

# **Carn Gwavel, Nursery Refurbishment**

**JCT 11 ICD**

**November 2017**

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# **JCT 2011 Intermediate Building Contract with Contractor's Design**

The Contractor has been afforded the opportunity, for all items in the preliminaries section to price separately the time related and fixed charges he attributes to each item. It shall be clearly understood that this opportunity is provided to assist the Contractor in preparing his price and will not determine the basis to be adopted by the Quantity Surveyor in preparing valuations for interim certificates. The Contractor is referred to the Clause Valuation of preliminaries in Section A20.

**A10**  
**PROJECT PARTICULARS**

## A10 PROJECT PARTICULARS

### 110 THE PROJECT

- Name: Carn Gwavel, Nursery Refurbishment
- Nature: Renovation and extension to the nursery at Carn Gwavel
- Location: Carn Gwaval Wellbeing Centre, St Mary's, Isles of Scilly, TR21 0NA

Length of contract: 17 weeks

### 120 EMPLOYER (CLIENT)

- Name: Council of the Isles of Scilly
- Address: Town Hall, St Mary's, Isles of Scilly, TR21 0LW  
Telephone: 01720 424000

### 130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBC
- Address:  
Telephone:

### 140 CONTRACT ADMINISTRATOR

- Name: Currie & Brown UK Limited
- Address: Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane, Exeter, EX2 5TY
- Telephone: 01392 813 040

### 140 ARCHITECT

- Name: Stride Treglown
- Address: Norbury Court, The Millfields, Plymouth PL1 3LL
- Telephone: 01752 202088

### 150 PRINCIPAL DESIGNER

- Name: Stride Treglown
- Address: Norbury Court, The Millfields, Plymouth PL1 3LL
- Telephone: 01752 202088

### 160 QUANTITY SURVEYOR

- Name: Currie & Brown UK Limited
- Address: Kensington Court, Woodwater Park, Pynes Hill, Rydon Lane, Exeter, EX2 5TY  
Telephone: 01392 813 040

### 170 STRUCTURAL ENGINEER

- Name: MBA Consulting
- Address: Boscawen House, Chapel Hill, Truro TR1 3BN
- Telephone: 01872 260962

### 175 MECHANICAL ENGINEER

- Name: SJH Design Services Ltd
- Address: Pentidna Barn, Prosper Hill, Gwithian, Hayle, TR27 5EB  
Telephone: 01736 757624

### 178 ELECTRICAL ENGINEER

- Name: SJH Design Services Ltd
- Address: Pentidna Barn, Prosper Hill, Gwithian, Hayle, TR27 5EB  
Telephone: 01736 757624

**A11**  
**TENDER AND CONTRACT DOCUMENTS**

## **A11 TENDER AND CONTRACT DOCUMENTS**

110 TENDER DRAWINGS

The tender drawings are: As listed in Appendix 7 of the Tender Documentation

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 documentation.

180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of Council of the Isles of Scilly 01720 424000

**A12**  
**THE SITE/ EXISTING BUILDINGS**

## **A12 THE SITE/ EXISTING BUILDINGS**

### 110 THE SITE

Description: As detailed on the Tender documentation.

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

Description: The Contractors attention is drawn to the Tender Drawings. The nursery is situated within the Carn Gwavel lifelong learning centre which also incorporates a gym used by the local population. In addition, the Five Islands Secondary School is a short distance from the site as well as the sports hall.

These surrounding areas are in full operation and no claims shall be entertained based on a lack of knowledge of the site and the neighbouring areas and their functions.

Before work commences the Contractor in the presence of the Contract Administrator/Employer or their designated representatives shall inspect the site and surrounding external works and prepare a schedule of conditions. The schedule shall fully describe the conditions of all items likely to be affected by the works and shall include photographs and/or video taken by the Contractor. The schedule shall be dated and signed by the Contractor and the Employer and deposited with the Contract Administrator.

Every care shall be taken to avoid damage and vibration to the existing buildings:

Access to the site and the adjacent buildings shall be maintained at all times.

The Contractor is required to familiarise themselves with the correct working policies required by the Council prior to undertaking works.

### 140 EXISTING MAINS AND SERVICES

- Drawings: (Information shown is indicative only): As detailed on the tender documentation

Services are known to exist within the area of the site. Where known these are indicated on the tender drawings. The Contractor is responsible for taking all necessary precautions for protecting the same and making good any damage, which does occur. He is also to allow for inconvenience caused in working around these services, and for maintaining them in use. Details of known existing services are indicated on the drawings, but actual positions must be verified by the Contractor. All reasonable precautions to locate other potential services runs not indicated should be taken.

### 160 SOILS AND GROUND WATER

Information: N/A

### 170 SITE INVESTIGATION

Report: See Appendix 6.

A Refurbishment and Demolitions Asbestos survey is included with Appendix 6. No claim based on the lack of any such knowledge will be entertained.

### 180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ existing buildings may be seen by appointment during normal office hours at: Council of the Isles of Scilly 01720 424000

The Contractor is to note that the Contractor will have been deemed to have examined the existing Health and Safety Files in conjunction with their tender submission. No claim based on the lack of any such knowledge will be entertained.

## 200 ACCESS TO THE SITE

- Description: As detailed in the tender documentation

Limitations (including, but not limited to): Adjacent to the local school, sports hall and gym. Single lane access to the site with limited turning circle for access into site. The Contractor is familiarise himself with access requirements and restrictions on site.

It is the Contractors responsibility to ascertain the exact conditions that necessitate access to the site. In particular the transport of material etc from the delivery/haulage point to the site. The Contractor is to familiarise himself with the road conditions and associated transport restrictions to and from the site. All associated protection and temporary works required to facilitate access will be deemed included by the Contractor. It is the Contractors full responsibility to familiarise himself with the road width restrictions and rights of way etc that exist on the island including any haulage and transport restrictions to and from the island. No additional costs or extensions of time shall be allowed through lack of knowledge of site access, egress or delivery and transport routes. It is the Contractors complete responsibility to ensure that all access to and from the Island for both personnel and materials is fully managed and coordinated. A freight transfer company such as the Gry Maritha operate from Penzance to the Island of St Mary's but the Contractor is to ensure that he is fully aware of the further transport requirements to the Island of St Agnes and the associated restrictions and if necessary. All associated fees, taxes, harbour fees, pilotage and levies etc. are to be included for by the Contractor.

The Contractors is advised that the Rachabite slip is the preferred slip usage for the project as a whole. The Contractor is to therefore include for all cost associated with using this slip and associated harbour fees etc. The Contractor is advised to liaise with the Harbour Master during the tender period to understand the requirements for access and coordination etc. no claim following a lack of consultation will be entertained. Any alternative slip/beach usage proposals will be at the complete risk of the Contractor and the COIS accept no responsibility for the availability or permission to use any other access point.

## 210 PARKING

Restrictions on parking of the Contractor's and employees' vehicles: Parking is not available on the site.

## 220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.

## 230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:

Items of work, which are to be carried out outside the boundaries of the site, are identified on the drawings and in the specification. The contractor is to confine his operations in connection with these works to the immediate area surrounding them, and shall allow in his rates for carrying out the works at times to be agreed with the adjacent property owners, and the Employer and for all costs associated with the provision of temporary lighting, safety barriers and the like necessary to ensure the safety and security of such works.

The Contractor is to note that the residential, education, social welfare and businesses neighbouring the site will be in operation throughout the period of the works. The Contractor is to limit his operations to outside of this area as per the site boundary lines as indicated on the Architects drawings.

There are existing adjacent buildings that will be in occupation during the course of this Contract, and the Contractor is to allow in his price and programming for carrying out the work so as to cause the minimum disturbance to the occupants, for the exercising of all due precautions and for complying with all reasonable instructions from the COIS to achieve this

## 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. Please refer to the specification included in Appendix 7. The following hazards are or may be present:
  - Asbestos Survey has been provided in Appendix 7 of the tender documentation
- 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: Please contact the Contract Administrator.

The Contractor shall be deemed to have visited the site before submitting his price, and to have satisfied himself as to the means of communication, access to the site and all other conditions under which the works will be carried out, together with the conditions affecting the supply of labour and materials and all other matters which may affect the price. No claim based on the lack of any such knowledge will be entertained.

**A13**  
**DESCRIPTION OF THE WORK**

## **A13 DESCRIPTION OF THE WORK**

- 110      PREPARATORY WORK BY OTHERS  
Description: Decant and removal of existing loose fittings and furniture by the current tenant. For the avoidance of doubt this includes any fixed equipment within the old kitchen area such as extract hoods, worktops and benching etc. will all need to be removed and disposed off-site by the Contractor.
- 120      THE WORKS  
Description: As A10 / 110
- 130      WORK BY OTHERS CONCURRENT WITH THE CONTRACT  
N/A
- 140      COMPLETION WORK BY OTHERS  
Description: \_\_N/A\_\_\_\_\_.

**A20**  
**JCT INTERMEDIATE BUILDING CONTRACT WITH**  
**CONTRACTOR'S DESIGN (ICD)**

## **A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)**

JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)

- The Contract: JCT Intermediate Building Contract with contractor's design 2011.
- Requirement: Allow for the obligations, liabilities and services described therein against the following headings:

### **THE RECITALS**

First - THE WORKS

- Comprise: Internal alterations to the Emergency Department of Musgrove Hospital

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of: Mechanical and Electrical bracketry and fixing

Refer to the detailed specification and drawings for any other referenced CDP elements.

### **THE ARTICLES**

Refer to Section 2 of the Tender Documentation for Section A20.

### **CONTRACT PARTICULARS**

Refer to Section 2 of the Tender Documentation for Section A20.

### **CONTRACT GUARANTEE BOND**

Contract Guarantee Bond: A 10% Performance Bond is required to be included by the Main Contractor. This is to be priced and itemised within the preliminaries breakdown included.

Valuation of Preliminaries: Notwithstanding the requirement that fixed charges and time related charges should be provide by the Contractor the valuation for each interim certificate shall include an allowance for preliminaries calculated as a proportion of the total value of "running costs" of preliminaries equal to the proportion which the value of works executed, bears to the contract sum excluding the value of preliminaries.

The value of "running" costs, "setting up" costs and "closing down" costs shall each be assessed by the Quantity Surveyor within the total value of preliminaries. The value of "setting-up, closing downs" costs and of any works executed or costs incurred under the provisional sums included in the preliminaries shall be included in the relevant valuations.

**A30**  
**TENDERING/ SUBLETTING/ SUPPLY**

## **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.

Upon receipt of the documents check that all information necessary for preparing the contractors price has been provided. Report any missing documents, pages or discrepancies to the Quantity Surveyor.

#### 130 PARTNERING

- Process: N/A
- Charter: N/A

#### 145 TENDERING PROCEDURE

- General: In accordance with the principles of: CIB Code of procedure for the selection of Main Contractors  
Arithmetical errors: Overall Price is dominant.

#### 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

- Measurement rules: Preliminaries/ General Conditions have not been prepared in accordance with SMM7.

#### 250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected. A compliant tender must be provided.
- Measurements: Where not stated, the tender is to 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 return

Prices inserted into the Contractors submission shall include for the quality and quantity shown on the drawings, referred to in the specification and which are necessary for the proposed completion of the works.

Amendment sheets will be issued by the Quantity Surveyor should any amendments be required.

Any item or items which has/have not been priced and which involve a cost or costs in complying with or of carrying out the works described in such items or items will be deemed to be included. If such items are omitted in accordance with the Contract Administrator's instructions they will be deemed to be a variation for which a fair valuation shall be made. The Contractors priced submission shall be priced in black indelible figures to facilitate reproduction.

~~300 QUANTITIES IN THE PRICED DOCUMENT~~

- ~~• Quantities: Where included in the priced document, these have been prepared in accordance with SMM7.~~

~~300 QUANTITIES IN THE PRICED DOCUMENT~~

- ~~• Quantities: Where included in the priced document, these have not been prepared in accordance with SMM7.~~
- ~~• Other items, descriptions and measurements not prepared in accordance with SMM7: Must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.~~

310 TENDER

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

~~360 PRICED ACTIVITY SCHEDULE~~

~~Submit: \_\_\_\_\_.~~

440 SCHEDULE OF RATES

- Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items.  
Fully priced copy: Submit With Tender

~~440 SCHEDULE OF RATES~~

- ~~• Content: Full quantified schedule of rates for all significant items of work:  
Fully priced copy: Submit with tender~~

~~440 CONTRACT SUM ANALYSIS~~

- ~~• Content of the Analysis: A full breakdown of the Contract Sum  
Fully priced copy: Submit~~

480 PROGRAMME

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

~~490 INFORMATION RELEASE SCHEDULE~~

- ~~• Compatibility with programme: At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule.~~
- ~~• Alternative proposals: If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information.~~

500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:  
- \_\_\_\_\_.  
Statements: Submit \_\_\_\_\_.

~~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: \_\_\_\_\_.~~

#### 515 ALTERNATIVE TIME TENDERS

- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.

It is noted that an alternative tender will **only** be considered in addition to a compliant tender based on the project timescales identified within A20.

- Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

#### 520 DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
  - Design drawings:
  - Technical information:

#### 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.  
It is noted that an alternative tender will **only** be considered in addition to a compliant tender.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

The Contractors attention is drawn to the M&E specification which includes for the Trust preferences for M&E services products etc.

#### 540 QUALITY CONTROL RESOURCES

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

#### 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 2 days 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.
- 590      **SITE WASTE MANAGEMENT PLAN**
- Person responsible for developing the Plan: The Contractor.
  - Content: Include details of:
    - Principal Contractor for the purposes of the regulations.
    - Location of the site.
    - Description of the project.
    - Estimated project cost.
    - Types and quantities of waste that will be generated.
    - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
    - The use of appropriate and licensed waste management contractors.
    - Record keeping procedures.
    - Waste auditing protocols.
  - Additional requirements: N/A.  
Submit: within 5 days of request.

595 ENVIRONMENTAL POLICY

- Employer's Environmental Policy:
  - Location: See A11/180.
  - Evidence of compliance: Submit: Appliance with EA regarding the processing and storage of any demolished materials
- Project Environmental Management System: Develop a system compatible with the Employer's policy.
  - Format: \_\_\_\_\_.
  - Specific Requirements: \_\_\_\_\_
  - Submit: \_\_\_\_\_.
- Supporting information: Supply as necessary, including:
  - Information: \_\_\_\_\_.
  - Format: \_\_\_\_\_.
  - Submit: \_\_\_\_\_.

596 ENVIRONMENTAL TARGETS

- BREEAM targets:
  - ~~\_\_\_\_\_ CO2 or energy arising from site activities \_\_\_\_\_.~~
  - ~~\_\_\_\_\_ CO2 or energy arising from transport to and from site \_\_\_\_\_.~~
  - ~~\_\_\_\_\_ Water consumption arising from site activities \_\_\_\_\_.~~
  - ~~\_\_\_\_\_ Air (dust) pollution arising from the site \_\_\_\_\_.~~
  - ~~\_\_\_\_\_ Water (ground and surface) pollution occurring on the site \_\_\_\_\_.~~
  - ~~\_\_\_\_\_ 80% of site timber is responsibly sourced and 100% is legally sourced.~~
  - ~~\_\_\_\_\_ Compliance: Monitor and submit report: Within one week of request.~~

599 FREEDOM OF INFORMATION- See ITT

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

**SUBLETTING/ SUPPLY**

610 NAMED SUBCONTRACTORS

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

630 DOMESTIC SUBCONTRACTS

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

**PROVISION, CONTENT AND USE OF DOCUMENTS**

## **A31 PROVISION, CONTENT AND USE OF DOCUMENTS**

### **DEFINITIONS AND INTERPRETATIONS**

#### **110 DEFINITIONS**

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

#### **120 COMMUNICATION**

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.  
Response: Do not proceed until response has been received.

#### **130 PRODUCTS**

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

#### **135 SITE EQUIPMENT**

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

#### **140 DRAWINGS**

- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.  
CAD data: In accordance with BS 1192.

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: Unload, handle, store, place and fasten in position including all labours and use of site equipment.
- Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. 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 or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

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

200 SUBSTITUTION OF PRODUCTS

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

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

- 220 REFERENCED DOCUMENTS
- Conflicts: Specification prevails over referenced documents.

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

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

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

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

#### **DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER**

- 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS
- Additional copies: Two copies of the drawings (not counting any certified copy of the Contract Drawings) will be issued to the Contractor free of charge. Additional copies may be issued on request but will be charged to the Contractor.

- 440 DIMENSIONS
- Scaled dimensions: Do not rely on.

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

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

## DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

### 510 DESIGN AND PRODUCTION INFORMATION

- Master programme: Make reasonable allowance for completing design/ production information, submission (including to the Planning Supervisor/ Principal Designer), comment, inspection, amendment, resubmission and reinspection. The information may include instructions, drawings, levels, dimensions etc.
- Design/ production information: Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
- Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.  
Final version of design/ production information: Submit \_\_\_\_\_.

### 550 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION

- ~~• General: Certain Subcontractors are/ will be required to provide design/ production information during the Contract as described in clause A30/610:-~~
- ~~• Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including to the Planning Supervisor/ Principal Designer), comment, inspection, amendment, resubmission and reinspection.-~~
- ~~• Information from Subcontractors:-  
Obtain in time to meet the programme and in accordance with NAM/T where applicable.-  
Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation.-~~
- ~~• Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.-~~
- ~~• Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.-  
Submit \_\_\_\_\_.-~~

### 600 CONTRACTOR'S DESIGN INFORMATION

- Contractor's designed work: Include: Refer to A20.  
Format: Technical CAD design for as required for the appropriate consultant to review and comment on.

### 610 PRODUCTION INFORMATION

- Contractor/ Domestic subcontractor provide:
- Submit:
  - For comment and make any necessary amendments.  
Sufficient copies of final version for distribution to all affected parties.

### 620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
  - The Contractor is to provide the as built drawing information for the new pneumatic tube system.  
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: \_\_\_\_\_.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: \_\_\_\_\_.

650 ENERGY RATING CALCULATION

- Calculation documentation:
  - Number of copies: \_\_\_\_\_.
  - Deliver to: Energy Performance Certificate Assessor and also lodge in the Home Information Pack.

~~655 CODE FOR SUSTAINABLE HOMES~~

- ~~• Assessment Information:
  - Provide the following: \_\_\_\_\_.
  - Format: \_\_\_\_\_.
  - Deliver to: \_\_\_\_\_.~~

**DOCUMENT/ DATA INTERCHANGE**

850 ELECTRONIC DATA INTERCHANGE (EDI)

- Data: Types and classes of communication: \_\_\_\_\_.
- Parties: Between: \_\_\_\_\_.  
Requirements: \_\_\_\_\_.

**A32**  
**MANAGEMENT OF THE WORKS**

## **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.

The Contractor will be required to submit for comment a list of the proposed personnel, together with their qualifications and experience, he intends to employ on the Works. Personnel must not be changed or removed without the prior approval of the Contract Administrator.

#### **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.

#### **120 INSURANCE**

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

#### **130 INSURANCE CLAIMS**

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

#### **140 CLIMATIC CONDITIONS**

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

## **PROGRAMME/ PROGRESS**

### **210 PROGRAMME**

• Master programme: With the tender return submit in an approved form a master programme for the Works, which must include details of:

- Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
- Planning and mobilisation by the Contractor.
- Earliest and latest start and finish dates for each activity and identification of all critical activities.
- Running in, adjustment, commissioning and testing of all engineering services and installations
  - Show periods for consultation with third parties who may need to approve method statements and the like.
  - Show periods for contractor design development and consultant approval of production information etc.
  - Show critical dates for the issue of further information by the appropriate Consultant.
  - Show commissioning and training period prior to completion of the works
- Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)

The Contractors attention is drawn to the defined provisional sums and the associated programme requirements to be incorporated into the master programme.

- Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- The operational construction programme shall be modified from time to time as necessary or as requested by the Contract Administrator in the light of progress actually achieved, or to allow for the Contract Administrator's instructions, variations or other relevant factors. The Contractor shall immediately notify the Contract Administrator of any such revisions and shall provide two copies of each revised programme. A copy of the original construction programme and all revisions shall be kept available for inspection in the Contractor's site office.
- 
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.  
Submit: With tender return.

### **230 SUBMISSION OF PROGRAMME**

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

### **240 COMMENCEMENT OF WORK**

• Notice: Before the proposed date for commencement of work on site give minimum notice of 2 weeks

### **250 MONITORING**

• Progress: Record on a copy of the programme kept on site.  
• Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Fortnightly initially and then possibly monthly. Additional Technical meetings will be held as necessary and to coordinate the works.
- Location: Site
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.  
Chairperson (who will also take and distribute minutes): Contract Administrator.

265 CONTRACTOR'S PROGRESS REPORT

- General: Submit a progress report at least 3 days before the site meeting.
- Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
  - A progress statement by reference to the master programme for the Works.
  - Details of any matters materially affecting the regular progress of the Works.
  - Subcontractors' and suppliers' progress reports.
  - Any requirements for further drawings or details or instructions to fulfill any obligations under the Conditions of Contract.

270 CONTRACTOR'S SITE MEETINGS

- General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

285 PARTIAL POSSESSION BY EMPLOYER

- Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.  
Period of notice (minimum): 2 weeks

300 CHECKING SCHEDULES AND DRAWINGS

- Submit to the Architect or appropriate Consultant for approval all shop drawings prior to putting the work in hand in sufficient time to allow comments and modifications to be made. Provide 3 copies of all drawings.
- Allow within the operations construction programme sufficient time for the Architect to comment on the drawings and for any subsequent amendments to be made and re-submission for approval, if necessary.
- Be responsible for checking all schedules and drawings supplied by the Architect and all shop drawings approved by the Architect. In the event of any discrepancy being found between such schedules and drawings or if the Contractor considers that additional detail drawings are required, then in either case the Contractor shall report such discrepancy to the Architect for instruction or apply in writing for such detail drawings at least 14 days before the Works concerned are to be executed.
- Ascertain from the drawings or otherwise any holes, recesses, plugs and the like which may be required in time to form these as the works proceed. No extra payment will be allowed for cutting or forming holes, recesses or plugs subsequently.
- Attention is drawn to any requirements for the submission and storage of samples, shop drawings, certificates, guarantees, tests and the like contained in the Specification. Submission for comment must be made at least 14 days before the actual date on which comment is required.
- Throughout the period of the Contract a complete set of Architectural, Engineering and

other drawings must be kept available in the Site office for periodic inspection by the Architect/Contract Administrator and they shall be marked at not more than weekly intervals to indicate the progress of the works and to show the 'as installed' details.

- Associated works: Ensure necessary access, services and facilities are complete.  
Period of notice (minimum): 2 weeks

### 310 EXTENSIONS OF TIME

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

### CONTROL OF COST

#### 410 CASH FLOW FORECAST

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

#### 420 REMOVAL/ REPLACEMENT OF EXISTING WORK

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

#### 430 PROPOSED INSTRUCTIONS

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

#### 440 MEASUREMENT

Covered work: Give notice before covering work required to be measured. The Contractor is to afford the Quantity Surveyor all facilities to enable him to measure the Works, and in addition is to give him reasonable written notice of the covering up or hiding of any work which differs from that described in the documents. Should the Contractor fail to provide such facilities or to give such notice, he shall accept the Quantity Surveyor's measurement of the works affected or alternatively shall uncover the work to enable measurement to be made and shall subsequently re-instate and make good all at his own expense.

#### 450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.

The Contractor is to note that works valued on a daywork basis without prior approval from the Contract Administrator may be rejected and these works will be valued on a fair and reasonable basis.

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

460 INTERIM VALUATIONS

- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.
    - at the time of each valuation for an interim certificate the Contractor shall disclose to the Quantity Surveyor which of the unfixed materials and goods on site are free from, and which are subject to, any reservation of title inconsistent with passing of property together with their respective values, and when requested shall provide evidence of freedom from reservation of title.
- Submission: At least seven days before established dates.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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

475 LISTED PRODUCTS STORED OFF SITE

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

480 LABOUR AND EQUIPMENT RETURNS

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

500 PRICING VARIATIONS

When pricing a variation, the contractor will not be paid an allowance for staff prelims or other preliminaries items related to processing the variation. The exception to this is where a variation triggers an extension of time.

**A33**  
**QUALITY STANDARDS/ CONTROL**

## **A33 QUALITY STANDARDS/ CONTROL**

### **STANDARDS OF PRODUCTS AND EXECUTIONS**

#### **110 INCOMPLETE DOCUMENTATION**

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

#### **120 WORKMANSHIP SKILLS**

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

#### **130 QUALITY OF PRODUCTS**

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

#### **135 QUALITY OF EXECUTION**

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

#### **140 COMPLIANCE**

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
  - Properties tested.
  - Pass/ fail criteria.
  - Test methods and procedures.
  - Test results.
  - Identity of testing agency.
  - Test dates and times.
  - Identities of witnesses.
- Analysis of results.

150      **INSPECTIONS**

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
  - Date of inspection.
  - Part of the work inspected.
  - Respects or characteristics which are approved.
  - Extent and purpose of the approval.Any associated conditions.

160      **RELATED WORK**

- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
  - Appropriately complete.
  - In accordance with the project documents.
  - To a suitable standard.
  - In a suitable condition to receive the new work.Preparatory work: Ensure all necessary preparatory work has been carried out.

170      **MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
- Changes to recommendations or instructions: Submit details.
- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.
- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.

180      **WATER FOR THE WORKS**

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
  - Evidence of suitability is provided.Tested to BS EN 1008 if instructed.

**SAMPLES/ APPROVALS**

210      **SAMPLES**

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

220      **APPROVAL OF PRODUCTS**

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

#### 230 APPROVAL OF EXECUTION

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

#### **ACCURACY/ SETTING OUT GENERALLY**

#### 320 SETTING OUT

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

#### 330 APPEARANCE AND FIT

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

#### 340 CRITICAL DIMENSIONS

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

#### 350 LEVELS OF STRUCTURAL FLOORS

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

#### 360 RECORD DRAWINGS

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

#### **SERVICES GENERALLY**

#### 410 SERVICES REGULATIONS

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

#### 420 WATER REGULATIONS/ BYELAWS NOTIFICATION

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

- 430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE
- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
    - The address of the premises.
    - A brief description of the new installation and/ or work carried out to an existing installation.
    - The Contractor's name and address.
    - A statement that the installation complies with the relevant Water Regulations or Byelaws.
    - The name and signature of the individual responsible for checking compliance. The date on which the installation was checked.
- 435 ELECTRICAL INSTALLATION CERTIFICATE
- Submit: When relevant electrical work is completed.  
Original certificate: To be lodged in Building Manuals
- 440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE
- Before the completion date stated in the Contract: Submit a certificate stating:
    - The address of the premises.
    - A brief description of the new installation and/ or work carried out to an existing installation.
    - Any special recommendations or instructions for the safe use and operation of appliances and flues.
    - The Contractor's name and address.
    - A statement that the installation complies with the appropriate safety, installation and use regulations.
    - The name, qualification and signature of the competent person responsible for checking compliance.
    - The date on which the installation was checked.
 Certificate location: Building Manuals
- 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 Building Manuals

#### **SUPERVISION/ INSPECTION/ DEFECTIVE WORK**

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

- 520 COORDINATION OF ENGINEERING SERVICES
- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
  - Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.
- 530 OVERTIME WORKING
- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
    - Minimum period of notice: 1 week
  - Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.
- 540 DEFECTS IN EXISTING WORK
- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
  - Documented remedial work: Do not execute work which may:
    - Hinder access to defective products or work; or
    - Be rendered abortive by remedial work.
- 550 ACCESS FOR INSPECTION
- Removal: Before removing scaffolding or other facilities for access, give notice of not less than 1 week.
- 560 TESTS AND INSPECTIONS
- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
  - Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
    - Records: Submit a copy of test certificates and retain copies on site.
- 570 AIR PERMEABILITY
- Method: Pressure test in accordance with the ATTMA publication: TS 1: Measuring Air Permeability of Building Envelopes
  - Requirement: Air leakage not to exceed  $8\text{m}^3/(\text{h}\cdot\text{m}^2)$  at an internal to external pressure difference of 50 Pascals. It is the contractor's responsibility to commission the air test and to ensure that the above requirements are met. This is to be included in the tender submission.
    - Results: Submit prior to practical completion for building control approval
      - Copy: To be lodged in Building Manual.
- 580 CONTINUITY OF THERMAL INSULATION
- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
    - The address of the premises.
    - The Contractor's name and address.
    - The name, qualification and signature of the competent person responsible for checking compliance.
    - The date on which the installation was checked.
  - Submit: Before completion of the Works.
    - Copy: To be lodged in \_\_\_\_\_.
- 590 RESISTANCE TO PASSAGE OF SOUND
- Method: \_\_\_\_\_.
  - Compliance: \_\_\_\_\_,
    - Copies: Incorporate in the Building Manual/ Home Information Pack.

595 ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
  - Building Type: \_\_\_\_\_.
  - Method: \_\_\_\_\_.
- Format:
  - Certificate: \_\_\_\_\_.
  - Report: \_\_\_\_\_.
  - Submit: \_\_\_\_\_.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

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

620 MEASURES TO ESTABLISH ACCEPTABILITY

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

630 QUALITY CONTROL

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

**WORK AT OR AFTER COMPLETION**

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.  
Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH 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

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Dave Stinson (07770643739) to provide advance notice of site visit.
- Rectification: Give reasonable notice for access to the various parts of the Works.  
Completion: Notify when remedial works have been completed.

740 HIGHWAY/ SEWER ADOPTION

- Work to be adopted under the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104: Description: \_\_\_\_\_.
- Work for adoption must be:
  - Completed by the Contractor to the satisfaction of the Highway/ Sewer Authorities before the certificate stating the Works are complete is issued.
  - Subject to a Defects Liability/ Rectification Period of 12 months (see Appendix to the Contract/ Contract Particulars).
  - Maintained during the Defects Liability/ Rectification Period, including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Highway/ Sewer Authorities.



## A34 SECURITY/ SAFETY/ PROTECTION

### SECURITY, HEALTH AND SAFETY

#### 110 PRECONSTRUCTION INFORMATION

- Location: Refer to appendix 5, Integral with the project Preliminaries, including but not restricted to the following sections:
  - Description of project: Sections A10 and A11.
  - Client's consideration and management requirements: Sections A12, A13 and A36.
  - Environmental restrictions and on-site risks: Section A12, A35 and A34.
  - Significant design and construction hazards: Section A34.
  - The Health and Safety File: Section A37.

#### 120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
  - Hazard: \_\_\_\_\_.
  - Precautions assumed: \_\_\_\_\_.
  - Specification reference: \_\_\_\_\_.
  - Drawing reference: \_\_\_\_\_.

#### 130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
  - Hazard: \_\_\_\_\_.
  - Material: \_\_\_\_\_.
  - Specification reference: \_\_\_\_\_.

#### 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than 2 weeks before commencement of works on site
- 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.

Note that separation of members of the public and Client employees from the sites is of paramount importance

Special requirements Refer to Pre Construction information Pack

#### 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: the entire centre.
- 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 paid to the Contractor, provided that such overtime is authorized in advance.

180 PASSES

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

190 OCCUPIER'S RULES AND REGULATIONS

- Compliance: Conform to the occupier's rules and regulations affecting the site.
- Copies:
  - Location: \_\_\_\_\_.
  - Arrangements for inspection: \_\_\_\_\_.

200 MOBILE TELEPHONES

- Use: Not permitted in the following areas:
  - \_N/A\_.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

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

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows: Refer to A34:170 and Pre Construction Information Pack
  - Work area: \_\_\_\_\_.
  - Precautions: \_\_\_\_\_.
- Permit to work: Operatives must comply with procedures in the following areas:
  - Work area: \_\_\_\_\_.
  - Procedures: \_\_\_\_\_.

**PROTECT AGAINST THE FOLLOWING**

310 EXPLOSIVES

Use: Not permitted

~~310 EXPLOSIVES~~

- ~~• Use: Permitted subject to obtaining prior permission including the police, Local Authority and any site establishment authorities.~~
- ~~• Restrictions:
  - Agree locations and times of use.
  - Comply with BS 5607.
  - Ensure that explosive charges are not excessive, charged bore holes are properly protected and proper precautions are taken for the safety of persons and property.~~

320 NOISE CONSENT BY LOCAL AUTHORITY

- Consent: Granted by the Local Authority under Part III of the Control of Pollution Act relating to the Works providing the following conditions are met:

- \_\_\_\_\_.

### 330 NOISE CONTROL

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works. Site noise is not to disturb Client employees or visitors. Where noise generation is unavoidable, the contractor is to notify the Client in advance. The contractor is to include in their tender for any out of hours working. No claim for such works will be entertained.
- Noise levels from the Works: Maximum level: \_\_\_\_\_ dB(A) when measured from \_\_\_\_\_.
- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
- Restrictions: Do not use:
  - Pneumatic drills and other noisy appliances without consent during the normal working hours
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

### 340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

### 350 PESTICIDES

Use: Not permitted.

### ~~350 PESTICIDES~~

- ~~• Use: Only where specified or approved, and then only suitable products listed on [www.pesticides.gov.uk](http://www.pesticides.gov.uk).~~
- ~~• Restrictions: Work near water, drainage ditches or land drains must comply with the 'Guidelines for the use of herbicides on weeds in or near watercourses and lakes'.~~
- ~~• Containers: Comply with manufacturer's disposal recommendations. Remove from site immediately empty or no longer required.~~
- ~~• Competence: Operatives must hold a BASIS Certificate of Competence, or work under supervision of a Certificate holder.~~

### 360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

### 370 ASBESTOS CONTAINING MATERIALS

- Duty: Report immediately any suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or encapsulation.

### 371 DANGEROUS OR HAZARDOUS SUBSTANCES

- Duty: Report immediately suspected materials discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe removal or remediation.

### 375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- Preservation: Keep objects in the exact position and condition in which they were found. Special requirements: \_\_\_\_\_.

380 FIRE PREVENTION

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

390 SMOKING ON SITE

Smoking on site: Not permitted.

400 BURNING ON SITE

Burning on site: Not permitted.

~~400 BURNING ON SITE~~

- ~~• Burning on site: Permitted subject to compliance with relevant regulations. Ensure fires:
  - Do not contain plastics, flammable liquids or other hazardous materials likely to generate dark or toxic smoke or toxic residues.
  - Are not situated within 10 metres of any tree canopy, shrubs, buildings, structures, combustible materials, etc or a public highway.
  - Are not lit if there is a danger of sparks reaching adjacent flammable areas, e.g. heathland, forests or ripe cereal crops.
  - Do not produce drifting smoke where it may be hazardous, e.g. across highways.
  - Will not interfere with amenity enjoyment of a site.
  - Are never left unattended.
  - Are extinguished at the end of each working day.~~

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, containers and surplus material.
- Minimize: Keep the site and Works clean and tidy.
- 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.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in. Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

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

450 LASER EQUIPMENT

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

460 POWER ACTUATED FIXING SYSTEMS

Use: Not permitted.

470 INVASIVE SPECIES

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

**PROTECT THE FOLLOWING**

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of mains/ 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 using all necessary and sufficient precautions (including wheel washing facilities).
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

530 EXISTING TOPSOIL/ SUBSOIL

- Duty: Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.  
Protection: Before starting work submit proposals for protective measures.

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

- Protection: Preserve and prevent damage, except those not required.
- Replacement: Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

550 RETAINED TREES

- Protected area: Unless agreed otherwise do not:
  - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
  - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.  
Change level of ground within an area 3 m beyond branch spread.

555 WILDLIFE SPECIES AND HABITATS

- General: Safeguard the following: \_\_\_\_\_.
- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received. Refer to Ecology report included in the tender documentation for further advice. Please also refer to the Bat & Bird Assessment.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training for such species.

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.  
Special requirements: \_\_\_\_\_.

570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.  
Replacement work: To match existing.

580 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage or move as necessary to enable the Works to be executed.  
Reinstate in original positions unless detailed to be removed in tender documentation.
- Extent: Before work in each room starts the Employer will remove the following:
  - \_\_\_\_\_.

~~600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT~~

- ~~• Protection: Prevent damage or move as necessary to enable the Works to be executed.  
Reinstate in original positions.~~
- ~~• Extent: Before work in each room starts the Employer will remove all items other than the following:
  - ~~- fixed items of furniture~~~~

610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS

- Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following:
  - \_\_\_\_\_.
- Method statement: Submit within one week of request describing special protection to be provided.

620 ~~ADJOINING PROPERTY~~

- ~~• Agreement: Access to and/ or use of the following has been agreed with adjacent owners:-~~
- ~~• Permission: Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.~~

620 ADJOINING PROPERTY

- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.

625 ADJOINING PROPERTY RESTRICTIONS

- Precautions:
  - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
  - Pay all charges.
  - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works. Allow access at all times for neighbouring residents/occupants.

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
- Supports: During execution of the Works:
  - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
  - Do not remove until new work is strong enough to support existing structure.
  - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.  
Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

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

The Contractor will be required to work with the CA and design team to complete a scheme including details of the sources of all building materials and the means/location of disposal of all demolition material and all waste arising from building works, including excess material from excavations, shall be submitted to and agreed in writing with the Planning Authority.

For the avoidance of doubt the COIS waste recycling centre will no longer accept construction waste and therefore the Contractor will be deemed to have fully consulted with the Local Authority regarding the strategy for waste disposal off the island and will be deemed to have included all costs associated with the requirements.

**A35**  
**SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/  
TIMING**

## **A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING**

### 110 SCOPE

- General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings and within the reports appended in appendix 6.

### 120 DESIGN CONSTRAINTS

Details: \_\_\_\_\_.

### 130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:

None are currently included in the tender pack, though the Council reserves its right to include limitations. The contractor's attention is however drawn to the planning decision and the WSI provided in appendix 6. The contractor is to allow for the access to site of the Archaeological team to carry out monitoring and subsequent signing off condition. The Contractor is required to adopt and include for all obligations placed upon them from the reports included in the tender.

The Contractor's attention is drawn to the requirement to provide adequate traffic and pedestrian management throughout the period of the contract as noted elsewhere throughout these preliminaries and Works Information. The Contractor shall be solely responsible for obtaining all necessary approvals from relevant authorities and shall take into consideration the impact of any traffic and pedestrian management on the residents and surround businesses. The Contractor is required to include for all associated costs for providing adequate traffic and pedestrian management throughout the duration of the Works.

The Contractor will need to manage and coordinate the interface with the Gym whilst the works are executed. The Contractor will be required to erect full height solid protection between these work areas and manage any services interruptions at such a time no to affect the day to day operations of the running of the facility. The Contractor is to include all associated costs within the tender.

### 140 SCAFFOLDING

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

### 160 USE OR DISPOSAL OF MATERIALS

Specific limitations: \_\_\_\_\_.

### 170 WORKING HOURS

Specific limitations: as per planning requirements (see Appendix 6)

The Contractor must comply with all work/time restrictions listed within the tender design, specification and preambles and the project preliminaries.

### 180 COMPLETION IN SECTIONS OR IN PARTS

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

190 MAIN ACCESS POINT

The main access points to the site have already been described in A12 clause 200. The Contractor is to allow for all necessary traffic (vehicular and pedestrian) management during the course of these works to ensure safe ingress and egress from the site.

200 FITTING OUT

The Employer may require access to the works prior to the handover of the works for the installation of fittings etc. Access will not be unreasonably withheld by the Contractor.

**A36**  
**FACILITIES/ TEMPORARY WORK/ SERVICES**

## A36 FACILITIES/ TEMPORARY WORK/ SERVICES

### GENERALLY

#### 110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

- Location: not applicable.
- Maintenance:

### ACCOMMODATION

#### 210 ROOM FOR MEETINGS

- Will be required

#### 220 SITE OFFICES

- Accommodation: The Contractor is to consider the site offices and welfare required in relation to the works to comply with current legislation. Consideration should be given to the available space as indicated on the Architects plans and consider their set up accordingly such as 'oasis' style units.
- Facilities: Provide and obtain approval of suitable lockable temporary accommodation and facilities as follows:
  - Floor area: \_\_\_\_\_.
  - Furniture and equipment: \_\_\_\_\_.
  - Heating: \_\_\_\_\_.
  - Plumbing: \_\_\_\_\_.
  - Lighting: \_\_\_\_\_.
  - Power supply: 13 amp socket outlets: \_\_\_\_\_.
- Attendance: \_\_\_\_\_.

#### ~~230 TEMPORARY ACCOMMODATION~~

- ~~• Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
  - It is used solely for the purposes of carrying out the Works.
  - The use to which it is put does not involve undue risk of damage.
  - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
  - A condition survey of the existing building is undertaken by the tenderer and agreed with the Trust before it is adapted.
  - It is vacated on completion of the Works or determination of the Contract.
  - When vacated, its condition is at least equivalent to its condition prior to when the contractor took its possession.~~
- ~~• The accommodation/ land:
  - Available services: all services will be made available free of charge~~

#### 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.

#### ~~230 TEMPORARY ACCOMMODATION~~

- ~~• Facilities: Sanitary accommodation will be provided for the duration of the Contract as follows:
  - \_\_\_\_\_.~~

280 EXISTING ACCOMMODATION

- Restrictions on use: Temporary accommodation is prohibited in the following:  
- \_\_\_\_\_.

**TEMPORARY WORKS**

310 ROADS

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

320 TEMPORARY WORKS

Employer's specific requirements: Provide: \_\_\_\_\_.

330 TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

- Temporary protection: Provide before starting work in locations shown on drawing \_\_\_\_\_.
- Protective barriers and any other relevant physical protection measures: To BS 5837.
- Design details of the proposed physical means of protection: \_\_\_\_\_.
- Areas of structural landscaping to be protected from construction operations: \_\_\_\_\_.
- Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.  
Please review the Tree report provided within Appendix 6

340 NAME BOARDS/ ADVERTISEMENTS

Name boards/ advertisements: Not permitted.

~~340 NAME BOARDS/ ADVERTISEMENTS~~

- ~~• General: Obtain approval, including statutory consents, and provide a temporary name-board displaying:
  - Title of project: \_\_\_\_\_.
  - Name of Employer: \_\_\_\_\_.
  - Names of Consultants: \_\_\_\_\_.
  - Names of Contractor and Subcontractors: \_\_\_\_\_.
  - Special requirements: \_\_\_\_\_.~~

**SERVICES AND FACILITIES**

410 LIGHTING

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

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
  - Metering: \_ tbc with Client \_\_\_\_\_.
  - Point of supply: \_ tbc with Client \_\_\_\_\_.
  - Available capacity: \_ tbc with Client \_\_\_\_\_.
  - Frequency: 50 Hz.
  - Phase: \_\_\_\_\_.
  - Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply and misuse will be charged.

430 WATER

- Supply: The Employer's mains may be used for the Works as follows:
  - Metering: \_\_ tbc with Client \_\_\_\_\_.
  - Source: \_\_ tbc with Client \_\_\_\_\_.
  - Location of supply point: \_\_ tbc with Client \_\_\_\_\_.
  - Conditions/ Restrictions: \_\_\_\_\_.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply and misuse will be charged.

440 TELEPHONES

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

~~440 MOBILE TELEPHONES~~

- ~~• Direct communication: As soon as practicable after the start on site provide the Contractor's person in charge with a mobile telephone. pay all charges reasonably incurred.~~

~~440 TELEPHONES~~

- ~~• Temporary on site telephone: Provide as soon as practicable after the start on site for joint use by the Contractor, Subcontractors and those acting on behalf of the Employer, and pay all charges reasonably incurred.~~
- ~~• Responses: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.~~
- ~~• Employer's call charges: Allow for the cost of a modest number of calls made by those acting on behalf of the Employer.~~

470 E-MAIL FACILITY

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

510 TEMPERATURE AND HUMIDITY

- Levels required by the Employer: Maintain the following:
  - \_\_\_\_\_.

520 USE OF PERMANENT HEATING SYSTEM

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

530 BENEFICIAL USE OF INSTALLED SYSTEMS

- Permanent systems: Unless specific permission is given by the Employer and installer, do not use for any purpose other than running in, testing and commissioning.
- Other uses: If permission is given for any other use of a system before the Works are accepted as complete, it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10

540 METER READINGS

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

550 THERMOMETERS

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

560 SURVEYING EQUIPMENT

General: Provide on site and maintain in accurate condition: \_\_\_\_\_.

570 PERSONAL PROTECTIVE EQUIPMENT

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

**A37**  
**OPERATION/ MAINTENANCE OF THE FINISHED**  
**WORKS**

## A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

### GENERALLY

#### 110 THE BUILDING MANUAL

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

#### 115 THE HEALTH AND SAFETY FILE

- Responsibility: Principal Designer will compile the file following delivery to him of the information set out in the TFT CDM60 tracker, to be issued at the pre-start meeting.
  - Format: Electronic (PDF files preferred)
- Delivery to: PD as set out in information tracker.

#### 115 HEALTH AND SAFETY INFORMATION

- Content: Obtain and provide the following information: Refer to Pre Construction Information Pack
  - Format: \_\_\_\_\_.
- Deliver to: \_\_\_\_\_ No later than: [\_\_\_\_\_].

120      CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
  - Description of the buildings and facilities.
  - Ownership and tenancy, where relevant
  - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
  - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
  - Overall design criteria.
  - Environmental performance requirements
  - Relevant authorities, consents and approvals.
  - Third party certification, such as those made by competent persons in accordance

with

- the Building Regulations
- Operational requirements and constraints of a general nature:
  - Maintenance contracts and contractors.
  - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
  - Emergency procedures and contact details in case of emergency.
  - Other specific requirements: Refer to Pre Construction Information Pack
- Description and location of other key documents.  
Timescale for completion: 1 week before completion.

130      CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
  - Floor and roof loadings.
  - Durability of individual components and elements.
  - Loading restrictions.
  - Insulation values.
  - Fire ratings.
  - Other relevant performance requirements.
- Construction of the building:
  - A detailed description of methods and materials used.
  - As-built drawings recording the construction, together with an index.
  - Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including:
  - Air permeability.
  - Resistance to passage of sound.
  - Continuity of insulation.
  - Electricity and Gas safety.
  - \_\_\_\_\_.
- Other specific requirements: Refer to Pre Construction Information Pack  
Timescale for completion: 1 week before completion.

140      CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria and description of the systems, including:
  - Services capacity, loadings and restrictions
  - Services instructions.
  - Services log sheets.
  - Manufacturers' instruction manuals and leaflets index.
  - Fixtures, fittings and component schedule index.
- Detailed description of methods and materials used.
- As-built drawings for each system recording the construction, together with an index, including:
  - Diagrammatic drawings indicating principal items of plant, equipment and fittings
  - Record drawings showing overall installation
  - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
  - Identification of services – a legend for colour coded services.
- Product details, including for each item of plant and equipment:
  - Name, address and contact details of the manufacturer.
  - Catalogue number or reference
  - Manufacturer's technical literature, including detailed operating and maintenance instructions.
  - Information and guidance concerning dismantling, repair, renovation or decommissioning.
- Operation: A description of the operation of each system, including:
  - Starting up, operation and shutting down
  - Control sequences
  - Procedures for seasonal changeover
  - Procedures for diagnostics, troubleshooting and faultfinding.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
  - Electrical circuit tests.
  - Corrosion tests.
  - Type tests.
  - Work tests.
  - Start and commissioning tests.
- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
- Lubrication: Schedules of all lubricated items
- Consumables: A list of all consumable items and their source.
- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- Emergency procedures for all systems, significant items of plant and equipment.
- Annual maintenance summary chart.
- Other specific requirements: Refer to Pre Construction Information Pack  
Timescale for completion: \_\_\_ 1 week before completion \_\_\_\_\_

150      CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE

- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
  - residual hazards and how they have been dealt with
  - hazardous materials used
  - information regarding the removal or dismantling of installed plant and equipment
  - health and safety information about equipment provided for cleaning or maintaining the structure;
  - the nature, location and markings of significant services,
  - information and as-built drawings of the structure, its plant and equipment
  - \_\_\_\_\_.
- Information prepared by others: Details: Refer to Pre Construction Information Pack.
- Timescale for completion: Practical Completion, Refer to Pre Construction Information Pack  
Submit to: \_\_\_1 week before completion \_\_\_\_.

160      PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.  
As-built drawings: The main sets may form annexes to the Manual.

190      MAINTENANCE SERVICE

- Scope; provide a comprehensive maintenance service for the following items of plant and equipment: Include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items
- \_\_\_\_\_.
- Terms: \_\_\_\_\_.
- Commencement: \_\_\_\_\_.
- Duration: \_\_\_\_\_.

220      TRAINING

- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.  
Operating time: Include a minimum of \_\_\_2\_\_\_ days.

230 SPARE PARTS

- General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
- Content: Include in the priced schedule for:
  - Manufacturers' current prices, including packaging and delivery to site.
  - Checking receipts, marking and numbering in accordance with the schedule of spare parts.
  - Referencing to the plant and equipment list in Part 3 of the Building Manual.
  - Painting, greasing, etc. and packing to prevent deterioration during storage.Latest date for submission: \_\_\_1 week before completion \_\_\_\_.

250 TOOLS

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

260 TREES/PLANTING

- General: In the event of failure of any trees or shrubs, planted in accordance with any scheme approved by the Local Planning Authority, to become established and to prosper for a period of five years from the date of the completion of implementation of that scheme, such trees or shrubs shall be replaced with such live specimens of such species of such size and in such number as may be approved by the Local Planning Authority

**A40**

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

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

Contractor is required to price all preliminaries items as per the template included at section 5 of Schedule of work

110      MANAGEMENT AND STAFF  
            Cost significant items: \_\_\_\_\_.

**A41**  
**CONTRACTOR'S GENERAL COST ITEMS: SITE**  
**ACCOMMODATION**

## **A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION**

Contractor is required to price all preliminaries items as per the template included at section 5 of Schedule of work

### 110 SITE ACCOMMODATION

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.

Cost significant items: \_\_\_\_\_.

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

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

Contractor is required to price all preliminaries items as per the template included at section 5 of Schedule of work

### 110 SERVICES AND FACILITIES

- Details: Services or facilities required or made/ not made available by the Employer: See section A36.

Cost significant items: \_\_\_\_\_.

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

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

Contractor is required to price all preliminaries items as per the template included at section 5 of Schedule of work

110      MECHANICAL PLANT  
            Cost significant items: \_\_\_\_\_.

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

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

Contractor is required to price all preliminaries items as per the template included at section 5 of Schedule of work

### 110 TEMPORARY WORKS

- Details: Temporary works required or made/ not made available by the Employer: See section A36.

Cost significant items: \_\_\_\_\_.

**A50**  
**WORK/ PRODUCTS BY/ ON BEHALF OF THE**  
**EMPLOYER**

## **A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER**

Contractor is required to price all preliminaries items as per the template included at section 5 of Schedule of work

### **110 WORK BY/ ON BEHALF OF EMPLOYER**

- Title: \_\_\_\_\_.
- Description of work: \_\_\_\_\_.
- Carried out by: \_\_\_\_\_.
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract:  
- \_\_\_\_\_.

### **120 PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER**

- General: Details of such products are given in the work sections, for fixing by the Contractor. Use for no other purpose than the Works.
- Handling: Accept delivery, check against receipts and take into appropriate storage.  
Surplus products: Keep safe and obtain instructions.

**A53**  
**WORK BY STATUTORY AUTHORITIES/  
UNDERTAKERS**

## **A53 WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS**

Contractor is required to price all preliminaries items as per the template included at section 5 of Schedule of work

### 110 WORK BY LOCAL AUTHORITY

- Item: \_\_\_\_\_.
- Description of work: \_\_\_\_\_.
- Provisional Sum: Include \_\_\_\_\_.  
Allow for general attendance.

### 120 WORK BY STATUTORY UNDERTAKERS

- Item: \_\_\_\_\_.
- Description of work: \_\_\_\_\_.
- Provisional Sum: Include \_\_\_\_\_.  
Allow for general attendance.

**A54**  
**PROVISIONAL WORK/ ITEMS**

## A54 PROVISIONAL WORK/ ITEMS

### 110 PROVISIONAL SUMS FOR DEFINED WORK

- Item: Refer to the tender documents
- Description of work:
- Provisional Sums: Include:  
Allow for general attendance and programme duration.

### 210 PROVISIONAL SUMS FOR UNDEFINED WORK.

- Item: Refer to the tender documents
- Description of work: \_\_\_\_\_.
- Provisional Sums: Include \_\_\_\_\_.  
Allow for general attendance.

### 310 WORK WHERE COMPLIANCE WITH SMM7 IS NOT REQUIRED

- Item: \_\_\_\_\_.
- Description of work: \_\_\_\_\_.
- Provisional Sums: Include \_\_\_\_\_.  
Allow for general attendance.

### 510 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – INSURANCE AGAINST DAMAGE TO PROPERTY

Provisional sum: Include for insurance referred to in Contract Clause \_\_\_\_\_: \_\_\_\_\_

### 520 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – BUILDING CONTROL PRESCRIBED INSPECTION FEE

Provisional sum: Include: \_\_\_\_\_.

### 530 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – TESTS AND SAMPLES

Provisional sum: Include for tests and samples additional to those specified: \_\_\_\_\_.

### 550 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – EXTRA COST OF AUTHORISED OVERTIME

- Provisional sum: Include: \_\_\_\_\_.
- Basis for calculating such extra cost: Rates of basic pay, allowances and additional payments, for use with the Working Rule Agreement for the Construction Industry, published by the Construction Industry Joint Council, current when the work is carried out, together with additional payments for continuous extra skill or responsibility or intermittent responsibility, as appropriate.
- Percentage addition: Add to cover the cost of the non-productive element only of overtime, incidental costs, overheads and profit,
  - At time and one half: \_\_\_\_\_%.
  - At double time: \_\_\_\_\_%.

### 560 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK

- Item: \_\_\_\_\_.
- Provisional sum: Include: \_\_\_\_\_.

### 590 CONTINGENCIES

Provisional sum: Include: \_\_\_\_\_.

**A55**  
**DAYWORKS**

## A55 DAYWORKS

Refer to separate Contingency and Dayworks template

### 110 LABOUR :-

- \_\_\_\_\_ • Provisional sum: Include prime cost of labour incurred before the Final Completion Date: \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment: Add to cover incidental costs, overheads and profit: \_\_\_\_\_  
\_\_\_\_\_ %.
- \_\_\_\_\_ • Provisional sum: Include prime cost of labour incurred after the Final Completion Date: \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment: Add to cover incidental costs, overheads and profit: \_\_\_\_\_  
\_\_\_\_\_ %.

### 120 PRODUCTS

- \_\_\_\_\_ • Provisional sum: Include prime cost incurred at any time during the Contract \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.

### 130 EQUIPMENT

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

### 140 SPECIALIST TRADES

- \_\_\_\_\_ • Include Provisional Sums for dayworks within the province of:
  - \_\_\_\_\_ RICS/ Electrical Contractors' Association: Prime cost of labour: The sum of £ \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.
  - \_\_\_\_\_ Prime cost of materials and goods: The sum of £ \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.
  - \_\_\_\_\_ Prime cost of plant: The sum of £ \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.
- \_\_\_\_\_ RICS/ Heating and Ventilating Contractors' Association: Prime cost of labour: The sum of £ \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.
- \_\_\_\_\_ Prime cost of materials and goods: The sum of £ \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.
- \_\_\_\_\_ Prime cost of plant: The sum of £ \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.
- \_\_\_\_\_ RICS/ National Association of Plumbing, Heating and Mechanical Services contractors:
  - \_\_\_\_\_ Prime cost of labour: The sum of £ \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.
  - \_\_\_\_\_ Prime cost of materials and goods: The sum of £ \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.
  - \_\_\_\_\_ Prime cost of plant: The sum of £ \_\_\_\_\_  
\_\_\_\_\_ Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_ %.

**A56**  
**ADVANCE PROCUREMENT**

## A56 ADVANCE PROCUREMENT

### 110 FIXING

- Scope: Items procured in advance do not include for Main Contractor's receiving, unloading, handling, storing, returning packing, hoisting into position and fixing, which must be allowed for in the appropriate work section.

### 120 PLANTING

- Scope: Items for plants and trees do not include for planting, maintenance and guarantee, which should be allowed for in the appropriate work section.

### 130 ADVANCE PROCUREMENT

- Item: \_\_\_\_\_.
  - Description of the work: \_\_\_\_\_.
- PC sum:
  - Include: \_\_\_\_\_.
  - Supplier: \_\_\_\_\_.
  - Main Contractor's profit: Add \_\_\_\_\_%.

### 130 ADVANCE PROCUREMENT

- Item: \_\_\_\_\_.
  - Description of the work: \_\_\_\_\_.
  - Supplier: \_\_\_\_\_.
  - Main Contractor's profit: Add \_\_\_\_\_%.