material while still wet from surfaces of beads exposed to view.

70      **ADDITIONAL SUPPORTS**

- Framing: Accurately position and securely fix to give full support to:
  - Partition heads running parallel with, but offset from main structural supports.
  - Fixtures, fittings and services.
  - Board edges and lining perimeters.

87      **SEALING GAPS AND AIR PATHS**

- Sealing: Apply sealant to perimeter abutments and around openings as a continuous bead with no gaps.

90      **SEAMLESS JOINTING**

- Filling and taping: Fill joints, gaps and internal angles with jointing compound and cover with continuous lengths of tape, fully bedded.
- Finishing: Feather out jointing compound to give a flush, smooth, seamless surface.
- Nail/ screw depressions and minor indents: Fill to give a flush surface.

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## K10 Gypsum board dry linings/ partitions/ ceilings

### 220 Gypsum MF ceiling

1. Standard: To BS EN 13964.
2. Evidence of compliance: Submit Declaration of Performance (DoP).
3. Manufacturer: Knauf UK
  - 3.1. Contact details
    - 3.1.1. Address: Kemsley Fields Business Park  
Sittingbourne  
Kent  
United Kingdom  
ME9 8SR
    - 3.1.2. Telephone: +44 (0)1795 424499
    - 3.1.3. Web: www.knauf.co.uk
    - 3.1.4. Email: technical-uk@knauf.com
  - 3.2. Product reference: To match existing.
4. Fire performance
  - 4.1. Reaction to fire: To BS EN 13501-1, class B-s3, d2 or better
  - 4.2. Fire resistance of complete wall lining assembly: Not required
  - 4.3. Cavity fire barriers: As per P10/410 Flexible cavity barriers
5. Lining board: To match existing.
  - 5.1. Finishing: As recommended by board manufacturer
  - 5.2. Accessories: Metal beads/ stops recommended by lining board manufacturer
6. Suspension system
  - 6.1. Grid centres: Insert centers recommended by lining board manufacturer
  - 6.2. Hangers: Type recommended by board manufacturer
7. Access units: Required
8. Accessories/ Other requirements: Fire-stopping around service penetrations as section P12

### General/ preparation

### 305 Compliance with performance requirements

1. Materials, components and details: As used in testing/ assessment reports. If discrepancies arise, give notice.

### 335 Additional supports

1. Framing: Accurately position and securely fix to give full support to:
  - 1.1. Partition heads running parallel with, but offset from main structural supports.
  - 1.2. Fixtures, fittings and service outlets. Mark framing positions clearly and accurately on linings.
  - 1.3. Board edges and lining perimeters, as recommended by board manufacturer to suit type and performance of lining.



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## Components

### 400 Gypsum boards generally

1. Standard
  - 1.1. Gypsum plasterboard to BS EN 520.
  - 1.2. Gypsum fibre board to BS EN 15283-2.
  - 1.3. Evidence of compliance: Submit Declaration of Performance (DoP).

### 430 Access panels

1. Description: Locations as per RCP
2. Type: 60 minutes fire protection to BS EN 13501-2
  - 2.1. Sizes: 550 x 550 mm
  - 2.2. Fire performance
    - 2.2.1. Reaction to fire: To BS EN 13501-1, class B-s3, d2 or better
    - 2.2.2. Fire resistance: To BS EN 13501-2. REI 30 or better
3. Frame: Bead for taping and jointing
4. Panel: Metal with powder coated factory finish
5. Lock: Tamper-proof and operated by castellated key

## Installation

### 435 Dry linings generally

1. General: Use fixing, jointing, sealing and finishing materials, components and installation methods recommended by board manufacturer.
2. Cutting gypsum boards: Neatly and accurately without damaging core or tearing paper facing.
  - 2.1. Cut edges: Minimize and position at internal angles wherever possible. Mask with bound edges of adjacent boards at external corners.
3. Fixings boards: Securely and firmly to suitably prepared and accurately levelled backgrounds.
4. Finishing: Neatly to give flush, smooth, flat surfaces free from bowing and abrupt changes of level.

### 485 Suspended ceiling grids

1. Setting out: Accurately aligned and level.
  - 1.1. Grid members and hangers: Centres to suit specified linings and imposed loads.
  - 1.2. Additional grid members: Provide bracing and stiffening at upstands, partition heads, access hatches, etc.
2. Fixing: Securely at perimeters, grid joints, top and bottom hanger fixings.

### 510 Sealing gaps and air paths

1. Location of sealant: To perimeter abutments and around openings.
  - 1.1. Pressurized shafts and ducts: At board-to-board and board-to-metal frame junctions.
2. Application: To clean, dry and dust free surfaces as a continuous bead with no gaps.
  - 2.1. Gaps greater than 6 mm between floor and underside of gypsum board: After sealing, fill with jointing compound.

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530 Cavity fire barriers within partitions/ wall linings

1. Metal framed systems

1.1. Installation: Form accurately and fix securely with no gaps to provide a complete barrier to smoke and flame.

2. Adhesive fixed wall lining systems

2.1. Material: Adhesive compound.

2.2. Installation: Form in a continuous line with no gaps to provide a complete barrier to smoke and flame.

555 Fire-stopping at perimeters of dry lining systems

1. Material: Tightly packed mineral wool or intumescent mastic/ sealant.

2. Application: To perimeter abutments to provide a complete barrier to smoke and flame.

560 Joints between boards

1. Tapered edged gypsum boards

1.1. Bound edges: Lightly butted.

1.2. Cut/ unbound edges: 3 mm gap.

2. Square edged plasterboards: 3 mm gap.

3. Square edged gypsum fibre boards: 5 mm gap.

565 Vertical joints

1. Joints: Centre on studs.

1.1. Partitions: Stagger joints on opposite sides of studs.

1.2. Two layer boarding: Stagger joints between layers.

570 Horizontal joints

1. Surfaces exposed to view: Horizontal joints not permitted. Seek instructions where height of partition/ lining exceeds maximum available length of board.

2. Two layer boarding: Stagger joints between layers by at least 600 mm.

3. Edges of boards: Support using additional framing.

3.1. Two layer boarding: Support edges of outer layer.

575 Plank plasterboard

1. First layer in two layer boarding: Square edged with long edges at right angles to studs.

590 Fixing gypsum board to metal framing/ Furrings

1. Partitions/ Wall linings: Fix securely and firmly at the following centres (maximum):

1.1. Single layer boarding: To all framing at 300 mm centres. Reduce to 200 mm centres at external angles.

1.2. Multi-layer boarding: Face layer at 300 mm centres, and previous layers around perimeters at 300 mm centres.

2. Ceilings: 230 mm. Reduce to 150 mm at board ends and at lining perimeters.

3. Position of screws from edges of boards (minimum): 10 mm.

3.1. Screw heads: Set in a depression. Do not break paper or gypsum core.

592 Fixing insulation backed plasterboard to metal furrings

1. Fixing to furrings: In addition to screw fixings apply continuous beads of adhesive sealant to furrings.

595 Deflection heads

1. Fixing boards: Do not fix to head channels.

## Finishing

670 Seamless jointing to gypsum boards

1. Cut edges of boards: Lightly sand to remove paper burrs.
2. Filling and taping: Fill joints, gaps and internal angles with jointing compound and cover with continuous lengths of paper tape, fully bedded.
3. Protection of edges/ corners: Reinforce external angles, stop ends, etc. with specified edge/ angle bead.
4. Finishing: Apply jointing compound. Feather out each application beyond previous application to give a flush, smooth, seamless surface.
5. Nail/ screw depressions: Fill with jointing compound to give a flush surface.
6. Minor imperfections: Remove by light sanding.

692 Rigid beads/stops

1. Internal: To BS EN 13658-1.
2. External: To BS EN 13658-2.

695 Installing beads/ Stops

1. Cutting: Neatly using mitres at return angles.
2. Fixing: Securely using longest possible lengths, plumb, square and true to line and level, ensuring full contact of wings with substrate.
3. Finishing: After joint compounds/ plasters have been applied, remove surplus material while still wet from surfaces of beads exposed to view.

725 Repairs to existing gypsum board

1. Performance of repairs must match original specified performances.
2. Filling small areas with broken cores: Cut away paper facing, remove loose core material and fill with jointing compound.
  - 2.1. Finish: Flush, smooth surface suitable for redecoration.
3. Large patch repairs: Cut out damaged area and form neat hole with rectangular sides. Replace with matching gypsum board.
  - 3.1. Fixing: Use methods to suit type of dry lining, ensuring full support to all edges of existing and new gypsum board.
  - 3.2. Finishing: Fill joints, tape and apply jointing compound to give a flush, smooth surface suitable for redecoration.

Ω End of Section

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## K40 Demountable suspended ceilings

### 105 Suspended ceiling system

1. Description: To all areas identified on drawing T007 & T008
2. Evidence of compliance: All ceilings kits to be UKCA/ UKNI/ CE marked. Submit Declaration of Performance (DoP).
3. Ceiling
  - 3.1. Type: Ecophon Combison A, dB 42 system
  - 3.2. Module: 600 x 600 mm
4. Grid
  - 4.1. Form: Non-interlocking
  - 4.2. Exposure: Exposed
5. Access: Access panels indicated on drawings
6. Suspension system: Required
7. Perimeter trim: Required
8. Accessories: Timber edge battens
9. Integrated services fittings: None

General/ performance - Not Used

### Components

#### 245 Standards

1. Steel panels: To BS EN 10346.
2. Aluminium sheet, strip and plate: To BS EN 485-1 and -2.
3. Aluminium bars, tubes and sections: To relevant parts of BS EN 515, BS EN 573, BS EN 755 and BS EN 12020.

### Execution

#### 305 Setting out

1. General: Completed ceiling should present, over the whole of its surface exposed to the room below, a continuous and even surface, jointed (where applicable) at regular intervals.
2. Infill and access units, integrated services: Fitted correctly and aligned.
3. Edge/ perimeter infill units size (minimum): Half standard width or length.
4. Corner infill units size (minimum): Half standard width and length.
5. Grid: Position to suit infill unit sizes. Allow for permitted deviations from nominal sizes of infill unit.
6. Infill joints and exposed suspension members: Straight, aligned and parallel to walls, unless specified otherwise.
7. Suitability of construction: Give notice where building elements and features to which the ceiling systems relate are not square, straight or level.

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310 Bracing

1. General: Secure, with additional bracing and stiffening to give a stable ceiling system resistant to design loads and pressures.

315 Protection

1. Loading: Do not apply loads for which the suspension system is not designed.
2. Ceiling materials: When necessary, remove and replace correctly using special tools and clean gloves, etc. as appropriate.

320 Top fixing

1. Building structure: Verify suitability.
2. Structural soffit: Existing concrete slab
  - 2.1. Suitability to receive specified fixings: Evaluate and confirm.
3. Fixing generally: In accordance with BS EN 13964.
4. Fixing to
  - 4.1. Concrete: Drill and insert suitable expanding anchors.
  - 4.2. Aerated concrete: Fix through from the top of concrete units and provide a system of primary support channels.
  - 4.3. Structural steel: Drill, or use suitable proprietary clips/ adaptors.
  - 4.4. Metal roof decking: Fix to sides of liner tray corrugations.
  - 4.5. Timber: Fix to side of joists at least 50 mm from bottom edge. If ceiling system is intended for fire protection, fix into top third of joists.
  - 4.6. Hollow structural members: Submit fixing proposals.

325 Installing hangers

1. Wire hangers: Straighten and tension before use.
2. Installation: Install vertical or near vertical, without bends or kinks. Do not allow hangers to press against fittings, services, or insulation covering ducts/ pipes.
3. Obstructions: Where obstructions prevent vertical installation, either brace diagonal hangers against lateral movement, or hang ceiling system on an appropriate rigid sub-grid bridging across obstructions and supported to prevent lateral movement.
4. Extra hangers: Provide as necessary to carry additional loads.
5. Fixing
  - 5.1. Wire hangers: Tie securely at top with tight bends to loops to prevent vertical movement.
  - 5.2. Angle/ strap hangers: Do not use rivets for top fixing.
6. Spacings:

330 Installing timber edge battens

1. Fixing: Firmly to perimeter wall or other building structure.

340 Exposed grids

1. Main runners: Install level. Do not kink or bend hangers.
  - 1.1. Spliced joints: Stagger.

- 1.2. Wire hangers passing through main runners: Use sharp bends and tightly wrapped loops.
- 1.3. Angle/ strap hangers: Do not use rivets for bottom fixing.
- 1.4. Angular displacement of long axis of one runner in relation to next runner in line with it: Not visually apparent.
2. Cross members supported by main runners or other cross members: Install perpendicular to intersecting runners.
3. Cross tees: Flat and coplanar with flanges of main runners after panel insertion.
  - 3.1. Cross tees over 600 mm long, cut and resting on perimeter trim: Provide an additional hanger.
4. Holding down clips: Locate to manufacturer's recommendations.
  - 4.1. Fire-protecting/ resisting ceiling systems: Use clip type featured in the fire test/ assessment.

#### 395 Integrated services

1. General: Position services accurately, support adequately. Align and level in relation to the ceiling and suspension system. Do not diminish performance of ceiling system.
2. Small fittings: Support with rigid backing boards or other suitable means. Do not damage or distort the ceiling.
  - 2.1. Reaction to fire of additional supporting material: Not less than ceiling material.
3. Services outlets
  - 3.1. Supported by ceiling system: Provide additional hangers.
  - 3.2. Independently supported: Provide flanges to support ceiling system.

#### 411 Mechanical services

1. Fan coil units
  - 1.1. Inlet/ Outlet grilles: Trim ceiling grid and infill units to suit.
  - 1.2. Space beneath: Sufficient for ceiling system components.
  - 1.3. Suspension and connections: Permit accurate setting out and levelling of fan coil units.
2. Air grilles and diffusers
  - 2.1. Setting out: Accurate and level.
  - 2.2. Linear air diffusers: Retain in place with lateral restraint. Provide flanges for support of grid and infill units.
  - 2.3. Grille/ Diffuser ceiling joints: Provide smudge rings and edge seals.
3. Smoke detectors and PA speakers
  - 3.1. Ceiling infill units: Scribe and trim to suit.
  - 3.2. Independent suspension:
  - 3.3. Flexible connections: Required.
4. Sprinkler heads: Carefully set out and level.

#### 415 Installing insulation

1. Fitting: Fit accurately and firmly with butted joints and no gaps.
2. Insulation within individual infill units: Fit closely. Secure to prevent displacement when infill units are installed or subsequently lifted.
  - 2.1. Dustproof sleeving: Reseal, if cut.

3. Width: Lay insulation in the widest practical widths to suit grid member spacings.
4. Services: Do not cover electrical cables that have not been sized accordingly. Cut insulation carefully around electrical fittings, etc. Do not lay insulation over luminaires.
5. Sloping and vertical areas of ceiling system: Fasten insulation, to prevent displacement.

#### 421 Ceiling systems intended for fire protection

1. Junctions of ceiling systems with perimeter abutments and service penetrations: Seal gaps with tightly packed mineral wool or intumescent sealant to prevent penetration of smoke and flame.
2. Ceiling system/ wall junctions: Maintain protective value of ceiling system.
  - 2.1. Fixings and grounds: Noncombustible.
  - 2.2. Metal trim: Provide for thermal expansion.
3. Access and access panels: Maintain continuity of fire protection.

#### 425 Installing cavity fire barriers

1. Joints: Form to preserve integrity in fire.
2. Service penetrations: Cut barriers neatly to accommodate services. Fit fire-resistant sleeves around flexible materials. Fill gaps around services to fire barrier manufacturer's recommendations to maintain barrier integrity. Adequately support services passing through the barrier.
3. Ceiling systems intended for fire protection: Do not impair fire-resisting performance of ceiling system.
4. Ceiling systems not intended for fire protection: Do not mechanically interlink barriers with ceiling system.

#### Completion

##### 520 User instructions

1. Contents: Include the following:
  - 1.1. Correct methods for removing and replacing infill units and other components.
  - 1.2. Cleaning methods and materials.
  - 1.3. Recommendations for redecoration.
  - 1.4. Ceiling systems intended for fire protection: Limitations placed on subsequent alterations and maintenance procedures, to ensure that their fire performance is not impaired.
  - 1.5. Maximum number, position and value of point loads that can be applied to ceiling system after installation.

##### 530 Spares

1. General: At practical completion, supply the following: 1 box of tiles for ceiling system K40.

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## . L20 Doors/ shutters/ hatches

### 10 TIMBER PROCUREMENT

- Timber (including timber for wood-based products): Obtained from well-managed forests and/ or plantations in accordance with:
  - The laws governing forest management in the producer country or countries.
  - International agreements such as the Convention on International Trade in Endangered Species of wild fauna and flora (CITES).
- Documentation: Provide either:
  - Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied.
  - Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood-based products.
- Certification scheme: UK Timber procurement policy Category A evidence certification scheme..
- Other evidence: None.

### 20 WOOD FLUSH DOORS Acoustic doors to office

- Manufacturer: Submit proposals.
  - Product reference: Submit proposals.
- Facings: Maple Hardwood veneer.
- Lippings: Exposed lippings to long edges.
- Preservative treatment: Not required.
- Finish as delivered: Full factory finish.
- Glazing/ Infill details: Clear single glazing to meet acoustic requirements of minimum 45RwdB's.
  - Manifestation: Not required.
  - Beading: Bolection beading.
- Thermal performance (U-value maximum): Manufacturer's standard.
- Other requirements: Acoustic rating of minimum 45RwdB.

### 20A WOOD FLUSH DOORS To Office

- Manufacturer: Submit proposals as per SoW.
  - Product reference: Submit proposals.
- Facings: Hardwood veneer.
- Lippings: Exposed lippings to long edges.
- Preservative treatment: Not required.
- Finish as delivered: Full factory finish.
- Glazing/ Infill details: Clear single glazing.
  - Manifestation: Not required.
  - Beading: Not required.
- Thermal performance (U-value maximum): Manufacturer's standard.
- Other requirements: None.

### 50 WOOD DOOR FRAMES AND ARCHITRAVES

- Manufacturer: Submit proposals.
  - Product reference: Submit proposals.
- Species: European whitewood.
- Preservative treatment: Not required.
- Finish as delivered: Full factory finish.
- Perimeter seals: Acoustic.
- Thermal performance: Manufacturer's standard.
- Fixing: Plugged and screwed.



- 
- Spacing of fixings (frames not predrilled): Maximum 150 mm from ends of each jamb, adjacent to each hanging point and at 600 mm maximum centres.
- 50A WOOD DOOR FRAMES To Office Circulation Doors
- Manufacturer: Submit proposals.
    - Product reference: Submit proposals.
  - Species: European whitewood.
  - Preservative treatment: Not required.
  - Finish as delivered: Full factory finish.
  - Perimeter seals: Fire and smoke seal.
  - Thermal performance: Manufacturer's standard.
  - Fixing: Plugged and screwed.
    - Spacing of fixings (frames not predrilled): Maximum 150 mm from ends of each jamb, adjacent to each hanging point and at 600 mm maximum centres.
- 70 FIRE AND SMOKE RESISTANCE
- Requirement: Specified performance to be the minimum period attained when tested for integrity in accordance with BS 476-22, BS EN 1634-1 or BS EN 1634-3.
  - Components and assemblies will be marked to the relevant product standard and/ or third party certification rating.
- 75 FIRE RESISTING/ SMOKE CONTROL DOORS/ DOORSETS
- Gaps between frames and supporting construction: Filled as necessary in accordance with door/ doorset manufacturer's instructions.
- 85 FIXING IRONMONGERY GENERALLY
- Fasteners: Supplied by ironmongery manufacturer.
    - Finish/ Corrosion resistance: To match ironmongery.
  - Holes for components: No larger than required for satisfactory fit/ operation.
  - Adjacent surfaces: Undamaged.
  - Moving parts: Adjusted, lubricated and functioning correctly at completion.

## L40 General glazing

### GENERAL REQUIREMENTS

- 111 PREGLAZING
- Preglazing of components: Permitted.
  - Prevention of displacement: Submit details of precautions to be taken to protect glazing and compound/ seals during delivery and installation.
  - Defective/ displaced glazing/ compound/ seals: Reglaze components in situ.
- 150 WORKMANSHIP GENERALLY
- Glazing generally: To BS 6262.
  - Integrity: Glazing must be wind and watertight under all conditions with full allowance made for deflections and other movements.
  - Dimensional tolerances: Panes/ sheets to be within  $\pm 2$  mm of specified dimensions.
  - Materials:
    - Compatibility: Glass/ plastics, surround materials, sealers, primers and paints/ clear finishes to be used together to be compatible. Avoid contact between glazing panes/ units and alkaline materials such as cement and lime.
    - Protection: Keep materials dry until fixed. Protect insulating glass units and plastics glazing sheets from the sun and other heat sources.
- 152 PREPARATION
- Surrounds, rebates, grooves and beads: Clean and prepare before installing glazing.
- 155 GLASS GENERALLY
- Standards: To BS 952 and relevant parts of:
    - BS EN 572 for basic soda lime silicate glass.
    - BS EN 1096 for coated glass.
    - BS EN 1748-1 for borosilicate glass.
    - BS EN 1748-2 for ceramic glass.
    - BS EN 1863 for heat strengthened soda lime silicate glass.
    - BS EN 12150 for thermally toughened soda lime silicate safety glass.
    - BS EN 12337 for chemically strengthened soda lime silicate glass.
    - BS EN 13024 for thermally toughened borosilicate safety glass.
    - BS EN ISO 12543 for laminated glass and laminated safety glass.
  - Panes/ sheets: Clean and free from obvious scratches, bubbles, cracks, rippling, dimples and other defects.
    - Edges: Generally undamaged. Shells and chips not more than 2 mm deep and extending not more than 5 mm across the surface are acceptable if ground out.
- 180 BEAD FIXING WITH PINS
- Pin spacing: Regular at maximum 150 mm centres, and within 50 mm of each corner.
  - Exposed pin heads: Punched just below wood surface.
- 181 BEAD FIXING WITH SCREWS
- Screw spacing: Regular at maximum 225 mm centres, and within 75 mm of each corner.

520 FIRE RATING

- Assessment of capability: Submit proposed construction details of designated items to a UKAS/ NAMAS accredited laboratory or other approved authority for assessment of capability of achieving specified fire ratings.
  - Test standard: To BS EN 1364-1.
- Assessment/ test results and reports: Submit immediately they are available, and before installing glazing.
- Designated items: FD30 and FD60 doors.

## **M40 Stone/ concrete/ quarry/ ceramic tiling/ mosaic**

### **110 TILING TO KITCHEN WALL AREA AND WC'S**

- Tiles: Ceramic wall tiles.
- Colour: As detailed in schedule of works.
- Finish: Glazed.
- Size: As detailed in schedule of works mm.
- Thickness: 6mm.
  
- Background/Base: Existing plaster walls and new stud partitions.
- Preparation: Smoothing repairs to existing substrate.
- Primer to suit manufacturer's recommendations.
- Bedding: Thin bed adhesive - solid, as clause 651.
- Joint width: as spacer lugs mm.
- Grout: White, waterproof grout.
- Movement joints: As clause 815 at internal corners of all rooms.
- Accessories: Tile edge trim at all external angles (ie windowsills and external corners).

## **GENERALLY**

### **210 SUITABILITY OF BACKGROUNDS/BASES**

- Background/base tolerances: To permit specified flatness/regularity of finished surfaces given the permissible minimum and maximum thickness of bedding.
  
- New background drying times (minimum):
  - Concrete walls: 6 weeks.
  - Brick/block walls: 6 weeks.
  - Rendering: 2 weeks.
  - Gypsum plaster: 4 weeks.
  
- New base drying times (minimum):
  - Concrete slabs: 6 weeks.
  - Cement:sand screeds: 3 weeks.
  - Rendering: 2 weeks.
  - Gypsum plaster: 4 weeks.
  
- New base drying times (minimum):
  - Concrete slabs: 6 weeks.
  - Cement:sand screeds: 3 weeks.

### **215 FALLS IN THE BASES**

- General: Give notice if falls are inadequate.

## **PREPARATION**

### **310 EXISTING BACKGROUNDS/BASES GENERALLY**

- Efflorescence, laitance, dirt and other loose material: Remove.
- Deposits of oil, grease and other materials incompatible with the bedding: Remove.
- Tile, paint and other nonporous surfaces: Clean.
- Wet backgrounds: Dry before tiling.

### **330 EXISTING PLASTER**

Plaster which is loose, soft, friable, badly cracked or affected by efflorescence: Remove. Cut back to straight horizontal and vertical edges. Making good: Use plaster or non shrinking filler.

- 360 EXISTING PAINT  
Paint with unsatisfactory adhesion: Remove so as not to impair bedding adhesion.
- 380 NEW PLASTER  
Plaster: Dry, solidly bedded, free from dust and friable matter.  
Plaster primer: Apply if recommended by adhesive manufacturer.
- 390 PLASTERBOARD BACKGROUNDS  
Boards: Dry, securely fixed and rigid with no protruding fixings and face to receive decorative finish.

## FIXING

- 510 FIXING GENERALLY
- Colour/shade: Unintended variations within tiles for use in each area/room are not permitted.
  - - Variegated tiles: Mix thoroughly.
  - Adhesive: Compatible with background/base. Prime if recommended by adhesive manufacturer.
  - Cut tiles: Neat and accurate.
  - Fixing: Provide adhesion over entire background/base and tile backs.
  - Final appearance: Before bedding material sets, make adjustments necessary to give true, regular appearance to tiles and joints when viewed under final lighting conditions.
  - Surplus bedding material: Clean from joints and face of tiles without disturbing tiles.
- 530 SETTING OUT
- Joints: True to line, continuous and without steps.
  - - Joints on walls: Horizontal, vertical and aligned round corners.
  - - Joints in floors: Parallel to the main axis of the space or specified features.
  - Cut tiles: Minimise number, maximise size and locate unobtrusively.
  - Joints in adjoining floors and walls: Align
  - Joints in adjoining floors and skirtings: Align.
  - Movement joints: If locations are not indicated, submit proposals.
- 550 FLATNESS/REGULARITY OF TILING
- Sudden irregularities: Not permitted.
  - Deviation of surface: Measure from underside of a 2 m straightedge with 3 mm thick feet at each end, placed anywhere on surface. The straightedge should not be obstructed by the tiles and no gap should be greater than 6 mm.
- 560 LEVEL OF TILING ACROSS JOINTS
- Deviation (maximum) between tile surfaces either side of any type of joint:
  - - 1 mm for joints less than 6 mm wide.
  - - 2 mm for joints 6 mm or greater in width.
- 651 THIN BED ADHESIVE - SOLID (WALLS)
- Application: Apply floated coat of adhesive to dry background in areas of about 1 m<sup>2</sup>. Comb surface.
  - Tiling: Apply thin even coat of adhesive to backs of dry tiles. Press tiles firmly onto float coat.
  - Finished adhesive thickness (maximum): 3 mm.

## MOVEMENT JOINTS/GROUTING/COMPLETION

- 815 SEALANT MOVEMENT JOINTS FOR WALL TILES
- Joints: Extend through tiles and bedding to base/background. Centre over joints in base/background.
  - - Width: 5 mm.
  - Sealant: Silicone sealant as clause Z22.

- Colour: White.
- Preparation and application: As section Z22.

875 GROUTING

- Sequence: Grout when bed/adhesive has set sufficient to prevent disturbance of tiles.
- Joints: 6 mm deep (or depth of tile if less). Free from dust and debris.
- Grouting: Fill joints completely, tool to profile, clean off surface. Leave free from blemishes.
- Polishing: When grout is hard, polish tiling with a dry cloth.

885 COLOURED GROUT

- Staining of tiles: Not permitted.
- Evaluating risk of staining: Apply grout to a few tiles in a small trial area. If discoloration occurs apply a protective sealer to tiles and repeat trial.

875 GROUTING

- Sequence: Grout when bed/adhesive has set sufficient to prevent disturbance of tiles.
- Joints: 6 mm deep (or depth of tile if less). Free from dust and debris.
- Grouting: Fill joints completely, tool to profile, clean off surface. Leave free from blemishes.
  - Profile: Slightly concave.
- Polishing: When grout is hard, polish tiling with a dry cloth.

885 COLOURED GROUT

- Staining of tiles: Not permitted
- Evaluating risk of staining: Apply grout to a few tiles in a small trial area. If discoloration occurs apply a protective sealer to tiles and repeat trial.

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## M50 Rubber/ plastics/ cork/ lino/ carpet tiling/ sheeting

### .210 WORKMANSHIP GENERALLY

- Base condition after preparation: Rigid, dry, sound, smooth and free from grease, dirt and other contaminants.
- Finished coverings: Accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks and stains.

### 330 COMMENCEMENT

- Required condition of works prior to laying materials:
  - Building is weathertight and well dried out.
  - Wet trades have finished work.
  - Paintwork is finished and dry.
  - Conflicting overhead work is complete.
  - Floor service outlets, duct covers and other fixtures around which materials are to be cut are fixed.
- Notification: Submit not less than 48 hours before commencing laying.

### 340 CONDITIONING

- Prior to laying: Condition materials by unpacking and separating in spaces where they are to be laid. Maintain resilient flooring rolls in an upright position. Unroll carpet and keep flat on a supporting surface.
- Conditioning time and temperature (minimum): As recommended by manufacturer with time extended by a factor of two for materials stored or transported at a temperature of less than 10°C immediately prior to laying.

### 350 ENVIRONMENT

- Temperature and humidity: Before, during and after laying, maintain approximately at levels which will prevail after building is occupied.
- Ventilation: Before during and after laying, maintain adequate provision.

## PREPARING BASES

### 410 NEW BASES

- Suitability of bases and conditions within any area: Commencement of laying of coverings will be taken as acceptance of suitability.

### 420 EXISTING BASES

- Notification: Before commencing work, confirm that existing bases will, after preparation, be suitable to receive coverings.
- Suitability of bases and conditions within any area: Commencement of laying of coverings will be taken as acceptance of suitability.

### 470 BASES FROM WHICH EXISTING FLOOR COVERINGS HAVE BEEN REMOVED

- Substrate: Clear of covering and as much adhesive as possible. Skim with smoothing underlayment compound to give smooth, even surface.

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## LAYING COVERINGS

### 640 ADHESIVE FIXING GENERALLY

- Adhesive type: As specified, as recommended by covering/ underlay, manufacturer or as approved.
- Primer: Type and usage as recommended by adhesive manufacturer.
- Application: As necessary to achieve good bond.
- Finished surface: Free from trowel ridges, high spots caused by particles on the substrate, and other irregularities.

### 650 SEAMS

- Patterns: Matched.
- Joints: Tight without gaps.

### 680 SEAM WELDING COVERINGS

- Commencement: At least 24 hours after laying, or after adhesive has set.
- Joints: Neat, smooth, strongly bonded, flush with finished surface.

### 720 DOORWAYS

- Joint location: On centre line of door leaf.

## COMPLETION

### 820 FINISHING PLASTICS FLOORING

- Cleaning operations:
  - Wash floor with water containing neutral (pH 6-9) detergent. If necessary, lightly scrub heavily soiled areas.
  - Rinse with clean water, removing surplus to prevent damage to adhesive. Allow to dry.
- Emulsion polish: Two coats of a type recommended by covering manufacturer.

### 880 WASTE

- Spare covering material: Retain suitable material for patching. On completion submit pieces for selection. Hand over selected pieces to Employer.



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## M60 Painting/ clear finishing

- 10 EMULSION PAINT To the locations identified on the tender drawings.
  - Manufacturer: Dulux.
    - Product reference: Diamond Matt.
  - Surfaces: All surfaces identified on the tender drawings.
    - Preparation: Tape and fill joints and Wash down all surfaces.
  - Initial coats: As recommended by manufacturer.
    - Number of coats: One.
  - Undercoats: N/A.
    - Number of coats: N/A.
  - Finishing coats: Diamond matt.
    - Number of coats: Two.
- 12 GLOSS PAINT To internal timber
  - Manufacturer: Dulux.
    - Product reference: Gloss.
  - Surfaces: Previously decorated and new timber.
    - Preparation: Degrease and provide key and Remove existing gloss paint.
  - Initial coats: N/A.
    - Number of coats: 0.
  - Undercoats: Dulux undercoat.
    - Number of coats: One.
  - Finishing coats: Full gloss.
    - Number of coats: Two.
- 30 PREPARATION GENERALLY
  - Standard: In accordance with BS 6150.
  - Refer to any pre-existing CDM Health and Safety File and CDM Construction Phase Plan where applicable.
  - Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
  - Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
  - Substrates: Sufficiently dry in depth to suit coating.
  - Efflorescence salts, dirt, grease and oil: Remove.
  - Surface irregularities: Provide smooth finish.
  - Organic growths and infected coatings:
    - Remove with assistance of biocidal solution.
    - Apply residual effect biocidal solution to inhibit regrowth.
  - Joints, cracks, holes and other depressions: Fill with stoppers/ fillers. Provide smooth finish.
  - Dust, particles and residues from preparation: Remove and dispose of safely.
  - Doors, opening windows and other moving parts:
    - Ease, if necessary, before coating.
    - Prime resulting bare areas.

32 PREVIOUSLY COATED SURFACES GENERALLY

- Preparation: In accordance with BS 6150, clause 11.5.
- Contaminated or hazardous surfaces: Give notice of:
  - Coatings suspected of containing lead.
  - Substrates suspected of containing asbestos or other hazardous materials.
  - Significant rot, corrosion or other degradation of substrates.
- Risk assessment and method statement for hazardous materials: Prepare for operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
- Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
- Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
- Alkali affected coatings: Completely remove.
- Retained coatings:
  - Thoroughly clean.
  - Gloss coated surfaces: Provide key.
- Partly removed coatings: Apply additional preparatory coats.
- Completely stripped surfaces: Prepare as for uncoated surfaces.

37 WOOD PREPARATION

- General: Provide smooth, even finish with lightly rounded arrises.
- Degraded or weathered surface wood: Take back surface to provide suitable substrate.
- Degraded substrate wood: Repair with sound material of same species.
- Heads of fasteners: Countersink sufficient to hold stoppers/ fillers.
- Resinous areas and knots: Apply two coats of knotting.
- Defective primer: Take back to bare wood and reprime.

43 PLASTER PREPARATION

- Nibs, trowel marks and plaster splashes: Scrape off.
- Overtrowelled 'polished' areas: Provide suitable key.

61 COATING GENERALLY

- Application standard: In accordance with BS 6150, clause 9.
- Conditions: Maintain suitable temperature, humidity and air quality.
- Surfaces: Clean and dry at time of application.
- Thinning and intermixing: Not permitted unless recommended by manufacturer.
- Priming coats: Apply as soon as possible on same day as preparation is completed.
- Finish:
  - Even, smooth and of uniform colour.
  - Free from brush marks, sags, runs and other defects.
  - Cut in neatly.
- Doors, opening windows and other moving parts: Ease before coating and between coats.

## **N10 General fixtures/ furnishings/ equipment**

### **EXECUTION**

- 710 MOISTURE CONTENT OF WOOD AND WOOD BASED BOARDS
- Temperature and humidity: During delivery, storage, fixing and to handover maintain conditions to suit specified moisture contents of timber components.
  - Testing: When instructed, test components with approved moisture meter to manufacturer's recommendations.
- 720 INSTALLATION GENERALLY
- General: As Preliminaries section A33.
  - Fixing and fasteners: As section Z20.
  - Services: As sections S12 and V90.
- 770 TRIMS
- Lengths: Wherever possible, unjointed between angles or ends of runs.
  - Running joints: Where unavoidable, obtain approval of location and method of jointing.
  - Angle joints: Mitred.

### **COMPLETION**

- 910 GENERAL
- Doors and drawers: Accurately aligned, not binding. Adjusted to ensure smooth operation.
  - Ironmongery: Checked, adjusted and lubricated to ensure correct functioning.
- 920 APPLIANCES
- Test: Ensure that all functions and features work correctly.
  - Documentation: Submit guarantees, instruction manuals, etc.

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## N12 Commercial catering fittings, furnishings and equipment

### EXECUTION

- 610 MOISTURE CONTENT OF WOOD AND WOOD BASED BOARDS
- Control and monitoring:  
Method statement: Submit.
- 620 INSTALLATION GENERALLY
- Fixing and fasteners: As section Z20.
  - Services: As Engineering Services specification.
- 630 INSTALLING EQUIPMENT, UNITS, APPLIANCES AND WORKTOPS
- General: Correctly positioned and aligned, stable and secure.
- 640 SERVICES TO EQUIPMENT, UNITS AND APPLIANCES
- Connections: Provide to electric, gas, and hot and cold water services.
- 650 INSTALLING SINKS, TAPS, TRAPS AND WASTES
- Water supply: To BS EN 806-1, -2, -3, -4 and -5 and BS 8558.
  - Taps:
    - Fixing: Secure, watertight seal with the appliance.
    - Positioning: Hot tap to left of cold tap as viewed by the user of the appliance.
  - Wastes:
    - Bedding: Waterproof jointing compound.
    - Fixing: With resilient washer between appliance and backnut.
- 670 TRIMS
- Lengths: Unjointed between angles or ends of runs.
  - Angle joints: Mitred.

### COMPLETION

- 910 GENERAL
- Doors and drawers: Accurately aligned, not binding. Adjusted to ensure smooth operation.
  - Ironmongery: Checked, adjusted and lubricated to ensure correct functioning.
- 920 EQUIPMENT, UNITS AND APPLIANCES
- Test: Ensure that all functions and features work correctly.
  - Documentation: Submit guarantees, instruction manuals, etc.

## P12 Fire stopping systems

### Products

#### 40 ROCK MINERAL FIBRE BOARD - INTUBATT COATED BATT

1. Manufacturer: Nullifire – a brand of CPG UK Ltd
  - 1.1. Contact details
    - 1.1.1. Address: Tremco CPG UK Limited  
Coupland Road  
Hindley Green  
Wigan  
Greater Manchester  
WN2 4HT
    - 1.1.2. Telephone: +44 (0) 1942 251 400
    - 1.1.3. Web: [www.nullifire.com](http://www.nullifire.com)
    - 1.1.4. Email: [hello@cpg-europe.com](mailto:hello@cpg-europe.com)
  - 1.2. Product reference: FB750 Intubatt Coated Batt
2. Material
  - 2.1. Type: Low resin bonded, rock mineral fibre.
  - 2.2. Density: 180 kg/m<sup>2</sup>.
3. Fire performance: Up to four hours' integrity and insulation.
4. Thickness: 50 mm.
5. Weight: 8 kg.
6. Colour: Off white.
7. Openings: As standard.
8. Acoustic performance rating: Up to 59 dB within a 1 m<sup>2</sup> opening.

#### 47 INTUMESCENT FIRESTOP SEALANTS

1. Manufacturer: Fire & Acoustic Seals Ltd
  - 1.1. Contact details
    - 1.1.1. Address: Unit 17, Spartan Industrial Estate  
Brickhouse Lane  
West Bromwich  
West Midlands  
United Kingdom  
B70 0DH
    - 1.1.2. Telephone: +44 (0) 121 521 2179
    - 1.1.3. Web: [www.fireandacousticseals.co.uk](http://www.fireandacousticseals.co.uk)
    - 1.1.4. Email: [sales@fireandacousticseals.co.uk](mailto:sales@fireandacousticseals.co.uk)
  - 1.2. Product reference: Fire Rated Acrylic Sealant
2. Third party certification: Certifire Approved CF5840.
3. Material: Intumescent acrylic.
4. Fire performance: To BS EN 1366-3: 2004 and BS EN 1366-4: 2006, 120 minutes.
5. Standard: BS 476-20: 1987, BS 476-22: 1987, BS EN ISO 140-3, EN 13141-1.

6. Colour: White.

## EXECUTION

### 61 Third-party-certified installer

1. Certification: For the technical competency of the installer of the evidence of compliance with a third-party installation certification scheme
2. Acceptable evidence: FIRAS Installer Certification UKAS Accreditation Certificate

### 62 Workmanship generally

9. Gaps: Seal gaps between building elements and services, to provide fire resistance and resist the passage of smoke
10. Adjacent surfaces: Prevent overrun of sealant or mortar on to finished surfaces

### 73 Applying sealants generally

2. Application: As section Z22

## COMPLETION

### 91 CLEANING

2. Masking tapes: Remove
3. Cleaning: Clean off splashes and droppings. Wipe down finishes

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## P20 Unframed isolated trims/ skirtings/ sundry items

- 10      **SOFTWOOD Skirtings**
- Quality of wood and fixing: To BS 1186-3.
    - Species: European whitewood .
    - Class: 3.
  - Moisture content at time of fixing: 9 -13%.
  - Preservative treatment: Not required.
  - Fire rating: Not applicable.
  - Profile: To match existing.
    - Finished size: To match existing.
  - Finish as delivered: Natural.
  - Fixing: Plugged, and screwed at 450 centres.
- 80      **INSTALLATION GENERALLY**
- Joinery workmanship: As section Z10.
  - Metal workmanship: As section Z11.
  - Methods of fixing and fasteners: As section Z20.
  - Straight runs: To be in one piece, or in long lengths with as few joints as possible.
  - Running joints: Location and method of forming to be agreed where not detailed.
  - Joints at angles: Mitre, unless shown otherwise.
  - Position and level: To be agreed where not detailed.

## P21 Door/ window ironmongery

- 6 SINGLE AXIS DOOR HINGES To new doors
- Standard: To BS EN 1935.
    - Hinges to doors on escape routes and fire/ smoke control doors: CE marked.
  - Manufacturer: Submit proposals .
    - Product reference: Submit proposals .
  - Type: Double ball bearing butt .
  - Size: submit proposal .
  - Material/ finish: Satin stainless steel, grade 1.4301 (304) .
  - Hinge grade: Minimum 12 .
  - Other requirements: N/A .
- 12 OVERHEAD DOOR CLOSERS To new doors
- Standard: To BS EN 1154.
    - Devices to fire/ smoke control doors: CE marked.
  - Manufacturer: Submit proposals .
    - Product reference: Submit proposals .
  - Power size: Adjustable 2-6 .
  - Other functions: Back check .
  - Casing finish: Satin Stainless Steel .
  - Operational adjustment:
    - Variable power: Matched to size, weight and location of doors. Fully closing latched doors and holding unlatched doors closed.
    - Closing against smoke seals of fire doors: Positive. No gaps.
- 24 DOOR LOCKS To doors
- Standard: To BS EN 12209.
  - Manufacturer: Submit proposals .
    - Product reference: Submit proposals
  - Type: Eurocylinder .
  - Backset: As required .
  - Material/ finish: Satin stainless Steel .
  - Keying: In master keyed suite .
- 38 LEVER HANDLES To New doors
- Standard: To BS EN 1906.
  - Manufacturer: Submit proposals .
    - Product reference: Submit proposals .
  - Style: Round pattern with return to door .
  - Size: 20 mm diameter .
  - Material/ finish: Satin stainless steel, grade 1.4301 (304) .
  - Mounting: Sprung rose .
- 42 PULL HANDLES To New Circulation Doors
- Standard: To BS 8424.
  - Manufacturer: Submit proposals.
    - Product reference: Submit proposals.
  - Shape: D handle.
  - Diameter: 25 mm.
  - Distance between centres: 225 mm.
  - Material/ finish: Satin stainless steel, grade 1.4301 (304).
  - Mounting: Bolt through.



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- 44     PUSH PLATES To New Circulation Doors
- Manufacturer: Submit proposals .
    - Product reference: Submit proposals .
  - Size: 325 x 75 mm .
  - Material/ finish: Satin stainless steel, grade 1.4301 (304) .
  - Mounting: Face fix .
- 46     KICK PLATES To New Doors
- Manufacturer: Submit proposals .
    - Product reference: Submit proposals .
  - Size: 900 x 150 mm .
  - Material/ finish: Satin stainless steel, grade 1.4301 (304) .
  - Mounting: Face fix .
- 48     ESCUTCHEONS To Locks
- Manufacturer: Submit proposals .
    - Product reference: Submit proposals .
  - Material/ finish: Satin stainless steel, grade 1.4301 (304) .
  - Keyhole type: Euro profile cylinder .
- 50     DOOR STOPS To all New Doors
- Manufacturer: Submit proposals .
    - Product reference: Submit proposals .
  - Type: Wall mounted, face fixed, SAA finish, 75 mm projection .

## Z10 Purpose made joinery

### 110 FABRICATION

- Standard: To BS 1186-2.
- Sections: Accurate in profile and length, and free from twist and bowing. Formed out of solid unless shown otherwise.
  - Machined surfaces: Smooth and free from tearing, wooliness, chip bruising and other machining defects.
- Joints: Tight and close fitting.
- Assembled components: Rigid. Free from distortion.
- Screws: Provide pilot holes.
  - Screws of 8 gauge (4 mm diameter) or more and screws into hardwood: Provide clearance holes.
  - Countersink screws: Heads sunk at least 2 mm below surfaces visible in completed work.
- Adhesives: Compatible with wood preservatives applied and end uses of timber.

### 120 CROSS SECTION DIMENSIONS OF TIMBER

- General: Dimensions on drawings are finished sizes.
- Maximum permitted deviations from finished sizes:
  - Softwood sections: To BS EN 1313-1:-  
Clause 6 for sawn sections.
  - Hardwood sections: To BS EN 1313-2:-  
Clause 6 for sawn sections.  
Clause NA.3 for further processed sections.

### 130 PRESERVATIVE TREATED WOOD

- Cutting and machining: Completed as far as possible before treatment.
- Extensively processed timber: Retreat timber sawn lengthways, thickened, planed, ploughed, etc.
- Surfaces exposed by minor cutting and/ or drilling: Treat as recommended by main treatment solution manufacturer.

### 140 MOISTURE CONTENT

- Wood and wood based products: Maintained within range specified for the component during manufacture and storage.

### 210 LAMINATED PLASTICS VENEERED BOARDS/ PANELS

- Fabrication: To British Laminated Plastics Fabricators Association Ltd (BLF) fabricating standards.
- Balancing veneer: From decorative veneer manufacturer and of similar composition. Applied to reverse side of core material.
- Finished components: Free from defects, including bow, twist, scratches, chipping, cracks, pimpling, indentations, glue marks, staining and variations in colour and pattern.
- Joints visible in completed work: Tight butted, true and flush.

220 WOOD VENEERED BOARDS/ PANELS

- Core material and veneers: Conditioned before bonding.
- Setting out: Veneer features and grain pattern aligned regularly and symmetrically unless instructed otherwise.
- Balancing veneer: Applied to reverse side of core material.
  - Moisture and temperature movement characteristics: As facing veneer.
- Veneer edges: Tight butted and flush, with no gaps.
- Tolerance of veneer thickness (maximum):  $\pm 0.5$  mm.
- Finished components: Free from defects, including bow, twist, scratches, chipping, splits, blebs, indentations, glue marks and staining.
- Surface finish: Fine, smooth, free from sanding marks.

250 FINISHING

- Surfaces: Smooth, even and suitable to receive finishes.
  - Arrises: Eased unless shown otherwise on drawings.
- End grain in external components: Sealed with primer or sealer as section M60 and allowed to dry before assembly.

## Z20 Fixings and adhesives

### PRODUCTS

- 310 FASTENERS GENERALLY
- Materials: To have:
    - Bimetallic corrosion resistance appropriate to items being fixed.
    - Atmospheric corrosion resistance appropriate to fixing location.
  - Appearance: Submit samples on request.
- 320 PACKINGS
- Materials: Noncompressible, corrosion proof.
  - Area of packings: Sufficient to transfer loads.
- 330 NAILED TIMBER FASTENERS
- Nails:
    - Steel: To BS 1202-1 or BS EN 10230-1.
    - Copper: To BS EN 1202-2.
    - Aluminium: To BS 1202-3.
- 340 MASONRY FIXINGS
- Light duty: Plugs and screws.
  - Heavy duty: Expansion anchors or chemical anchors.
- 350 PLUGS
- Type: Proprietary types to suit substrate, loads to be supported and conditions expected in use.
- 360 ANCHORS
- Types:
    - Expansion: For use in substrate strong enough to resist forces generated by expansion of anchor.
    - Adhesive or chemical:
      - For use in substrate where expansion of anchor would fracture substrate.
      - For use in irregular substrate where expansion anchors cannot transfer load on anchor.
    - Cavity: For use where the anchor is retained by toggles of the plug locking onto the inside face of the cavity.
- 370 WOOD SCREWS
- Type:
    - Wood screws (traditional pattern).
      - Standard: To BS 1210.
    - Wood screws.
      - Pattern: Parallel, fully threaded shank or twin thread types.
  - Washers and screw cups: Where required are to be of same material as screw.
- 380 MISCELLANEOUS SCREWS
- Type: To suit the fixing requirement of the components and substrate.
    - Pattern: Self-tapping, metallic drive screws, or power driven screws.
  - Washers and screw cups: Where required to be of same material as screw.

390 ADHESIVES GENERALLY

- Standards:
  - Hot-setting phenolic and aminoplastic: To BS 1203.
  - Thermosetting wood adhesives: To BS EN 12765.
  - Thermoplastic adhesives: To BS EN 204.

410 POWDER ACTUATED FIXING SYSTEMS

- Types of fastener, accessories and consumables: As recommended by tool manufacturer.

**EXECUTION**

610 FIXING GENERALLY

- Integrity of supported components: Select types, sizes, quantities and spacings of fixings, fasteners and packings to retain supported components without distortion or loss of support.
- Components, substrates, fixings and fasteners of dissimilar metals: Isolate with washers/sleeves to avoid bimetallic corrosion.
- Appearance: Fixings to be in straight lines at regular centres.

620 FIXING THROUGH FINISHES

- Penetration of fasteners and plugs into substrate: To achieve a secure fixing.

630 FIXING PACKINGS

- Function: To take up tolerances and prevent distortion of materials and components.
- Limits: Do not use packings beyond thicknesses recommended by fixings and fasteners manufacturer.
- Locations: Not within zones to be filled with sealant.

640 FIXING CRAMPS

- Cramp positions: Maximum 150 mm from each end of frame sections and at 600 mm maximum centres.
- Fasteners: Fix cramps to frames with screws of same material as cramps.
- Fixings in masonry work: Fully bed in mortar.

650 NAILED TIMBER FIXING

- Penetration: Drive fully in without splitting or crushing timber.
- Surfaces visible in completed work: Punch nail heads below wrot surfaces.
- Nailed timber joints: Two nails per joint (minimum), opposed skew driven.

660 SCREW FIXING

- Finished level of countersunk screw heads:
  - Exposed: Flush with timber surface.
  - Concealed (holes filled or stopped): Sink minimum 2 mm below surface.

670 PELLETED COUNTERSUNK SCREW FIXING

- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Pellets: Cut from matching timber, match grain and glue in to full depth of hole.
- Finished level of pellets: Flush with surface.

680 PLUGGED COUNTERSUNK SCREW FIXING

- Finished level of countersunk screw heads: Minimum 6 mm below timber surface.
- Plugs: Glue in to full depth of hole.
- Finished level of plugs: Projecting above surface.

690 USING POWDER ACTUATED FIXING SYSTEMS

- Powder actuated fixing tools: To BS 4078-2 and Kitemark certified.
- Operatives: Trained and certified as competent by tool manufacturer.

700 APPLYING ADHESIVES

- Surfaces: Clean. Adjust regularity and texture to suit bonding and gap filling characteristics of adhesive.
- Support and clamping during setting: Provide as necessary. Do not mark surfaces of or distort components being fixed.
- Finished adhesive joints: Fully bonded. Free of surplus adhesive.

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## Z22 Sealants

### EXECUTION

#### 610 SUITABILITY OF JOINTS

- Presealing checks:
  - Joint dimensions: Within limits specified for the sealant.
  - Substrate quality: Surfaces regular, undamaged and stable.
- Joints not fit to receive sealant: Submit proposals for rectification.

#### 620 PREPARING JOINTS

- Surfaces to which sealant must adhere:
  - Remove temporary coatings, tapes, loosely adhering material, dust, oil, grease, surface water and contaminants that may affect bond.
  - Clean using materials and methods recommended by sealant manufacturer.
- Vulnerable surfaces adjacent to joints: Mask to prevent staining or smearing with primer or sealant.
- Backing strip and/ or bond breaker installation: Insert into joint to correct depth, without stretching or twisting, leaving no gaps.
- Protection: Keep joints clean and protect from damage until sealant is applied.

#### 630 APPLYING SEALANTS

- Substrate: Dry (unless recommended otherwise) and unaffected by frost, ice or snow.
- Environmental conditions: Do not dry or raise temperature of joints by heating.
- Sealant application: Fill joints completely and neatly, ensuring firm adhesion to substrates.
- Sealant profiles:
  - Butt and lap joints: Slightly concave.
  - Fillet joints: Flat or slightly convex.
- Protection: Protect finished joints from contamination or damage until sealant has cured.

### **Section 3**

#### **Schedule of Works**





SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
1.00	<b>GENERALLY</b>				
1.01	The Contractor is to include and price all works shown on the drawings and enclosed within the specification noted below. No additional costs will be accepted for any omissions.				
1.02	<b>The works are to be carried out in strict accordance with the specification documents and the Contractor's attention is drawn to this and the relevant clauses in the general Works Information including Preambles section.</b>				
1.03	The Contractor shall carry out the works specified without inconvenience, nuisance and without danger to the occupants of the building.				
1.04	Disruption to the building and its staff must be kept to an absolute minimum. The rest of the building contains multi-office accommodation.				
1.05	<b>The Contractor must programme all works to achieve completion within the designated Contract Period:</b>  <b>- GF Fitout Works 5th December - 10th February 2023</b> <b>- FF Fitout Works 5th December - 27th February 2023</b>  <b>The employer, with the consent of the contractor, requests possession of the Ground Floor prior to Practical Completion.</b>				
1.06	The Contractor is to allow for providing an outline programme of works at tender stage.				
1.07	The Employer will not accept any claim from the Contractor for working outside the hours defined in order to complete the whole of the works within the Contract Period.				
1.08	Where materials are specified by Manufacturer's name, a full set of the Manufacturer's instructions are to be retained on site and it is the Main Contractor's responsibility to ensure that these are strictly observed at all times. Bring to the attention of the CA any discrepancy between the specification, and any instructions that are contrary to the Manufacturer's recommendations.				
1.09	The Contractor must also bring to the attention of the Manufacturer/material supplier immediately, any discrepancy between the materials supplied, the manufacture's literature or site conditions.				
1.10	The Contractor shall include for giving all formal notices including for scaffolds as may be required from time to time and for obtaining the necessary consents from the Enforcing Authority, Statutory Undertakers, Public Bodies and Owners of adjacent properties and land.				
1.11	The Contractor shall alone be responsible for the serving of such notices and obtaining consents as no claim arising from a delay in either of giving notice or receiving consent will be accepted.				
1.12	The Contractor shall indemnify the Employer against all third party claims emanating from the work.				
1.13	The Employer and CA reserves the right to amend or omit the final scope of any items of the works by instruction. No claims for loss, expense or delay shall be allowed in connection with the issue of any such instructions.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
1.14	The contractor should allow for the carrying out a Photographic schedule of condition of the existing welfare available on site this should be provided to the CA before works start on site. The Contractor is to ensure that once works are completed all areas are left clean and any damage to these areas are made good at the cost of the contractor, any repairs carried out must be to the CA satisfaction				
1.15	The contractor should make allowances for there being no parking available at the site.				
1.16	The playing of music/ radios is not permitted in any areas of the buildings and mobile telephones should be used for business purposes only. The contractors staff and visitors should maintain a smart appearance and the name of the company should be displayed at all times.				
1.17	Smoking is only permitted in designated areas and is not permitted in the contractors vans etc.				
1.18	The contractor shall ensure that all requirements to control the noise, vibration and dust levels and other potential nuisances produced by his operations on site required under or by virtue of any enactment or regulation, or the working rules of any industry, are strictly complied with.				
<b>2.00</b>	<b>SUPERVISION</b>				
2.01	Allow for maintaining the same full time WORKING Foreman / Site Manager on site for the FULL duration of the works to effectively programme labour and resources and receive instructions from the Employers delegate.				
2.02	The site foreman is to remain the same throughout the duration of the works, be experienced in this type of work, be responsible for supervision and control of these works and able to programme resources accurately and to effectively monitor and co-ordinate sub-contractors and suppliers.				
2.03	Prior to starting on site, the main contractor must provide <b>'out of hours' (24 hours a day, 7 days a week) emergency contact numbers - mobile telephones with answer machine service</b> , for the contracts manager and site foreman and these personnel must be in a position to attend site within a reasonable period of time to deal with any event which poses a threat to the office buildings as a result of the works.				
2.04	The Site Foreman is to be suitably qualified in first aid appropriate for the type of work being undertaken and should be carried out in accordance with First Aid at Work: The Health & Safety (First Aid) Regulations 1981.				
2.05	Ensure all site operatives have an appropriate current and validated CSCS card.				
<b>3.00</b>	<b>SAFETY</b>				
	<b>CDM Regulations</b>				
3.01	The Contractor is to allow for acting as 'Principal Contractor' as defined by the CDM Regulations 2015 and must include for all specific requirements detailed in the preliminary clauses of this specification and the Pre-Construction Information Pack (PIP) issued as part of these tender documents.				
3.02	It is to be noted that the Certificate of Practical Completion will not be issued by the CA until the Principal Designer has confirmed receipt of a satisfactorily completed Health & Safety file from the 'Principal Contractor' to include but not limited to:				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
	<ul style="list-style-type: none"> <li>Record drawings and Schedule of Equipment</li> <li>Operation and Maintenance manuals for specific items of equipment;</li> <li>Blank maintenance logs, where appropriate</li> </ul>				
	<b>Site Compound</b>				
3.03	All materials and equipment are to be stored on site during the course of the contract. Any additional areas will be agreed during the pre-start meeting but will generally be within close proximity of the works.				
<b>4.00</b>	<b>PHASING/SECURITY</b>				
4.01	All work, including setting up and dismantling access equipment, must be undertaken within specified times to suit the occupier's movement. No equipment, plant and material are to be left within the surrounding areas where they may cause obstruction at any time. This is to be out of hours.				
4.02	It will be the Contractor's responsibility to ensure that the site remains secure during the course of the project when work is not being undertaken.				
4.03	All operatives on site must be provided with, and display at all times, an identification badge which is to include a current photograph of the operative, the operative's name, signature and company name within a sealed waterproof casing. <b>Failure by individuals to comply will result in expulsion from site.</b>				
4.04	The Contractor is to ensure that the buildings and sites are left secure at the end of each working day. The foreman for the work should be in attendance at the end of each working day and must ensure that agreed security measures have been carried out.				
4.05	It should be noted that works are to be undertaken <b>During normal working hours</b> . This is deemed to be Monday to Friday from 8.30 until 17.30. The contractor can work these hours to suit in line with the programme.  Noisy works restrictions (although there will be some flexibility offered). •Before 9am •Between 12-2pm •After 4pm				
<b>5.00</b>	<b>CHECK DIMENSIONS</b>				
5.01	All dimensions given in the descriptions and drawings are approximate and the Contractor, his Sub-Contractors and suppliers must examine the existing buildings on site to ascertain the full extent of the works and take all necessary dimensions before preparing a tender.				
<b>6.00</b>	<b>SPECIFICATION AND DRAWINGS</b>				
6.01	The contract drawings and all sections of the specification are to be read as a whole. Any areas of work shown or described on the drawings but omitted in the specification, and vice versa are to be included by the Contractor in his tender.				
6.02	No claim shall be allowed in respect of misinterpretation of any item, neither shall lack of knowledge or ignorance of standards or conditions be accepted as justification for such a claim. All queries must be directed to the Employers delegate at Tender stage.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
<b>7.00</b>	<b>INSPECT THE SITE</b>				
7.01	The Contractor must visit each of the sites and fully acquaint himself with all aspects of the work whether explicitly referred to in the specification or not. He must also satisfy himself as to the facilities for access and storage of materials, plant, etc., and other site conditions. No claims will be entertained as a result of his failure to do so.				
7.02	A mid tender site visit will take place during the tender period at a time arranged by the Employer / CA. All contractors must ensure they are available to attend.				
<b>8.00</b>	<b>STANDARDS</b>				
8.01	Where reference is made to the British Standards Specification and the British Standards Code of Practice, the latest revision will apply. Where no particular standards are available, the materials are to be to the best of their respective kinds and to the approval of the Contract Administrator.				
<b>9.00</b>	<b>PROTECTION</b>				
	<b>The works</b>				
9.01	Allow for protecting, taking off, temporarily supporting and fixing upon completion, any cables or services running adjacent to areas of work.				
9.02	The Contractor is to allow for providing adequate protection to all surfaces, finishes and equipment at all times, including all access circulation, stairwells and lifts that may be used to deliver plant and materials to the works area.				
9.03	Materials noted to be taken down or otherwise removed for "reuse" should be carefully stored on site, protected from damage or theft and re-fixed as described. Any damage caused to materials removed for "reuse" shall be made good entirely at the expense of the Contractor. Unless otherwise specifically permitted and described, no materials arising from these works shall be used in the finished works.				
9.04	All materials stored on site shall be adequately protected from the elements during the course of the works. At no time will the Contractor leave stored materials unprotected overnight.				
9.05	At no time will the Contractor leave any exposed works unprotected overnight. Any damage to internal finishes, furnishing, fittings or coverings shall be the sole responsibility of the Contractor and will be required to be made good to the satisfaction of the CA.				
9.06	The Contractor must make good, at his own expense, any damage to the property of the Employer, caused as a result of the works, which damage could have been reasonably foreseen and prevented.				
9.07	The Contractor is to allow for maintaining the security of all the buildings during the course of the works.				
9.08	All descriptions are to include for making good to walls, adjacent areas and other disturbed surfaces where appropriate.				
<b>10.00</b>	<b>Welfare Facilities</b>				
10.01	The Employer will provide welfare facilities for personnel which will comprise of the following:- i) Toilet facilities for operatives with washing facilities (Restricted First Floor)  ii) An area within the site for a site office				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
	iii) Canteen facilities iii) Storage areas are to be agreed at the pre-contract meeting				
10.02	The contractor should allow for undertaking a clean of all communal office areas at the end of each shift. These are to be used by other tenants during working hours and therefore should be used and respected as such.				
<b>11.00</b>	<b>SITE SET UP</b>				
11.01	The contractor will be responsible for the security of all plant, equipment and materials within the site compound and building, and should take all steps and actions necessary to safeguard and prevent theft from these areas.				
11.02	Due to the location of the property, there will be no space available for a skip. The contractor is therefore to make an allowance for wait and load.				
11.03	Supply and install the following signage to the main entrance doors on the fifth floor to the and other areas as required around the main building:-  1) 'CONSTRUCTION SITE - KEEP OUT' Ref:21475 RG MR  2) 'HARD HATS MUST BE WORK ON THIS SITE AT ALL TIMES' Ref: 21540 RG MR  3) 'CHILDREN MUST NOT PLAY ON THIS SITE' Ref:21478 RG MR  4) ALL OTHER SIGNAGE AS NECESSARY, DICTATED BY Employers delegate OR HEALTH & SAFETY EXECUTIVE				
11.04	All signage should be fixed on solid backing boards and secured to prevent removal, or accidental mis-positioning.				
11.05	The Contractor will be responsible for the security of all plant, equipment and materials within the site compound, the property and should take all steps and actions necessary to safeguard and prevent that from these areas.				
<b>12.00</b>	<b>RECYCLING OF STRIP OUT, CAVATED AND WASTE MATERIALS</b>				
12.01	The contractor and all sub contractors and suppliers should make all reasonable efforts and attempts to effectively recycle strip out and waste materials arising from this project.				
12.02	As a minimum, the Employers and CA would expect to see the following materials, created as strip out or waste materials, recycled to either a Local Authority or Private local recycling centre located within the district or Authority where the project is being carried out: Plastics Wood Plasterboard Glass Bricks, blocks and tiles Waste packaging materials Concrete, demolition rubble and soils Metals				
12.03	To assist you in planning your approach to recycling construction materials on this project we have enclosed, a series of 'How to?' guides published by WRAP (Waste and Resources Action Programme).				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £																		
	These are: Guide 1 – Introduction to Recycling and Waste Management Guide 2 – How to segregate, re-use and recycle plastics Guide 3 – How to segregate, re-use and recycle wood Guide 4 – How to segregate and recycle plasterboard Guide 5 – How to segregate and recycle glass Guide 6 – How to segregate, re-use and recycle bricks and tiles Guide 7 – How to segregate and recycle waste packaging materials Guide 8 – How to segregate, re-use and recycle concrete, demolition rubble and soils How to re-use, reclaim and recycle construction materials on site – A guide for site Engineers, Agents and Foremen																						
12.04	In order to assist in encouraging site operatives in actively embracing site recycling, will ensure a Site Poster, as produced by WRAP, will be displayed on site.																						
12.05	A series of site labourers prompt cards, as produced by WRAP, are to be provided to assist in the education of site operatives and their understanding of what materials can be recycled.																						
12.06	Contractors should assess at tender stage the potential proportion of materials which can be recycled from this project and plan accordingly for materials recycling, allowing provision within the tender return for segregation of materials and waste and the necessary skipping processes to allow this.																						
12.07	The contractor is to indicate below the potential percentage of recyclable materials, from overall strip out materials and site waste on this project: <table><tr><th>Materials</th><th>Potential Recyclable %</th></tr><tr><td>Plastics</td><td></td></tr><tr><td>Wood</td><td></td></tr><tr><td>Plasterboard</td><td></td></tr><tr><td>Glass</td><td></td></tr><tr><td>Bricks, blocks and tiles</td><td></td></tr><tr><td>Waste packaging materials</td><td></td></tr><tr><td>Concrete, demolition rubble and soils</td><td></td></tr><tr><td>Metals</td><td></td></tr></table>	Materials	Potential Recyclable %	Plastics		Wood		Plasterboard		Glass		Bricks, blocks and tiles		Waste packaging materials		Concrete, demolition rubble and soils		Metals					
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12.08	The contractor should provide details of the Local Authority or Private recycling centre he intends to use for this project:  Proposed Site: 70 Gray's Inn Road, London, WC1X 8BT																						
12.09	The contractor is to provide at PC to the CA, certification from the above recycling centre of what materials and volumes were recycled on this project.  Further general information on Materials and Waste recycling can be obtained from:  <b>WRAP</b> Waste & Resources Action Programme The Old Academy 21 Horse Fair Banbury Oxon OX16 0AH  <b>Helpline:</b> 0808 100 2040 <b>Switchboard:</b> 01295 819 900 <b>Fax:</b> 01295 819 911																						



SCHEDULE OF WORKS Email: info@wrap.org.uk		Unit	Quantity	Rate £	Total £																
13.00	USE OF SUSTAINABLE AND RECYCLED MATERIALS																				
13.01	Wherever possible the designer has considered the use and specification of sustainable materials and recycled materials in this project.																				
13.02	Where specific materials have not been specified and have been left to 'Contractors Choice', the contractor and all sub contractors should make all reasonable efforts and attempts to procure and utilise materials from sustainable sources and also products made from recycled materials.																				
13.03	The contractor should schedule below these materials and manufacturer to allow the Employers delegate to verify acceptance of their use in this project.																				
	<table><tr><th>Material</th><th>Manufacturer</th></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr></table>	Material	Manufacturer																		
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14.00	THE WORKS																				
14.01	The works comprise of the internal refurbishment of the highlighted area on AHR Drawing <i>T001- Existing Plan</i> . The refurbishment works include but are not limited to the construction of partitions to create ne internal rooms, creation of tea points and new WCs, redecoration and adaptations to M&E.																				
14.02	The works are to be carried out in strict accordance with the preliminaries and preambles sections of the specification and the Contractors attention is drawn to these sections.																				
14.03	Materials are to be used in strict accordance with the manufacturer's printed instructions and recommendations.																				
15.00	ASBESTOS																				
15.01	A 'Demolition and Refurbishment' survey is to be arranged by the contractor prior to works commencing on site and a copy of the report issued to the Contract Administrator.																				
15.02	Where asbestos containing materials are subsequently discovered/disturbed during the course of the works, all works within that area are to be stopped immediately and the CA informed.  The removal of asbestos containing materials are to be undertaken by a competent and licensed asbestos removal contractor as necessary and disposed of as licensed waste in accordance with 'Work with Asbestos Insulation, Asbestos Coatings and Asbestos Insulating Board' (Fourth Edition), ' Approved Code of Practice and Guidance' L28. HSE Books.																				
15.03	Asbestos containing materials should not be disturbed / damaged / fixed into during the course of the works.																				
15.04	The Contractor is to ensure that appropriate Asbestos Awareness training is provided to all site operatives as part of the site induction.																				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
<b>16.00</b>	<b>TEMPORARY WORKS</b>				
16.01	The Contractor is to allow for all protection of existing floor finishes whilst undertaking the work. Protective sheeting can be supplied by Florprotec (T-Board), or similar and approved. The contractor will be responsible for taking up and disposing of all temporary protection on completion of the works.				
16.02	The Contractor is to allow for the segregation of the work space from the other tenanted areas of the building whilst undertaking the work. Protective sheeting can be supplied by Protec Zip-Wall, or similar and approved. The contractor will be responsible for taking up and disposing of all temporary protection on completion of the works.				
<b>17.00</b>	<b>STRIP OUT WORKS</b>				
17.01	Allow for striping out areas of the existing plasterboard ceiling as shown on <i>AHR Drawing T002 - Strip Out Works</i> . Allow for removing the metal grills including framing and all associated fixings, hangers etc. Where acoustic partitions are located through the plasterboard ceiling, allow to cut back the existing ceiling at the location of the new acoustic partition walls including linings, framing and all associated fixings, hangers etc. . The contractor shall allow for leaving the remaining ceiling in good condition, installing additional support if necessary.				
<b>18.00</b>	<b>BLOCKING UP OF WINDOW</b>				
18.01	The contractor is to allow to carefully strip out the window sill of Window W1.05 as shown on <i>AHR Drawing T002 - Strip Out Works</i> . The window sill is to be removed from site and the contractor is to make good all affected surfaces to match existing.				
18.02	The contractor is to allow to apply a frosted privacy film to the inside surface of the glazing of W1.05.				
18.03	The contractor is to allow to infill W1.05 as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Allow to construct infill from Gypframe 94C50 Floor & Ceiling Channel and Gypframe 92S50 'C' Studs at 600mm centres. Ceiling channel to be fixed to the underside of the window reveal and floor channel to the top of lower window reveal with the manufacturers recommendations and Preambles Clause K10. The frame is to be installed 25mm back from the front edge of the window reveal so the newly installed plasterboard infill will sit flush with the existing wall finish as shown on <i>AHR Drawing T003 - Proposed Plan</i> .				
18.04	Plasterboard to be two layers of 12.5mm Gyproc Soundbloc to each side and should be staggered in accordance with Gyproc's current installation guidance. Joints should be treated in accordance with the Gyproc paper joint tape method. Plasterboard to be fixed back to metal framing with Gyproc Drywall Screws at 300mm centres (200mm centres at external corners) and screws must maintain a 10mm penetration through metal framework all in accordance with the manufacturers recommendations and Preambles Clause K10.				
18.05	Allow for filling and taping all joints and gaps with jointing compound and cover with continuous lengths of tape, fully bedded as per Preambles Clause K10. Feather out jointing compound to give a flush, smooth, seamless surface between existing wall finish and new infill plasterboard.				





SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
18.06	Allow for acoustic insulation within the stud cavity. Insulation to be 3 x 25mm Isover Acoustic Roll fixed inside the head of the GypWall stud cavity using Gyproframe GA1 Angle in accordance with the manufacturers recommendations and Preambles Clauses K10.				
18.07	Allow for one coat of Gyproc Drywall Primer in accordance with manufacturers recommendations and leave ready for decoration.				
18.08	Allow for sealing the perimeter to both sides of the newly erected partition with Gyproc Sealant, applied in accordance with the manufacturers recommendations and Preambles Clause K10.				
<b>19.00</b>	<b>NEW ACOUSTIC PARTITION WALLS TO GROUND FLOOR - W1</b>				
	<b>Proposed Family Room 1, Family Room 2, Family Room 3 and Family Room 4 as shown on AHR Drawing T003 - Proposed Plan.</b>				
19.01	Allow for the removal of existing raised floor panels and associated pedestals and framework to areas where new partitions are to be fixed directly to floor slab as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Allow for the adaption and reinstatement of floor panels and pedestals once partitions are constructed. All removed flooring to be disposed of from site.				
19.02	Allow for cutting back the existing plasterboard ceiling finish to allow for partitions to be fixed back to overhead soffit, as shown on <i>AHR Drawing T002 - Strip Out Works</i> .				
19.03	Allow for the erection of new partitioning on the ground floor as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Allow to construct new partitions from Gyproframe 94C50 Floor & Ceiling Channel and Gyproframe 92S50 'C' Studs at 600mm centres. Ceiling channel to be fixed to the underside of the concrete soffit and floor channel to the concrete floor slab to achieve the minimum acoustic performance of 50 R <sub>w</sub> dB in line with the manufacturers recommendations and Preambles Clause K10.				
19.04	The contractors is to allow to supply and fix 4No 1200mm x 2400mm plywood pattress into the newly formed partitions. Locations to be confirmed by CA prior to works starting on site.				
19.05	Plasterboard to be two layers of 12.5mm Gyproc Soundbloc to each side and should be staggered in accordance with Gyproc's current installation guidance. Joints should be treated in accordance with the Gyproc paper joint tape method. Plasterboard to be fixed back to metal framing with Gyproc Drywall Screws at 300mm centres (200mm centres at external corners) and screws must maintain a 10mm penetration through metal framework all in accordance with the manufacturers recommendations and Preambles Clause K10.				
19.06	Allow for filling and taping all internal angles, joints and gaps with jointing compound and cover with continuous lengths of tape, fully bedded as per Preambles Clause K10. Feather out jointing compound to give a flush, smooth, seamless surface.				
19.07	Allow for acoustic insulation within the stud cavity. Insulation to be 3 x 25mm Isover Acoustic Roll fixed inside the head of the GypWall stud cavity using Gyproframe GA1 Angle in accordance with the manufacturers recommendations and Preambles Clauses K10.				
19.08	Allow for one coat of Gyproc Drywall Primer in accordance with manufacturers recommendations and leave ready for decoration.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
19.09	Allow for sealing the perimeter to both sides of the newly erected partition with Gyproc Sealant, applied in accordance with the manufacturers recommendations and Preambles Clause K10.				
20.00	<b>NEW PARTITION WALLS - W2</b>  <b>Ground floor: Wolf Room, Fawcett Room, Gandhi's Room, Corridor, Accessible WC, Back Office Area, Meeting Room 1, Meeting Room 2, Server Room and Store Room</b> <b>First Floor: Quiet Rooms 1,2,3,4,5,6,7, Newly Formed WC, Corridor, Meeting Rooms 3,4 5 and Relaxation Area as shown on AHR Drawing T003 - Proposed Plan.</b>				
20.01	Allow for the erection of new partitioning as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Allow to construct new partitions from Gypframe 72 FEC 50 Folded Edge Standard Floor and Ceiling Channel and Gypframe 70 S 50 'C' Studs at 600mm centres to achieve the minimum acoustic performance of 49 RwdB. To be fitted above the raised access floor tiles and be constructed up to the finished ceiling level and be installed in line with the manufacturers recommendations and Preambles Clause K10.				
20.02	Plasterboard to be one layer of 15mm Gyproc Soundbloc F to each side and should be staggered in accordance with Gyproc's current installation guidance. Joints should be treated in accordance with the Gyproc paper joint tape method. Plasterboard to be fixed back to metal framing with British Gypsum Drywall Screws 25mm at 300mm centres (200mm centres at external corners) and screws must maintain a 10mm penetration through metal framework all in accordance with the manufacturers recommendations and Preambles Clause K10.				
20.03	Allow for acoustic insulation within the stud cavity. Insulation to be 1 x 25mm Isover Acoustic Partition Roll fixed inside the head of the GypWall stud cavity using Gypframe GA1 Angle in accordance with the manufacturers recommendations and Preambles Clauses K10.				
20.04	Allow for filling and taping all internal angles, joints and gaps with jointing compound and cover with continuous lengths of tape, fully bedded as per Preambles Clause K10. Feather out jointing compound to give a flush, smooth, seamless surface.				
20.05	Allow for one coat of Gyproc Drywall Primer in accordance with manufacturers recommendations and leave ready for decoration.				
20.06	Allow for sealing the perimeter to both sides of the newly erected partition with Gyproc Sealant, applied in accordance with the manufacturers recommendations and Preambles Clause K10.				
21.00	<b>ACOUSTIC DOUBLE GLAZED GLASS PARTITIONS - Contractor's Designed Portion</b>  <b>To Proposed Wolf Room, Fawcett Room, Gandhi's Room, Meeting Rooms 1,2,3,4,5 and Quiet Rooms</b>				
21.01	Allow for the supply and install of framed acoustic double glazed partitions adjacent to all doors in the above areas, as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Panels to be full height from finished floor level to ceiling level and 600mm wide as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Panels to achieve minimum acoustic performance of 48dB. Framework to be finished in RAL 9005.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
22.00	<b>CEILING FINISHES</b>  <b>Ground floor: Family Room 1,2,3,4, Wolf Room, Fawcett Room, Gandhi's Room, Corridor, Accessible WC, Back Office Area, Meeting Room 1, Meeting Room 2, Server Room and Store Room</b>  <b>First Floor: Quiet Rooms 1,2,3,4,5,6,7, Newly Formed WC, Corridor, Meeting Room 3, 4, 5 and Relaxation Area as shown on AHR Drawing T003 - Proposed Plan.</b>				
22.01	<p>The contractor is to allow to supply and install Ecophon Combison A suspended ceiling or equivalent equal including acoustic Combison Barriers above partition heads. Minimum acoustic performance to achieve 42Rw dB. Tiles to be 600mm x 600mm and set out as shown in <i>AHR Drawing T007 - Ceiling finishes</i>. All new ceiling grid to be installed in accordance with the manufacturers recommendations and Preambles Clause K45. For equivalent equal products, prior approval of CA is necessary before orders being placed.</p> <p><b>Communal Areas shown on AHR Drawing T003 - Proposed Plan</b></p>				
22.02	Allow to infill areas of existing MF plasterboard ceiling in communal areas, where metal grills were removed during strip out works as shown on <i>AHR Drawing T006 - Ceiling finishes</i> . New MF Ceiling to match existing in construction and installed to manufacturer's installation instructions and Preambles K10.				
22.03	Allow for detailing existing plasterboard ceiling into new Slab to Soffit partitions at the Family Rooms, making good where the existing plasterboard has been cut back to accommodate new rooms.				
22.04	Allow for filling and taping all joints and gaps with jointing compound and cover with continuous lengths of tape, fully bedded as per Preambles Clause K10. Feather out jointing compound to give a flush, smooth, seamless surface between existing plasterboard finish and new infill plasterboard.				
22.05	Allow for one coat of Gyproc Drywall Primer in accordance with manufacturers recommendations and leave ready for decoration.				
22.06	Allow for creating openings for access hatches within MF ceilings adjacent to each fan coil unit, location to be agreed on site. Supply and install 1hr fire rated metal access hatches, size 550 x 550mm.				
22.07	<p>Allow a provisional sum of £2,500.00 for fire-stopping including around service penetrations throughout Ground and First Floor in accordance with M&amp;E specification and as per Preambles Clause P12.</p> <p>FIRAS Installer Certification UKAS Accreditation Certificate required.</p>		1no	£2,500	£2,500.00
23.00	<b>RAISED ACCESS FLOOR</b>				
23.01	Allow for provisional replacement of 10% of Raised Access Floor Tiles across both floors. Replacement tiles are to match the existing. Final number of replacements to be confirmed with CA prior to ordering.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
<b>24.00</b>	<b>NEW FOLDING PARTITIONS - Contractor's Designed Portion</b>				
24.01	The contractor is to allow for the supply and install of 2No top hung London Wall Type 200 Acoustic Sliding Wall Systems, manufactured by London Wall Design Ltd. Allow for fitting wall systems between the 3 Meeting Rooms on the first floor as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Products to be manufactured and fitted in accordance with manufacturer's recommendations and NBS Specification L20 540 (Appendix C). Manufacturing details to be agreed with CA before placing orders.				
24.02	The contractor is to allow to supply and install acoustic baffle, into the suspended ceiling grid above the folding partitions, supplied by London Wall Design Ltd. Products to be manufactured and fitted in accordance with manufacturers recommendation and NBS Specification L20 540 (Appendix C).				
24.03	The contractor is to allow for the appointment of a structural engineer to determine the suitability of the structure to install the folding partitions. Any necessary design work, alterations or additional works necessary for the installation is to be included in the contractor's design. The contractor is to appoint a structural engineer at the earliest opportunity after being appointed for the works.				
<b>25.00</b>	<b>NEW DOORS- Contractor's Designed Portion</b>				
	<b>To proposed Family Room 1, 2, 3 &amp; 4</b>				
25.01	Allow for the installation of new solid core acoustic doors manufactured by Forza or equal and approved to the areas as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Doors to provide a minimum acoustic rating of 40Rw dB and adequate fire protection rating to meet building control ADB. All doors to be DDA Compliant.				
25.02	The doors are to be finished in Veneer TBC and are to be approved by the CA prior to works commencing. Doors to incorporate a Vision Panel Standard FD60. Glazing to meet all acoustic requirements. All works to be in accordance with the manufacturers recommendations and Preambles Clause L20.				
25.03	Allow for single action solo frame mechanically fixed in accordance with the manufacturers recommendations. Allow for acoustic seals fitted to all door edges in accordance with the manufacturers recommendations. To the threshold allow for mechanically fixing and sealing an acoustic threshold in accordance with the manufacturers recommendations. Please note the threshold should be fixed through all floor finishes.				
25.04	Allow for all doors to incorporate the following ironmongery. Ironmongery to be of a Satin finish and samples to be agreed with the CA prior to orders being placed all in accordance with the manufacturers recommendations and Preambles Clause P21:				
25.05	Single axis door hinges in accordance with BS EN 1935 Lever actions handles to BS EN 1906 Overhead door closers in accordance with BS EN 1154 Kick Plates to both door leaf's Wall mounted door stops Finger Guards Euro Cylinder Lock				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
<b>Ground Floor: To Wolf Room, Fawcett Room, Gandhi's Room, Reception, Back Office Area and Meeting Room 1 &amp; 2</b>					
<b>First floor: To Proposed Meeting Room 3, 4 &amp; 5, Quiet Rooms 1 - 7, New WC, Newly Formed Corridor and Relaxation Room as shown on AHR Drawing T003 - Proposed Plan</b>					
25.06	Allow for the installation of new acoustic doors manufactured by Forza or equal and approved to the areas as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Doors to provide a minimum acoustic rating of 35Rw dB and 30minute fire protection rating. All doors to be DDA Compliant.				
25.07	The doors are to be finished in Veneer TBC and are to be approved by the CA prior to works commencing. Doors to incorporate a Vision Panel Standard FD60. Glazing to meet all acoustic requirements. All works to be in accordance with the manufacturers recommendations and Preambles Clause L20.				
25.08	Allow for single action solo frame mechanically fixed in accordance with the manufacturers recommendations. Allow for acoustic seals fitted to all door edges in accordance with the manufacturers recommendations. To the threshold allow for mechanically fixing and sealing an acoustic threshold in accordance with the manufacturers recommendations. Please note the threshold should be fixed through all floor finishes.				
25.09	Allow for all doors to incorporate the following ironmongery. Ironmongery to be of a Satin finish and samples to be agreed with the CA prior to orders being placed all in accordance with the manufacturers recommendations and Preambles Clause P21:				
25.10	Single axis door hinges in accordance with BS EN 1935 Lever actions handles to BS EN 1906 Overhead door closers in accordance with BS EN 1154 Kick Plates to both door leafs Wall mounted door stops Finger Guards Euro Cylinder Lock				
<b>Ground Floor: Accessible WC, Server Room and Store Cupboard</b>					
25.11	Allow for the installation of new acoustic doors manufactured by Forza or equal and approved to the areas as shown on <i>AHR Drawing T003 - Proposed Plan</i> . Doors to provide a minimum acoustic rating of 35Rw dB and 30minute fire protection rating. All doors to be DDA Compliant.				
25.12	The doors are to be finished in Veneer TBC and are to be approved by the CA prior to works commencing. All works to be in accordance with the manufacturers recommendations and Preambles Clause L20.				
25.13	Allow for single action solo frame mechanically fixed in accordance with the manufacturers recommendations. Allow for acoustic seals fitted to all door edges in accordance with the manufacturers recommendations. To the threshold allow for mechanically fixing and sealing an acoustic threshold in accordance with the manufacturers recommendations. Please note the threshold should be fixed through all floor finishes.				
25.14	Allow for all doors to incorporate the following ironmongery. Ironmongery to be of a Satin finish and samples to be agreed with the CA prior to orders being placed all in accordance with the manufacturers recommendations and Preambles Clause P21:				
25.15	Single axis door hinges in accordance with BS EN 1935 Lever actions handles to BS EN 1906 Overhead door closers in accordance with BS EN 1154 Kick Plates to both door leafs				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
Wall mounted door stops Finger Guards Euro Cylinder Lock					
<b>26.00</b>	<b>NEW JOINERY</b>				
26.01	Allow for installing new timber skirting to the internal and external aspect of the newly constructed stud partitions, shown on <i>AHR Drawing T003 - Proposed Plan</i> . Timber skirting to match the existing skirting to the accommodation in terms of size and profile. Allow for plugging and screwing at 450mm centres, all joints to be mitred and suitably filled using a proprietary timber filler, sanded down ready for decoration. Works to be in accordance with Preambles Clause P20 and Z10.				
26.02	Allow for installing new timber architraves around the door frames of the internal and external aspect of the newly constructed stud partitions, shown on <i>AHR Drawing T003 - Proposed Plan</i> . Timber architrave to match the existing architraves to the accommodation in terms of size and profile. Allow for plugging and screwing at 450mm centres, all joints to be mitred and suitably filled using a proprietary timber filler, sanded down ready for decoration. Works to be in accordance with Preambles Clause P20 and Z10.				
26.03	Include for new boxing to all new and existing exposed services. Boxing to comprise 12mm MDF boarding over sw framing at required centres. Boxing sizes vary according to concealed pipework diameters. Provide screwed access panels above all rodding access points. Allow for decoration comprising 1 coat primer, 1 undercoat and 2 full gloss paint finish coats.				
<b>27.00</b>	<b>Ground Floor Refreshment Point - Contractor's Designed Portion</b>				
27.01	Allow to form the tea point layout in accordance with <i>AHR Drawing T005 – GF Tea Point</i> . All timber must be from a sustainable source and carry the forestry stewardship council trademark or equal and approved. All units and worktops to be tested to BS6222:1999 and chipboard is to comply with BS EN 312:2003. All worktops and units must carry a 5 year guarantee from the manufacturer. Allow for all relevant adjustments to the services to suit the proposed layout. The full design is to be confirmed by the CA prior to placing orders.				
27.02	Kitchen to be Howdens Greenwich Matt - Dove Grey and to comprise of the following units to make up the design as shown on drawings <i>AHR Drawing T005 – GF Tea Point</i> .				
27.03	Worktop to be Howdens 38mm square edge White Sparkle Quartz effect laminate worktop. Worktop is to be scribed to the wall with all joints to be butt and scribed and filled with a colourfill worktop compound.				
27.04	Allow for Howdens brushed copper effect square bar handles to all cupboards and drawers as shown on <i>AHR Drawing T005 – GF Tea Point</i>				
27.05	Allow for Howden's Single Bowl No Drainer Inset Composite Kitchen Sink to the location as shown on <i>AHR Drawing T005 – GF Tea Point</i> . Include for faucet, waste, fittings and brackets to complete the installation.				
27.06	Contractor to allow for all end panels, plinths, soft close cabinet hinges, worktop bolts, screws and fixings and misc. accessories to complete the installation.				
27.07	To the location shown on drawing <i>AHR Drawing T005 – GF Tea Point</i> allow for Howden's 3m x 600mm Brushed Copper Effect Laminate Backboard.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
27.08	Allow to supply and install Howdens Lamona TAP8302 Alvo Matt Black Swan Neck Mixer Tap.				
27.09	The contractor is to allow to install double doors on the front of the tea point to conceal when not in use as shown on <i>AHR Drawing T005 – GF Tea Point</i> .				
27.1	Allow to supply and install 1No Undercounter Integrated 600mm Fridge as shown on <i>AHR Drawing T005 – GF Tea Point</i> .				
27.11	Allow to supply and fix shelving as shown on <i>AHR Drawing T005 - GF Teas Point</i> .				
<b>28.00</b>	<b>FIRST FLOOR REFRESHMENT AND SOCIALISE AREA- Contractor's Designed Portion</b>				
28.01	Allow to form the tea point layout in accordance with <i>AHR Drawing T006 – FF Tea Point</i> . All timber must be from a sustainable source and carry the forestry stewardship council trademark or equal and approved. All units and worktops to be tested to BS6222:1999 and chipboard is to comply with BS EN 312:2003. All worktops and units must carry a 5 year guarantee from the manufacturer. Allow for all relevant adjustments to the services to suit the proposed layout. The full design is to be confirmed by the CA prior to placing orders.				
28.02	Kitchen to be Howdens Greenwich Matt - Dove Grey and to comprise of the following units to make up the design as shown on <i>AHR Drawing T006 – FF Tea Point</i> .				
28.03	Worktop to be Howdens 38mm square edge White Sparkle Quartz effect laminate worktop. Worktop is to be scribed to the wall with all joints to be butt and scribed and filled with a colourfill worktop compound.				
28.04	Allow for Howdens brushed copper effect square bar handles to all cupboards and drawers as shown on <i>AHR Drawing T006 – FF Tea Point</i> .				
28.05	Allow for supply and fix of 2No Stainless steel counter top waste chutes to be fixed into the worktop as shown on as shown on <i>AHR Drawing T006– FF Tea Point</i> .				
28.06	Allow for 2No integrated recycling bins to be located below counter top chutes, as shown on as shown on <i>AHR Drawing T006 – FF Tea Point</i> .				
28.07	Allow for Lamona Single Bowl Inset Composite Kitchen Sink to the location as shown on <i>AHR Drawing T006 – FF Tea Point</i> . Include for faucet, waste, fittings and brackets to complete the installation.				
28.08	Contractor to allow for all end panels, plinths, soft close cabinet hinges, worktop bolts, screws and fixings and misc. accessories to complete the installation.				
28.09	Allow to supply and fix shelving as shown on <i>AHR Drawing T006 - FF Teas Point</i> .				
28.10	To the location as shown on <i>AHR Drawing T006 – FF Tea Point</i> allow for Howdens 3m x 600mm Brushed Copper Effect Laminate Backboard.				
28.11	Allow for Howden's Lamona TAP8302 Alvo Matt Black Swan Neck Mixer Tap				
28.12	The contractor is to allow to supply and install Zip Tap HydroTap G5 Classic Plus Boiling chilled 240/175.				





SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
28.13	Allow to supply and install 2No Undercounter Integrated 600mm Fridges and 1No Full Height integrated Fridge as shown on <i>AHR Drawing T006 - FF Tea Point</i> .				
<b>29.00</b>	<b>FIRST FLOOR MEETING BOOTHS - Contractor's Designed Portion</b>				
29.01	The contractor is to allow a provisional sum of £7,500.00 for the design, supply and install of the meeting booth area as shown on <i>AHR Drawing T011 - GA</i>  Requirements: - 2no Coat storage in white MFC. Contractor to submit proposals. - Seating booths to be Senator Haven, fabric being Camira Synergy Serendipity : <a href="https://www.allermuir.com/en/products/soft-seating/haven-bench">https://www.allermuir.com/en/products/soft-seating/haven-bench</a> . Size TBC and contractor to submit proposals. - Contractor to submit proposals for 2no tables in dark grey/ black.		1no	£7,500	£7,500
<b>30.00</b>	<b>GROUND FLOOR ACCESSIBLE WC - Contractors Designed Portion</b>				
30.01	The contractor is to allow for supply and install of the following items to the accessible Ground Floor WC as shown on <i>AHR Drawing T004 - WCs</i> . All products to be chosen to match as closely as possible to the specification of the existing items fitted in the first floor accessible WC. Design should comply with The Equalities Act of 2010 Approved Document M of The Building Regulations and BS8300.				
30.02	Supply and install 1No Armitage Shanks close-coupled WC to match the existing accessible toilet on the first floor. To be fitted with Armitage Shanks white toilet seat and lid. Flushing to be dual flush valve and chrome plated button. Any exposed pipework to be chrome pipe.				
30.03	Supply and install 1No Armitage Shanks wash hand basin to match the existing accessible toilet on the first floor. Fixings to include Armitage Shanks single lever sequential thermostatic basin mixer tap to match existing in First Floor WC and slot swivel plug basin waste.				
30.04	Supply and install 1 No Brushed aluminium soap dispenser to match existing in First Floor WC.				
30.05	Supply and install 1 No Brushed aluminium lockable paper towel dispenser to match existing in First Floor WC.				
30.06	Supply and install 1No Dyson Airblade Hand Dryer in silver. The hand dryer should be located as close to the WHB as possible in line with current regulations. Hand dryers should not be located over other services or heating systems. Hand Dryer shall have a splash panel beneath to aid cleaning of facilities.				
30.07	Supply and install 1No mirror sized to match the existing in the first floor WC. The mirror should be scratch resistant. To be face fixed with mirror screws and covers. Any exposed edges to be polished.				
30.08	Supply and install 5No supporting grab rails of a contrasting colour to be fitted in line with drawing as shown on <i>AHR Drawing T004 - WCs</i> .				
30.09	Supply and install 1No wall mounted toilet brush holder to match existing.				
30.10	Supply and install 1 No Chrome toilet roll holder.				
30.11	Supply and install 1 No Grab Rail on rear of door.				
30.12	Supply and install 1No Coat Hooks to the rear of the door.				





SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
30.13	Floor Finishes and Decoration detailed elsewhere.				
<b>31.00</b>	<b>NEW FIRST FLOOR WCs - Contractor's Designed Portion</b>				
31.01	The contractor is to allow for supply and install of the following items to the newly formed WCs as shown on <i>AHR Drawing T004 - WCs</i> . All items/materials to be chosen to match as close as possible to the specification of the items fitted in the existing first floor WCs in design/ colour etc.				
31.02	<p>The contractor is to allow for constructing 2No cubicles in the newly formed WC. Integrated Plumbing System (IPS) framing system to be installed into cubicles to fully concealed services. Specification to match the existing first floor toilets and below:</p> <p><b>DUCT AND PANELLING:</b> Panelling to be fitted to prepared sw stud frame and fixed in accordance with the manufactures instructions. Arrangement must include for removable hinged accessible panels to facilitate access to concealed cisterns and valves. Access Panels: 12/13mm Compact Grade Laminate, double sided with all edges radiused. All access panels to be hinged and key lockable. Flash gaps: 12/13mm Compact Grade Laminate, double sided with all edges radiused. IPS panels to be fitted with hinged access panels. Top panel to be fitted with locking catch. Unlocking of top panel to facilitate access to lower panels. Lower panels to be fitted with roller catch and interlocking backing plates to hold then shut when top panel is shut and locked. Note: panel dimensions shown are given as guide only. Contractor is to confirm that dimensions shown are suitable for specified sanitary appliance and make alterations as required. If in doubt consult with works CA. Panel heights are to be limited to a maximum of 700mm to allow for safe manual handling.</p> <p>Cubicle doors to be full height from floor to ceiling for privacy. Doors to be veneer to match existing on first floor. TBC with CA prior to ordering. Fittings: To match existing. Include for wall connections, hinges, locking, coat hooks and all other required fixtures and fittings.</p>				
31.03	Supply and install 1No Armitage Shanks back to wall WC per cubicle to match the existing first floor toilets. To be fitted with Armitage Shanks white toilet seat and lid. Flushing to be dual flush valve and chrome plated button.				
31.04	Supply and install 1No Armitage Shanks wash hand basin per cubicle. Fixings to be wall-mounted taps and slot swivel plug basin waste.				
31.05	Supply and install 1 No Brushed aluminium soap dispenser per cubicle.				
31.06	Supply and install 1No Dyson Airblade Hand Dryer in silver per cubicle. The hand dryer should be located as close to the WHB as possible in line with current regulations. Hand dryers should not be located over other services or heating systems. Hand Dryer shall have a splash panel beneath to aid cleaning of facilities.				
31.07	Supply and install 1No mirror located above WHB sized to align with wall panelling setting out. The mirror should be scratch resistant. To be face fixed with mirror screws and covers. Any exposed edges to be polished.				
31.08	Supply and install 1No wall mounted toilet brush holder to match existing.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
31.09	Supply and install 1No Coat Hooks to the rear of the door.				
31.10	Floor Finishes and Decoration detailed elsewhere.				
<b>32.00</b>	<b>FLOOR FINISHES</b>				
	<b>To Entrance area, Meet and Greet area, to public used corridor on ground floor and newly formed corridor on first floor and Refresh &amp; Socialise and Collaboration areas.</b>				
32.01	The Contractor is to allow to supply and install Polyflor Simplay - Natural Wild Oak 2571 LVT, as shown on AHR Drawing T009 – Floor Finishes. The pattern is to be laid in direction as shown on drawing and to be laid in accordance with the manufacturers recommendations.				
	<b>To Family Room 1, Family Room 4, Quiet Room 1 and Quiet Room 2</b>				
32.02	The Contractor is to allow to supply and install Living System - Radiant Nature 05326 carpet tiles to the locations as shown on AHR Drawing T009 – Floor Finishes. Lay pattern as direct shown on drawings. Flooring to be fixed with suitable adhesive as manufacturers recommendations. All works to be in accordance with the manufacturers recommendations and Preambles Clause M50.				
	<b>To Family Room 2</b>				
32.03	The Contractor is to allow to supply and install Living System - Optimistic Ochre 05225 carpet tiles to the locations as shown on AHR Drawing T009 – Floor Finishes. Lay pattern as direct shown on drawings. Flooring to be fixed with suitable adhesive as manufacturers recommendations. All works to be in accordance with the manufacturers recommendations and Preambles Clause M50.				
	<b>To Family Room 3</b>				
32.04	The Contractor is to allow to supply and install Living System - Fragile Coral 05865 carpet tiles to the locations noted on as shown on AHR Drawing T009 – Floor Finishes Lay pattern as direct shown on drawings. Flooring to be fixed with suitable adhesive as manufacturers recommendations. All works to be in accordance with the manufacturers recommendations and Preambles Clause M50.				
	<b>To Wolf Room, Fawcett Room, Gandhi's Room, Back Office Area, Meeting Rooms 1, 2, 3, 4, 5, Main Office and Quiet Rooms 3,4 and 5.</b>				
32.05	The Contractor is to allow to supply and install Shaw Contracts - Simply by Nature - Structure Tile Mirror Grey 94535 carpet tiles to the locations noted on as shown on AHR Drawing T009 – Floor Finishes. Lay pattern as direct shown on drawings. Flooring to be fixed with suitable adhesive as manufacturers recommendations. All works to be in accordance with the manufacturers recommendations and Preambles Clause M50.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
<b>To Quiet Working Area and Relaxation Area</b>					
32.06	The Contractor is to allow to supply and install Suited Denim 79485 carpet tiles to the locations as shown on <i>AHR Drawing T009 – Floor Finishes</i> . Lay pattern as direct shown on drawings. Flooring to be fixed with suitable adhesive as manufacturers recommendations. All works to be in accordance with the manufacturers recommendations and Preambles Clause M50.				
<b>To New WCs</b>					
32.07	The Contractor is to allow to supply and install floor tiles, to match the existing WCs base build as shown on <i>AHR Drawing T009 – Floor Finishes</i> . Grout to match existing. Prior approval by CA is required before orders being placed.				
<b>To Store Rooms</b>					
32.08	The Contractor is to allow to supply and install a low slip vinyl to the locations noted on as shown on <i>AHR Drawing T009 – Floor Finishes</i> . Range TBC. All works to be in accordance with the manufacturers recommendations and Preambles Clause M50.				
<b>To Entrance Lobby - Contractor's Designed Portion</b>					
32.09	The contractor is to supply and install a door bar or similar to address uneven threshold at main entrance doors.				
32.10	The Contractor is to allow to supply and install Entrance mating as shown on as shown on <i>AHR Drawing T009 – Floor Finishes</i> . Range TBC.				
<b>Transition strips to all areas</b>					
32.11	The contractor is to allow to supply and install transition strips at all areas where different floor finishes meet. Transition strips not needed at door thresholds, where the same finish extends into a different space. Transition strips to be Gradus Multi-purpose Trim.				
<b>33.00</b>	<b>DECORATION</b>				
<b>Previously Decorated Plastered board Walls and Ceilings</b>					
33.01	To all previously decorated walls as shown on <i>AHR Drawing T010 – Decoration Plan</i> . allow for redecoration. Allow to clean down, de-grease and fill any surface defects with a proprietary brand of filler, finished level with the surrounding surfaces. Allow to decorate in two coats of Dulux Diamond Matt emulsion, in colour to match base build in accordance with Preambles Clause M60.				
<b>Newly Constructed Plasterboard Partitions and Ceilings</b>					
33.02	To all bare plasterboard walls as shown on <i>AHR Drawing T010 – Decoration Plan</i> ., allow to redecorate in one mist coat and two final coats of Dulux Diamond Matt emulsion, in colour to match base build in accordance with Preambles Clause M60.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
<b>Vinyl Wall Graphic Preparation</b>					
33.03	The Contractor is to allow for the preparation of walls ready for the application of full vinyl wall graphics as shown on as shown on AHR Drawing T010 – Decoration Plan. Allow to clean down, de-grease and fill any surface defects with a proprietary brand of filler, finished level with the surrounding surfaces. Allow to decorate in two coats of Dulux Eggshell emulsion, in colour TBC in accordance with Preambles Clause M60.  Printing and Installation of the vinyl wall graphics to be arranged by the client.				
<b>Feature Walls</b>					
33.04	The Contractor is to decorate feature walls in colours as shown on AHR Drawing T010 – Decoration Plan.. Allow to decorate in two coats of Dulux Diamond Matt Emulsion and in accordance with Preambles Clause M60.				
<b>Wallpaper</b>					
33.05	Wallpaper is to be supplied and installed by others as shown on AHR Drawing T010 – Decoration Plan. Contractor to allow for the preparation of walls ready for the application: clean down, de-grease and fill any surface defects with a proprietary brand of filler, finished level with the surrounding surfaces				
<b>34.00 Joinery</b>					
34.01	Allow for the decoration of all previously decorated and new bare joinery in accordance with Preambles Clause M60. Existing doors to be included.				
34.02	Ensure all timber to be painted is sufficiently dry, clean and free of surface contaminants and in a suitable condition to accept the paint coating. The moisture content of the timber should not exceed 18%.				
34.03	Ensure surfaces should be clean, dry and free from grease. Remove any crazed or flaking material. Rub down glossy surfaces with fine waterproof abrasive paper and rinse thoroughly to provide key.				
34.04	Prime rubbed down glossy surfaces with a coat of Water based Primer Undercoat, applied by brush, roller or paint pad.				
34.05	Overall apply one full coat of Undercoat in accordance with Preambles section M60, applied with brush, roller or paint pad. Allow 6 hours between coats.				
34.06	Overall apply two full coats of Dulux Gloss in accordance with Preambles section M60, applied with brush, roller or paint pad. Allow 6 hours between coats. Colour to match the existing decorated timberwork.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
35.00	<b>Furniture, Fixings and Equipment</b>				
	<b>Blinds</b>				
35.01	<p>The contractor is to allow for supply and fix of blinds to all windows as shown on <i>AHR Drawing T011 – General Arrangement</i>: Range Louvolite - Single &amp; double roller bracket system Type A - Double roller Roller 1: unishade - charcoal (blackout) Roller 2: uniview 3100 - shadow Type B - Single roller Uniview 3100 - shadow</p> <p>Blinds to be inherently 'safe by design' (contain no dangerous loops or cords) or for cords and chains to be provided with safety device(s) at the point of manufacture. All cords/chains must be securely fitted with safety devices and fitted at least 1.5m from the floor except for breakaway devices – these must be at least 0.6m from the floor. Allow for Instructions to be left with the customer and all warning labels left on the product at the point of fitting. Blinds to be in accordance with the child safety requirements of BS EN 13120:2009+A1:2014.</p>				
	<b>Voiles</b>				
35.02	<p>The contractor is to allow for supply and fix of voiles to windows as shown on <i>AHR Drawing T011 – General Arrangement</i>. Fabric to be Sekers Borealis - 11 Shadow. Allow for voiles to cover full external wall. Allow for necessary poles and fixings for installation. To be installed in accordance with the manufacturers recommendations.</p> <p>Voiles to windows: GF: W1.01, W1.02, W1.04, W1.06, W1.07, W1.08, W1.09, W1.11, W1.12, W1.13 FF: W1.35, W1.34, W1.33, W1.32, W1.31, W1.30</p>				
	<b>Curtains</b>				
35.03	<p>The contractor is to allow for supply and fix of curtains to windows as shown on <i>AHR Drawing T011 – General Arrangement</i>. Fabric to be Sekers Horta - 04 Chalk. Allow for voiles to cover full external wall. Allow for necessary poles and fixings for installation. To be installed in accordance with the manufacturers recommendations.</p> <p>Curtains to windows: W1.04 - W1.09</p>				
	<b>Reception Counter/ Desk - Contractors Design Portion</b>				
35.04	<p>The contractor is to allow a provisional cost of £10,000.00 to supply and install an Isomi Blok Reception Desk into the Reception area, as shown on <i>AHR Drawing T011 – General Arrangement</i>. Blok Reception Desk - Configuration 2 Dimensions: L 2400mm x D 875mm/ 1175mm. Contractor to confirm OH&amp;P</p>		1no	10,000.00	£10,000.00
	<b>Suspended Rafts in Collaboration Space</b>				
35.05	<p>The contractor is to allow to supply and fix suspended rafts to collaboration space as shown on <i>AHR Drawing T011 – General Arrangement</i>. Rafts manufactured by ezoBoard 6 x Cloud - Bespoke shape in 12mm OB14 Ocean Blue 4 x Cloud - Bespoke shape in 12mm MG10 Moss Green</p> <p>Allow for all fixings and installation in line with manufacturers instructions.</p>				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
<b>Manifestation to glazing</b>					
35.06	The contractor is to allow to supply and fix manifestations to glass partitions, as shown on <i>AHR Drawing T003 - Proposed Plan</i> .				
<b>Film to Store Room Glass</b>					
35.07	The contractor is to allow to apply a frosted privacy film to the inside surface of the glazing of W1.14 as shown in <i>AHR Drawing T003 – Proposed Plan</i> .				
<b>Television Screens</b>					
35.08	The contractor is to allow to supply and fix 4No Medium to Large Fixed TV Brackets. Locations to be confirmed by CA prior to works starting on site. The contractor is to allow for the correct fixings for the substrate as per the manufacturers recommendations.				
<b>Window Restrictors</b>					
35.09	The contractor is to allow to supply and fix window restrictors to 10No first floor windows as shown in <i>AHR Drawing T003 – Proposed Plan</i> . Windows to be included are W1.17-W1.26. Window restrictors to be lockable. Windows to be restricted to an opening not exceeding 100mm.				
<b>36.00</b>	<b>CLEANING</b>				
36.01	Allow for thoroughly cleaning all areas of the building affected by the works, include for removing all builders dust and debris to the satisfaction of the Contract Administrator. This work is to be undertaken as work proceeds but a final cleaning is to include all new and existing surfaces and finishes, include for all materials fixtures and fittings as required.				
<b>37.00</b>	<b>COMPLETION/CLEAR SITE</b>				
37.01	On completion of the works, allow for making good to all disturbed surfaces, allow for thoroughly cleaning down all surfaces and remove all debris arising from site to the approval of the Contract Administrator, and leaving all appliances in a good working order. This work is to be undertaken as work proceeds but a final cleaning is to include all new and existing surfaces and finishes, include for all materials fixtures and fittings as required.				
37.02	Allow for clearing site and carting away all debris to the complete satisfaction of the CA.				
37.03	Allow for thoroughly cleaning all adjacent areas of the building, which have been affected by any dust/debris created by the works, to the complete satisfaction of the CA.				
37.04	Allow 2 days for operative to install various signage, pictures, graphics panels to new office areas exact locations to be confirmed by Employer.				
<b>38.00</b>	<b>MECHANICAL AND ELECTRICAL WORKS</b>				
38.01	The contractor is to undertake all mechanical and electrical installation works in accordance with CPW's specifications and drawings contained in Appendix B.				
	Costs to be recorded in Mechanical and Electrical Tender Analysis Document in Appendix C. Total costs to be pulled through to this document and priced under this item.				



SCHEDULE OF WORKS		Unit	Quantity	Rate £	Total £
38.02	<p><b>Fire Alarm System</b> - Under the contract the employer has nominated a subcontractor to carry out works to the Fire Alarm System. A price has not yet been received by the incumbent specialist. The contractor is to allow a provisional cost of £15,000.00 for the works.</p> <p>Contractor to confirm OH&amp;P _____</p>		1 No	£15,000.00	£15,000.00
39.00	<b>OVERHEADS AND PROFITS</b>				
39.03	Contractor to state percentage of overheads and profit on any subcontractors for any variations which may be instructed here _____%.				
40.00	<p><b>EXTRA OVER FOR ADDITIONAL WORKS TO PARTITIONS</b></p> <p>The contractor is to provide an extra over cost for installing two layers of 12.5mm Gyproc Soundbloc to newly formed partition walls (in place of the specified 1 x 15mm) to the following rooms:</p> <p>Wolf Room, Fawcett Room, Ghandi's Room, Meeting Room 1 and Meeting Room 2.</p>				

## **Section 4**

### **Included Sums**





**1.00 INCLUDED SUMS**

**General Contingency**

1.01 The contractor is to include the contingency sum which should equate to 10% of the total of Section 3.0 Schedule of Works for unforeseen building works to be expended in whole or part only with prior approval of the Contract Administrator. £

**TOTAL CARRIED TO SUMMARY**

## **Section 4**

### **Summary**



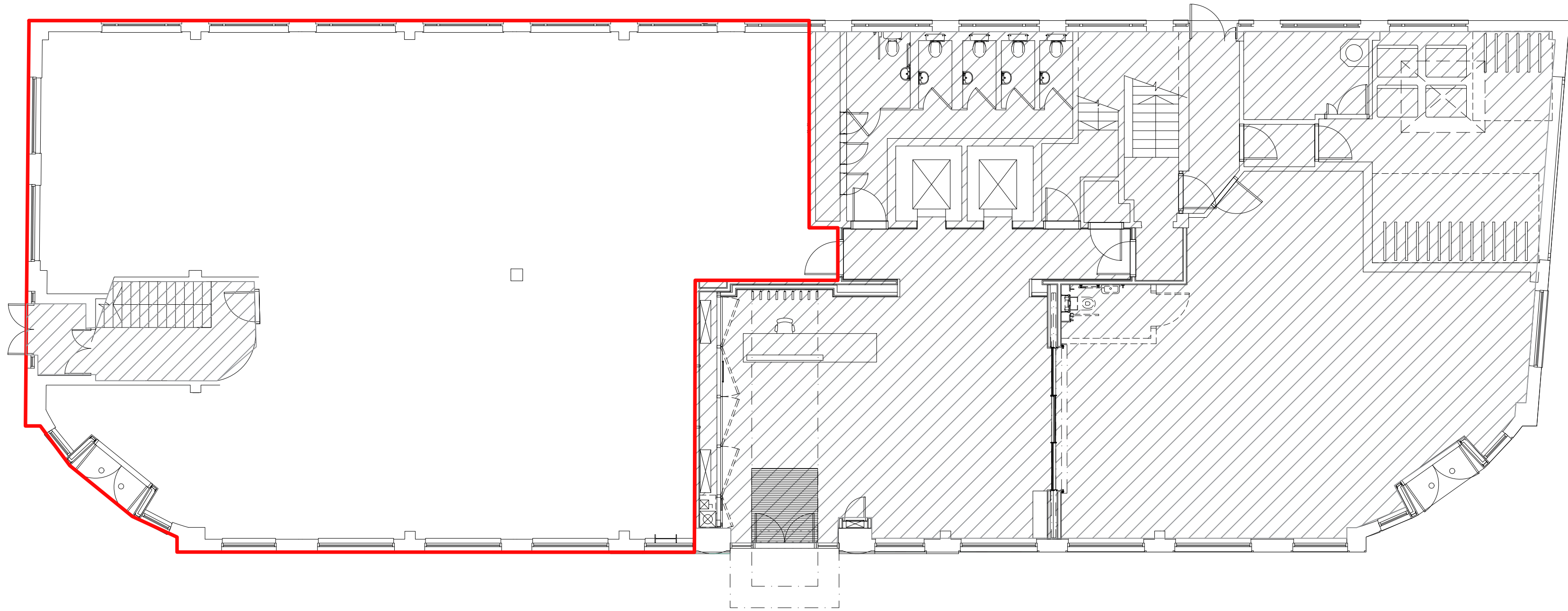
**1.00 SUMMARY**

**Building Works**

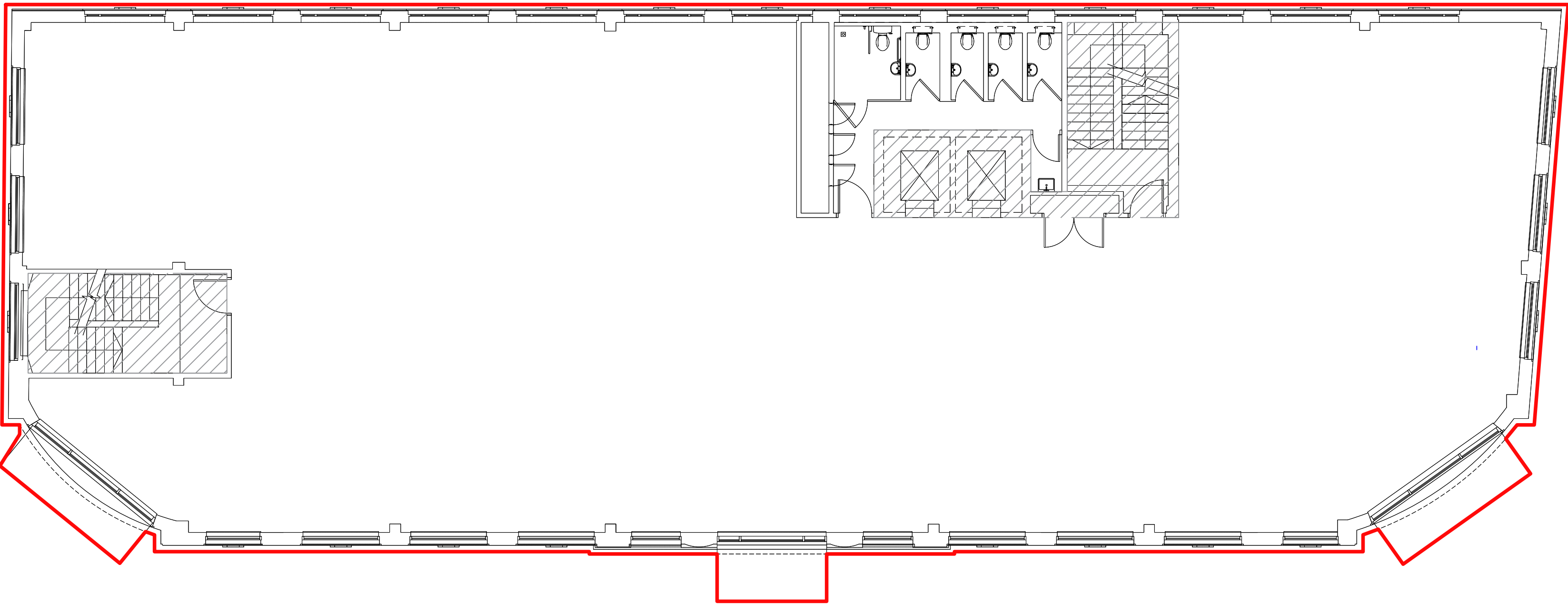
1.01	Section 1.0 - Preliminaries	£
1.02	Section 2.0 - Preambles (NBS Specification)	£
1.03	Section 3.0 - Schedule of Works	£
1.04	Section 4.0 - Included Sums	£
<b>TOTAL COST OF WORKS</b> (carried to form of tender)		£

## **Appendix A**

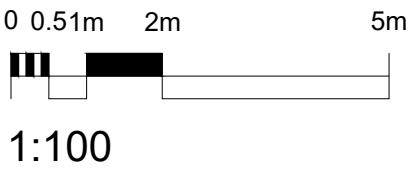
### **AHR Drawings**



Existing Ground Floor Plan  
Scale 1:100 @ A1



Existing First Floor Plan  
Scale 1:100 @ A1



Drawing Key:

- Site Boundary
- Out of Scope

Rev	Description	Date	Dr by	App by
original by		date created		Approved by
IB		19.09.2022		TM



client <b>CAFCASS</b>			
project <b>CAFCASS London 70 Grays Inn Road</b>			
drawing <b>Existing Plan</b>			
project number <b>2022.00145.001</b>	scale <b>1:100</b>	<b>@A1</b>	
drawing number <b>T001</b>	rev <b>-</b>	issue status <b>Tender</b>	

This drawing is to be read in conjunction with all related drawings. All dimensions must be checked and verified on site before commencing any work or producing shop drawings. The originator should be notified immediately of any discrepancy. This drawing is copyright and remains the property of AHR.





STRIP OUT WORKS

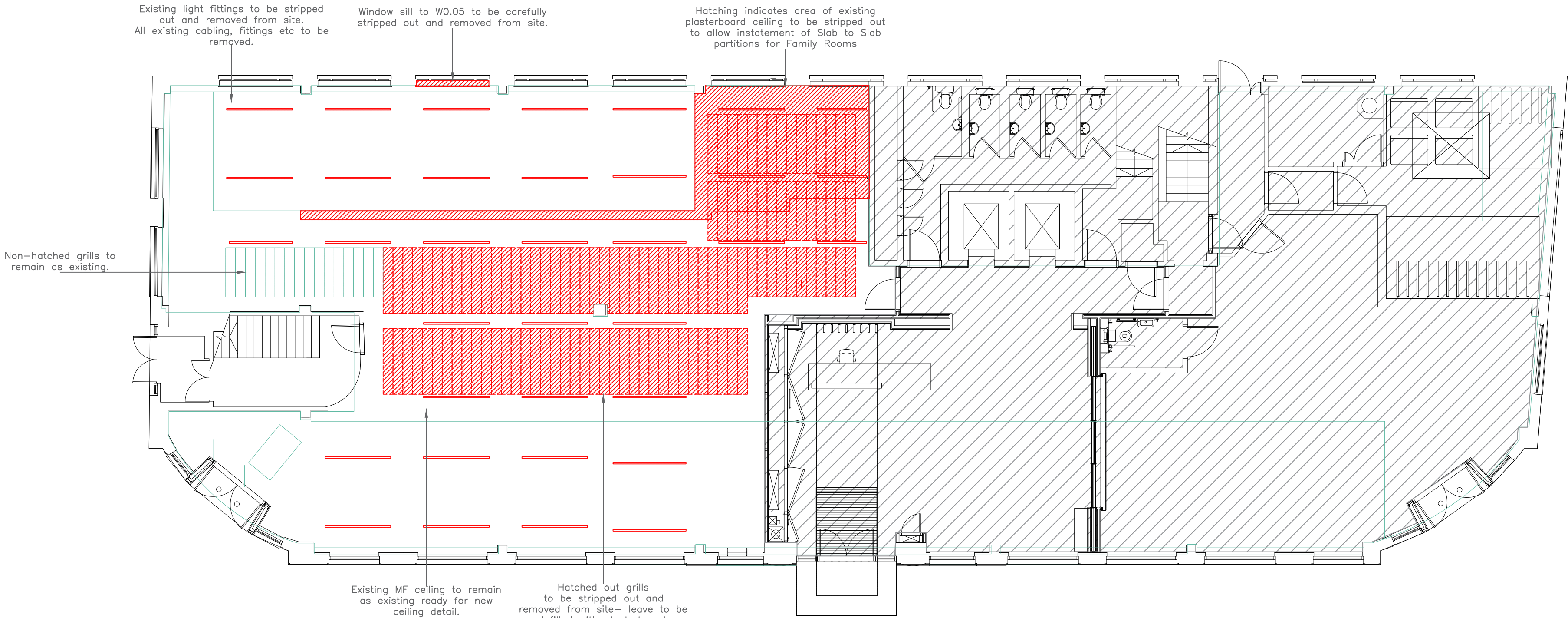
**CEILINGS**  
Hatched out metal insert grills are to be carefully stripped out and removed from site. Leave ready to receive new ceiling details.  
Hatched area of plasterboard to be cut back and stripped out ready for the construction of Family Room acoustic partitions. Plasterboard to be cut back carefully to join back into new partitions.

**Window Cill**  
The contractor is to remove the window sill to W.05 and remove from site. Make good all affected surfaces to match existing.

**M&E**  
All strip lighting to be carefully stripped and removed from site. Wiring is to be stripped back to main incoming supply point and isolated in readiness to serve new M&E fittings as shown on M&E consultants drawing and specification. Make good all affected surfaces to match existing.

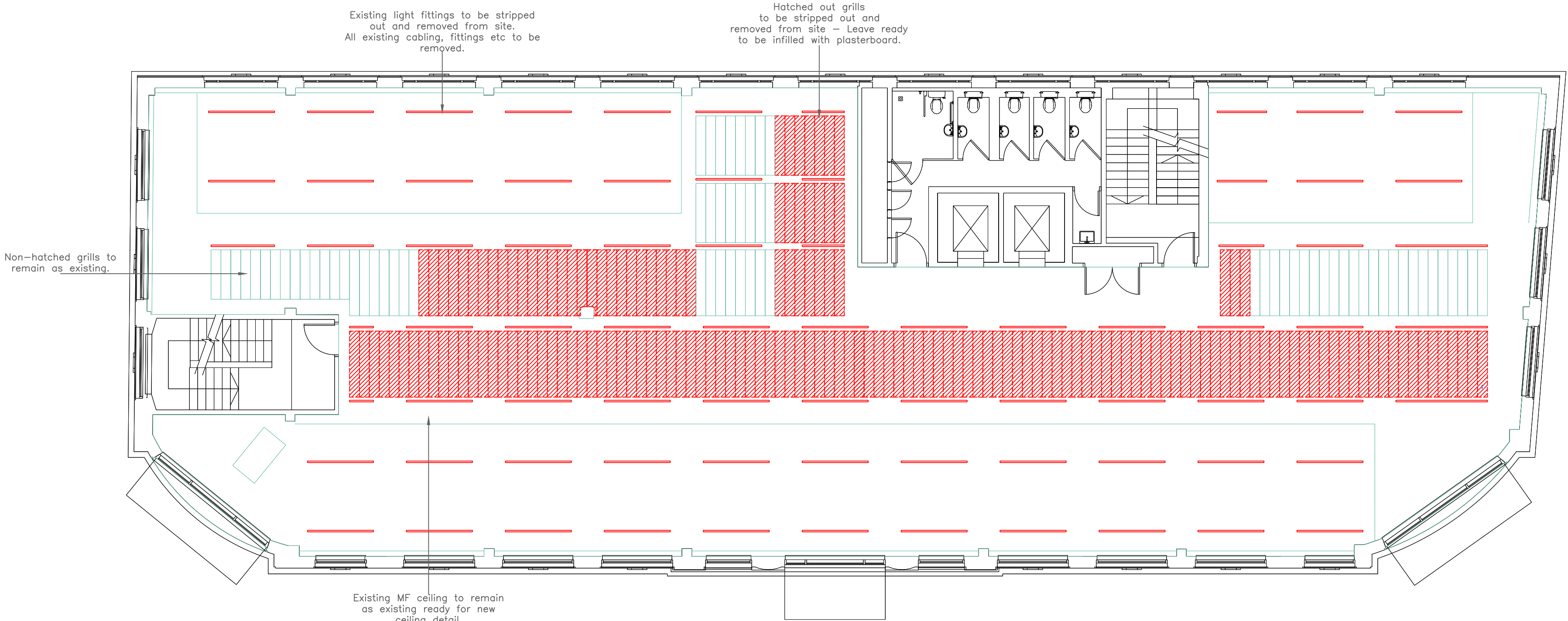
**ASBESTOS**  
An R&D survey is to be arranged by the contractor as per the specification. The Contractor is to include for the safe removal of any asbestos related materials identified in the report by a specialist removal company in full accordance with all existing regulations and codes of practice for removal and disposal of asbestos materials. Upon completion of these works the Contractor must provide evidence of the HSE notification, method statements for the removal, air test evidence and a waste transfer note. The asbestos register is to be read prior to these works commencing, and is to be completed by the asbestos contractor upon completion of the works. If there are any suspected materials that have characteristics of asbestos materials identified during the course of the works, then the Contractor must stop works immediately and inform the Client Team.

**GENERAL DEMOLITION NOTES.** – The Contractor is to..  
..remove all redundant materials arising from demolition works from site. Due to limited site access, the the debris is to be removed as it arises.  
..supply and maintain at all times, throughout the contract, all necessary secure fencing and hoarding to the perimeter of the site to prevent unauthorised access.  
..provide all necessary protective boarding and partitioning to prevent accidental damage to adjacent windows and building structure.  
..provide all temporary supports, propping and shoring as necessary to maintain structural stability of the existing buildings during all works throughout the contract.  
..provide all necessary temporary structures and sheeting to prevent the ingress of water to the retained structure at all times.  
..liaise with all relevant statutory authorities and utility providers in respect of all works effecting these services.  
..maintain a safe, secure working environment for all site operatives and visitors in accordance with all relevant and current health and safety, codes of practice and CDM regulations and legislation.



Ground Floor Strip Out Works

Scale 1:100 @ A1



First Floor Strip Out Works

Scale 1:100 @ A1

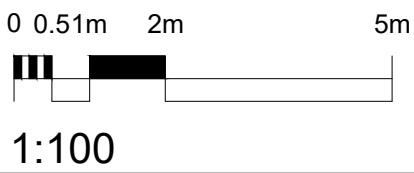
NOTE TO CONTRACTOR:  
These are indicative details and measurements provided only, the contractor is to undergo a measured survey before undertaking any of the refurbishment works.

Rev	Description	Date	Dr by	App by
original by		date created		Approved by
IB		19.09.22		TM



Choose Office  
Address

client <b>CAFCASS</b>		
project <b>CAFCASS London 70 Grays Inn Road</b>		
drawing <b>Strip Out Works</b>		
project number <b>2022.00145.001</b>	scale <b>1:100</b>	<b>@A1</b>
drawing number <b>T002</b>	rev <b>-</b>	
issue status <b>Tender</b>		
This drawing is to be read in conjunction with all related drawings. All dimensions must be checked and verified on site before commencing any work or producing shop drawings. The originator should be notified immediately of any discrepancy. This drawing is copyright and remains the property of AHR.		







## BUILDERS WORK, FINISHES & FITTINGS

### FLOORING

Please see T005 – Flooring Layout

W1

#### NEW ACOUSTIC INTERNAL WALLS TO GF FAMILY ROOMS.

Allow for constructing new internal partition walls to create the new layout and rooms.

The new internal partitioning is to comprise metal stud partitions built up from the floor slab to soffit. Walls are to be as detailed on the drawings but are generally to comprise of 94C50 Floor and Ceiling Channel and Gyframe 92550 'C'Studs. Include for 75mm Isover Acoustic Partition Roll insulation. Plasterboard to be two layers of 12.5mm Gyproc Soundbloc to each side and should be staggered in accordance with Gyproc's current installation guidance. Joints should be treated in accordance with the Gyproc paper joint tape method. Plasterboard to be fixed back to metal framing with Gyproc Drywall Screws at 300mm centres (200mm centres at external corners) and screws must maintain a 10mm penetration through metal framework all in accordance with the manufacturers recommendations and Preambles Clause K10. Allow for one coat of Gyproc Drywall Primer in accordance with manufacturers recommendations.

Block off window W1.05 to the above specification. Film to be applied to glass before construction. To finish flush with existing surfaces.

W2

#### NEW INTERNAL WALLS TO ALL OTHER ROOMS.

Allow for constructing new internal partition walls to create the new layout and rooms.

The new internal partitioning is to comprise metal stud partitions built up from the Existing floor surface up to ceiling level. Walls are to be as detailed on the drawings but are generally to comprise of 72 FEC 50 Folded Edge Standard Floor and Ceiling Channel and Gyframe 70 S 50 'C'Studs. Include for 25mm Isover Acoustic Partition insulation and 1 no. layers of 15mm Soundbloc to either side, and should be staggered in accordance with Gyproc's current installation guidance. Joints should be treated in accordance with the Gyproc paper joint tape method. Plasterboard to be fixed back to metal framing with Gyproc Drywall Screws at 300mm centres (200mm centres at external corners) and screws must maintain a 10mm penetration through metal framework all in accordance with the manufacturers recommendations and Preambles Clause K10. Allow for one coat of Gyproc Drywall Primer in accordance with manufacturers recommendations.

Include for all general builders work, holes, chases and the like in connection with the mechanical and electrical services installations running at high level to the length of the building to ensure that they can pass through the new partition walls. The contractor is to allow for all specialist diamond core drilling through all walls as required for all pipe diameters. Include for making good all disturbed surfaces on completion of the works and as required. Seal around all new holes with Promat Promaseal Intumescent mastic, or similar, equivalent equal.

W3

#### ACOUSTIC GLAZED PARTITIONS – Contractor's designed partition

Allow for the supply and installation of framed acoustic double glazed partitions adjacent doors as shown on drawing. Panels to be full height from finished floor level to ceiling level. Panels to achieve minimum acoustic performance of 45dB. Framework to be RAL 9005. Manifestations to be applied to glass= Design TBC

#### FOLDING PARTITION WALLS

Allow for supply and installing 2 x New Acoustic Folding Partition.London Wall Type 200 Acoustic Sliding Wall Systems, manufactured by London Wall Design Ltd (See Appendix A for manufacturers information).The contractor is to instruct a structural engineer to ascertain the suitability of the existing structure. Finish to be W1000 ST9 Premium White (RAL 9003).

#### NEW WCs

New WCs on first floor to match the specification of the existing WCs. Full details in Items 23.00 & 24.00 of Schedule of Work.

#### EXISTING WALLS

Thoroughly prepare all existing surfaces in accordance with specific finish manufacturer's instructions and for scraping back any loose or flaking paint. Fill any dents, holes or imperfections.

All descriptions are to include for making good to walls, adjacent areas and other disturbed surfaces whether specific references are made or not and the making good to all disturbed surfaces in every instance is to match the existing finishes.

#### EXISTING & NEW WALLS (Ref W1)

Make good to all damaged or disturbed plaster areas and all former fixing points. Decorate with 1 mist coat and 2 coats of Dulux Diamon Matt emulsion in colour to match base build in accordance with Preambles Clause M60.

#### BOXING IN

Include for new boxing to all new and existing exposed services. Boxing to comprise 12mm mdf boarding over sw framing at required centres. Boxing sizes vary according to concealed pipework diameters.

Provide screwed access panels above all radding access points.

Allow for decoration comprising 1 coat primer, 1 undercoat and 2 full gloss paint finish coats.

#### NEW PLASTERBOARD CEILINGS

Please see T004 – RCP For full details.

MF ceiling to comprise of one layer of 12.5mm plasterboard. New ceilings to be taped and jointed into existing for seamless joints. Decorate with 1 mist coat and 2 coats of Dulux Diamon Matt emulsion in colour to match base build in accordance with Preambles Clause M60. Supply and install mineral wool insulation above the new ceilings.

#### NEW AND EXISTING DOORS, FRAMES, ARCHITRAVES, WINDOW CILLS AND SUNDRY JOINERY

Remove all damaged or flaking paintwork. Fill and flat all depressions and holes.

Prime bare timber, stop and bring forward.

Decorate with 1 undercoat and 2 coats full gloss paint finish.

#### DECORATIONS

To all areas, allow to thoroughly prepare all surfaces by scraping back any loose or flaking paint. Prime and stop knots and fill any dents, holes or imperfections and around any pipework/drainage, and apply alkali sealer where necessary, in accordance with the manufacturer's instructions.

To all previously painted walls and ceilings include for preparation and spot priming to bring forward repaired or bare surfaces to match the adjacent paintwork, resulting in an even appearance. Allow for preparation and decoration with 2 no. coats of Dulux trade undercoat and 1 no. coat Dulux Trade Gloss coat – Colour TBC.

To all new walls and ceilings include for the preparation and decoration with 2 no. coats of Dulux trade undercoat and 1 no. coat Dulux Trade Gloss coat – Colour TBC.

Rev	Description	Date	Dr by	App by
original by		date created		Approved by
1B		19.09.2022		TM

W1.01 Denotes location of existing windows.

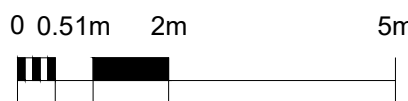
Choose Office

Address

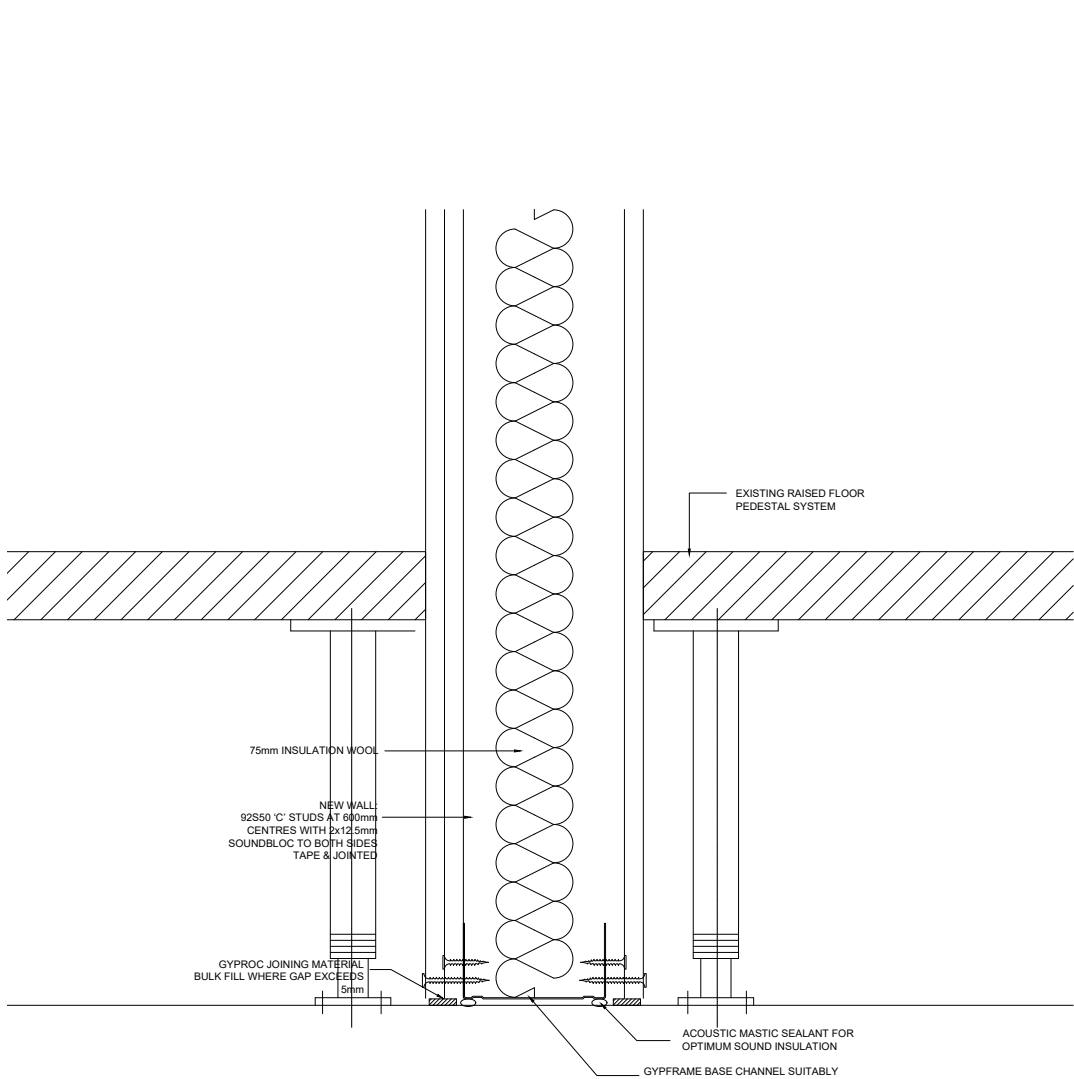
# A-R

client	
CAFCASS	
project	
CAFCASS London 70 Grays Inn Road	
drawing	
Proposed Plan	
project number	scale
2022.00145.001	1:100 @A1
drawing number	rev
T003	-
	issue status
	Tender

NOTE TO CONTRACTOR:  
These are indicative details and measurements provided only, the contractor is to undergo a measured survey before undertaking any of the refurbishment works.

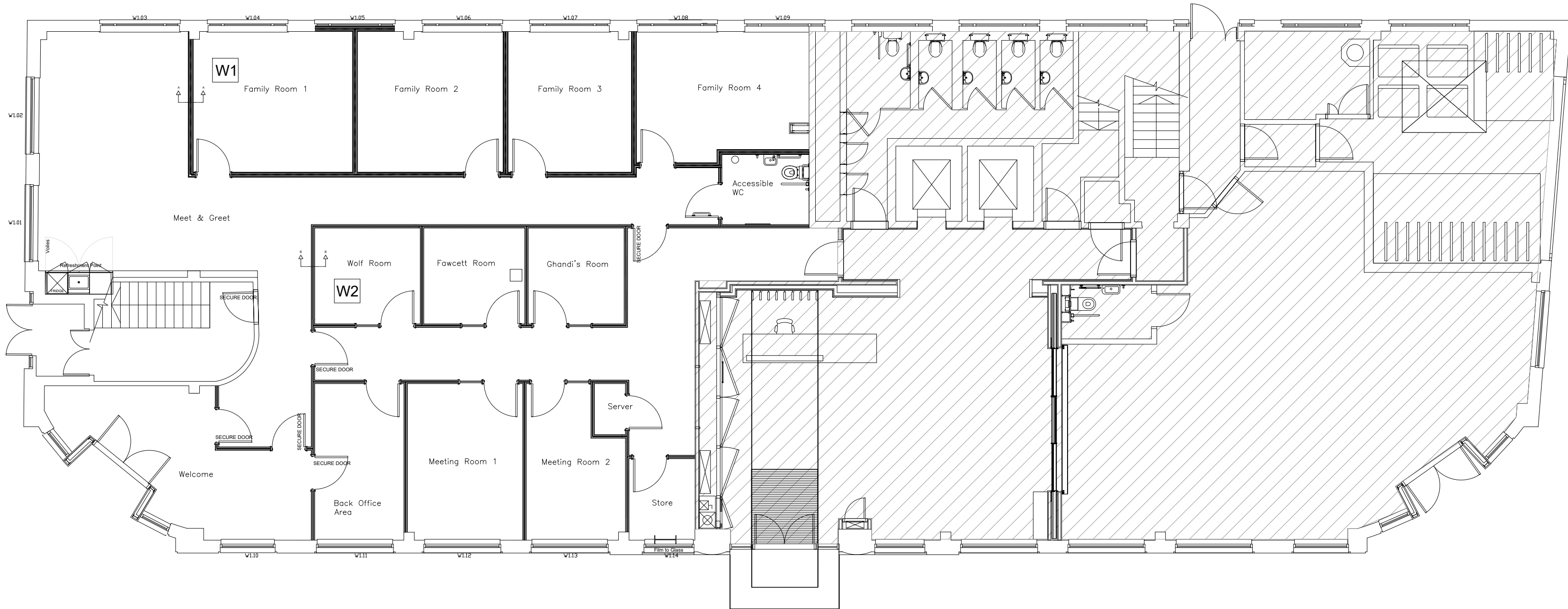


1:100



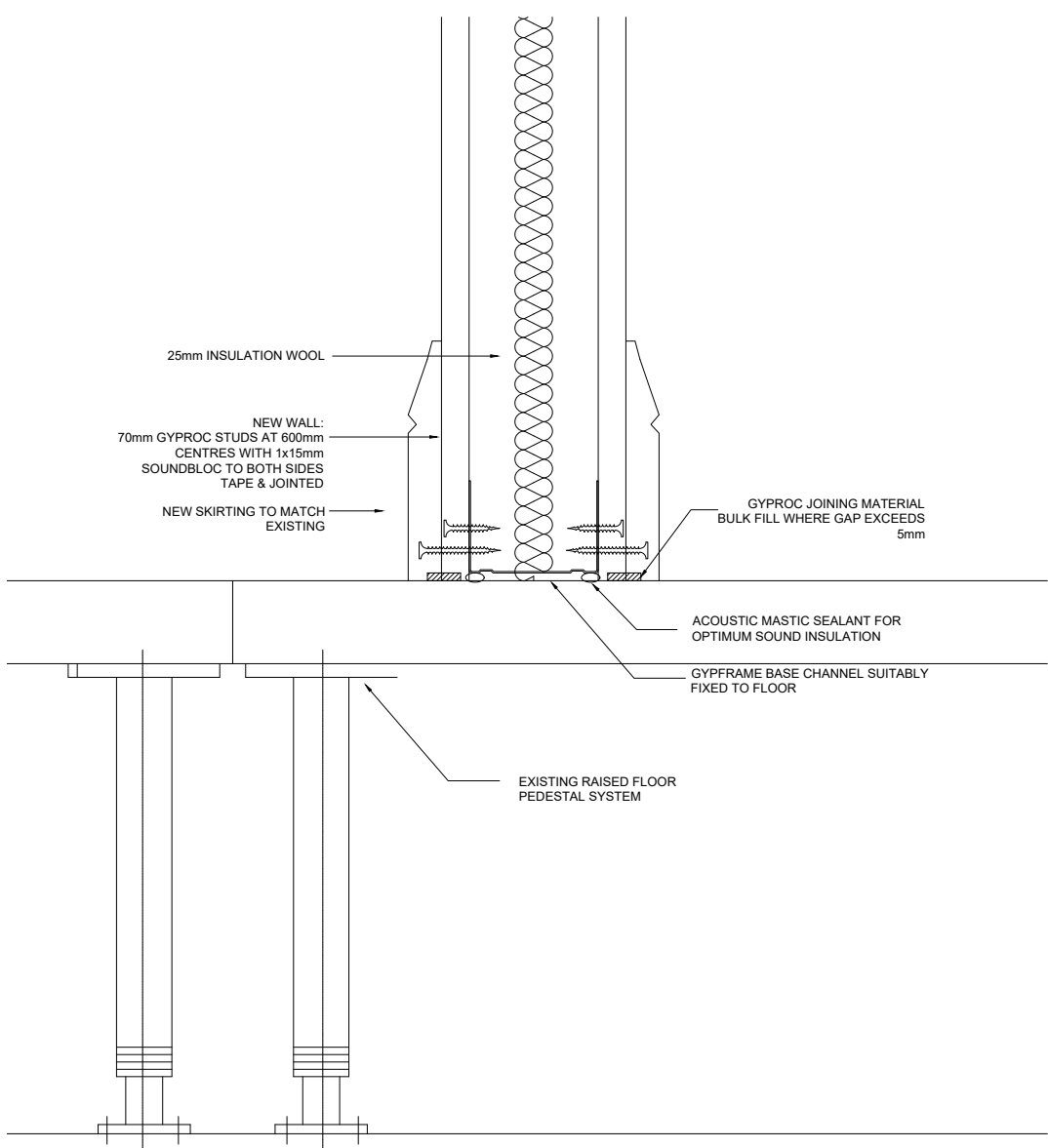
### W1– Family Room Walls (A–A)

Scale 1:100 © A1



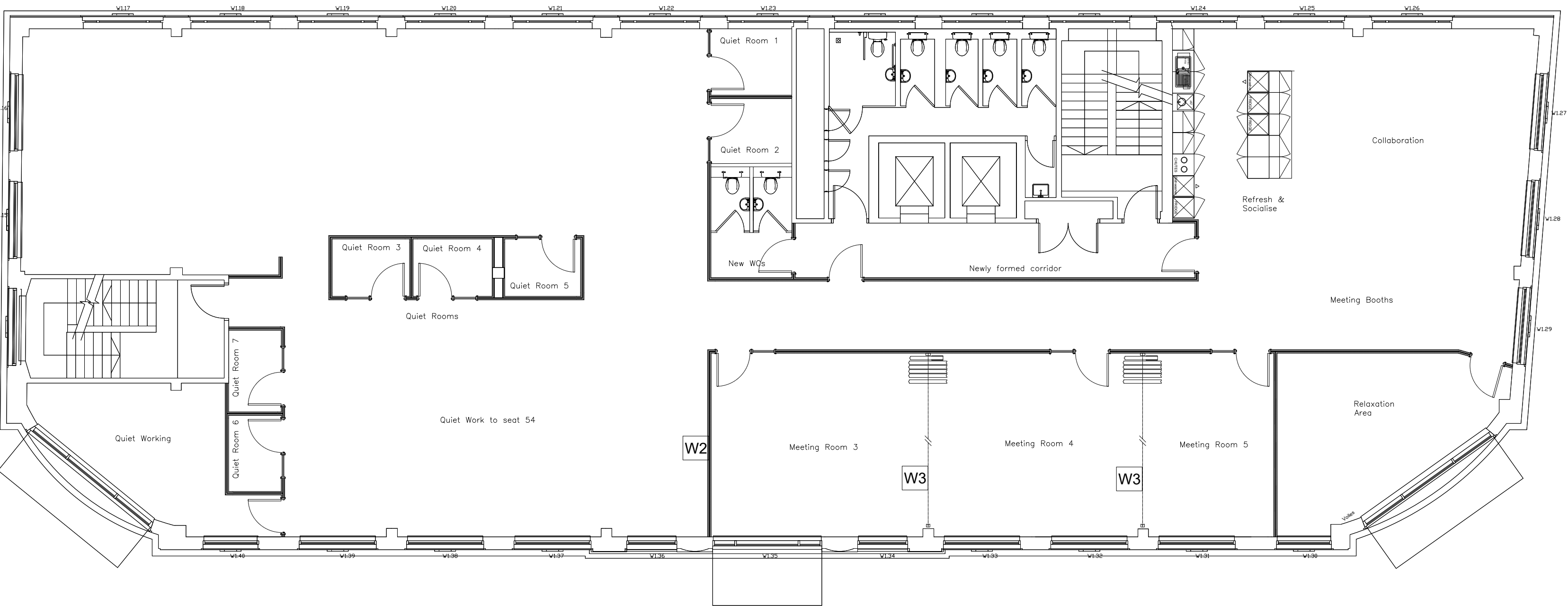
### Ground Floor Proposed Plan

Scale 1:100 © A1



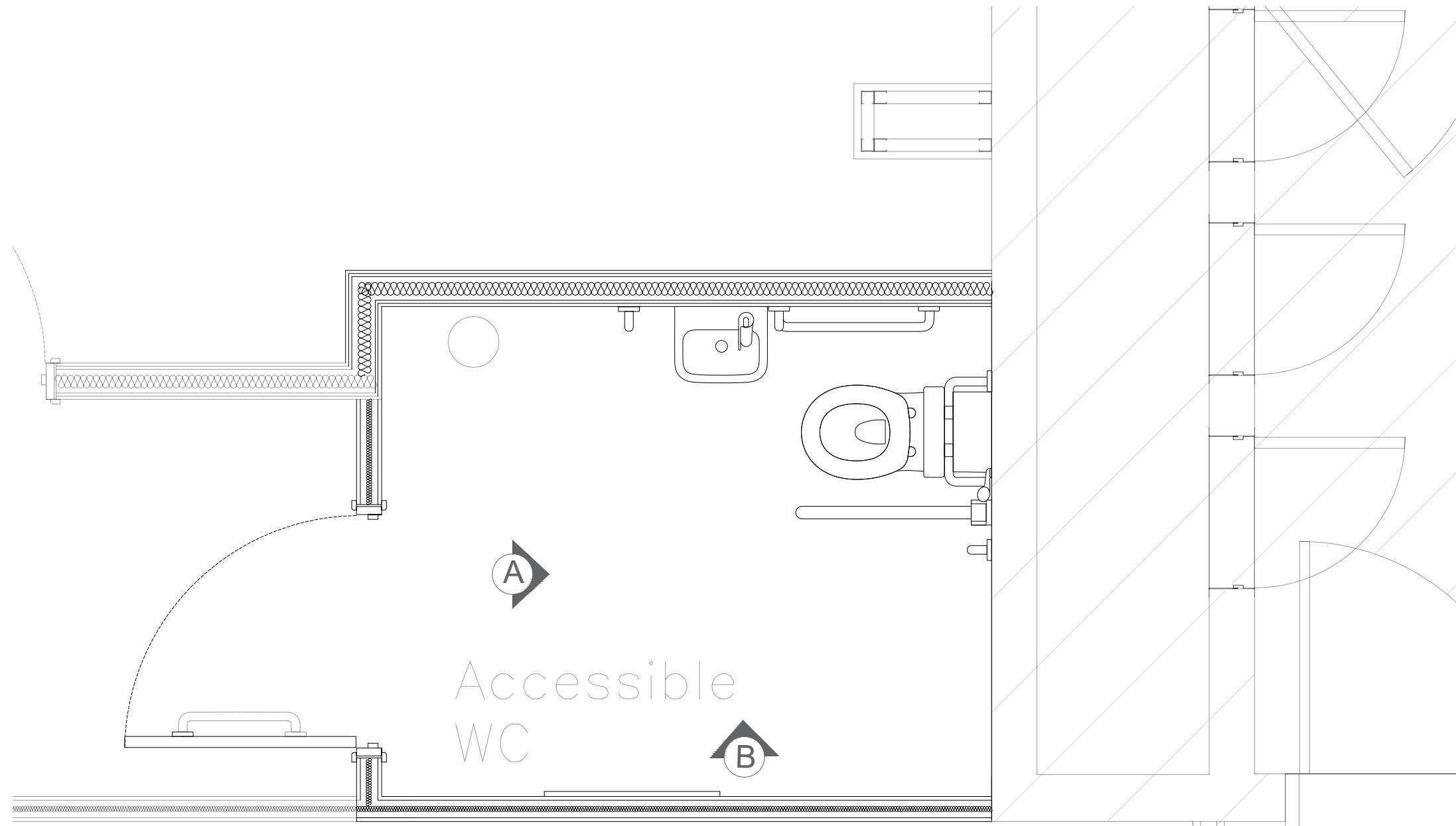
### W2– All other Walls (B–B)

Scale 1:100 © A1



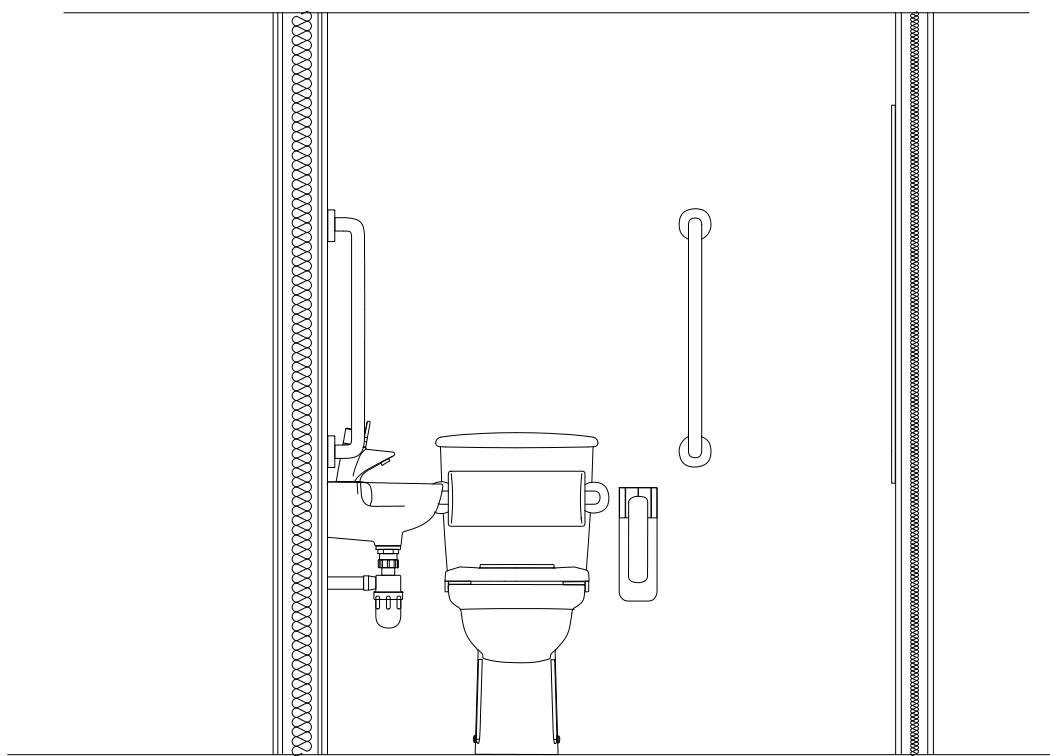
### First Floor Proposed Plan

Scale 1:100 © A1



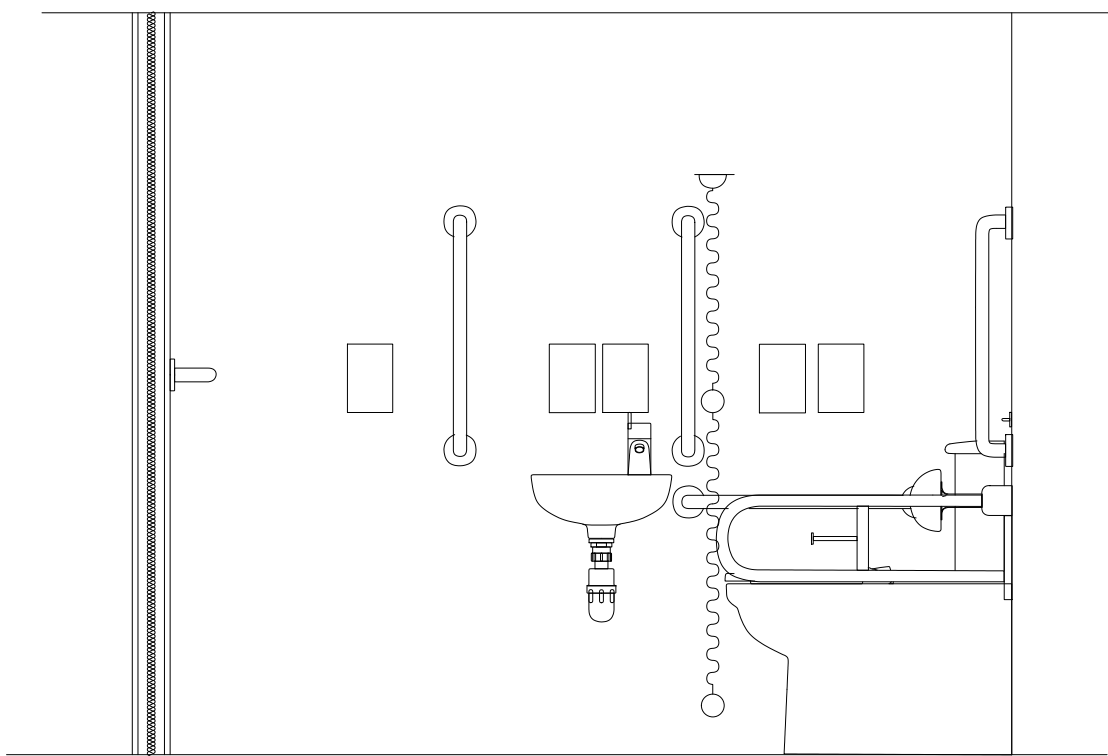
Ground Floor Accessible WC – Key Plan

Scale 1:20 @ A1



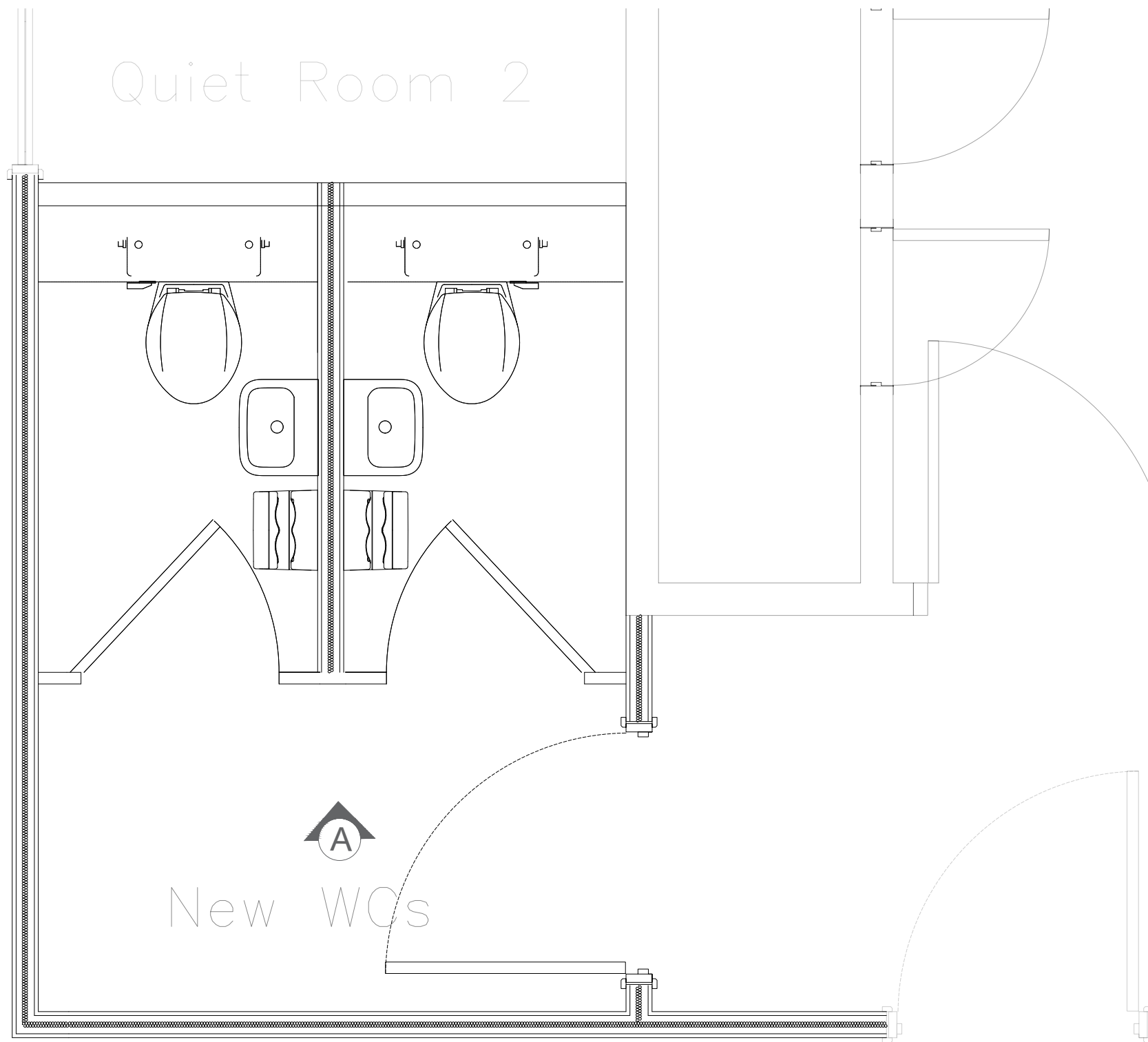
Accessible WC– Elevation A

Scale 1:20 @ A1



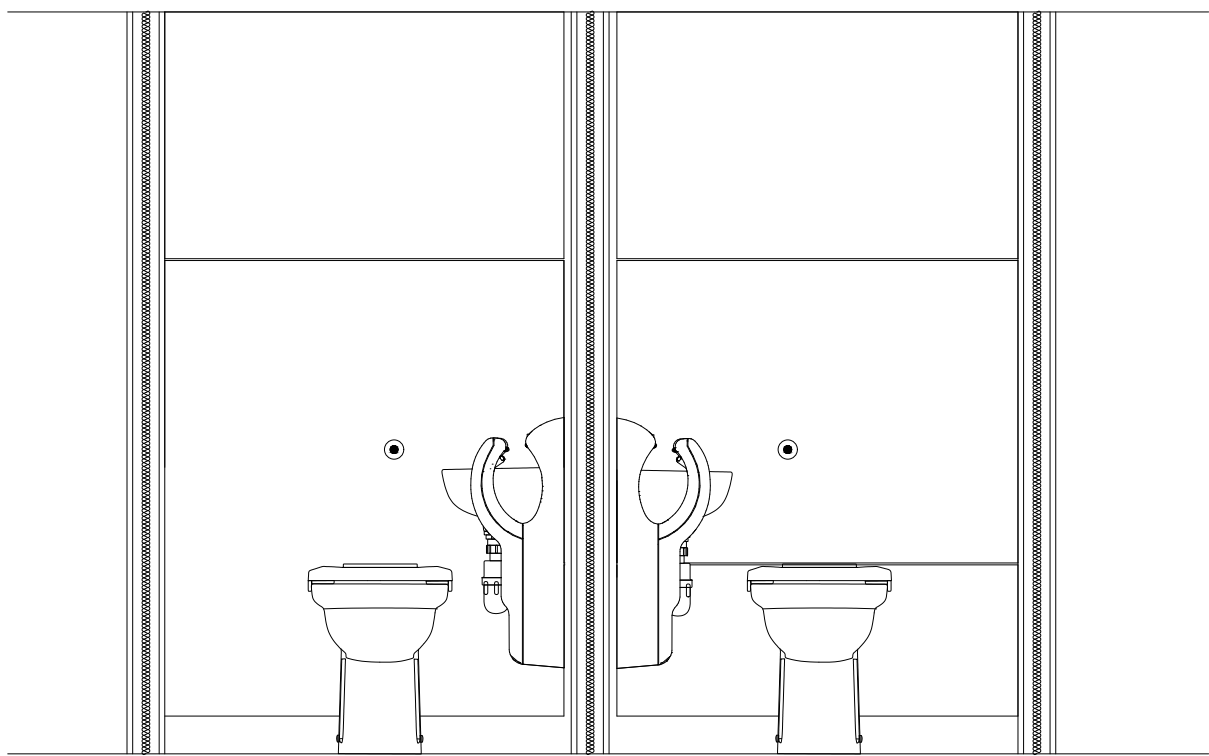
Accessible WC Elevation B

Scale 1:20 @ A1



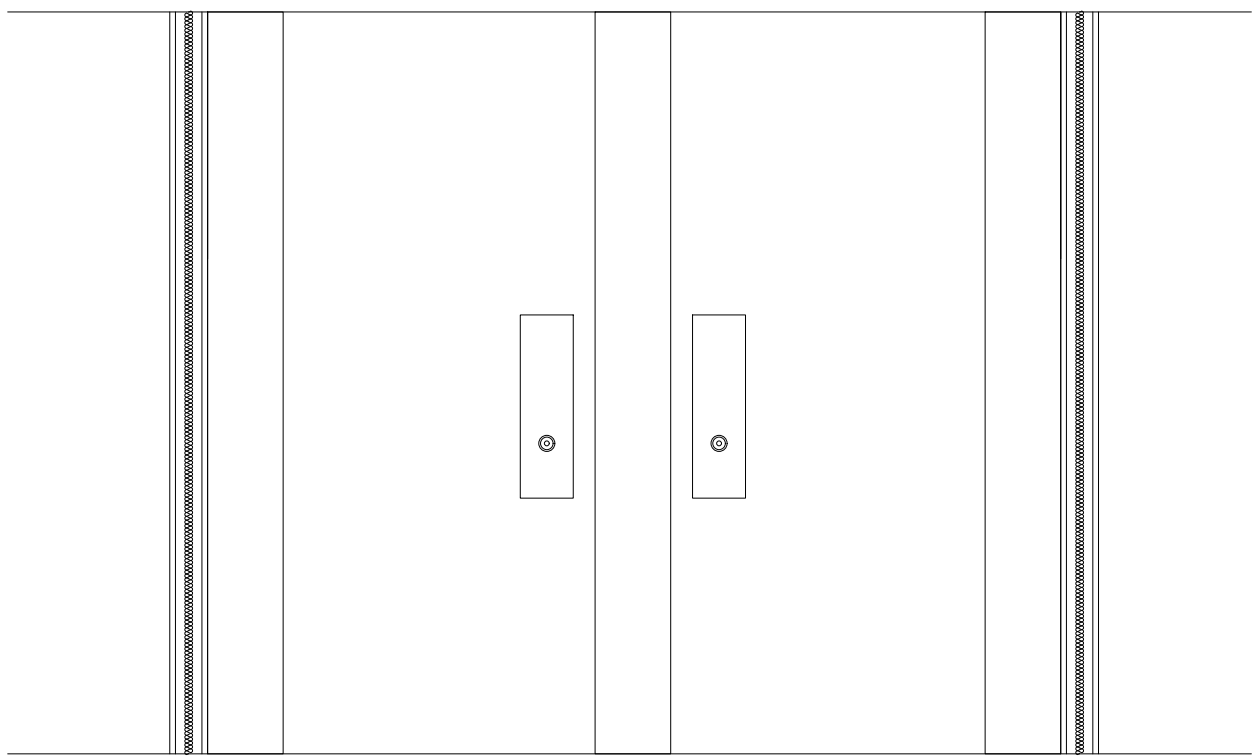
First Floor WCs – Key plan

Scale 1:100 @ A1



First Floor WCs– Elevation A

Scale 1:20 @ A1



First Floor WCs – Doors Closed

Scale 1:20 @ A1

NOTE TO CONTRACTOR:  
These are indicative details  
and measurements provided  
only, the contractor is to  
undergo a measured survey  
before undertaking any of  
the refurbishment works.

## Notes

THIS DRAWING READ IN CONJUNCTION WITH :

Contractor's Designed Portion:  
Plans and elevations are  
indicative. The contractor is to  
design the new WCs in line with  
Items: 21.00 and 22.00 of the  
Schedule of Work.

Rev	Description	Date	Dr by	App by
original by		date created		Approved by
IB		19.09.22		TM



Choose Office  
Address

client <b>CAFCASS</b>		
project <b>CAFCASS London 70 Grays Inn Road</b>		
drawing <b>Proposed WCs</b>		
project number <b>2022.00145.001</b>	scale <b>1:20</b>	@A1
drawing number <b>T004</b>	rev <b>-</b>	issue status <b>Tender</b>

This drawing is to be read in conjunction with all related drawings. All dimensions must be checked and verified on site before commencing any work or producing shop drawings. The originator should be notified immediately of any discrepancy. This drawing is copyright and remains the property of AHR.



THIS DRAWING READ IN CONJUNCTION WITH :

Proposed First Floor Tea Point:

Kitchen to be Howdens  
Greenwich Dove Grey Matt to  
include following units.

2 x 600mm Hi Line Base Unit

1 x 600 w Drawer Base Unit

Cupboard Handles: Howdens  
Brushed Copper Effect Square  
Bar Handle.

Worktop: Howdens 38mm  
Square Edge Sparkle Quartz  
Effect Laminare.

Sink: Howdens Single Drain No  
Drainer

Tap: Calaggio Brushed Nickel  
Swan Nickel Mixer Tap.

Backsplash: 600mm Brushed  
Copper Effect Laminare  
Backboard

1No Shelf

Appliances:

Fridge: 1No Integrated  
under-counter fridge with  
freezer compartment. Energy  
rating F or above.

Contractor's Designed Portion:  
Plans and elevations are  
indicative. The contractor is to  
design the new WCs in line with  
Items: 21.00 and 22.00 of the  
Schedule of Work.

NOTE TO CONTRACTOR:  
These are indicative details  
and measurements provided  
only, the contractor is to  
undergo a measured survey  
before undertaking any of  
the refurbishment works.

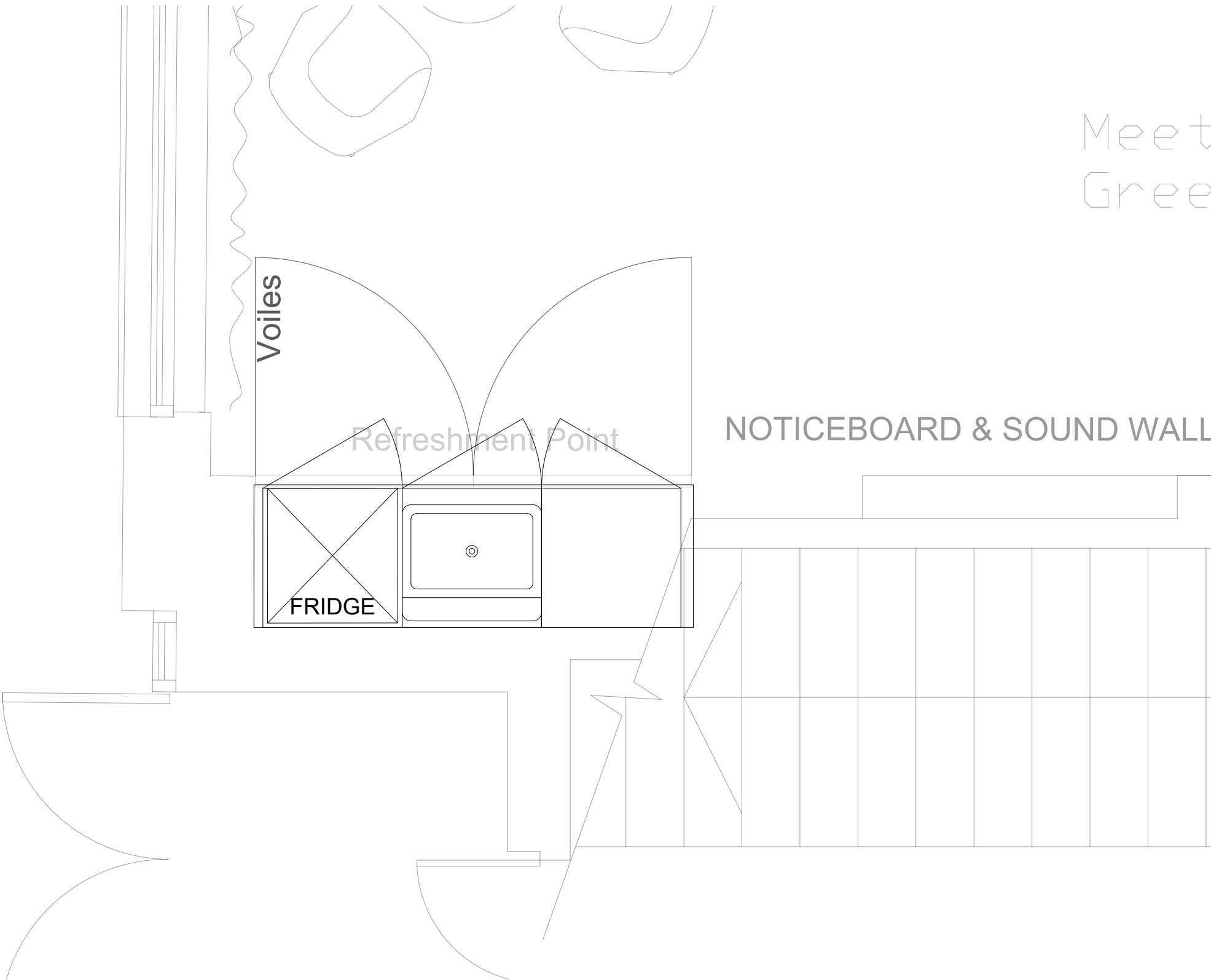
Rev	Description	Date	Dr by	App by
original by	date created		Approved by	
IB	19.09.22		TM	



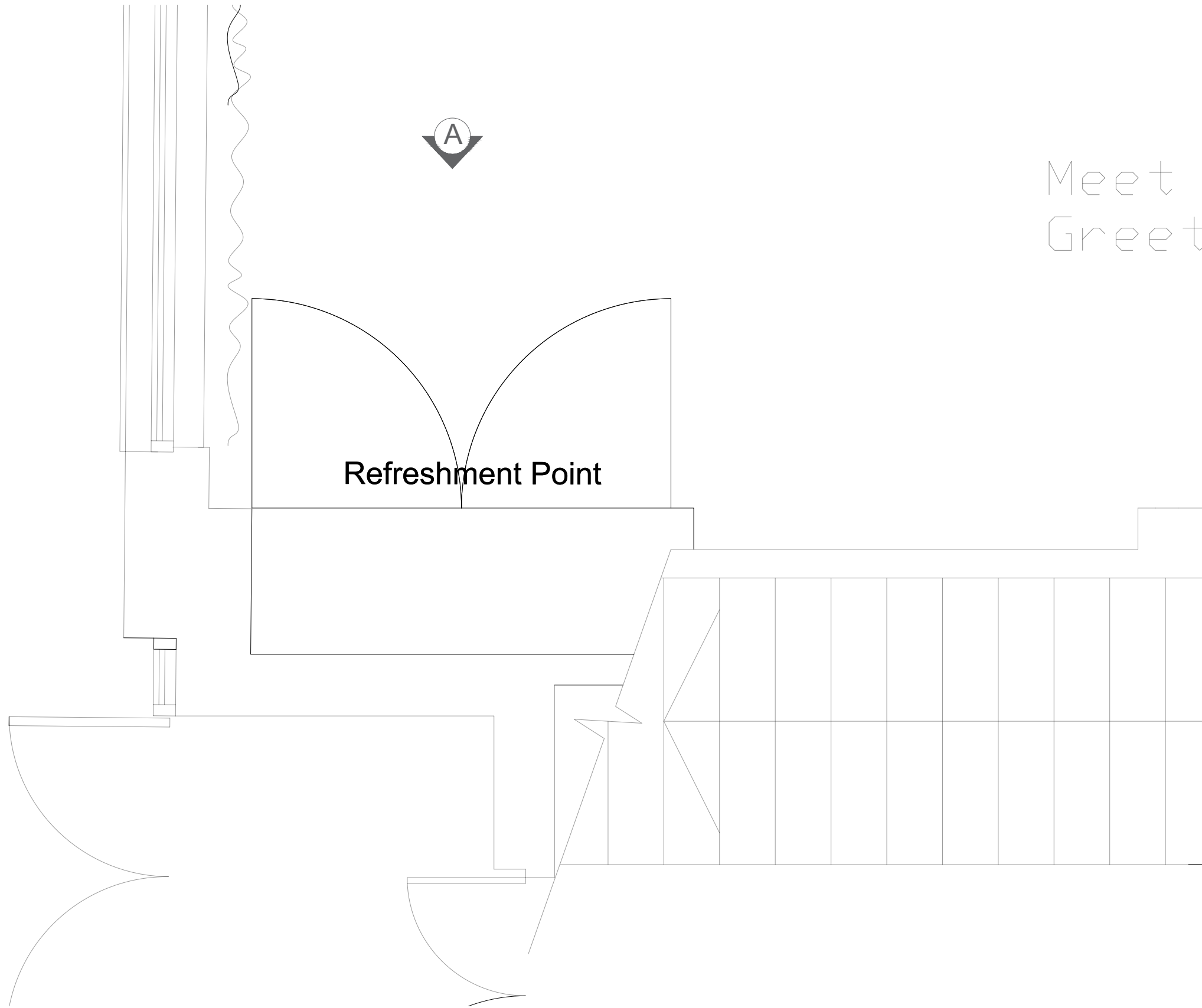
Choose Office  
Address

client <b>CAFCASS</b>			
project <b>CAFCASS London 70 Grays Inn Road</b>			
drawing <b>Ground Floor Tea Point</b>			
project number <b>2022.00145.001</b>	scale <b>Various</b>	<b>@A1</b>	
drawing number <b>T005</b>	rev <b>-</b>	issue status <b>Tender</b>	

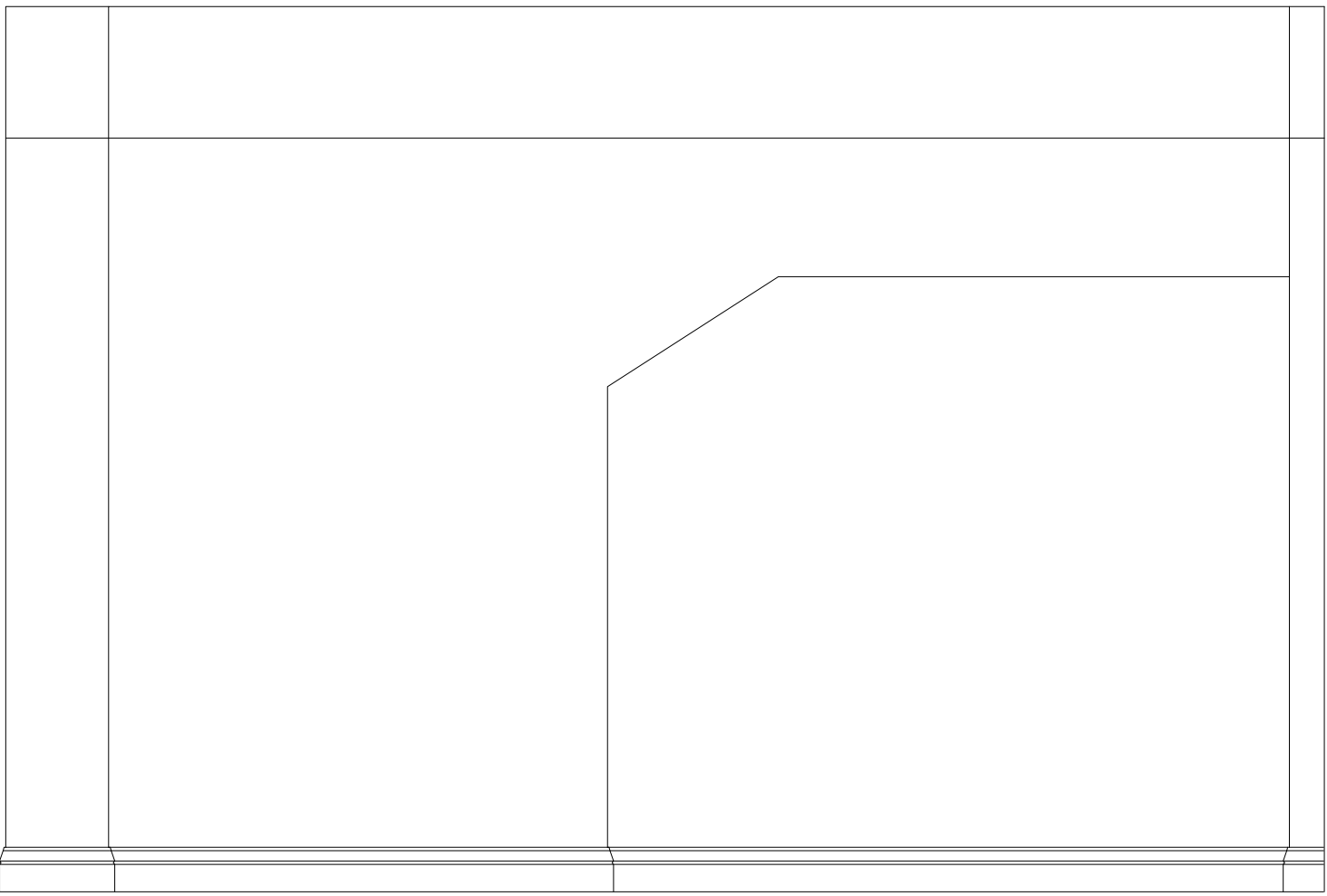
This drawing is to be read in conjunction with all related drawings. All dimensions must be checked and verified on site before commencing any work or producing shop drawings. The originator should be notified immediately of any discrepancy. This drawing is copyright and remains the property of AHR.



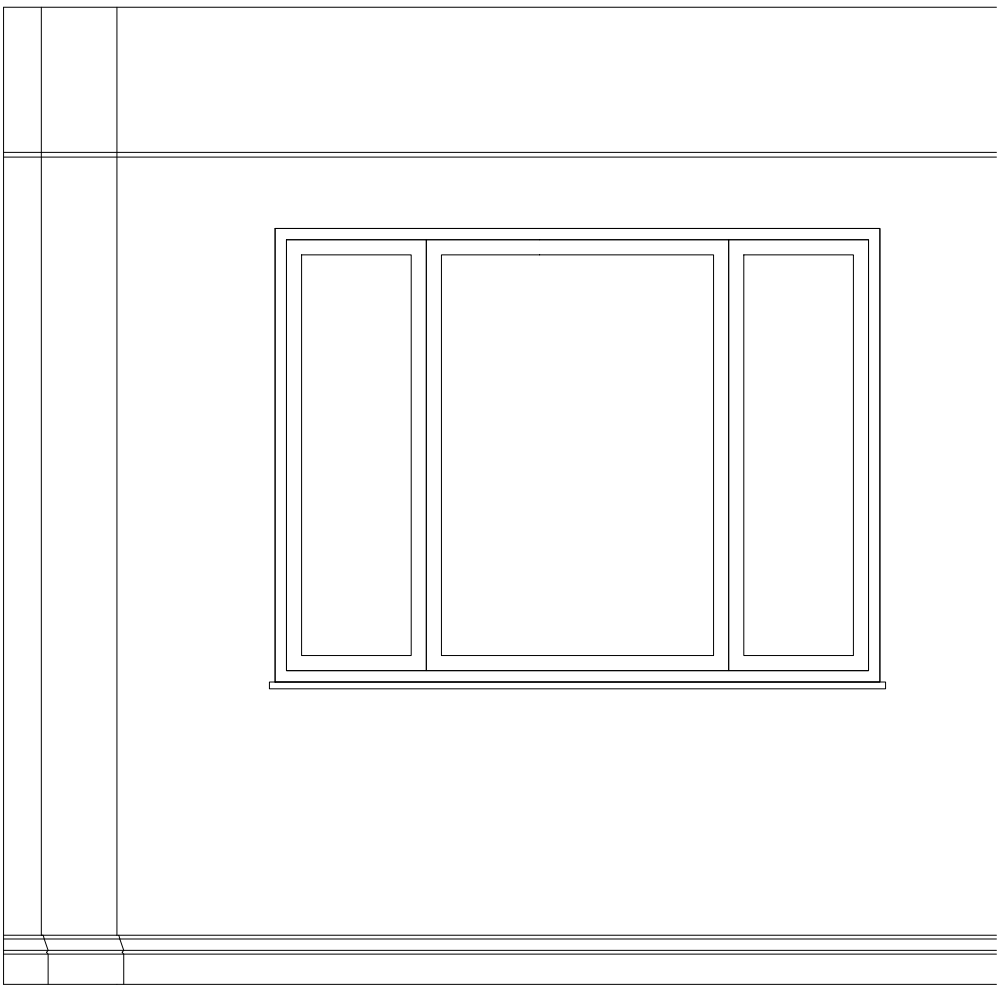
Proposed Ground Floor Tea Point Plan  
Scale 1:20 @ A1



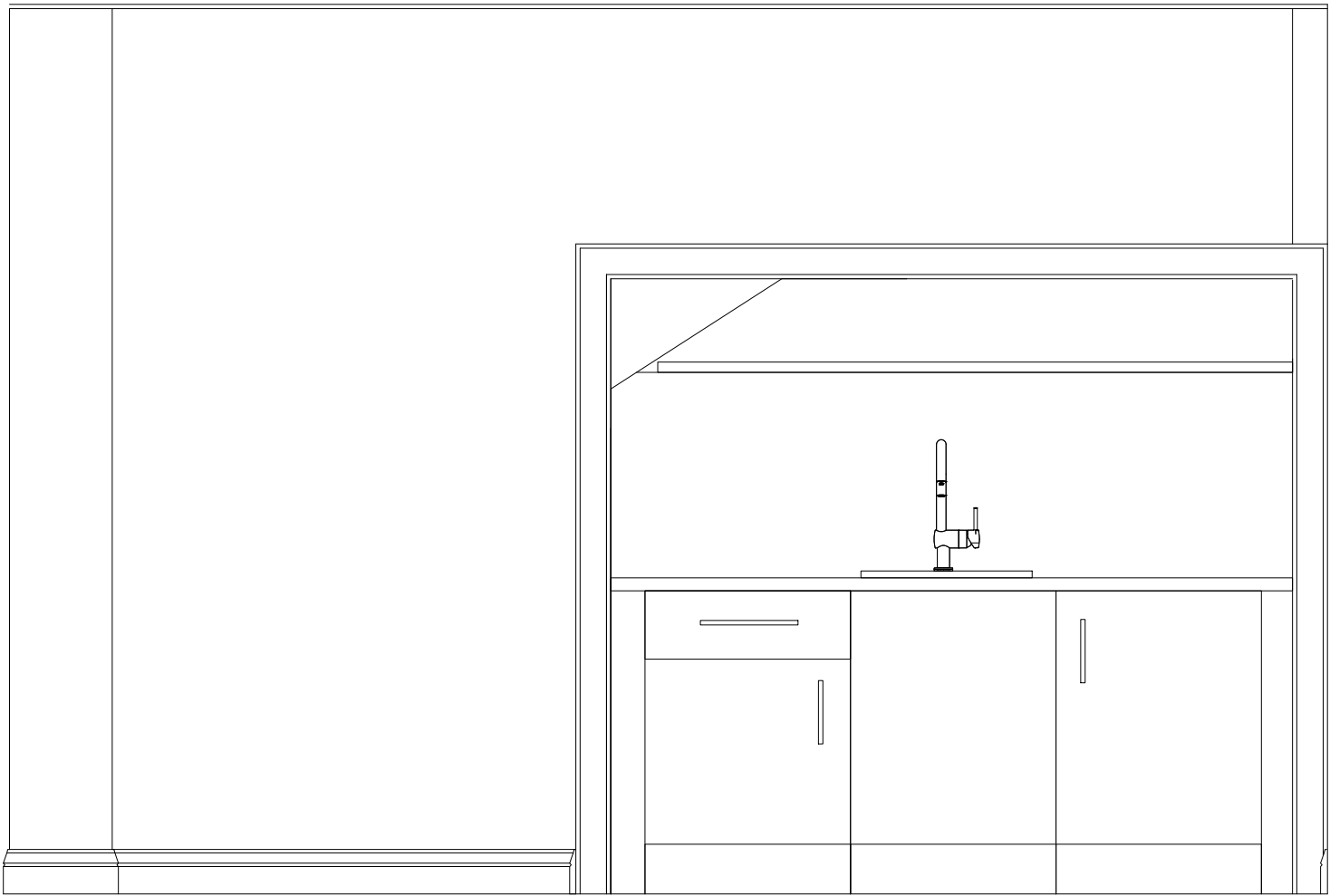
Proposed Ground Floor Tea Point – Key Plan  
Scale 1:20 @ A1



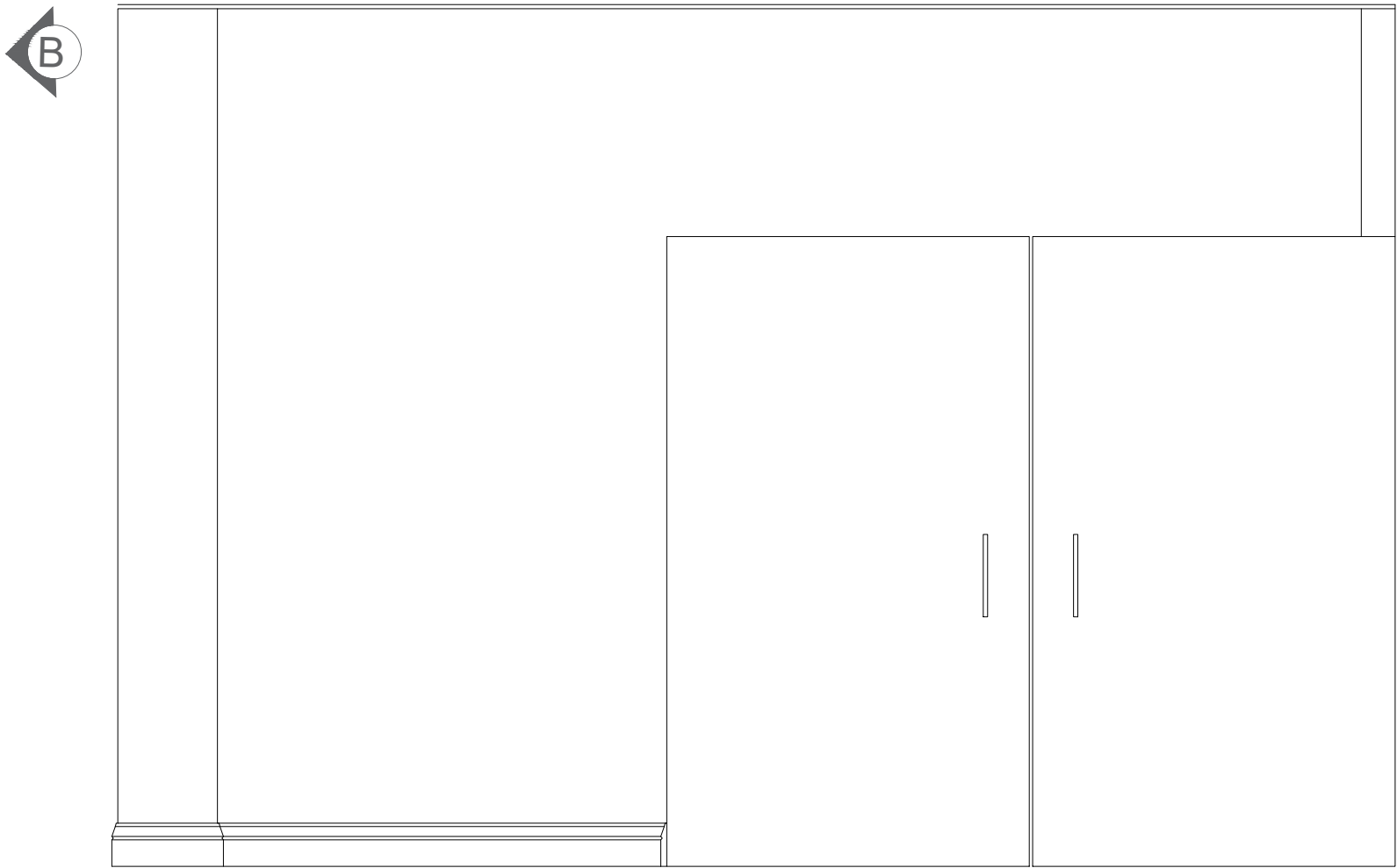
Existing location of Proposed Tea Point Elevation – A  
1:20 @ A1



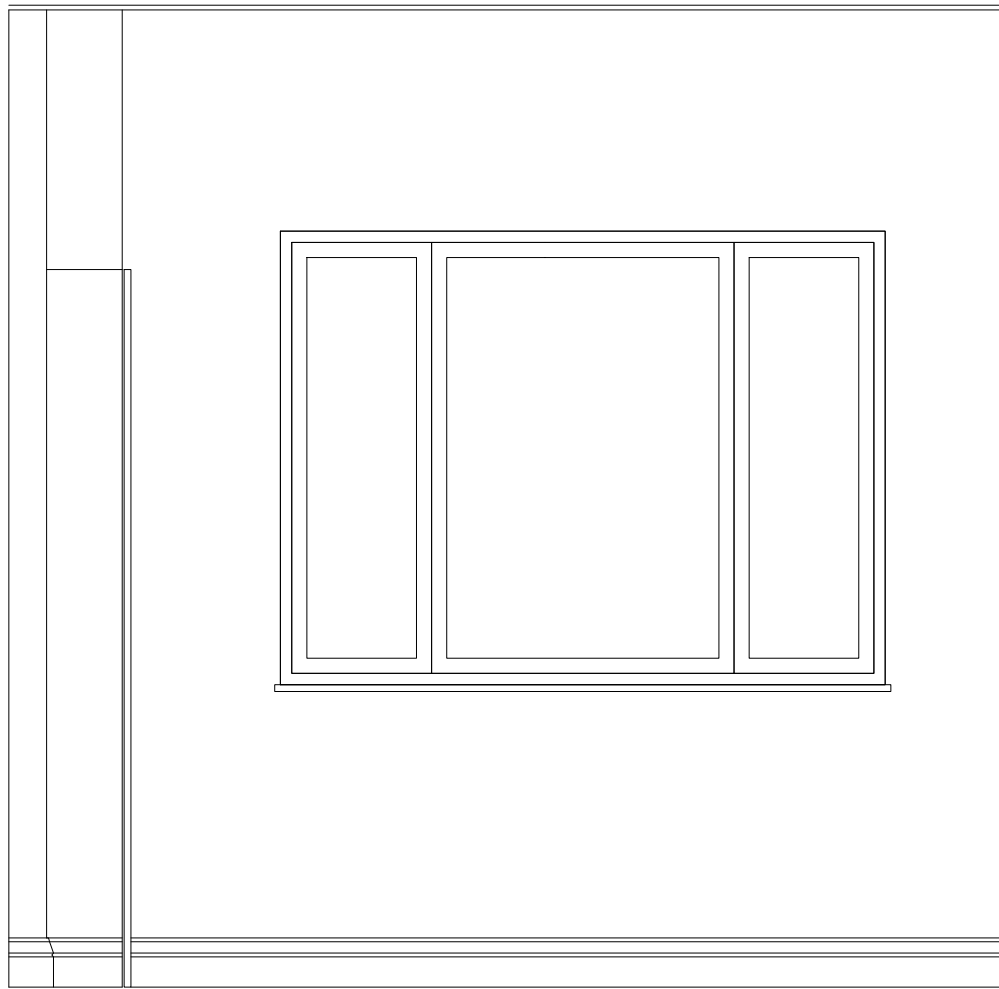
Existing location of Proposed Tea Point Elevation – B  
1:20 @ A1



Proposed Ground Floor Tea Point Elevation (A) – Doors Open  
1:20 @ A1



Proposed Ground Floor Tea Point Doors Closed (A)  
1:20 @ A1



Proposed Ground Floor Tea Point Doors Closed  
1:20 @ A1

THIS DRAWING READ IN CONJUNCTION WITH :

Proposed Kitchen:

Kitchen to be Howdens  
Greenwich Dove Grey Matt to  
include following units.

- 8 x 600mm Hi Line Base Unit
- 1x 500mm Hi Line Base Unit
- 1 x 600 w Drawer Base Unit
- 3 x 600 Full Height Wall Unit
- 5 x Shallow-Depth Base Units

Cupboard Handles: Howdens  
Brushed Copper Effect Square  
Bar Handle.

Worktop: Howdens 38mm  
Square Edge Sparkle Quartz  
Effect Laminote.

Island: Same as above, to be  
supported by 2 x Howdens  
870mm x 900mm adjustable  
bar leg in black.

Sink: Howdens SNK2133 Single  
Bowl Reversible Inset Composite  
Light Grey Kitchen Sink

Tap: Calaggio Brushed Nickel  
Swan Nickel Mixer Tap.

Backsplash: 600mm Brushed  
Copper Effect Laminate  
Backboard

2 x Bin Chutes set into  
worktop.

2 x 44L Integrated Recycling  
Bins

Appliances:

2No Dishwasher: Integrated  
full-sized dishwasher, energy  
rating D or above.

Fridge: 2No Integrated  
under-counter fridge with  
freezer compartment. Energy  
rating F or above.  
1No Full Height fridge freezer  
Energy rating F or above.

1No Ziptop Hydro Tap G5  
Classic Boiling Chilled 240 /  
175 Disability Friendly Controller

NOTE TO CONTRACTOR:  
These are indicative details  
and measurements provided  
only, the contractor is to  
undergo a measured survey  
before undertaking any of  
the refurbishment works.

Rev	Description	Date	Dr by	App by
original by	date created		Approved by	
IB	19.09.22		TM	

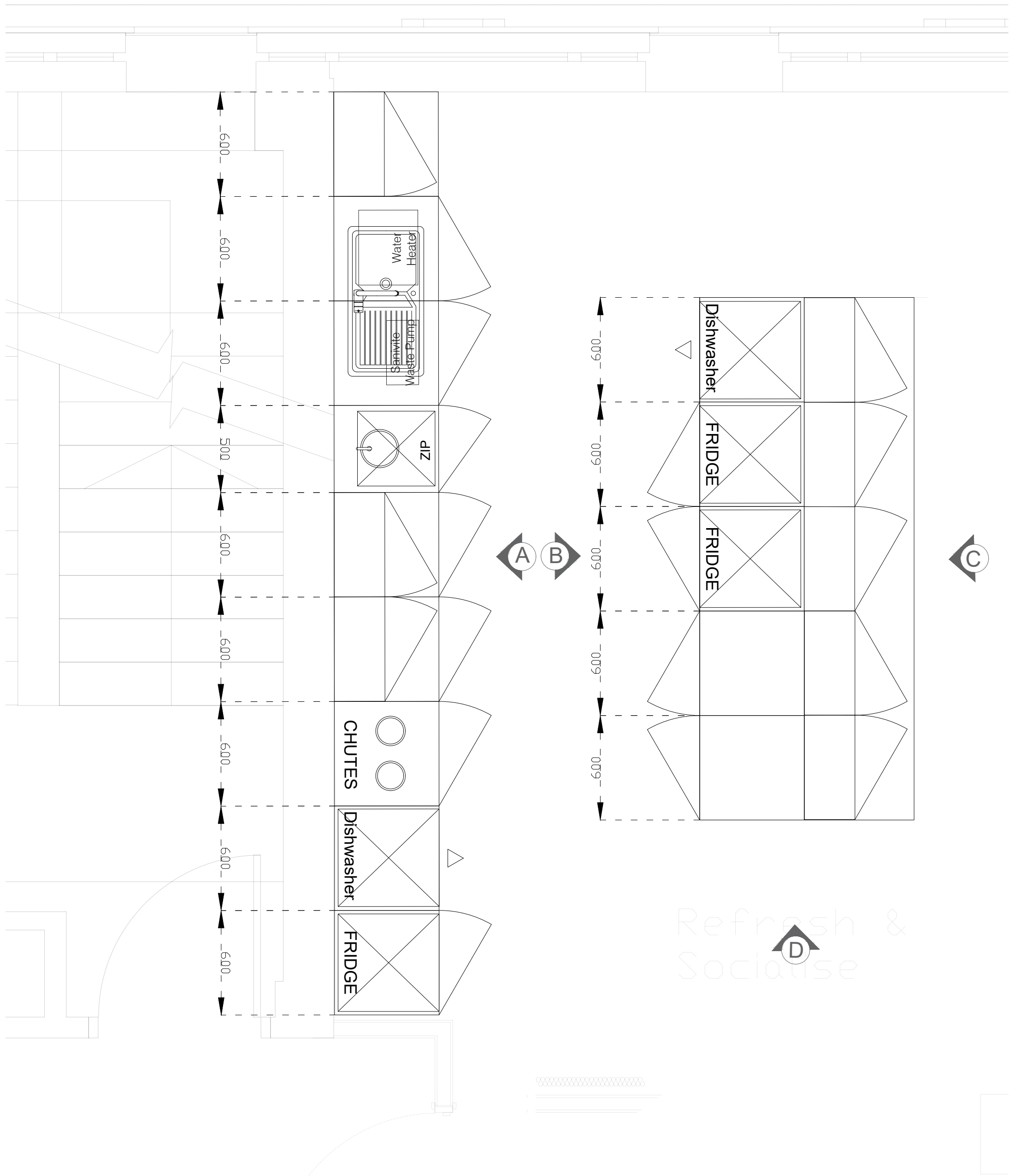
Choose Office  
Address



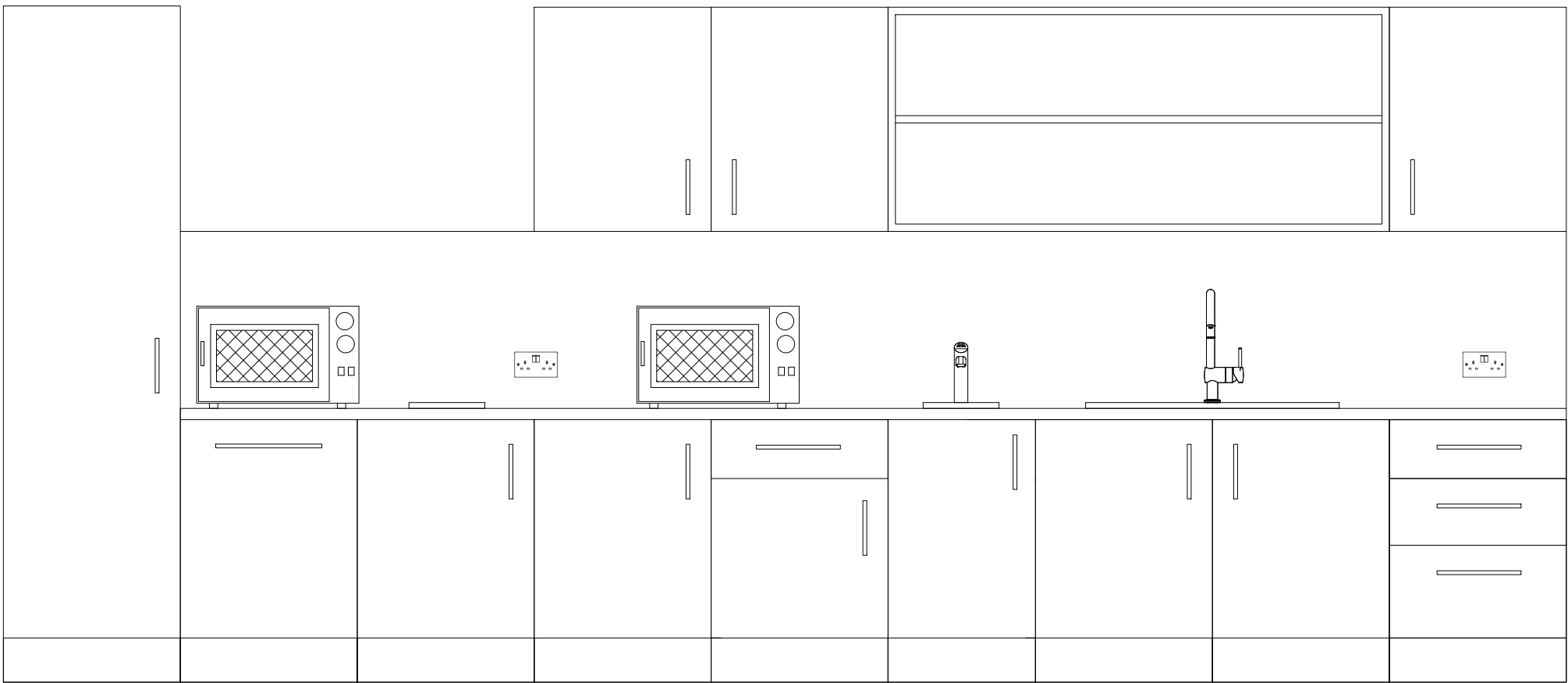
client <b>CAFCASS</b>			
project <b>CAFCASS London 70 Grays Inn Road</b>			
drawing <b>First Floor Kitchen</b>			
project number <b>2022.00145.001</b>	scale <b>1:20</b>	<b>@A1</b>	
drawing number <b>T006</b>	rev <b>-</b>	issue status <b>Tender</b>	

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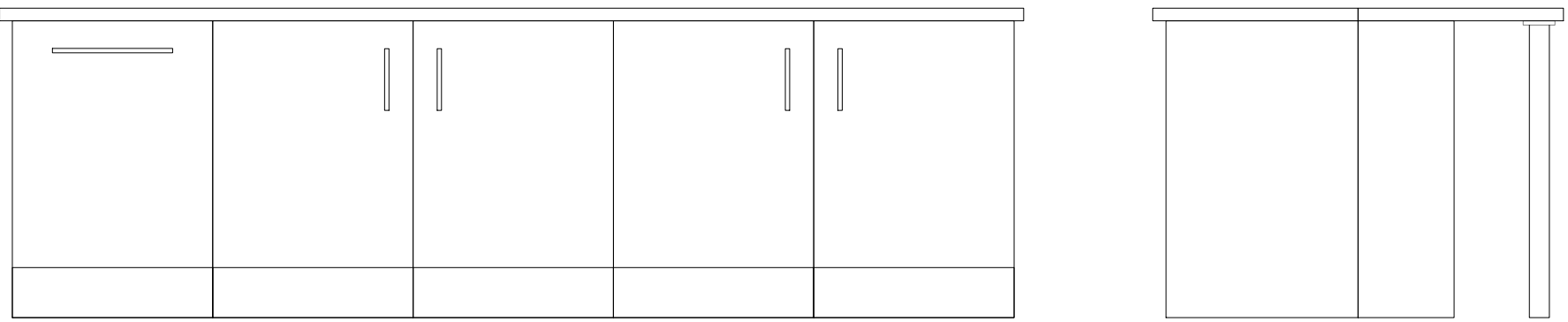
Contractor's Designed Portion:  
Plans and elevations are  
indicative. The contractor is to  
design the new WCs in line with  
Items: 21.00 and 22.00 of the  
Schedule of Work.



Proposed First Floor Kitchen – Key Plan  
1:20 © A1

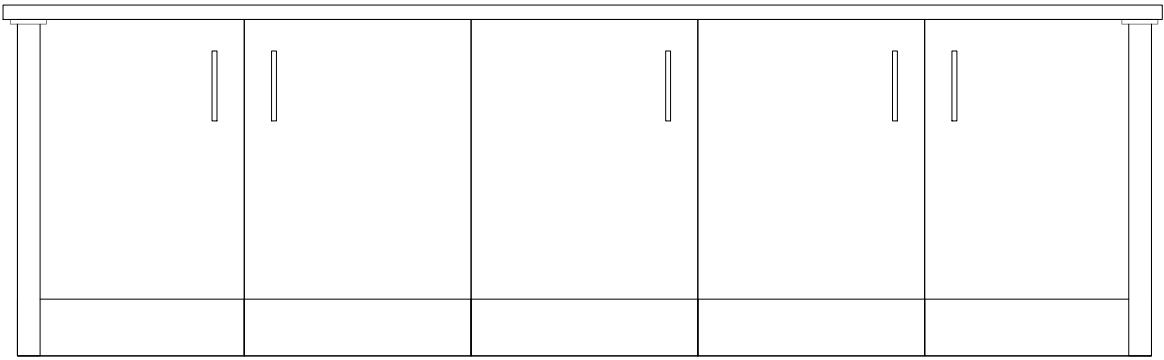


Proposed First Floor Kitchen Elevation A  
1:20 © A1



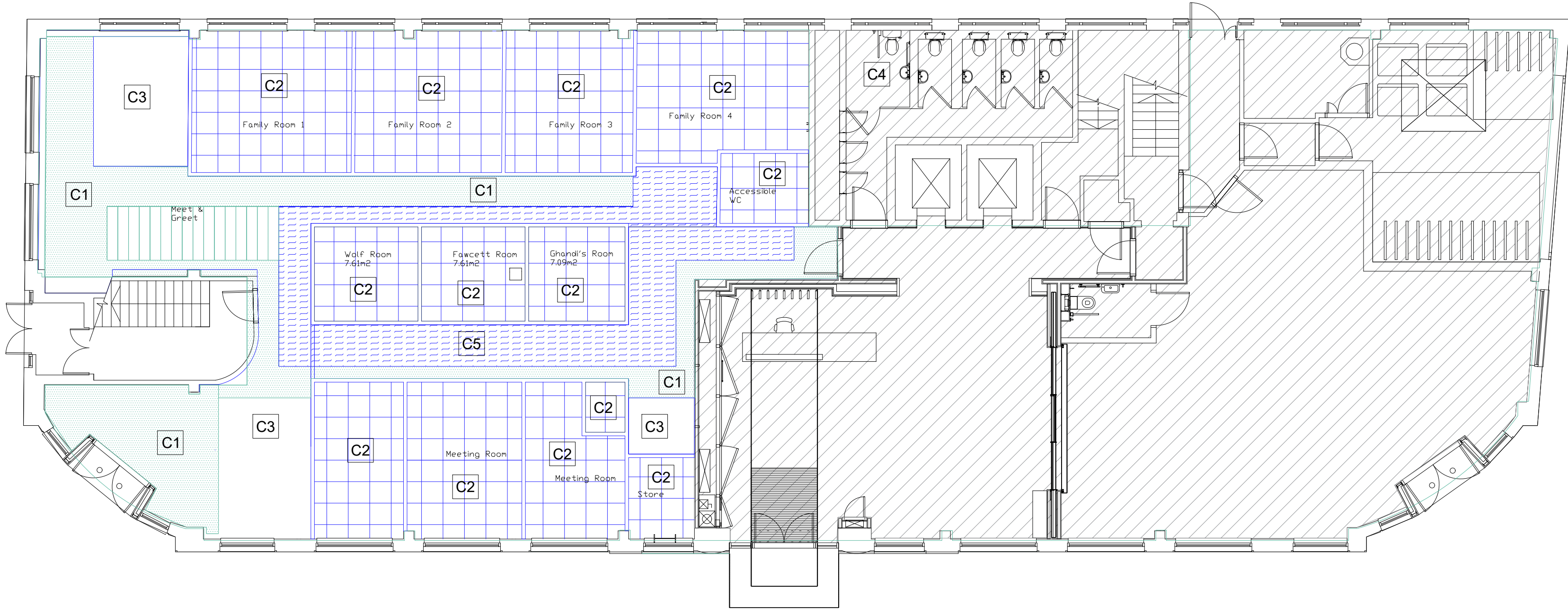
Proposed Island Elevation B  
1:20 © A1

Proposed Island Elevation D  
1:20 © A1

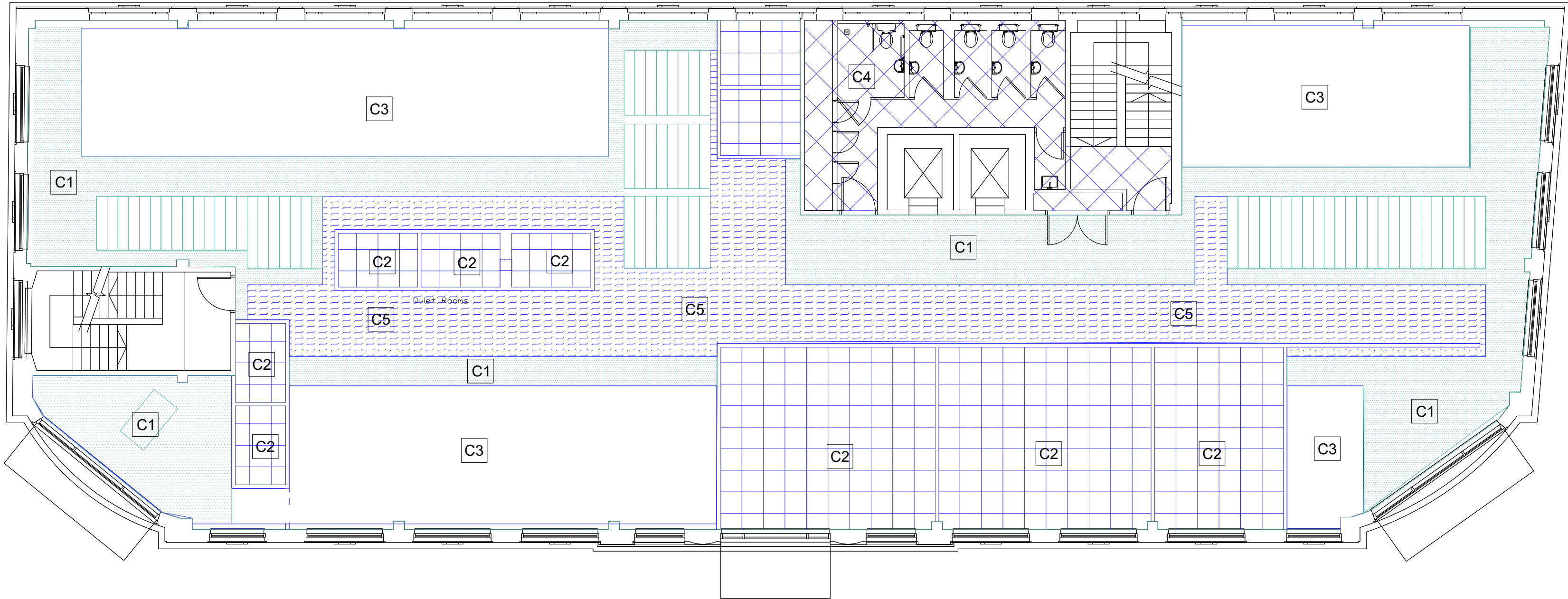


Proposed Island Elevation B  
1:20 © A1





Ground Floor Ceiling Finishes  
Scale 1:100 @ A1



First Floor Floor Ceiling Finishes  
Scale 1:100 @ A1

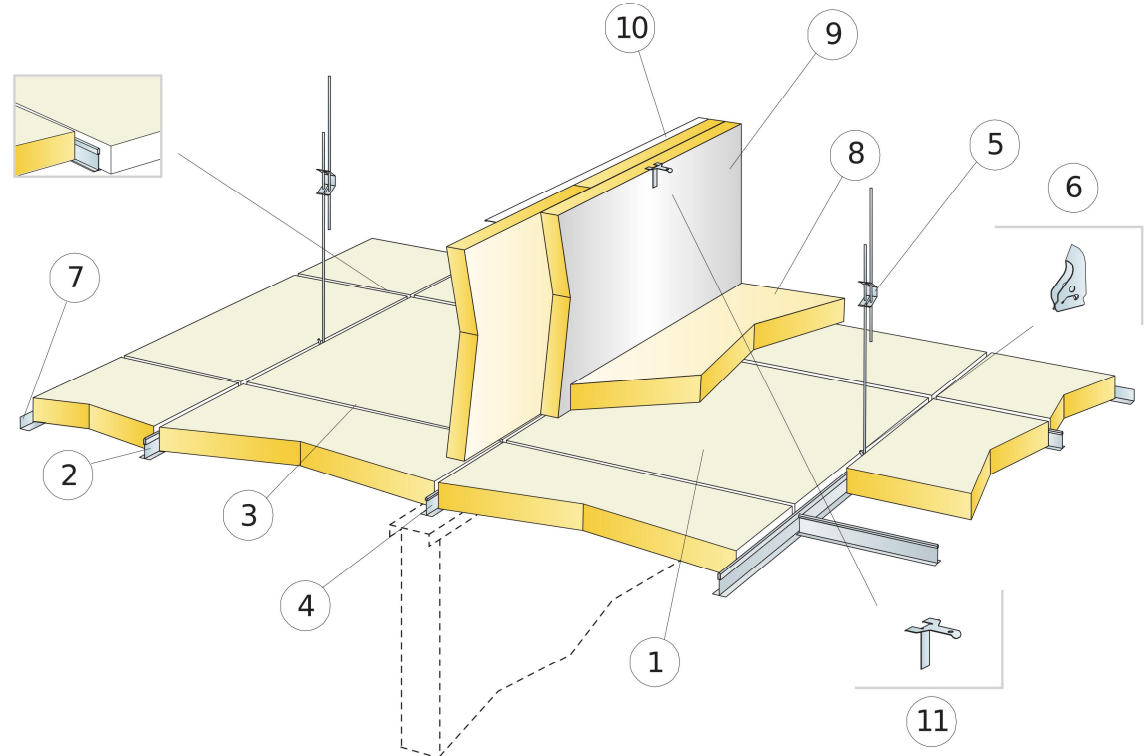
## Ceiling Finishes

### CEILING

- C1** Existing Plasterboard ceilings to remain. Metal Grills to be carefully stripped out and removed from site as per AHR Drawing T002 – Strip Out Works.
- C2** Ecophon Combison A dB 42 acoustic suspended ceiling to be installed as per Manufacturers instructions. Tiles to be 600mm x 600mm x 50mm with Combison barrier installed above partitions. Installation diagram below.
- C3** Soffit to Remain Exposed.
- C4** Existing Plasterboard ceiling in toilet areas to remain.
- C5** New Plasterboard ceilings to be installed to suit new layout. To match specification of existing.

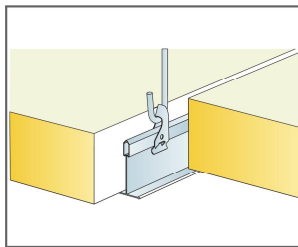
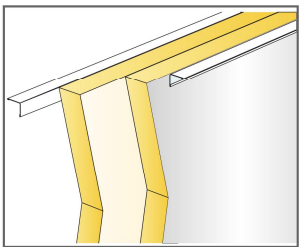
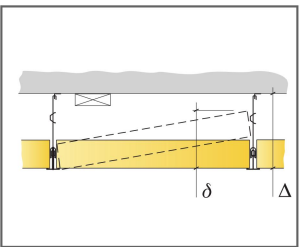
### M531

#### INSTALLATION DIAGRAM (M531) FOR ECOPHON COMBISON A, DB 42



#### QUANTITY SPECIFICATION [EXCL. WASTAGE]

	Size, mm	
	600x600	1200x600
1 Combison A, dB 42	2,8/m²	1,4/m²
2 Connect T24 Main runner, installed at 1200 mm centres (max distance from wall 300 mm)	0,9m/m²	0,9m/m²
3 Connect T24 Cross tie, L=1200 mm, installed at 600 mm centres	1,7m/m²	1,7m/m²
4 Connect T24 Cross tie, L=600 mm	0,9m/m²	-
5 Connect Adjustable Hanger, installed at 1200 mm centres (max. distance from wall 600 mm)	0,7/m²	0,7/m²
6 Connect Hanger Clip (not to be used in swimming hall environments)	0,7/m²	0,7/m²
7 Connect Angle trim, fixed at 200 mm centres	as required	as required
8 Combison XB (if required)	as required	as required
9 Combison Barrier (if required)	as required	as required
10 Connect Angle trim position upper part of Barrier panels (if required)	as required	as required
11 Connect Fixing bracket position upper part of Barrier panels (if required)	as required	as required
Δ Min. overall depth of system: 100 mm	-	-
δ Min. demounting depth: 210 mm	-	-



Size, mm	Max live load [N]	Min load bearing capacity [N]
600x600x50	15	160
1200x600x50	15	160

© Ecophon Group

Ecophon Combison™ A, dB 42, 2022-08-05

Rev	Description	Date	Dr by	App by
original by		date created		Approved by
IB		19.09.22		TM



Choose Office  
Address

NOTE TO CONTRACTOR:  
These are indicative details  
and measurements provided  
only, the contractor is to  
undergo a measured survey  
before undertaking any of  
the refurbishment works.

0 0.51m 2m 5m  
1:100

client

CAFCASS

project

CAFCASS London  
70 Grays Inn Road

drawing

Ceiling Finishes

project number	scale	
2022.00145.001	1:100	@A1
drawing number	rev	issue status
T007	-	Tender

This drawing is to be read in conjunction with all related drawings. All dimensions must be checked and verified on site before commencing any work or producing shop drawings. The originator should be notified immediately of any discrepancy. This drawing is copyright and remains the property of AHR.



Ceiling Finishes

CEILING

- C1Plasterboard MF Ceilings.
- C2Ecophon Combison A dB 42 acoustic suspended ceiling to be installed as per Manufacturers instructions. Tiles to be 600mm x 600mm x 50mm with Combison barrier installed above partitions.
- C3Soffit to remain exposed.
- C4Existing plasterboard ceiling in toilet areas to remain.

NOTE TO CONTRACTOR:  
These are indicative details and measurements provided only, the contractor is to undergo a measured survey before undertaking any of the refurbishment works.

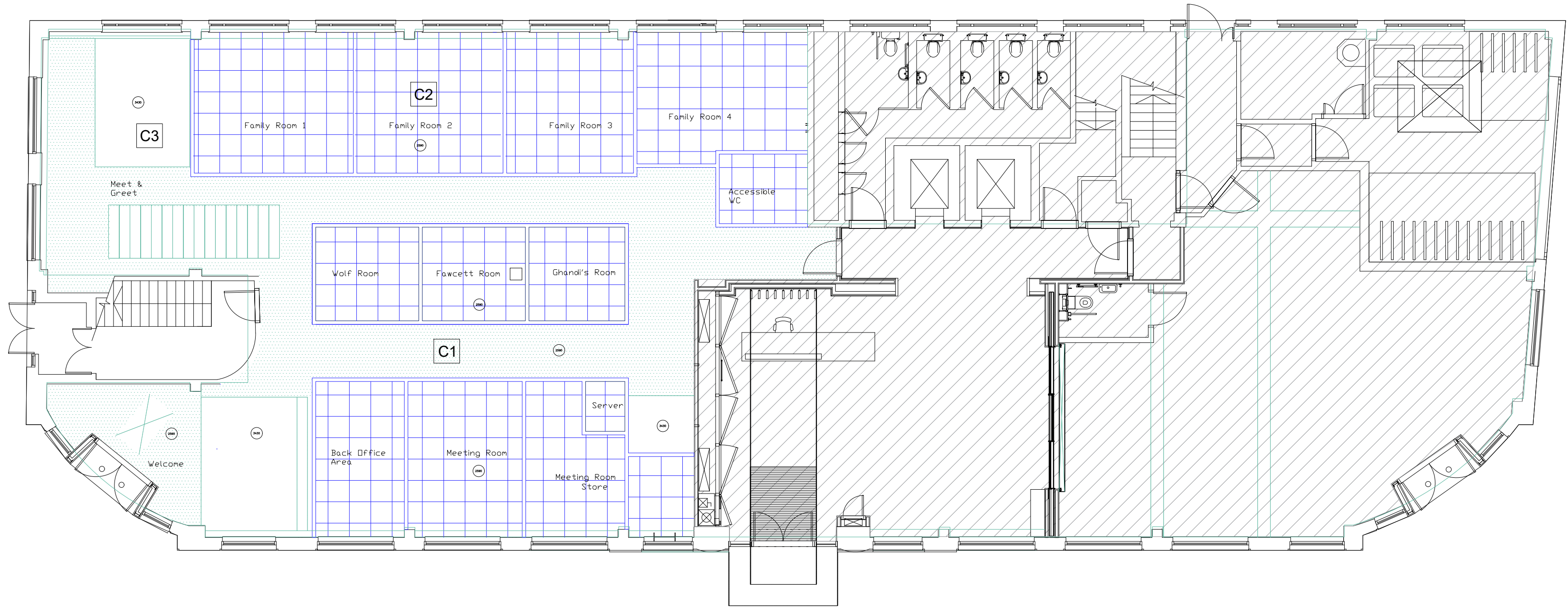
Rev	Description	Date	Dr by	App by
original by	date created		Approved by	
IB	19.09.22		TM	

Choose Office  
Address

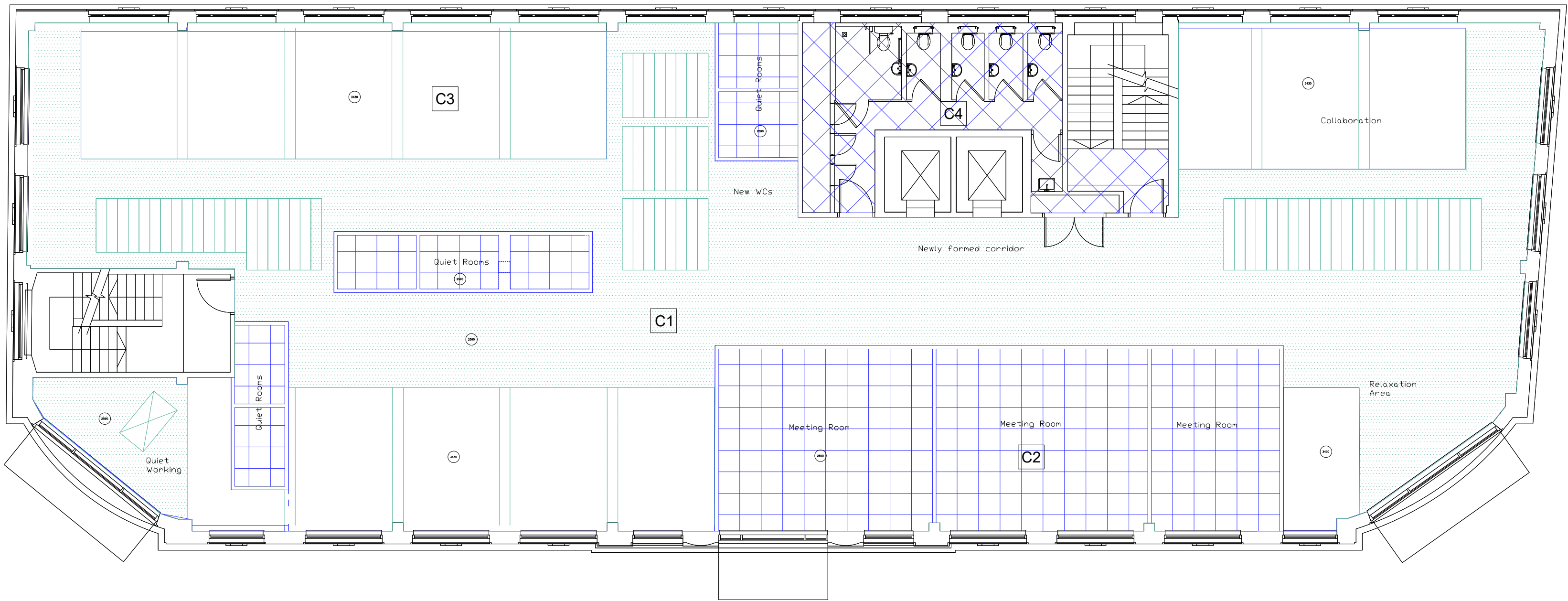


client CAFCASS		
project CAFCASS London 70 Grays Inn Road		
drawing Reflected Ceiling Plan		
project number 2022.00145.001	scale 1:100	@A1
drawing number T008	rev -	issue status Tender

This drawing is to be read in conjunction with all related drawings. All dimensions must be checked and verified on site before commencing any work or producing shop drawings. The originator should be notified immediately of any discrepancy. This drawing is copyright and remains the property of AHR.

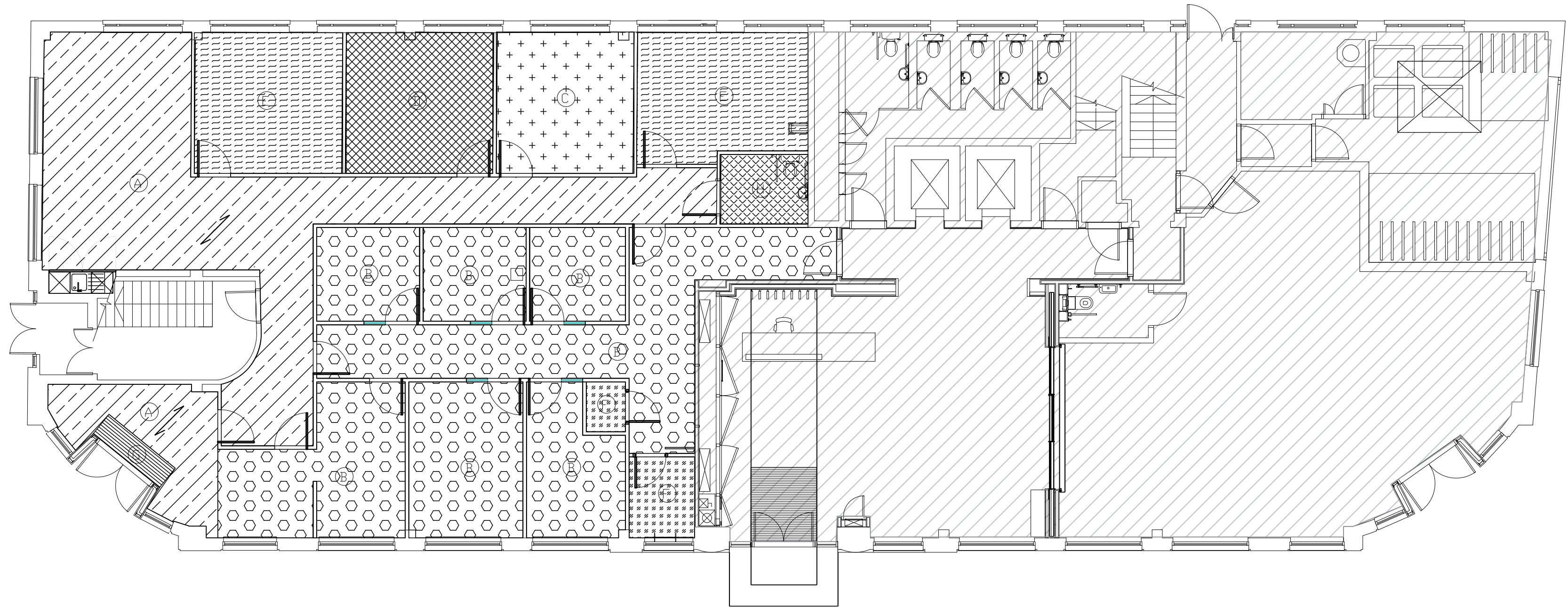


Ground Floor Reflected Ceiling Plan  
Scale 1:100 © A1



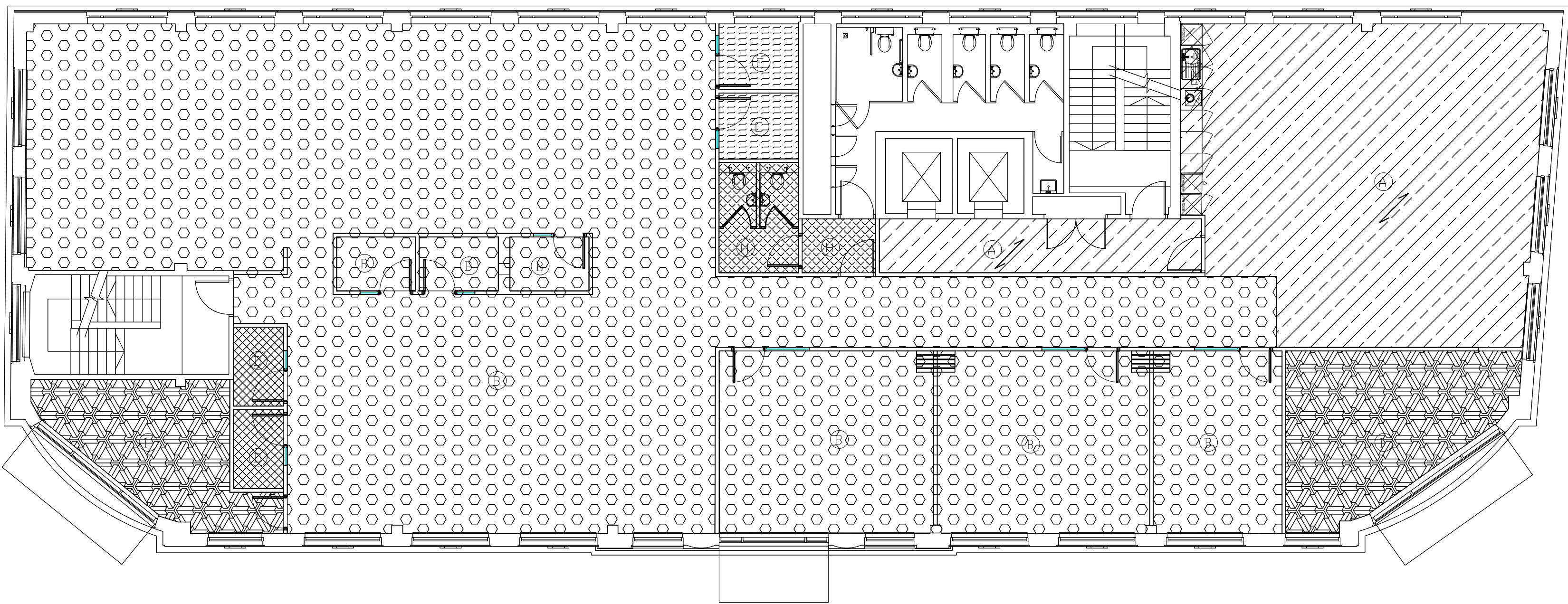
First Floor Floor Reflected Ceiling Plan  
Scale 1:100 © A1





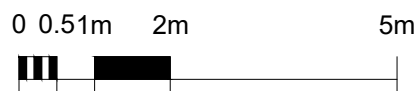
Ground Floor Floor Finish Layout

Scale: 1:100 @ A1



First Floor Floor Floor Finish Layout

Scale: 1:100 @ A1



1:100

## Notes

THIS DRAWING READ IN CONJUNCTION WITH :

### KEY F L O O R I N G

- |  |   |  |
|--|---|--|
|  | Type<br>Range<br>Colour<br>Lay Pattern        | LVT<br>Polyflor Simply<br>Natural Wild Oak 2571<br>Direction as shown                                      |
|  | Type<br>Range<br>Colour<br>Ref<br>Lay Pattern | Main Carpet Tile<br>Shaw Contracts - Simply by Nature<br>Structure Tile Mirror Grey<br>94535<br>Monolithic |
|  | Type<br>Range<br>Colour<br>Ref<br>Lay Pattern | Feature Carpet Tile<br>Living System<br>Fragile Coral<br>05865<br>Brick                                    |
|  | Type<br>Range<br>Colour<br>Ref<br>Lay Pattern | Feature Carpet Tile<br>Living System<br>Optimistic Ochre<br>05225<br>Brick                                 |
|  | Type<br>Range<br>Colour<br>Ref<br>Lay Pattern | Feature Carpet Tile<br>Living System<br>Radiant Nature<br>05328<br>Brick                                   |
|  | Type<br>Range                                 | Non-slip vinyl<br>TBC  |
|  | Type<br>Range                                 | Entrance Matting<br>TBC  |
|  | Type<br>Range                                 | WC Flooring<br>To match existing   |
|  | Type<br>Range<br>Colour<br>Ref<br>Lay Pattern | Feature Carpet Tile<br>Suited<br>Denim<br>79485<br>Brick   |

Direction of Plank / Grain

NOTE TO CONTRACTOR:  
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and measurements provided  
only, the contractor is to  
undergo a measured survey  
before undertaking any of  
the refurbishment works.

Rev	Description	Date	Dr by	App by
original by		date created		Approved by
IB		19.09.22		TM



client		
CAFCASS		
project		
CAFCASS London 70 Grays Inn Road		
drawing		
Floor Finish Layout		
project number		scale
2022.00145.001		1:100 @A1
drawing number	rev	issue status
T009	-	Tender

This drawing is to be read in conjunction with all related drawings. All dimensions must be checked and verified on site before commencing any work or producing shop drawings. The originator should be notified immediately of any discrepancy. This drawing is copyright and remains the property of AHR.





Notes

THIS DRAWING READ IN CONJUNCTION WITH :

KEY DECORATIONS

Voiles - to Family Rooms;  
Colour and spec TBC

Curtains - to Family Rooms;  
Colour and spec TBC;  
Curtains to be fixed

Type Dulux Trade  
Colour To match the base built

Type Wallpaper  
Range Client to supply and install  
Use Full height wallpaper with custom artwork

Type Blinds  
Range Louvoilte - Single & double roller bracket system  
Type A - Double roller  
Roller 1: unishade - charcoal (blackout)  
Roller 2: uniview 3100 - shadow  
Type B - Single roller  
Uniview 3100 - shadow

Type Manifestation  
Use Frosted manifestation to glazing  
Design TBC

Type Feature Paint  
Colours 70YY 53 / 638 - Light Green

Type Feature Paint  
Colours 30YY 72 / 018 - Light Warm Grey

Type Feature Paint  
Colours 42RB 14 / 320 - Purple

Type Accessories

Type Graphics - vinyl stickers to be applied  
Range to furniture  
Client to supply and install

Type Feedback Tree - Acrylic.  
Range Client to supply and install

SUSPENDED RAFTS:

A ezoBoard  
6 x Cloud - Bespoke shape in 12mm  
OB14 Ocean Blue

B ezoBoard  
4 x Cloud - Bespoke shape in 12mm  
MG10 Moss Green

NOTE TO CONTRACTOR:  
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and measurements provided  
only, the contractor is to  
undergo a measured survey  
before undertaking any of  
the refurbishment works.

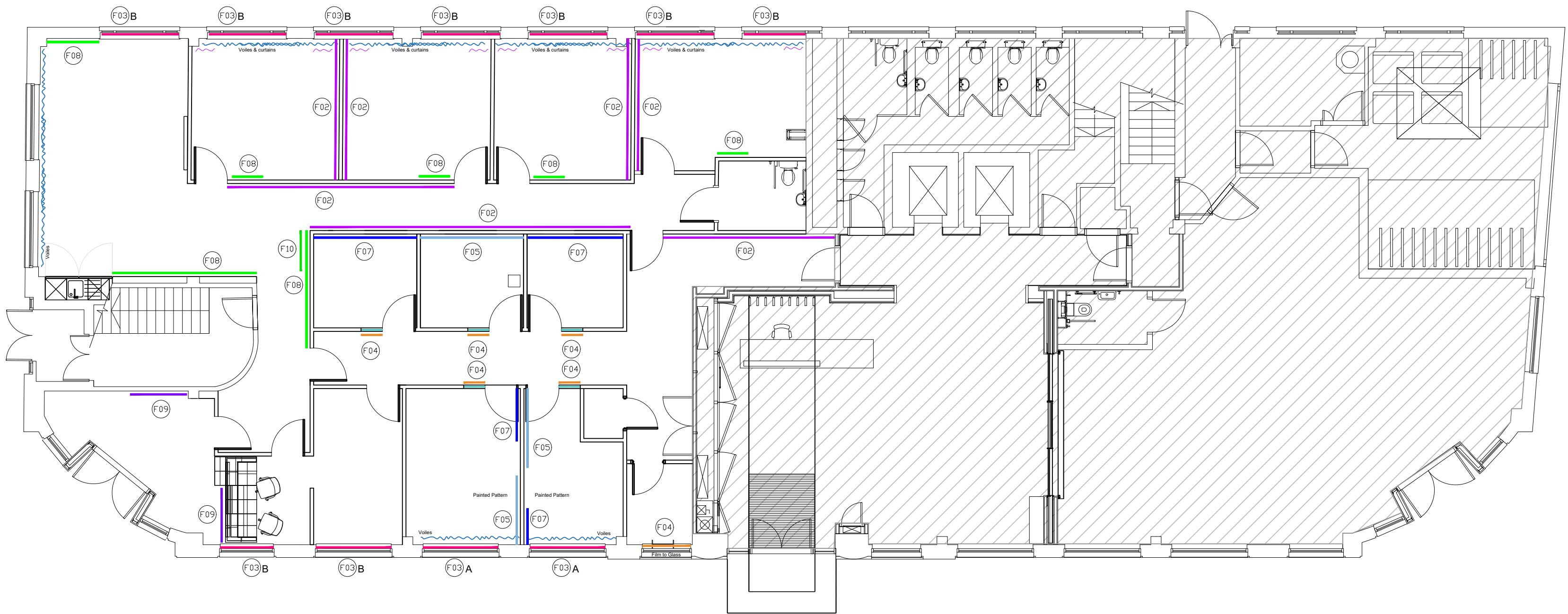
Rev	Description	Date	Dr by	App by
original by	date created	19.09.22	Approved by	TM

Choose Office  
Address

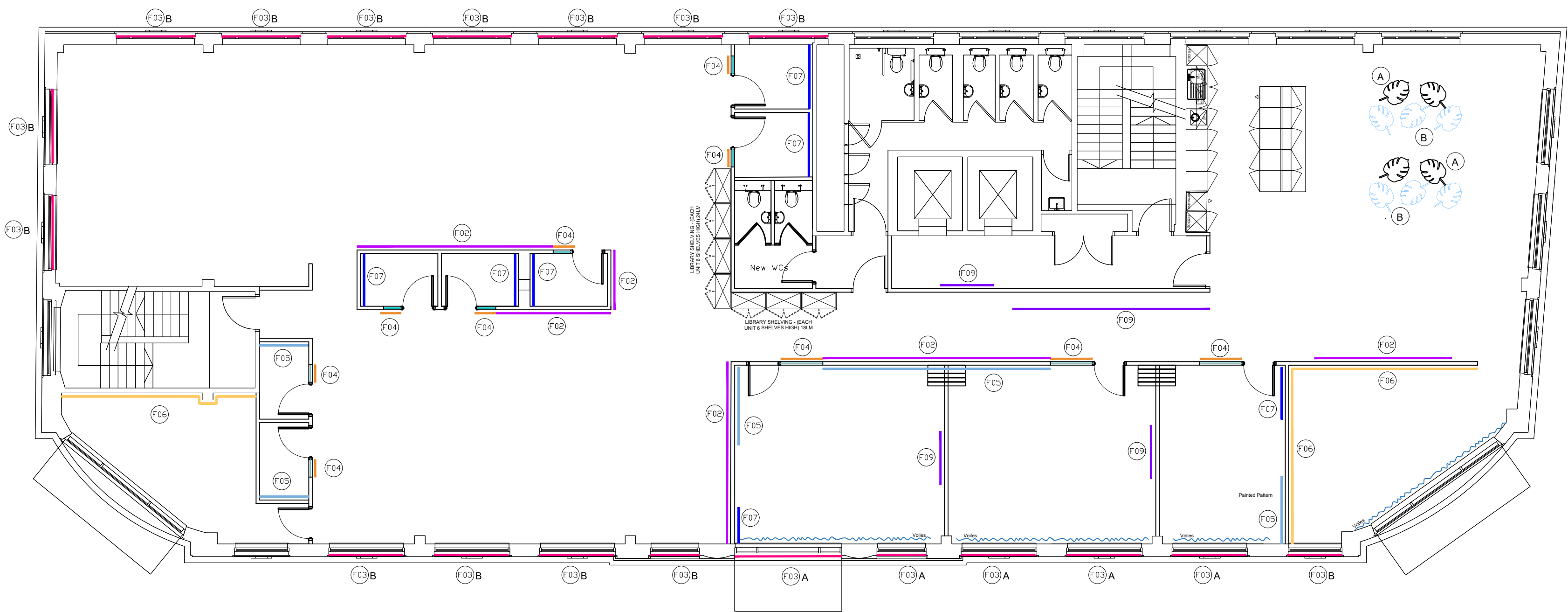


client		
CAFCASS		
project		
CAFCASS London 70 Grays Inn Road		
drawing		
Decoration Plan		
project number		scale
2022.00145.001		1:100 @A1
drawing number	rev	issue status
T010	-	Tender

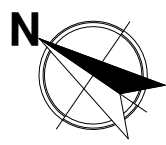
0 0.51m 2m 5m  
1:100



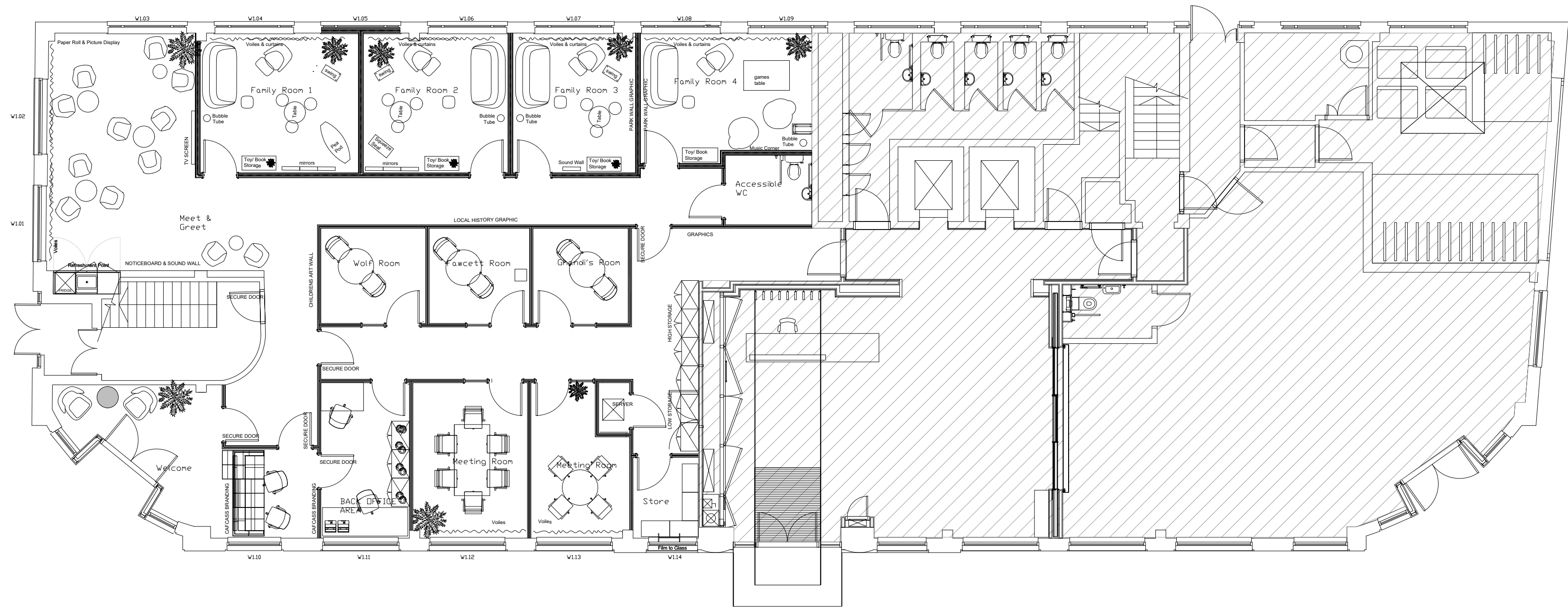
Ground Floor Decoration Plan  
Scale 1:100 © A1



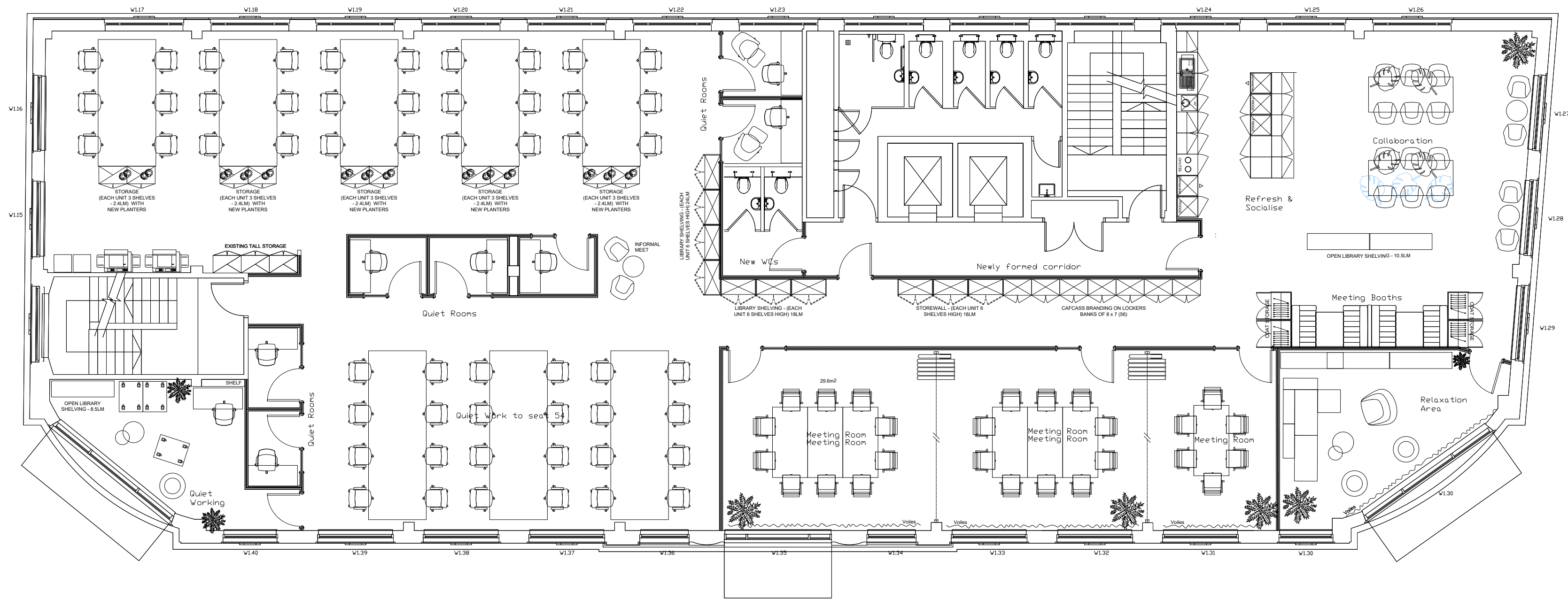
First Floor Decoration Plan  
Scale 1:100 © A1



Notes



Ground Floor — General Arrangement  
Scale 1:100 @ A1



First Floor — General Arrangement  
Scale 1:100 @ A1

NOTE TO CONTRACTOR:  
These are indicative details  
and measurements provided  
only, the contractor is to  
undergo a measured survey  
before undertaking any of  
the refurbishment works.

Rev	Description	Date	Dr by	App by
original by		date created		Approved by
IB		19.09.2022		TM



Choose Office  
Address

client

CAFCASS

project

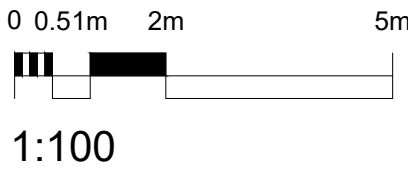
CAFCASS London  
70 Grays Inn Road

drawing

General Arrangement

project number	scale	
2022.00145.001	1:100	@A1
drawing number	rev	issue status
T011	-	Tender

This drawing is to be read in conjunction with all related drawings. All dimensions must be checked and verified on site before commencing any work or producing shop drawings. The originator should be notified immediately of any discrepancy. This drawing is copyright and remains the property of AHR.



## **Appendix B**

### **Mechanical and Electrical Design**



## **Appendix C**

### **Mechanical and Electrical Tender Analysis**



Where  
buildings  
come alive

Client Name

---

# 70 Grays Inn Road CAFCASS

220258

**Mechanical and Electrical  
Tender Analysis**

Birmingham | Nottingham | Huntingdon | Leeds | Bristol | Leicester | London | Manchester | Derby | Oxford | Poland | India

[www.cpwp.com](http://www.cpwp.com)

# Sustainability at our core.

Document Revision History			Ref	220258 70 Grays Inn Road	
Rev	Author	Verification By	Date	Suitability	Comments / Status
A	T.Willer / B. Szucs	A.Kouyialis / M. Gonzalez	03/10/2022	S3	Tender Issue

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2-0 PROVISIONAL SUMS	5
3-0 MATERIAL SCHEDULE	6
4-0 SCHEDULE OF DAY WORK RATES	7
5-0 TENDER SUMMARY	8

1-0 PROJECT TENDER COSTS

PROJECT TENDER COSTS				
Item	Description		Item Cost	Section Cost
1	For all costs associated with Contract Preliminaries			
	a)	General requirements	£	
Section Total			£	£
2	Standard Installation Clauses			
2A	For all costs associated with Section 2A - General Installation Clauses - Pipework		£	
2B	For all costs associated with section 2B - General Installation Clauses - Ductwork		£	
2C	For all costs associated Section 2C – General Installation Clauses - Mechanical Commissioning		£	
2D	For all costs associated Section 2D – General Installation Clauses – Thermal Insulation		£	
2E	For all costs associated Section 2E – Electrical Installation quality and Materials		£	
2F	For all costs associated Section 2F – Electrical Inspection and Testing		£	
Section Total			£	£
	For all costs associated with – Energy Metering			
Section Total			£	£
E1A	For all costs associated Section E1A – LV Distribution			
	a)	Supply and Installation of Switchgear/Boards	£	
	b)	Supply and installation of cabling systems	£	
	c)	Strip-out	£	
Section Total			£	£
E2	For all costs associated Section E2 – Utility Power			
Section Total			£	£
E3	For all costs associated Section E3 – Internal, External & Emergency Lighting			
	a)	Internal Lighting	£	
	b)	Emergency Lighting	£	
	c)	Strip-out	£	
Section Total			£	£
E5	For all costs associated Section E5 – Voice and Data Systems			
Section Total			£	£
E6	For all costs associated Section E6 – Security Systems			

PROJECT TENDER COSTS				
Item	Description		Item Cost	Section Cost
E6A	Access Control Systems		£	
E6B	Intruder & Hold-Up Alarm Systems		£	
E6C	CCTV Systems		£	
E6D	Integrated Security Systems		£	
Section Total			£	£
E7A	For all costs associated Section E7A – Fire Alarm Systems			
	Refer to Item 38.02 of AHR's Schedule of Works			
Section Total			£	£
E8	For all costs associated Section E8 – Lightning Protection Systems			
Section Total			£	£
E9	For all costs associated Section E9 – Miscellaneous Electrical Systems			
E9A	Audio Frequency Induction Loop Systems (AFILS)		£	
	Integrated Reception Systems (IRS)		£	
Section Total			£	£
M1	For all costs associated – Domestic Water Services			
	a)	Strip out of existing services	£	
	b)	Modification to Domestic Water distribution systems	£	
	c)	Local Instantaneous Hot Water Installations	£	
	d)	Other	£	
Section Total			£	£
M2	For all costs associated – Heating (Coordination with incumbent specialist)			
	a)	Re-balancing of LTHW serving Fan Coil Unit System	£	
	b)	Modification to LTHW distribution system(s)	£	
	c)	Other	£	
Section Total			£	£
M3	For all costs associated - Mechanical Ventilation Systems (Coordination with incumbent specialist)			
	Refer to O W London Quotation document Ref: GRAY0008 included within Tender Package			
	a)	Ductwork distribution systems installation		
	b)	Modifications to Toilet Extract		
	c)	Crosstalk Attenuators		
	d)	New Grilles and Diffusers		
	e)	Re-commissioning of Ventilation system		
	f)	Other		
Section Total			£	£

PROJECT TENDER COSTS				
Item	Description		Item Cost	Section Cost
M5	For all costs associated – Cooling Systems (Coordination with incumbent specialist)			
	a)	Re-balancing of CHWS serving Fan Coil Unit system	£	
	b)	Modification to internal CHWS distribution system	£	
	c)	Other	£	
Section Total			£	£
M6	For all costs associated – Drainage			
	a)	Drainage associated with domestic area systems	£	
	b)	Pumped drainage systems	£	
	c)	Other	£	
Section Total			£	£
M7	For all costs associated – Controls/BMS System			
	a)	All controls, wiring (power & control) and equipment (Variable speed drives, sensors etc.)	£	
	b)	Modifications/Upgrade to existing Front End graphics	£	
	c)	Other	£	
Section Total			£	£
<b>SUB TOTAL CARRIED FORWARD TO TENDER SUMMARY</b>				<b>£</b>

## 2-0 PROVISIONAL SUMS

PROVISIONAL SUMS			
Item	Description	Item Cost	Section Cost
1)	Unforeseen works – Electrical	£30,000	
2)	Unforeseen works – Mechanical	£10,000	
3)	Unforeseen works – Controls	£30,000	
4)	Unforeseen works – Drainage	£10,000	
Sub Total		<b>£80,000</b>	£
<b>SUB TOTAL CARRIED FORWARD TO TENDER SUMMARY</b>			<b>£</b>

**3-0 MATERIAL SCHEDULE**

Where items of equipment or plant are detailed in this Specification or Schedule(s), the Tenderer shall only include in his offer for the goods as stated.

A separate schedule may be attached to this Tender Analysis of alternative manufacturers where in the Tenderers opinion a genuine reduction in the Tender amount can be made for equipment which complies in full with the terms of this Specification. Where alternatives are offered the Contractor shall be responsible for providing all necessary information to demonstrate compliance to the satisfaction of the Engineer. The decision on whether any of these offers are acceptable will only be made after the Tenders have been submitted. If any of these alternatives are included in the Main Tender the offer will be considered non-compliant.

Schedule of Materials Included in Quotation / Tender		
Material or Equipment	Manufacturer	Delivery



#### 4-0 SCHEDULE OF DAY WORK RATES

Work agreed to be carried out as daywork will be paid for at the following rates and such payment will only be for the net time worked on the Site. The rates are to include for overheads and profit, all supervision (being the cost of full-time foremen or additional rates paid to chargehands etc.), insurances, holidays with pay, bonus, pension schemes, subsistence allowances, fares and travelling time, imported labour costs, non – productive overtimes costs, tools of all descriptions and other payments made under the Working Rule Agreement or any Regulation, Bye-law or Act of Parliament.

The total of this Daywork Schedule shall be expended or deducted in whole or in part as directed by the Architect.

The Tenderer is to insert against the hours shown the hourly rates required, calculated in accordance with the above, for the various categories of labour.

SCHEDULE OF DAYWORK RATES	
Trade	Rate per hour
Chargehand	£
Site Supervisor / Working Supervisor	£
Certified Engineer / Approved Electrician	£
Engineer / Fitter / Electrician	£
Technician	£
Apprentice	£
% Addition for non-productive overtime	%
ADDITION FOR OVERHEAD & PROFIT FOR MATERIALS USE	
Include for the total hire and running costs of plant in use in dayworks, including fuel, spares, and transport to and from the site, unloading and loading.	%
Include for the total cost of materials for use in dayworks including any associated transport costs.	%
Sub-contractors	%

## 5-0 TENDER SUMMARY

We, the undersigned, do hereby offer to carry out the whole of the work described in this Specification, and the associated drawings for the project as referenced above, in strict accordance with the terms and conditions thereof, for the following sums of money: -

TENDER SUMMARY		
Item	Description	Total Cost
1	Project Tender Costs	£
2	Provisional Sums	£
Total Fixed Price		£
Total		£

ACTIONS	
Complete?*	Description
YES / NO	Schedule of Day Work Rates COMPLETED?
YES / NO	CDM - Evidence of Competence ENCLOSED?
YES / NO	Material Schedule COMPLETED?
YES / NO	Schedule of Alternative Materials (refer Clause 1B-5) ENCLOSED?
YES / NO	Schedule of Addendums COMPLETED and INCLUDED?
YES / NO	Schedule of Work to be Sub-Let COMPLETED?

\* Delete as necessary

TO BE COMPLETED AT TIME OF TENDER	
FIRM	
ADDRESS	
SIGNED	
DATE	

## **Appendix D**

### **One Waste London Ltd Ventilation Quote**



One Waste (London) Ltd , 3rd Floor, Chancery House, St Nicholas Way Sutton Surrey, SM1 1JB  
Telephone : 020 86859393 Email: [accounts@onewastelondon.co.uk](mailto:accounts@onewastelondon.co.uk)

**QUOTE**

**Quote To : Phillip Mallon**

**Quote From : O W London**

**Date : 05/10/2022**

**Quote Ref : GRAY0008**

**Job : 70 Grays Inn Road ,London , GF & 1st floor Ventilation Modification**

**Quote is to carry out the modifications to the ventilation system on the GF and 1st Floor At 70 Grays Inn Road , Please see below our proposal**

**On the 1st Floor system 5 x fan coil units will have new discharge grilles installed, new ductwork will be installed and lagged , these will have any required fire dampers installed**

**On the 1st floor fan coil 109 will be isolated and drained , this will then be removed and stored onsite for future use**

**On the 1st floor the return ductwork near fan coil 124 will be extended**

**On the 1st floor the linear grille over the quiet rooms will be repositioned**

**On the 1st floor the ductwork will be extended to serve the new wcs**

**On the GF system 9 x fan coil units will have new discharge grilles installed , new ductwork will be installed and lagged , these will have any required fire dampers installed**

**On the GF the linear grille in the family room 4 will be repositioned**

**We have included for 10 x controllers to be installed on the GF , these will require new trend modules for each fan coil unit , these will also need a new network cabling between all the new modules**

**As per drawing ref- 220258-CPW-XX-XX-DR-M-30101 S3 PO1**

**The air side VCDs will be balanced and commissioned**

**We will require full access to the ceiling void where the new grilles are to be installed. The new setpoint adjusters will be linked into the trend system , this is to avoid any conflict in the system , However to achieve this each unit will require a new trend module . A network cable will require running between the meeting room units and the main trend module**

**Once all modifications have been made the system will be fully tested**

**The cost to carry out this project is £57'500.00 + VAT**

**Registered in England :121013222**

**VAT Registration No : 339060408**



**One waste (London) LTD Metro Bank**

**Account No ; 33937652 , Branch sort code :23-05-80**

## **Appendix E**

### **Pre-Construction Information Pack**

# **Pre-Construction Information Plan**

## ***CAFCASS – 70 Grays Inn Road Office Fit Out***

BC.STH. 2022.00145.001  
*October 2022*



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### **1.000 Introduction**

- 1.000 Introduction
- 1.100 Relevant Publications
- 1.200 Developing the Construction Phase Plan

### **2.000 Description of Project**

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- 2.200 Description of construction work to be carried out
- 2.300 Timescale
- 2.400 Project directory
- 2.500 Partial completion
- 2.600 Structure as a workplace
- 2.700 Existing H&S File
- 2.800 Existing drawings, designs, calculations, reports, etc.

### **3.000 Existing Building and Environment**

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- 3.200 Access
- 3.300 Parking
- 3.400 Restrictions on deliveries, waste collection and storage
- 3.500 Existing storage of hazardous materials
- 3.600 Location of existing services
- 3.700 Ground conditions, underground services or water courses
- 3.800 Existing structures and previous structural modifications
- 3.900 Fire damage, ground shrinkage or movement
- 3.110 Access difficulties relating to plant and equipment
- 3.120 Health hazards
- 3.130 Asbestos information
- 3.140 Existing storage of hazardous materials
- 3.150 Contaminated land
- 3.160 Existing structures containing hazardous materials
- 3.170 Health risks arising from client's activities

- 4.100 Health and safety objectives
- 4.200 Overlap with client's operations
- 4.300 Communication and liaison between client and others
- 4.400 Security and safety of the site
- 4.500 Welfare provisions
- 4.600 Site hoarding requirements
- 4.700 Site transport arrangements or vehicle movements
- 4.800 Permit to work systems
- 4.900 Fire precautions
- 4.110 Emergency procedures and means of escape
- 4.120 Authorisation requirements and 'no-go' areas
- 4.130 Confined spaces
- 4.140 Smoking restrictions



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**5.000 Significant Design and Construction Hazards**

- 5.100 Significant Design Assumptions and Suggested Work Methods
- 5.200 Arrangements for Coordination of Ongoing Design Work
- 5.300 Information on Significant Risks Identified During Design
- 5.400 Materials Requiring Particular Precautions
- 5.500 The Principal Contractor

**6.000 The Health & Safety File**

- 7.000 Construction Leadership Council – Covid-19 - Guidance

**APPENDICES**

Appendix 1 – Main Contractors Construction Phase Health & Safety Plan Requirements

Appendix 2 – The Health & Safety File Requirements

**Covid-19**

The Principal Contractor's attention is drawn to the present standing of infectious diseases and the UK Government's and World Health Organisation (WHO) Guidelines in respect of the Covid-19 outbreak experienced in the UK from March 2020. The contractor will be expected to work in accordance with the present guidance of Version 7 (or subsequent) of the Construction Leadership Council's Site Operating Procedures.

The contractor is reminded that whilst the present outbreak may be considered to be under management, there is a clear and present potential for a 2nd or 3rd wave of this virus or strains of it. The contractor shall include within his CPHSP for how he plans to manage such a status and the welfare of all construction staff & visitors to site. This shall be clearly detailed within the front of his Construction Phase Health & Safety Plan.

## 1.000 Introduction

- 1.001 Clients, the Principal Designer, the Principal Contractor and any Contractors involved in the procurement or design of construction work, including maintenance and repairs, have legal duties assigned to them under the Construction (Design and Management) Regulations 2015(CDM).
- 1.002 The following Pre-Construction Information document has been prepared on behalf of the Client to provide information that is relevant to the scheme and that must be considered by Contractors on the project, in compliance with Regulation 11 of the CDM Regulations 2015 and compiled in accordance with the Approved Code of Practice. The Pre-Construction Information contained here is intended for those planning work, and for the development of the Construction Phase Plan. The level of detail provided is considered proportionate to the risks involved in this project.
- 1.003 This Pre-Construction Information Plan endeavours to convey information provided by the Client, and others and efforts have been made to produce a document which is as comprehensive as possible. It should be noted, however, that there may be unidentified hazards which are present on the site, in the existing structure or arise during the works. The focus in this document is to highlight known major hazards, particularly those which may be regarded as non-standard or abnormal in some way. The absence of a reference to a specific hazard should not be taken as a warranty that such a hazard is not present or cannot and will not arise during the works.
- 1.004 The information should be provided as part of the early procurement process or tendering, and responses to the issues identified can be a real help when judging competence of those tendering for the work. It therefore needs to be identified, assembled and sent out in good time, so that those who need it when preparing to bid or when preparing for the work can decide what resources (including time) will be needed to enable design, planning and construction work to be organised and carried out properly. Where design work continues during the construction phase, the pre-construction information will need to be provided to designers before work starts on each new element of the design. Similarly, where contractors are appointed during the construction phase, each contractor (or those who are bidding for the work) must be provided with the Pre-Construction Information Package in time for them to take this into account when preparing their bid, or preparing for work on the site.
- 1.005 The pre-construction information package provided should be sufficient to ensure that significant risks during the work can be anticipated and planned for. It should concentrate on those issues that contractors could not reasonably be expected to anticipate or identify, and not on obvious hazards such as the likelihood that the project **may involve working at height or on existing services**. Appendix 2 of the Approved Code of Practice lists the topics that should be considered when drawing up the Pre-Construction Information Package and have been used to create this document.
- 1.006 The information and potential hazards identified in this document are to be applied to the reduction and management of risks to Health, Safety and the Environment for the operational use and management of the completed works in addition to during the Construction Phase. The document provides information only, and does not exempt the Principal Designer, Designers, Principal Contractors and other Contractors from duties under relevant statutory requirements.
- 1.007 Further project specific health and safety information needed by designers and contractors to identify hazards and risks associated with the design and construction work will continue to be issued prior to construction (Regulation 11).

## 1.100 Relevant Publications

- 1.101 The following publications have been referred to in the Health and Safety Plan's production:
- Construction (Design and Management) Regulations 2015.
  - Managing Health & Safety In Construction Guidance L153, HMSO 2015.
  - "A Guide to Managing Health and Safety in Construction" Construction Industry Committee 1995.
  - "Designing for Health and Safety in Construction" C/AC HMSO 1995

- CLC – Guidance on site safety Coronavirus by Construction Leadership Council.

**1.200 Developing the Construction Phase Plan**

- 1.201 The Construction Phase Health and Safety Plan (CPHSP) is to be developed by the Principal Contractor throughout the life of the project and should become a specific document which sets out the arrangements for securing the health and safety of all those carrying out the work and all others who may be affected by it.
- 1.202 When developing the Construction Phase Health and Safety Plan, the Principal Contractor should identify the hazards and assess the risks at each of the main stages of the construction phase including but not necessarily limited to those identified in this document. The Principal Contractor should also identify his organisation and arrangements for managing Health and Safety.
- 1.203 The Construction Phase Plan needs to be kept up to date, modified and altered in the light of changing circumstances. As the construction work progresses, safety method statements and information from contractors starting during the various work stages will invariably mean parts of the Plan have to be amended and updated. Reviews of parts of the Health and Safety Plan may also need to be made if there are design changes, unforeseen circumstances etc. It is vital that such changes are notified to all those working on site who may be affected.
- 1.204 **The Principal Contractor's attention is drawn in particular to Regulations 12 - 14. This requires the Contractor to ensure that their Construction Phase Plan is sufficiently developed before the construction phase of the project begins.**
- 1.205 See attached Appendix 1 for the development of a Construction Phase Plan set out in the Approved Code of Practice for the Construction (Design and Management) Regulations 2015.
- 1.206 Construction work will not be allowed to proceed until there is an adequately developed Construction Phase Plan in place which addresses the site-specific issues described in this document.
- 1.207 The Plan must be submitted to the Principal Designer at least one week before any activity commences on site to allow review, comment and if necessary, further development.

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## 2.000 DESCRIPTION OF THE PROJECT

### 2.100 Site Location

2.101 The site of the works is CAFCASS, 70 Grays Inn Road, London, WC1X 8NH

### 2.200 Description of Works to Be Carried Out

#### 2.201 • Internal Works

- Office fit out which includes installation of partitions to form new rooms as per drawings, installation of teas points on each floor, installation of folding partitions, installation of new WCs, decorations and alterations and adaptations to the existing M&E.

2.202 The most significant Health and Safety Issues for the Principal Contractor to address are:

- Good liaison and co-ordination with existing and adjoining occupiers to ensure that they, as well as construction site staff, visitors and others are not adversely affected by the project.
- Secure segregation of the site areas from adjoining occupiers, passing traffic, pedestrians and other third parties.
- To ensure safe access/ egress and the maintenance service supplies to all users of adjoining and adjacent buildings during the works.
- Construction traffic movements.
- The potential presence of asbestos containing materials.
- Exclusion of unauthorised persons.
- Work at height where there is a risk of persons and materials falling.
- Work to/adjacent rooflights and sloping glass roof – fragile roof coverings
- Potential for fire as a result of hot work processes or arson.
- Connection to existing local services.
- Removal of and secure storage of waste and materials.
- Restricted external space for siting of storage units, skips and loading / unloading of materials
- Loading of materials through occupied spaces.
- Use of hazardous materials and substances (COSHH).
- The presence of live services including buried or hidden services.
- Manual handling and materials loading
- Maintenance of existing fire escape routes and normal access and egress routes to and from the building.
- Care not to interrupt essential building supplies, including existing emergency lighting, fire alarms, etc.
- Slips and trips.
- Noise and dust suppression.

2.203 **The Principal Contractor's construction phase health and safety plan must acknowledge these issues, and identify suitable control measures and sequencing based on risk assessments and safety method statements. The plan will not be deemed 'suitably developed' without this information.**

### 2.300 TIMESCALES

2.301 Project dates are within the preliminary section of the specification.

Date of possession: 5<sup>th</sup> December 2022

Date for completion: 27<sup>th</sup> February 2023

These dates are to be confirmed at the pre-start meeting.

2.400 **PROJECT DIRECTORY**

2.401 **Client**

Children and Family Court Advisory and Support Service (CAFCASS)  
3rd Floor  
21 Bloomsbury Street  
London  
WC1B 3HF

Contact: Dominic Lomax  
Tel: 07876031745  
Email: [dominic.lomax@cafcass.gov.uk](mailto:dominic.lomax@cafcass.gov.uk)

2.402 **Principal Contractor**

TBC

2.403 **Site Location**

CAFCASS  
70 Grays Inn Road  
WC1X 8NH  
London

2.404 **Principal Designer**

AHR Building Consultancy Ltd  
31-35 Kirby Street  
London  
EC1N 8TE

Contact: Alan Blyth  
Tel: 07973 721 832  
Email: [alan.blyth@ahr.co.uk](mailto:alan.blyth@ahr.co.uk)

2.405 **Designer**

Vintry Building  
Wine Street  
Avon  
BS1 2BD  
United Kingdom

Contact: Tara Mitsis  
Tel: 07719061711  
Email: [Tara.Mitsis@ahr.co.uk](mailto:Tara.Mitsis@ahr.co.uk)

**2.500 PARTIAL / SECTIONAL COMPLETION**

2.501 Partial possession is a requirement of this contract.

2.502 Should the Principal Contractor wish the Client to consider the possible early completion of the works, the Contractor must provide detailed proposals and risk assessments to ensure that there is no risk to existing or new occupiers as a result of a partial completion of the contract.

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2.600     **STRUCTURE TO BE USED AS A WORKPLACE**

2.601     The site is both a workplace (as defined under the Workplace (Health, Safety and Welfare) Regulations 1992) and a place for public use.

2.700     **EXISTING H&S FILE / O & M MANUALS**

2.701     The Health and Safety File for the site / building may be seen by appointment during normal office hours between 9.00am and 4.30pm with the client.

2.702     Contractors must note that existing record drawings may not fully reflect the type/nature, extent and exact location of services, structures, associated detailing and materials etc. Accordingly, all contractors must act with great care, caution and diligence at all times. It is the Principal Contractor's responsibility to ensure that the nature, extent and location of all services, structures and associated detailing, materials etc. in and adjacent to the site is verified/identified via thorough site survey/investigations, prior to commencing work and throughout the works.

2.800     **EXISTING DRAWINGS, DESIGNS, CALCULATIONS, REPORTS, ASSESSMENTS, ETC.**

2.801     Documents have been provided by the consultants for the project refer to the tender documentation for compilation of all documents:

AHR	- Architectural Drawings and Specifications
CPW	- Mechanical and Electrical Drawings and Specifications

2.802     Contractors must note that existing record drawings may not fully reflect the type/nature, extent and exact location of services, structures, associated detailing and materials etc. Accordingly, all contractors must act with great care, caution and diligence at all times. It is the Principal Contractors responsibility to ensure that the nature, extent and location of all services, structures and associated detailing, materials etc. in and adjacent to the site is verified/identified via thorough site survey/investigations, prior to commencing work and throughout the construction process.

3.000     **EXISTING STRUCTURE AND ENVIRONMENT**

3.100     **SITE BOUNDARIES**

3.101     70 Grays Inn Road is a commercial and secured property. Surrounding land is generally commercial.

3.102     The Contractor shall not be permitted to enter any areas at times other than those specified without the written permission of the Contract Administrator.

3.103     The Contractor shall not be permitted to enter any parts of the building where the Employer has taken possession after partial or practical completion without the written permission of the Contract Administrator.

3.200     **ACCESS**

3.201     Access to the site is off Grays Inn Road.

3.202     Whilst carrying out the works the contractor will be responsible for maintaining security and shall ensure the demise is secured at the end of each working day.

3.203     The contractor shall make all enquiries with regards to any load / unloading restrictions in this area and shall include for these within their tender.

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3.300 **PARKING**

3.301 Restrictions on parking of the Contractor's and Employees' vehicles: To be agreed at pre-start meeting.

3.400 **RESTRICTION ON DELIVERIES, WASTE COLLECTION AND STORAGE**

3.401 The Principal Contractor's and supplier vehicles will be allowed on site for the purpose of unloading and loading. It will be the responsibility of the Principal Contractor to ensure that the necessary arrangements are made in respect of any specialist lifting equipment necessary to load/ unload, plant and equipment. All deliveries must be delivered directly to the construction site. "Just in time" delivery principles shall be adopted to keep storage requirements down to an absolute minimum.

3.402 It should be noted that whilst the client will endeavour to provide some security cover to the contractor's areas, this cannot be guaranteed and materials will be left by the Principal Contractor at their own risk.

3.403 Materials and waste shall be delivered to or collected from the site and compound area via the prescribed and agreed routes. Waste will be transported to skip locations in an appropriate manner keeping all transport routes free from waste and building materials at all times.

3.404 All storage locations must be positioned so as not to obstruct fire escape routes and doors. Internal storage of materials shall be adopted as far as practicable and the Principal Contractor is to ensure that all materials are safely stored and in particular kept clear and inaccessible to children. The storage of any flammable substances and relevant control measures must be identified.

3.405 The Principal Contractor should ensure that any combustible waste/ materials which are stored externally are secure in a locked compound to minimise the risk of arson. The location of any skips shall be subject to agreement with the client. Skips should be located as far as reasonably practical from any building or structure and must be covered and secure at all times. Skips should not be stored less than 6m from the building.

3.406 In accordance with Environmental Legislation, all waste generated from the works should be, where practicable, segregated and disposed of to a licensed tipping facility utilising registered and licensed waste disposal contractors. Transfer notes should be retained by the Project Team, within the Construction Phase Plan, for all waste removed from the site.

3.407 In the case of hazardous waste, all products should be removed and disposed of in accordance with relevant local enforcing bodies. All licenses obtained and transfer notes should be retained as proof of correct disposal.

3.408 Where there is more than 200kg of hazardous waste to be removed from site, the premises will be registered with the Environmental Agency as required by the Hazardous Waste Regulations 2005.

3.409 Notwithstanding the above the PC shall, in addition to the above requirements ensure that suitable wastes management procedures are still employed and in particular that the PC discharges all the client's responsibilities in terms of the Waste Electrical and Electronic Equipment (WEEE) Regulations. The PC is required to provide the client with:

- Proof of registration for the waste carrier.
- Copies of all waste transfer note and hazardous waste consignment note (as appropriate).
- Documentary proof that all the waste has been taken to a suitable facility to be treated and recycled.

3.410 Arrangements for the storing, removal and the location of skips are to be included within the Principal Contractor's Construction Phase Plan.

- 3.411 The Principal Contractor in his Construction Phase Plan must indicate specific arrangements for maintaining services, safety and providing a safe entrance and exit route to all adjoining buildings / sites.
- 3.500 **EXISTING STORAGE OF HAZARDOUS MATERIALS**
- 3.501 None have been specifically identified and it is not anticipated there to be any hazardous materials. Reference to the existing Health & Safety File should be made to confirm.
- 3.600 **LOCATION OF EXISTING SERVICES**
- 3.601 The location and distribution routes of internal services have not been identified. The Principal Contractor shall be responsible for ascertaining the exact location, nature and status of each service and nearest point of isolation, prior to commencing any work
- 3.602 The Principal Contractor must determine the nature of services, position and the necessary controls to safeguard / isolate the services prior to undertaking any works.
- 3.603 The existing mains and services are live and serve other plant and areas of the building. Connections to and diversions of these existing services will form part of the works. The Principal Contractor shall obtain prior approval before carrying out any temporary or permanent disconnection/ termination/ relocation or replacement of any building service. The Principal Contractor must establish the exact location of any hidden conduits, cables, pipes etc. and ensure correct isolation prior to the work commencing.
- 3.604 The Principal Contractor should presume that all services to be live within the site unless there is strong and verified evidence to suggest otherwise. A below ground services survey must be undertaken prior to any external excavations or reduced dig for car park resurfacing and construction of the ramp.
- 3.605 The Principal Contractor shall undertake suitable and sufficient risk assessments and subsequently develop suitable method statements to ensure that operatives are not exposed to any live services.
- 3.700 **GROUND CONDITIONS, UNDERGROUND STRUCTURES OR WATER COURSES**
- 3.701 None have been specifically identified and it is not anticipated there to be any in relation to this project. Reference to the existing Health & Safety File should be made to confirm.
- 3.800 **EXISTING STRUCTURES AND PREVIOUS STRUCTURAL MODIFICATIONS**
- 3.801 None have been specifically identified. Reference to the existing Health & Safety File and Operation & Maintenance Manuals should be made to confirm.
- 3.900 **FIRE DAMAGE, GROUND SHRINKAGE OR MOVEMENT**
- 3.901 None have been specifically identified. Reference to the existing Health & Safety should be made to confirm.
- 3.110 **ACCESS DIFFICULTIES RELATING TO PLANT AND EQUIPMENT**
- 3.111 The Principal Contractor shall adopt the principals of hierarchy of control for manual handling and utilise mechanical handling techniques whenever possible. Where heavy items are to be installed, detailed certificates, method statements and risk assessments are to be provided and included in the Construction Phase Plan.
- 3.112 Access equipment must be appropriate for the task and the environment it will be used in with the appropriate method statements and risk assessments and permits in place before use.



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**3.120 HEALTH HAZARDS**

- 3.121 None have been specifically identified or are expected with the nature of the works, however refer to the existing Health & Safety File.

**3.130 ASBESTOS INFORMATION**

- 3.131 Before work is commenced the Principal Contractor must ensure they have a copy of the asbestos register held on site, and will be required to carry out a Refurbishment & Demolition as part of the works. Under no circumstances is verbal communication on asbestos findings acceptable, even if no asbestos is found on the survey – proof of absence is required.
- 3.132 Under no circumstances should intrusive work be undertaken in areas where survey information is not available.
- 3.133 It should be noted however, that some materials may well be hidden within the fabric of the building and may only come to light when the building is being stripped out. Extreme care must therefore be taken. Any suspect materials must be brought to the attention of the project manager immediately, and the area sealed off to prevent entry until the materials have been examined and the results made known.
- 3.134 The Principal Contractor should ensure that all operatives have received 'asbestos awareness' training in accordance with Regulation 10 of the Control of Asbestos Regulations 2012, and develop procedures (to be communicated upon site induction), which are to be followed in the event that suspected ACMs are discovered; all works in the area are to cease immediately, the work area secured and warning notices displayed and the Project Manager / Contractor Administrator and CDM Coordinator informed at the earliest opportunity.
- 3.135 All works are to comply fully with the Control of Asbestos Regulations 2012 and be undertaken by fully licensed asbestos removal contractors in accordance with best practice and current legislation.

**3.140 EXISTING STORAGE OF HAZARDOUS MATERIALS**

- 3.141 It has not been advised of any stored hazardous materials are stored on, or in the vicinity of the site.

**3.150 CONTAMINATED LAND**

- 3.151 None have been specifically identified and it is not anticipated there to be any in relation to this project. Reference to the existing Health & Safety File should be made to confirm.

**3.160 EXISTING STRUCTURES CONTAINING HAZARDOUS MATERIALS**

- 3.161 The PC shall assume that all stored hazardous materials within the contractor's work area will either be removed from site prior to possession or made safe/inaccessible. The PC shall not accept possession of any area of the proposed site until the client has provided written confirmation that the area is free from any contamination and or the relevant clearance certificates and/or permit to work is in place. All waste arising from the strip out and demolition activities can be treated as non-hazardous and disposed of normally.

**3.170 HEALTH RISKS ARISING FROM CLIENTS ACTIVITIES**

- 3.171 No health risks arising from client activities identified or anticipated in the location of the works.
- 3.172 The contractor shall however be aware that this is an occupied building with staff and visitor movements throughout the building. Some works may require to be undertaken outside of normal working hours and access arrangements for these works should be agreed with the Client.

- 3.173 The Principal Contractor must plan and manage the works to take into account the client's operations.

#### **4.000 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**

- 4.001 The Principal Contractor must plan and manage the works to take into account the client's operations.

#### **4.100 HEALTH AND SAFETY OBJECTIVES**

- 4.101 The Principal Contractor and his sub-contractors should take note of the following health and safety objectives when planning and designing work associated with this contract.

- 4.102 The client and AHR concur in a "zero tolerance" culture towards all construction projects.

- 4.103 The objectives of the construction works are:

- To have no accidents on site or adjacent to the site.
- To have no occupational ill health arising from the project.
- To ensure that no environmental damage occurs.
- To ensure the least disruption to the local community as a result of the project.
- To exclude unauthorised persons, especially children, from the work site.
- To provide safe access to and egress from working places.
- To ensure that no injury or harm to any members of the public.
- To provide working places that are free from risks to health and safety of persons at work or affected by the work, so far as is reasonably practicable.
- To ensure that manual handling tasks are reduced to the lowest level reasonably practicable.
- To provide operating conditions so that the lowest reasonably practicable noise levels are maintained.
- To ensure that odour nuisance does not occur, so far, as is reasonably practicable

- 4.104 The objectives of the completed works are:

- To provide a building and external works that are free from risks to health and safety of the occupants, so far, as is reasonably practicable.
- To provide safe access to, in, around and egress from the building.
- To ensure that the Operations and Maintenance tasks can be undertaken without risk to the health and safety of persons, or the environment, so far as is reasonably practicable.
- To provide sufficient information within the Health and Safety File for maintenance, new construction or demolition work to be carried out in the future.

#### **4.200 OVERLAP WITH CLIENT'S OPERATIONS**

- 4.201 Vacant possession of the area will be given to the Principal Contractor on day one. Occasional access by staff and maintenance teams may be required. The Principal Contractor should note however that throughout the contract period all other areas of the building will have persons in occupation and they, together with the surrounding site will continue to operate and will remain open to public access. Circulation routes will continue to be used by building occupants and members of the public.

- 4.202 Care should be taken to ensure all emergency exits, walkways and access routes, etc, to other buildings, roads, pathways and open space are free from obstructions and safe for use by building occupants, visitors and other members of the public. Segregation between working areas and those accessed by building occupants should be employed whenever possible. Suitable and sufficient risk assessments should be carried out to ensure the safety of the students and staff at all times.

- 4.203 Normal access for third parties, building occupants to the areas under the control of the Principal Contractor will not be permitted and the Principal Contractor shall ensure that suitable signage

and physical segregation methods are employed to facilitate the exclusion of others. However, any existing provision for third party emergency escape shall be maintained at all times.

- 4.204 Access to other areas outside of the defined boundaries for the site will also be required for the routing of M&E supplies. Access to such areas shall only be undertaken outside of normal working hours when the building occupation will be at its lowest.
- 4.205 Any works creating excessive noise and/ or vibration and the movement of plant, materials or vehicles may need to be restricted.
- 4.206 External to the site and the internal areas of the building, the normal activities of the client will continue throughout the contract period. The Principal Contractor shall ensure that the health and safety of building users and members of the public is not compromised as a result of the works. Other contractors may be working in the vicinity of the site, and as such, the Principal Contractor shall liaise and co-operate with these other contractors and respect and take due cognisance of the other contractor's construction activities during any overlap period.
- 4.207 No information has been provided that other contractors will be working on the site at the same time as this project.

#### **4.200 COMPETENCE AND CAPABILITY**

- 4.201 The Principal Contractor shall be responsible for employing staff with the correct levels of competency for their tasks. The Principal Contractor is responsible for ensuring that all contractors apply the required level of training expected.
- 4.202 It is a requirement that any contractor engaged on these works shall hold Health and Safety accreditation from a member organisation of the Safety Schemes in Procurement (SSIP). It is also a requirement that the contractor shall ensure that all staff and operatives engaged on the works shall hold a current CSCS card (or equivalent) to the appropriate skill level relative to their duties.

#### **4.300 COMMUNICATION AND LIAISON BETWEEN CLIENT AND OTHERS**

- 4.301 Where the Principal Contractor has already been appointed and significant elements of the design are still being developed the Principal Contractor is expected to attend any design or client liaison meetings and offer any appropriate advice in respect of practicalities of construction work, maintenance and use, or assist with the identification any health, safety or environmental issues that may arise.
- 4.302 During the construction phase of the project the Principal Contractor shall make suitable arrangements to ensure effective communication of health and safety matters between the client and others. The most effective means of exchanging information and promoting discussion is to hold a pre-start meeting followed by a series of liaison or progress meetings to facilitate the exchange of information between all parties.
- 4.303 Ad hoc emergency meetings may be arranged by the Client or Site Manager if deemed appropriate.
- 4.304 For all contact details known to date, see the project directory within the preliminaries section of the specification.
- 4.305 The Principal Contractor is to organise safety co-ordination meetings with his sub-contractors and other direct contractors, as necessary throughout the course of the contract. These meetings can be combined with general sub-contractor meetings.
- 4.306 The Principal Contractor is responsible for ensuring that his designers are kept fully informed and their work properly co-ordinated.

#### **4.400 SECURITY AND SAFETY OF THE SITE**

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- 4.401 Site security will need to be maintained, at all times. Physical access, by others, to all areas of these works shall be restricted by means of physical segregation. The contractor must put in place a site security system that is suitable for the location of the works and also complies with the minimum requirements of HSG 151.
- 4.402 Protection must be designed / laid out so as not to form obstructions to the access / escape routes, and existing traffic / pedestrian flows also considering other possible occupants. Suitable and sufficient warning signs/ notices should also be posted.
- 4.403 All work, including setting up and transportation of materials, must be undertaken within specified times to suit the occupiers' movements. No equipment, plant or materials are to be left within the surrounding areas where they may cause obstruction at any time.
- 4.404 The Principal Contractor must provide adequate 'barriers' to segregate the works from the building occupants, general public and the segregation of materials/ pedestrian and vehicle movements. The site shall, at all times, be suitably secured so to prevent any unauthorised access. Suitable and sufficient risk assessments should be carried out to ensure the safety of adjacent occupiers and members of the public at all times.
- 4.405 AHR does not consider hazard warning tape as a suitable and sufficient barrier to prevent unauthorised access into areas where construction activities are taking place.
- 4.406 The Principal Contractor is required to comply with all security procedures adopted by the Client. These include:
- Operatives clearly displaying an ID / security pass at all times.
  - Signing in daily upon arrival and when leaving the site.
  - Providing the Client with adequate notice of the need to undertake any out of hours working.
  - Not leaving unattended packages outside the demise of the construction site.
  - Operatives should not enter areas which are outside of the construction site, with the exception of those areas needed to access the site and Client's facilities.
  - Operatives must ensure that plant and equipment is secured at the end of each working day.
  - Contractor to ensure that the site is left safe and secure at the end of each working day.
  - All flammable substances, paints, flammable liquids or gases must be removed from the building by the Principal Contractor at the end of each shift.
  - Contractor to ensure that no naked flames are left unattended.
  - Ensure all site operatives have an appropriate current and validated CSCS card.
- 4.407 The contractor shall keep on site a permanent qualified and competent site foreman at all times for the full contract period including the erection and dismantling of scaffolding. The foreman will be responsible for liaising with occupants of the building concerning day to day access and working areas. The employer and Contract Administrator reserve the right to require replacement of the foreman should the first or subsequent foreman be considered inappropriate for role. The contractor will be required to submit a full CV for the site foreman with the tender. The site foreman is to be suitably qualified in basic first aid appropriate to the type of work being undertaken. The site foreman will be required to attend the pre-start meeting and subsequent progress meetings.
- 4.500 WELFARE PROVISIONS**
- 4.501 The construction works shall not commence until appropriate welfare facilities are in place and operational: CDM 2015 Regulations 13 (4)(c). Refer to Schedule 2 of those Regulations.
- 4.502 The Principal Contractor is to allow for providing and locating welfare facilities to be used by all site operatives in compliance with the latest Construction (Health, Safety & Welfare) Regulations, including adequate facilities for washing, changing and storing of clothing, resting, provision of toilets and a supply of drinking water.

- 4.503 Sanitary accommodation should be provided as follows and must be available for use at all times. It must be kept clean, well-lit and in full working condition. The number of facilities and wash stations to be provided must comply with the following table:

Persons at Work	Water Closets	Urinals	Wash Stations
1 - 15	1	1	2
16 – 30	2	1	3
31 – 45	2	2	4
46 – 60	3	2	5
61 – 75	3	3	6
76 – 90	4	3	7
91 - 100	4	4	8

- 4.504 The Principal Contractor shall carefully consider the fire integrity of any temporary accommodation, skips and the like and take due cognisance of all the requirements of 'Fire Prevention of Construction Sites'.
- 4.505 A description and location of the welfare provision is to be included in the Construction Phase Plan, exact locations are to be agreed with the client and project Manager / Contract Administrator.
- 4.506 Notwithstanding, the Client will not permit works to commence on site until and unless suitable and sufficient arrangements are in place.

#### **4.600 SITE HOARDING REQUIREMENTS**

- 4.601 The Principal Contractor must provide adequate 'hoarding' to segregate the works from the building occupants and general public and maintain security. Protection must be designed/ laid out so as not to form obstructions to the access/ escape routes, and existing traffic/ pedestrian flows. Suitable and sufficient warning signs/ notices should also be posted.
- 4.602 The appropriate statutory signage must be located to the site hoarding as required, and any other signage deemed appropriate for the site by the Principal Contractor.

#### **4.700 SITE TRANSPORT ARRANGEMENTS OR VEHICLE MOVEMENTS**

- 4.701 Care should be taken to ensure that no existing access points to adjacent premises are obstructed, and in particular the Principal Contractor should ensure that access for emergency vehicles is maintained at all times. The Contractor is also to ensure that all highway systems are kept clear, clean and safe to the full satisfaction of the Police and Highway Authority.
- 4.702 The contractor shall take great care when driving any vehicles in the vicinity of the site. The contractor shall observe all speed restrictions and is to make due allowance for the occupants of the site. The Principal Contractor must be aware of the HSE publication "Safe use of vehicles on construction sites" HSG144.
- 4.703 Any contractor's vehicles weighing over 7.5 tonnes must be fitted with audible indicators which sound when the vehicle is reversing.
- 4.704 The Principal Contractor shall, as far as is reasonably practicable, endeavour to separate vehicle traffic/ parking and pedestrian movements.
- 4.705 A Site Plan will be produced showing the site access road and illustrate the access route(s) into and around the site.

#### **4.800 PERMIT TO WORK SYSTEMS**

- 4.801 The following hazardous work situations that may apply to this scheme and are required to be carried out under a 'permit to work system' are as follows:

- Hot Works
- Working at Heights
- External excavations near possible below ground services

4.802 It is imperative that in such circumstances all affected parties are informed and agree to the Permit to Work System to be adopted. Such work will then be carried out strictly within the limitations of the Permit to Work System under the direction of the person named as Co-ordinator of that operation.

- Persons issuing the permits must be competent and authorised in writing.
- Persons receiving the permits must be competent and authorised in writing.
- Persons working in confined spaces and underground ducts must be medically fit.
- Hot work permits must be issued on a daily basis, the Authoriser is required to undertake to issue and clear the permits.
- Provide details to both the Project Manager / Contract Administrator and the CDM Coordinator for record purposes.

#### **4.900 FIRE PRECAUTIONS**

4.901 Contractor must maintain the existing fire procedures for the duration of works. Contractor will be required to provide and maintain emergency exit routes. Any changes brought about by the construction works are to be identified and alternative procedures to be put in place prior to commencement of the works.

4.902 The Principal Contractor shall ensure compliance with the Construction Confederation and the Fire Protection Association Joint Code of Practice on the Protection of Fire from Construction Sites and Buildings Undergoing Renovation.

4.903 There is existing fire alarm within the existing shaft. The Principal Contractor will be expected to maintain this system or if this proves impracticable, provide a temporary system for the duration of the contract. Any modifications or temporary isolations to these existing systems shall be agreed with the client.

4.904 An up to date copy of the fire plan must be displayed showing emergency exit routes, locations of fire points (alarms and extinguishers) and procedures to be followed in the event of an emergency. Adequate fire points and emergency exit (running man) signage must be displayed and where the site is located away from existing premises, additional signage will also be required. It is recommended that each fire point contains at least one water or hydro spray and at least one CO2 or dry powder extinguisher.

4.905 The contractor must have in place a means of warning the buildings occupants of a fire in accordance with the Regulatory Reform (Fire Safety) Order 2005 for construction site general fire safety. The contractor must also ensure that the building occupants have in place a means for warning the contractor of a fire in the building.

#### **4.110 EMERGENCY PROCEDURES AND MEANS OF ESCAPE**

4.111 Circulation routes will continue to be used the building occupants. Care should be taken to ensure all emergency exits, walkways and access routes, etc. are free from obstructions and safe use by building occupants, visitors and other members of the public.

4.112 The existing escape routes could be compromised as a result of undertaking these works and it is the responsibility of the Principal Contractor to ensure that the necessary fire risk assessments are undertaken to ensure that the existing fire routes are either, maintained and managed or suitable alternatives provided. There will be a requirement for the client to review the effects of any changed fire risk on any areas under their control and the Principal Contractor shall ensure that the building occupants are given the opportunity to carry out a review and approve any restrictions or amendments to existing means of escape prior to any changes being implemented.

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- 4.113 The existing emergency muster points for the building must be kept clear at all times or specific arrangements and diversions agreed with the building occupants and a revised fire strategy produced accordingly. It is suggested that the Principal Contractor determines the most appropriate location for a muster point for these works and define this in their Construction Phase Plan.
- 4.114 On discovering a fire, or other emergencies, the Principal Contractor shall inform the building occupants immediately.
- 4.115 Within his construction phase plan, the Principal Contractor will be expected to provide details of his "fire plan". As a minimum, the following information should be included on a drawing:
- Fire points
  - Fire alarm
  - Firefighting equipment
  - Temporary signage
  - Muster points
  - Name of appointed persons
  - Means of escape
- 4.116 The Plan shall be regularly updated to reflect construction progress and as a minimum, the following information should be included:
- Telephone number for the building occupant
  - Telephone number for the client (if different)
  - Location and telephone number for the local A & E hospital
  - Location and telephone number for the local police station
  - Location and telephone number for the local ambulance station
  - Location and telephone number of the statutory services
  - Location and telephone number for the local environment agency office
- 4.117 These details shall be displayed on site together with the emergency procedures, along with inclusion within the Construction Phase Plan.
- 4.118 Procedures in respect of other emergencies are to be described in the Construction phase health and safety plan and communicated to all site operatives and visitors.
- 4.120 AUTHORISATION REQUIREMENTS AND 'NO-GO' AREAS**
- 4.121 The Principal Contractor's key personnel are required to attend an induction by the building occupants.
- 4.122 It has not been advised of any authorisation requirements, no-go areas or planning/other restrictions to date.
- 4.130 CONFINED SPACES**
- 4.131 The Principal Contractor should ensure suitable safe working procedures are adopted to ensure the safety of operatives and compliance with the Confined Space Regulations 1997 and the duties towards lone workers under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work (MHSW) Regulations 1999.
- 4.132 The Principal Contractor should also refer to the HSE publication INDG258 "Safe Work in Confined Spaces".
- 4.140 SMOKING RESTRICTIONS**

- 4.141 Smoking is forbidden within the entire site, including construction areas and will have to be carried out off site.

**5.000 SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS**

**5.100 SIGNIFICANT DESIGN ASSUMPTIONS AND SUGGESTED WORK METHODS**

- 5.101 The Principal Contractors attention is drawn to the items previously mentioned within this document and the risk assessments provided by all the designers and consultants involved with the process as issued as part of the tender documentation.

- 5.102 The works are to be undertaken as described within the Client's requirements and follow any phasing or work methods as described.

**5.200 ARRANGEMENTS FOR CO-ORDINATION OF ONGOING DESIGN WORK**

- 5.201 The Principal Contractor is required to liaise with the Principal Designer on any designed work carried out during the construction phase, including the design of any specialist contractors, particularly where such designs may significantly affect the health and safety of employees and others who may be affected, such as visitors, contractors, or users of the occupied building. Regular reviews involving all members of the design team and contractor will be arranged to ensure that proper consideration is given to buildability, usability and maintainability.

- 5.202 Any significant changes will require the amendment of the construction phase health and safety plan.

- 5.203 The Principal Contractor shall outline the arrangements for co-ordination of ongoing design work in his construction phase plan.

**5.300 INFORMATION ON SIGNIFICANT RISKS IDENTIFIED DURING DESIGN**

**Working At Height**

- 5.301 All work at height shall be carried out in accordance with The Work at Height Regulations 2005, in particular regulations 6, 7, 8, 10, 11 and 12. The Regulations are based on a hierarchy whereby work at height should be avoided as far as reasonably practicable. Where work at height is necessary, safe systems of work shall be established, proper planning and organisation shall take place, and appropriate equipment should be selected and used. Such equipment should be positioned so as not to cause obstructions to escape routes, existing traffic and pedestrian routes.

- 5.302 Where work at height is to be undertaken the Principal Contractor shall ensure that suitable and sufficient risk assessments are provided and included in the Construction Phase Health and Safety Plan and the appropriate safe systems of work shall be adopted.

- 5.303 Scaffolds must be inspected by a competent person before first use, after substantial alteration, after any event likely to have affected their stability and at regular intervals not exceeding seven days.

- 5.304 Where high level internal access is required, consideration should be given to suitable access equipment e.g. towers and should be positioned so as not to cause obstructions to existing escape routes.

**Noise and Vibration**

- 5.305 Any works creating excessive noise and/or vibration and the movement of plant, materials or vehicles may need to be restricted.

- 5.306 Works that create noise levels that are likely to be disruptive to building users (sound and vibration) are to be scheduled wherever possible to have minimum impact on building use.



- 5.307 No specific dates or times have been identified where no noise will be tolerated. Any such periods will be identified by the Client prior to commencement.
- 5.308 Compliance the requirements of BS 5228 'Noise Control on Construction and Open Sites' is expected as a minimum standard. In all instances where alternative working methods exist, the minimisation of noise and vibration shall be a prime consideration in the choice of technique and equipment used. Full construction noise impact assessments should be undertaken once the contractor has been appointed and the preferred method of working made available to enable accurate noise and vibration prediction and the recommendation of any mitigation measures. These mitigation measures can be implemented through the application of a Construction Environmental Management Plan (CEMP).
- 5.309 The contractor will be held responsible for ensuring that all plant and equipment, including any which may be on hire, is well maintained, properly silenced and used in accordance with the manufacturer's instructions, as required by the above British Standard.
- 5.310 The following measures should be considered in order to minimise noise disturbance:
- Scheduling certain works to more acceptable times of day.
  - Use of the most environmentally acceptable plant and equipment which is properly maintained and silenced.
  - Use of the least intrusive method of work.
  - Proper instruction and supervision of staff.
  - 'Rest periods' during which operations are temporarily ceased.
  - Acoustic screening.
- 5.311 Regular, daily noise monitoring is required. In some circumstances, vibration monitoring may be required, although a subjective assessment of vibration will suffice in most instances.

#### **Temporary Works**

- 5.312 The Principal Contractor must assess the requirements for temporary works at all stages of construction and shall make due allowance in his tender for such work to be designed, checked, installed, inspected and removed to ensure their structural integrity and safety in use.
- 5.313 The tenderer shall demonstrate his ability to manage temporary works on site and shall include in his tender a statement describing the procedures he will employ to achieve this, in particular with respect to:
- Appraisal of temporary works requirements
  - Preparation and issue to the Temporary Works Designer of a Design Brief
  - Design of temporary works
  - Checking of temporary works design
  - Compliance with Construction Design and Management Regulations
  - Appointment of Temporary Works Co-coordinator
  - Responsibilities of Temporary Works Co-coordinator
  - Erection/installation of temporary works
  - Inspection of temporary works
  - Removal of temporary works
- 5.314 The Principal Contractor should envisage that there will be a further range of specific hazards associated with this type of work beyond those described previously within the document, that will need to be considered when developing his safety plan, e.g.:
- Dust from demolition or strip out works
  - Fire hazards from hot work
  - Slips, trips and falls
  - Manual handling

- Use of cutting and grinding tools, including all other power tools
- Temporary works, including support materials during installation process
- Exposure to electricity and other services
- Exposure to substances hazardous to health
- Protection of the public and other building users
- Waste arising from the strip out and installation works

#### **Unforeseen Eventualities**

5.315 If due to unforeseen circumstances there are aspects of contractor design which require significant modification, the following procedure shall apply:

- As soon as it becomes known that a design element is to be significantly modified, the Principal Designer shall be notified.
- The Principal Designer will ensure that whoever is instructing the Design Team has ensured provision of all necessary information to enable the design to take into account other works and other design elements in selecting the most appropriate options when modifying the design.
- Each modification shall be developed on the basis of risk assessments regarding execution, maintenance, repair and subsequent demolition and dismantling. As necessary, Principal Designer shall be provided with evidence of the risk assessments.
- The Principal Contractor shall be required to update, amend and modify as necessary the detailed Construction Phase Plan to address any health and safety risk associated with individual design elements modified during the works, so that at all times the Principal Contractor's Construction Phase Plan may be considered suitable and sufficient.

#### **5.400 MATERIALS REQUIRING PARTICULAR PRECAUTIONS**

5.402 The Contractor is required to maintain on site in a ring binder up to date COSHH data sheets relating to all products to be used on site. The Contractor is to provide the Principal Designer with clean set of relevant COSHH Data sheets for inclusion in the Health and Safety File at the completion of the works.

5.402 The Contractor is required to maintain on site in a ring binder up to date COSHH data sheets relating to all products to be used on site. The Contractor is to provide the CDM Coordinator with clean set of relevant COSHH Data sheets for inclusion in the Health and Safety File at the completion of the works.

#### **5.500 THE PRINCIPAL CONTRACTOR**

5.501 The Principal Contractor is to note that he has an obligation under the regulations to update the Health and Safety Plan during the construction phase. The Principal Contractor should also provide the Principal Designer with information to be included in the Health and Safety File as required under CDM Regulation 12. Outline requirements of the Health and Safety File are included in Appendix 2 to this plan.

5.502 The Contractor should ensure that the Principal Designer and Client is advised of any significant Health and Safety implications of any design elements that cannot practicably be avoided.

5.503 The Principal Contractor should ensure that all workers are provided with a suitable, site-specific induction to inform them of the arrangements for health, safety and welfare at their work site. This should include any relevant findings resulting from risk assessment, including risks arising from activities of other operatives working nearby. Site rules should be explained along with the procedures to be followed in the event of any worker finding themselves in a position of serious and imminent danger.

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- 5.504 The Principal Contractor shall submit his proposals for monitoring safety performance against the Health and Safety Plan. The construction phase of the project shall not commence until the safety monitoring system is in place.
- 5.505 The Principal Contractor should ensure that all workers are provided with a suitable, site-specific induction to inform them of the arrangements for health, safety and welfare at their work site. This should include any relevant findings resulting from risk assessment, including risks arising from activities of other operatives working nearby. Site rules should be explained along with the procedures to be followed in the event of any worker finding themselves in a position of serious and imminent danger.
- 5.506 Arrangements for worker engagement on smaller sites should always be tailored to the size and nature of the project and risks involved. On smaller sites informal arrangements for collecting worker's views can be effective e.g. by arranging reviews of method statements immediately before the work itself is carried out.
- 5.507 Contractors may need to make special arrangements for workers who have little or no understanding of English, or who cannot read English. These could include providing translation, using interpreters or replacing written notices with clearly understood symbols or diagrams.
- 5.508 The Principal Contractor has a specific duty to make and maintain arrangements to enable effective co-operation and consultation between themselves, contractors and workers. Arrangements made in respect of co-operation and consultation with workers on site should be recorded by the Principal Contractor and included in their Construction Phase Plan. Such arrangements will require regular review and updating, as circumstances on site change.
- 5.509 Such arrangements need to cover all workers effectively, including those who may only be on site for brief periods. The arrangements should be proportionate to the size and complexity of the construction work, the scale of hazards and the size of the workforce.
- 5.510 The Principal Contractor should implement a range of mechanisms to ensure that on-site consultation is effective e.g. regular consultation meetings, consultation during inductions, daily briefings, toolbox talks etc.
- 5.511 All those visiting or working on the site will be required to wear safety footwear at all times or until such time as the site agent considers it safe not to do so. Other site rules are outlined elsewhere in this document or included in the tender documents that will be issued at tender stage.
- 5.512 The Principal Contractor shall prepare arrangements for the health and safety of site visitors for inclusion within the Construction Phase Plan.
- 5.513 The Contractor should identify his additional site rules in his Health and Safety Plan.

## **6.000 THE HEALTH AND SAFETY FILE**

- 6.001 The Principal Contractor shall be responsible for the collation of all health and safety file information and submit it to the Principal Designer in advance of Practical Completion. The practicalities of ensuring that all relevant test and commissioning certificates are included, prior to practical completion is understood and it is accepted that a number of such certificates may not be available until the works are wholly complete. Under such circumstances the file information shall be submitted without such test and commissioning certificates. It is imperative however that the missing information is available prior to handover, otherwise Practical Completion will not be granted.
- 6.002 The Principal Contractor shall also ensure that the Operating and Maintenance Manuals are submitted to the relevant consultant and that approved manuals and relevant completion checklists are in place prior to Practical Completion.

- 6.003 A Health & Safety File template is included within the appendix to this document to assist the Principal Contractor with the collation of data.
- 6.004 The client has requested that the Health & Safety file be prepared in paper and electronic format by the Principal Contractor. One copy of each format shall be provided to the Principal Designer.

**7.000 Construction Leadership Council – Covid-19 Guidance  
Version 7 (or subsequent) – 07 January 2021**

**Construction Sector - Site Operating Procedures Protecting Your Workforce**

- Introduction
- Travel to Work
- Driving at Work
- Hand Washing
- Toilet Facilities
- Canteens and Rest Areas
- Work Planning to Avoid Close Working
- First Aid and Emergency Service Response
- Cleaning

**7.001 Introduction**

This site guidance assumes all sites are of a large scale. This is not the case with this project. The guidelines stipulated below are expected to be principles followed in the delivery of this project.

These are exceptional circumstances and the construction industry must always comply with the latest Government advice on Coronavirus (Covid-19) or subsequent strains. These Site Operating Procedures (SOP) are based on current National Institute for Health and Protection (NIHP) guidance.

Where workers enter construction sites, they should follow the PHE guidance on Tradespeople and working in occupied premises. The HSE is the relevant enforcing authority for PHE guidelines. If a contractor is not consistently implementing the measures set out by NIHP, he may be subject to enforcement action.

Construction sites operating during the Coronavirus (Covid-19) pandemic (or remaining restrictions after it) need to ensure they are protecting their workforce and minimising the risk of spread of infection. This includes considering how personnel travel to and from site.

This guidance is intended to introduce consistent measures on construction sites of all types and sizes in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply. NIHP guidance for construction states "where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission". The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.

Emergency services may remain under great pressure and may not be able to respond as quickly as usual. This should be taken into consideration in the planning of work activities, first aid, fire and emergency responses. Contractor's must have in place effective arrangements for monitoring and reviewing their compliance with Government and industry guidance. Sites should also remind the workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, families and the UK population. (**Tool Box Talks**).

**7.002 Self-isolation**

Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site but must follow the guidance on self-isolation.

#### **Person at increased risk**

If a worker develops a high temperature or a persistent cough while at work, they should:

- Ensure their manager or supervisor is informed
- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

#### **7.003 Travel to Work**

Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces Sites should consider:
  - Parking arrangements for additional vehicles and bicycles
  - Other means of transport to avoid public transport e.g. cycling
  - Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if soap and water are not available
  - How someone taken ill would get home
  - Where public transport is the only option for workers, you should consider:
    1. Changing and staggering site hours to reduce congestion on public transport
    2. Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)

#### **7.004 Hand Washing**

Allow regular breaks to wash hands

- Provide additional hand washing facilities (e.g. pop ups) to the usual welfare facilities, particularly on a large spread out site or where there are significant numbers of personnel on site, including plant operators
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times
- Provide hand sanitiser (minimum 60% alcohol based) where hand washing facilities are unavailable
- Regularly clean the hand washing facilities
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

#### **7.006 Use of Existing Toilet Facilities**

- Restrict the number of people using toilet facilities at any one time (e.g. use a welfare attendant) and use signage, such as floor markings, to ensure 1 metre + distance is maintained between people when queuing
- Wash or sanitise hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently

- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

#### **7.007 Work Planning to Avoid Close Working**

In line with Public Health England (PHE) guidelines, where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection by following PHE and HSE guidance and the advice within these Site Operating Procedures. Sites should remind the workforce (e.g. at daily briefings) of the specific control measures necessary to protect them, their colleagues, families and the UK population.

##### **Hierarchy of Controls**

If you are not able to work whilst maintaining a 1 metre + distance, you should consider whether the activity should continue and, if so, risk assess it using the hierarchy of controls.

##### **Eliminate**

- Workers who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace
- Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (1 metre +)
- Avoid skin to skin and face to face contact
- Stairs should be used in preference to lifts or hoists and consider one ways systems
- Consider alternative or additional mechanical aids to reduce worker interface.

#### **7.008 Site Meetings**

- Only absolutely necessary meeting participants should attend
- Attendees should be at least one metre + apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation

Reduce - Where the social distancing measures (1 metre +) cannot be applied:

- Minimise the frequency and time workers are within 1 metre + of each other
  - Minimise the number of workers involved in these tasks
  - Workers should work side by side, or facing away from each other, rather than face to face
  - Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times
  - Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment etc.
  - Increase ventilation in enclosed spaces
  - Workers should wash their hands before and after using any equipment
- Isolate Keep groups of workers that have to work within 1 metre +:
- Together in teams e.g. (do not change workers within teams)
  - As small as possible
  - Away from other workers where possible

#### **7.009 Control Where face to face working is essential to carry out a task when working within 1 metre +:**

- Keep this to 15 minutes or less where possible
- Consider introducing an enhanced authorisation process for these activities
- Provide additional supervision to monitor and manage compliance

PPE Sites should not use Respiratory Protective Equipment (RPE) for Coronavirus (Covid-19) where the two metre social distancing guidelines are met.

- Where it is not possible to maintain a one-metre + distance, each activity should be risk assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (RPE) are the last resort in the hierarchy
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused
- Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (Covid-19) cases may be present e.g. healthcare or in a home environment) additional PPE should be considered specific to the Coronavirus (Covid-19) risk.

#### **7.010 Behaviours**

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed.

**First Aid and Emergency Service Response** The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend.

- When planning site activities, the provision of adequate first aid resources must be agreed between the relevant parties on site
- Emergency plans including contact details should be kept up to date
- Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources
- Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.

#### **7.011 Cleaning**

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Hand rails on staircases and corridors
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Rubbish collection and storage points should be increased and emptied regularly

Appendix 1 Main Contractors Construction Phase Health & Safety Plan Requirements	
<b>Description of the Project</b>	<ul style="list-style-type: none"> <li>(a) Project description, location and programme details</li> <li>(b) Details of client, Principal Designer / Adviser, designers, principal contractor, other consultants, sub-contractors, etc.</li> <li>(c) Extent and location of existing records and plans</li> </ul>
<b>Management of the Work</b>	<ul style="list-style-type: none"> <li>(c) Management structure and responsibilities</li> <li>(d) Health and safety goals for the project and arrangements for monitoring and review of health and safety performance</li> <li>(e) Arrangements for: <ul style="list-style-type: none"> <li>i. Regular liaison between parties on site</li> <li>ii. Consultation of the workforce</li> <li>iii. The exchange of design information between the client, designers, Principal Designer / Health &amp; Safety Adviser and contractors on site.</li> <li>iv. The selection and control of contractors</li> <li>v. The exchange of health and safety information between contractors</li> <li>vi. Security</li> <li>vii. Site induction</li> <li>viii. On-site training</li> <li>ix. Welfare facilities and first aid</li> <li>x. The reporting and investigation of accidents, incidents including near misses</li> <li>xi. The production and approval of risk assessments and method statements</li> <li>xii. Site rules (including drug and alcohol policy)</li> <li>xiii. Fire and emergency evacuation procedures</li> </ul> </li> </ul>
<b>Arrangements for controlling significant risks on site</b>	<p><b>Safety risks</b></p> <ul style="list-style-type: none"> <li>(a) Delivery and removal of materials (including waste) and work equipment</li> <li>(b) Dealing with services (water, gas etc.)</li> <li>(c) Accommodating adjacent land use</li> <li>(d) Stability of structures including temporary structures and unstable structures</li> <li>(e) Preventing falls</li> <li>(f) Work with or near fragile materials</li> <li>(g) Control of lifting operations</li> <li>(h) Maintenance of plant and equipment</li> <li>(i) Work on excavations and work where there are poor ground conditions</li> <li>(j) Work on or near water where there is a risk of drowning</li> <li>(k) Traffic routes and segregation of vehicles and pedestrians</li> <li>(l) Storage of materials (particularly hazardous materials) and work equipment</li> <li>(m) Other significant safety risks</li> </ul> <p><b>Health risks</b></p> <ul style="list-style-type: none"> <li>(a) Removal of asbestos</li> <li>(b) Dealing with contaminated land</li> <li>(c) Manual handling</li> <li>(d) Use of hazardous substances</li> <li>(e) Reducing noise and vibration</li> <li>(f) Other significant health risks</li> </ul>
<b>The Health and Safety File</b>	<ul style="list-style-type: none"> <li>(a) Arrangements for collection and gathering information</li> </ul>



Appendix 2 The Health & Safety File Requirements	
<b>Section 1</b>	<p><b>Introduction</b></p> <ul style="list-style-type: none"> <li>(a) Project Team</li> <li>(b) Location</li> <li>(c) Nature of Construction Works</li> <li>(d) Timescale</li> </ul> <p><b>Health and Safety Implications of Project</b></p> <ul style="list-style-type: none"> <li>(e) Details of Residual Hazards Not Designed Out</li> <li>(f) Key Structural Principals</li> <li>(g) Hazards Associated with Materials Used</li> <li>(h) Removal/Dismantling of Installed Plant and Equipment</li> <li>(i) Maintenance Procedures</li> <li>(j) Significant Services</li> <li>(k) Fire Fighting Services</li> <li>(l) Safe Access Routes for maintenance</li> <li>(m) Disabled Access Statement</li> <li>(n) Asbestos &amp; Other Hazard Removal</li> </ul> <p><b>Brief History</b></p> <ul style="list-style-type: none"> <li>(o) Description of the Site at Time of Project</li> <li>(p) Historical Use of the Site</li> <li>(q) Previous Known Projects on the Site</li> <li>(r) Surrounding Land at Time of Project</li> <li>(s) Traffic Systems and Restrictions at Time of Project</li> </ul>
<b>Section 2</b>	<p><b>Details of Materials and Products used</b></p> <ul style="list-style-type: none"> <li>(a) Manufacturer's literature for proprietary items, schedule of suppliers and sub-contractor addresses and schedule of special finishes (for items forming part of the permanent works only). Health and safety goals for the project and arrangements for monitoring and review of health and safety performance</li> </ul>
<b>Section 3</b>	<p><b>Risks and Maintenance</b></p> <ul style="list-style-type: none"> <li>(a) Documentation relating to residual risks including contaminated ground and risks not mitigated by design e.g. Procedures for Roof access, cleaning of windows etc. Details of construction methods used, primary method statements, which may assist in carrying out future alterations to the works</li> </ul>
<b>Section 4</b>	<p><b>COSHH Assessments</b></p> <ul style="list-style-type: none"> <li>(a) Data sheets and COSHH assessments, for materials used in permanent works</li> </ul>
<b>Section 5</b>	<p><b>Fire Safety Strategy</b></p> <ul style="list-style-type: none"> <li>(a) Full details of the fire risk strategy and the preliminary fire risk assessment are to be included as this will form the basis of the full fire risk assessment once the building is occupied</li> </ul> <p>A3 Size plans of each affected floor to include:</p> <ul style="list-style-type: none"> <li>i. Fire alarm positions</li> <li>ii. Emergency lighting</li> <li>iii. Fire Extinguisher positions</li> <li>iv. Fire separation and means of escape</li> </ul>

<b>Section 6</b>	<b>Waste Transfer Documentation</b> (a) All waste transfer notes for non-hazardous waste, all consignment notes for hazardous waste with a copy of the waste carrier's registration and details of the Dangerous Goods Adviser
<b>Section 7</b>	<b>Test Certificates</b> (a) Including hazardous material tests, mechanical and electrical test certificates and lift hoist tests
<b>Section 8</b>	<b>Guarantees and Warranties</b>
<b>Section 9</b>	<b>Planning &amp; Building Regulation Certificates</b> (a) These should also include any planning constraints on the site.
<b>Section 10</b>	<b>Final Record Drawings</b> (a) Shall be updated design drawings annotated 'Record' or 'As-Built' <ul style="list-style-type: none"> <li>i. Architectural drawings and details</li> <li>ii. Structural drawings and details</li> <li>iii. Specialist drawings and details, including fabrication details, specialist installations, lintel and ironmongery schedules</li> <li>iv. External works drawings and details</li> <li>v. Services details - Location of utilities and services, including information from the statutory authorities, fibre optics, pipelines, underground features etc. (Coordinated service drawings)</li> </ul>
<b>Section 11</b>	<b>Separate Volumes: O&amp;M Manuals, etc.</b> (a) Design Information including performance criteria, soil investigation, specification and scope of works, which Includes Structural Loading Schedule and Key Structural Principals.
<b>Section 12</b>	<b>Reference Documents</b> (a) A list of cross references to reference documents which would include asbestos register, contamination survey structural survey and environmental impact Survey, etc (Documents applicable only at project inception so copies of documents not included).

## Project Delivery System Hazard identification register

Covering significant design-related Safety, Health and Environmental hazards

[Click here for link to guidance :](#)



Project no : <b>2022.00145.001</b>	Latest revision ref : <b>n/a</b>	Brief project overview : Office Fit Out
Project description : <b>CAFCASS - 70 Grays Inn Road</b>	Latest revision date : <b>n/a</b>	
Original prepared by : <b>AHR Building Consultancy</b>	Date prepared : <b>03-10-22</b>	

Item Ref	Date added or amended	Foreseeable potential hazards identified (Those with the potential to cause significant harm to people, other living species or the environment, or which AHR is able to positively influence)	Affected party / Sensitive receptor	Comments or specific sensitivities (eg. specific party, named watercourse, species etc)	Period(s) when may apply	Is AHR able to influence risk reduction?	If 'Yes' to influence, enter current status	Risk ownership (Party best placed to take responsibility for further investigation and/or actions)	Specify how AHR can influence risk reduction, or provide relevant information to those with ownership of the risk (ERIC) (Provide link / reference below to documents containing such, or add as text on the 'Item' tab)
1	03.10.2022	Asbestos Removal or disturbance	Various (specify in comments)	Site Operatives , Occupiers		Yes	Open	Main Contractor	The contractor is to thoroughly scrutinize the provided asbestos survey before undertaking any works and fully comply with all legislation in this regard. Any asbestos works that are required are to be carried out by fully licensed operatives where appropriate and removed from site whilst adhering to all relevant rules and regulations.
2	03.10.2022	Work near or over public areas	Various (specify in comments)	Site Operatives , Occupiers	Construction	Yes	Open	Main Contractor	Move materials around site when people are not present and utilise banksman where required. Provide banksman for acceptance of deliveries and management of vehicles.. The facilities are to remain partially operational throughout the works and clear and access and egress is to be maintained at all times for building users to access all areas not included within the works. Liaison with the client's management and precautions are to be put in place when works are required within the operational areas of the building. No works to main incoming services are to be undertaken without prior consent from the client and contract administrator where operational
3	03.10.2022	Disruption e.g. traffic, parking issues etc. (specify type)	Occupier / end-user	Works in a partially operational building - Site Operative, Occupiers	Various (specify in comments)	No	Open	Main Contractor	The contractor is to remain vigilant of parking and vehicle movements throughout the duration of the contract. Provide a banksman where required or there is foreseeable risk within construction site.
4	03.10.2022	Dust or grit emissions	Occupier / end-user	Site Operatives , Occupiers	Various (specify in comments)	No	Open	Main Contractor	The contractor is to take necessary precautions to protect the existing building in all aspects when carrying out proposed works. The contractor is to contain all dust/ dirt debris arising as part of the works and fully clean all areas where works are undertaken. Contractor to provide full sealed polythene sheeting to work areas to inhibit the spread of dust particles.
5	03.10.2022	Working in confined spaces	Various (specify in comments)	Site Operatives , Occupiers	Various (specify in comments)	Yes	Open	Main Contractor	The contractor is to take necessary precautions to protect the existing building in all aspects when carrying out proposed works. The contractor should ensure suitable safe working procedures are adopted to ensure the safety of operatives and compliance with the Confined Space Regulations 1997 and the duties towards lone workers under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work (MHSW) Regulations 1999.
6	03.10.2022	Work with or near live services	Various (specify in comments)	Site Operatives , Occupiers	Various (specify in comments)	Yes	Open	Main Contractor	The contractor is to remain vigilant of the location throughout the duration of the contract.
7	03.10.2022	Noise (during construction or in use activities)	Various (specify in comments)	Site Operatives , Occupiers, Local Community, Wildlife.	Various (specify in comments)	Yes	Open	Main Contractor	The contractor is to ensure that all operatives and visitors wear appropriate PPE and ear protection. Works are not to start before 8am or after 5pm.
8	03.10.2022	Falling objects	Various (specify in comments)	Site Operatives , Occupiers	Various (specify in comments)	Yes	Open	Main Contractor	Contractor to ensure that no tools or materials are left unattended. When not in use, all tools and materials are to be stored away at the end of the day.

Item Ref	Date added or amended	Foreseeable potential hazards identified (Those with the potential to cause significant harm to people, other living species or the environment, or which AHR is able to positively influence)	Affected party / Sensitive receptor	Comments or specific sensitivities (eg. specific party, named watercourse, species etc)	Period(s) when may apply	Is AHR able to influence risk reduction?	If 'Yes' to influence, enter current status	Risk ownership (Party best placed to take responsibility for further investigation and/or actions)	Specify how AHR can influence risk reduction, or provide relevant information to those with ownership of the risk (ERIC) (Provide link / reference below to documents containing such, or add as text on the 'Item' tab)
9	03.10.2022	Fall from height	Workers	Site Operatives , Occupiers	Site Enabling	Yes	Open	Main Contractor	Where regular or frequent access to height is required, permanent safe access arrangements should be installed. Places where workers will stand should be dry where possible and free from contamination. The Main Contractor should refer to the The Work At Height Regulations 2005 and all appropriate HSE guidance as required to ensure a safe working environment for all persons related to the works.
10	03.10.2022	Manual handling (excessive requirement)	Workers	Site Operatives , Occupiers	Various (specify in comments)	Yes	Open	Main Contractor	All operatives must have manuel handling training and show competence whilst at work.
11	03.10.2022	Slips or trips (during construction or in use activities)	Various (specify in comments)	Site Operatives , Occupiers	Various (specify in comments)	Yes	Open	Main Contractor	Site order to be maintained throughout contract period. Any injuries must be reported and recordd in the accident book.
12	03.10.2022	Site appearance / aesthetics (during construction or in use activities)	Various (specify in comments)	Site Operatives , Occupiers	Various (specify in comments)	Yes	Open	Main Contractor	The contractor must ensure that tidiness is kept at a high standard throughout the duration of the project. Materials, tools and vehicles must be kept and stored adequately.
13	03.10.2022	Smoke emissions (created by construction or in use activities)	Various (specify in comments)	Site Operatives , Occupiers	Various (specify in comments)	Yes	Open	Main Contractor	There is to be no smoking on site.
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## **Appendix F**

**The London Wall Company Ltd  
Folding Partition Specification**

# Folding Partition

**Manufacturer**

London Wall Design Ltd  
63 Barwell Business Park, Leatherhead Rd, Chessington, KT9 2NY  
[www.londonwall.co.uk](http://www.londonwall.co.uk)  
020 8391 8750  
[info@londonwall.co.uk](mailto:info@londonwall.co.uk)

**London Wall Contact****Product**

London Wall Type 200

**Description**

Primarily bottom roller or top hung flat panels hinged together to form a flat wall when closed.

**Panel Thickness**

80mm regardless of acoustic rating (no less than 80mm thick).

**Construction**

Double skin 12mm high-density chipboard clad to twist-resistant aluminium frame with internal layers of sound reducing materials to achieve the sound insulation rating required.

**Panel Finish**

Laminate

**Vertical Joints**

Vertical edge of panel closing through rubber bulb seals.

**Panel Edge Profiles**

Exposed - Satin Anodised

**Acoustic Seals**

Top and bottom rubber sweep seals.

**Height Adjustment**

Head track adjustable in height to take up any discrepancy in ceiling or floor levels.

**Fixing/Void Structure**

Fixing to Concrete Slab (void depth 300mm). System to be supported from suitable load-bearing structure above as per manufacturer and specialist engineers' recommendations.

**Support Details**

Support to include a plasterboard acoustic baffle to match the sound insulation rating required. Baffle by London Wall Design.

**Sound Insulation**

Rw 41dB sound reduction (laboratory tested to EN ISO 20 140-3).

**Configuration**

Centrefold Single Unit with Top Hung suspension.

**Ceiling Track Finish**

Standard Powder Coated to RAL9010 White

**Floor Track Finish**

Standard Powder Coated to RAL9010 White

**Opening Dimensions**            5000mm wide by 2200mm high.

**Service**                            Full service agreement with extended warranty options available.

**Additional Details**