

Normandy Pool – Decking Replacement

September 2025

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A

JCT 2024 Minor Works Building Contract

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

110 THE PROJECT

- Name: Normandy Pool Decking Replacement
- Nature: Replacement of external decking to Normandy Pool, and replacement of external door
- Location: Normandy Pool, Isles of Scilly
Length of contract: 5 weeks on site (excluding mobilisation)

120 EMPLOYER (CLIENT)

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

130 PRINCIPAL CONTRACTOR (CDM)

- Name: TBC
- Address: TBC
- Contact: TBC

140 CONTRACT ADMINISTRATOR & PRINCIPAL DESIGNER

- Name: Currie & Brown UK Ltd
- Address: Kensington Court, Pynes Hill, Exeter, EX2 5TY

170 STRUCTURAL ENGINEER

- Name: N/A
- Address:
Telephone:

A11

TENDER AND CONTRACT DOCUMENTS

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

The tender drawings are: As per the Schedule of Works.

120 CONTRACT DRAWINGS

The Contract Drawings: Proposed to be 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

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 Procurement department of the Council of the Isles of Scilly

A12

THE SITE/ EXISTING BUILDINGS

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

Description: As detailed on the contract drawings.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

Description: The Contractors attention is drawn to the Schedule of Works. The properties are situated in Hugh Town, St Marys.

The surrounding areas are in full operation and no claims shall be entertained based on a lack of knowledge of the area 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. Every care shall be taken to avoid damage to the existing buildings:

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only):

Services are known to exist within the area of the site. Where known these are indicated within the tender documentation. 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: N/A.

180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: 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: The Contractor is to allow for all associated signage and banks man to ensure the

neighbours and stakeholders are not adversely affected by the works.

Limitations (including, but not limited to): Adjacent to the neighbouring properties. The Contractor is to 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: No parking is 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. However the following hazards are or may be present:
 - Refer to the health and safety information available from client
- 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: 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
- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
Description: The Client will commission a refurbishment and demolition asbestos survey which will be passed to the contract post tender.
- 120 THE WORKS
Description: As A10/110.
- 130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT
Description: _____.
- 140 COMPLETION WORK BY OTHERS
Description: _____.

A20 JCT MINOR WORK BUILDING CONTRACT (MW)

JCT MINOR WORKS BUILDING CONTRACT

- The Contract: JCT Minor Works Building Contract 2024 Edition.
Requirement: Allow for the obligations, liabilities and services described as follows:

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: as listed in clause As A10/110

Architect/ Contract Administrator:

Third - PRICED DOCUMENTS

Documents to be priced or provided by the Contractor: Schedule of Works

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 - Not required

Valuation of Preliminaries: Notwithstanding the requirement that fixed charges and time related charges should be provided 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 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.

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

- The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying 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.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
Submit: With tender 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.

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.

440 SCHEDULE OF RATES

- Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items. All items must be fully priced.
Fully priced copy: Submit N/A.

~~440 SCHEDULE OF RATES~~

- ~~• Content: Provide rates for all significant items of work including at least the following:
_____.
Fully priced copy: Submit With tender.~~

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.
- 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.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
 - Include:
 - A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: Within 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: _____.
- Submit within 5 days of request.

595 ENVIRONMENTAL POLICY

- Employer's Environmental Policy:
 - Location: See A11/180.
 - Evidence of compliance: Submit: _____.
- 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

- 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

640 'LISTED' DOMESTIC SUBCONTRACTORS

- General: The work listed below and described in the Contract Documents must be carried out by persons identified in a list as provided for in clause A30/645:
 - The work: _____.
 - Enter into a contract with one of the following:
_____.

645 'LISTED' DOMESTIC SUBCONTRACTORS

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

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.

145 CONTRACTOR'S CHOICE

Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

155 SUBMIT PROPOSALS

Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

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

170 MANUFACTURER AND PRODUCT REFERENCE

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

200 SUBSTITUTION OF PRODUCTS

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

210 CROSS REFERENCES

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

220 REFERENCED DOCUMENTS

Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

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

240 SUBSTITUTION OF STANDARDS

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

250 CURRENCY OF DOCUMENTS

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

260 SIZES

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

DOCUMENTS PROVIDED ON BEHALF OF THE 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.

480 TECHNICAL DOCUMENTS

- Reference documents: Available for inspection by appointment during the normal office hours at the office of _____.
- Document titles:
 - _____.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

600 CONTRACTOR'S DESIGN INFORMATION

- Contractor's designed work: Include: Refer to A20 1/10
Format: Technical CAD design for as required for the appropriate consultant to review and comment on.

630 TECHNICAL LITERATURE

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

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

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

650 ENERGY RATING CALCULATION

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

655 CODE FOR SUSTAINABLE HOMES

- Assessment Information:
 - Provide the following: _____.
 - Format: _____.
 - Deliver to: _____.

660 ENVIRONMENTAL ASSESSMENT INFORMATION

- Scheme type: _____.
- Assessment information:
 - Provide the following: _____.
 - Format: _____.
 - Submit: Within one week of request.

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.

115 CONSIDERATE CONSTRUCTORS SCHEME

- Registration: Before starting work, register the site and pay the appropriate fee
- Contact:
 - Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
 - Tel. 01920 485959.
 - Fax. 01920 485958.
 - Free phone 0800 7831423
 - Web. www.ccscheme.org.uk
 - E mail. enquiries@ccscheme.org.uk
- Standard: Comply with the Scheme's Code of Considerate Practice.

117 CONSTRUCTING BETTER HEALTH SCHEME

- Membership: N/A.
- Contact:
Constructing Better Health, B&CE Building, Manor Royal
Crawley, West Sussex
RH10 9QP

Tel: 0845 873 7726
Email: info@cbhltd.co.uk
Website: www.constructingbetterhealth.co.uk

120 INSURANCE

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

130 INSURANCE CLAIMS

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

140 CLIMATIC CONDITIONS

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

150 OWNERSHIP

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

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
 - Planning and mobilisation by the Contractor
 - Subcontractor's work.
 - Running in, adjustment, commissioning and testing of all engineering services and installations.
 - Work resulting from instructions issued in regard to the expenditure of provisional sums.
 - Work by others concurrent with the Contract.Submit _____.

245 START OF WORK ON SITE

- Notice: Before the proposed date for start 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.
- Key Performance Indicators:
 - Details: _____.
 - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: To be agreed.
- 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.

280 PHOTOGRAPHS

- Number of locations: _____.
- Frequency of intervals: _____.
- Image format: _____.
- Number of images from each location: _____.
Other requirements: _____

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): _____.

310 **EXTENSIONS OF TIME**

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

CONTROL OF COST

420 **REMOVAL/ REPLACEMENT OF EXISTING WORK**

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

430 **PROPOSED INSTRUCTIONS**

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.

440 **MEASUREMENT**

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

450 **DAYWORK VOUCHERS**

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

470 **PRODUCTS NOT INCORPORATED INTO THE WORKS**

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

500 **PRICING VARIATIONS**

When pricing or administering a variation, the contractor will not be paid an allowance for staff prelims or other preliminaries items related to processing the variation.

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

120 WORKMANSHIP SKILLS

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

130 QUALITY OF PRODUCTS

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

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

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

150 **INSPECTIONS**

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

160 **RELATED WORK**

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

170 **MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

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

180 **WATER FOR THE WORKS**

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

SAMPLES/ APPROVALS

210 **SAMPLES**

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

220 **APPROVAL OF PRODUCTS**

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

230 APPROVAL OF EXECUTION

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

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

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

330 APPEARANCE AND FIT

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

340 CRITICAL DIMENSIONS

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

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 the Building Manual.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

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

445 SERVICE RUNS

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

450 MECHANICAL AND ELECTRICAL SERVICES

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

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

525 ACCESS

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

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: _____.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

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

560 TESTS AND INSPECTIONS

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

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 _____ m³/(h.m²) at an internal to external pressure difference of _____ Pascals.
- Results: Submit _____.
Copy: To be lodged in the 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 the Building Manual.

590 RESISTANCE TO PASSAGE OF SOUND

- Method: _____.
- Compliance: _____,
Copies: Incorporate in the Building Manual.

595 ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
 - Building Type: _____.
 - Method: _____.
- Format:
 - Certificate: To be incorporated in the Building Manual.
 - Report: _____.
- Submit: _____.

610 DEFECTIVE PRODUCTS/ EXECUTIONS

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

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

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

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
Keys: Account for and adequately label all keys and hand over to Employer with itemized

730 MAKING GOOD DEFECTS

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

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

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: Workplace 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 _____.
- 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.

The Contractor is to prioritise the safety and security of the tenants at all stages throughout the project.

- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property

Special requirements: N/A

160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.

Design loads: Obtain details, support as necessary and prevent overloading.

170 OCCUPIED PREMISES

- Extent: Existing buildings may be occupied and/ or used during the Contract as follows:
 - 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 _____.
- 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 AND PORTABLE ELECTRONIC EQUIPMENT~~

- ~~• Restrictions on use: _____.~~

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

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

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
 - Work area: _____.
 - 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

330 NOISE CONTROL

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Noise levels from the Works: Maximum level: _____ 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 hours of _____.
 - 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.~~
 - ~~• 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.

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

520 ROADS AND FOOTPATHS

- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.

530 EXISTING TOPSOIL/ SUBSOIL

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

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

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

550 RETAINED TREES

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

555 WILDLIFE SPECIES AND HABITATS

- General: Safeguard the following: _____.
- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

560 EXISTING FEATURES

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

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.
- Extent: Before work in each room starts the Employer will remove the following:
 - Refer to as existing demolition room loading drawings for Employer's / Contractor's responsibility for removals etc.

~~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:~~

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.~~

625 ADJOINING PROPERTY RESTRICTIONS

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

630 EXISTING STRUCTURES

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

640 MATERIALS FOR RECYCLING/ REUSE

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

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

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
 - The Contractor is to liaise with the Council during the tender period to understand the specific nature of the working environment and to carefully consider the delivery and installation logistics to provide a fully integrated and workable programme.

The Contractor is to fully understand the restrictions of this and ensure deliveries are managed out of peak times and fully coordinated with the Council.

No claims for additional monies will be entertained from a lack of investigation into the working environment.

160 USE OR DISPOSAL OF MATERIALS

Specific limitations: _____.

170 WORKING HOURS

Specific limitations: Construction/demolition work shall not take place outside the following times: 0800 to 1800 (Mondays to Fridays); nor at any time on Saturdays, Sundays, Bank or Public holidays unless approved by the Contract Administrator.

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

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: Give notice and details of intended siting.
- Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

ACCOMMODATION

210 ROOM FOR MEETINGS

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
Furniture and Equipment:.

~~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.
It is vacated on completion of the Works or determination of the Contract.
When vacated, its condition is at least equivalent to its condition at the start of the Contract.~~
- ~~• Description: _____~~
- ~~• Available services and facilities: _____~~

~~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:
 - The Contractor is to liaise with the Council during the tender period to understand the availability of WC facilities for use. The Contractor may be required to provide his/her own temporary WC facilities should tenants WC's not be suitable.

No claims for additional monies will be entertained from a lack of investigation into the working environment.

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: _____.

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: _____.
 - Point of supply: _____.
 - Available capacity: _____.
 - Frequency: 50 Hz.
 - Phase: _____.
 - Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

430 WATER

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

440 TELEPHONES

- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.

~~440 TELEPHONES~~

- ~~• Temporary on site telephone: Provide as soon as practicable after the Date of Possession for joint use by the Contractor, Subcontractors and those acting on behalf of the Employer.~~
- ~~• Response: 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.~~

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

- The following permanent systems may be used for the Works: _____.
Details: _____.

~~530 BENEFICIAL USE OF INSTALLED SYSTEMS~~

~~Permanent systems: Do not use for the Works.~~

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.

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: _____.
 - High visibility waistcoats to BS EN 471 Class 2. Number required: _____.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: _____.
 - 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

- Responsibility: Contractor.
- Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Specific requirements: N/A.
- Format: As existing file.
- Number of copies: 1.

Delivery to: Employer by (date) 1 week before practical completion

~~115 THE HEALTH AND SAFETY FILE~~

- ~~• Responsibility: _____.~~
- ~~• Content: Obtain and provide the following information: _____.~~
- ~~• Format: _____.~~
- ~~• Delivery to: _____ By (date): _____.~~

115 HEALTH AND SAFETY INFORMATION

- Content: Obtain and provide the following information:
 - Format: As existing file.
- Deliver to: Council No later than: 1 week before practical completion.

155 CONTENT OF THE BUILDING MANUAL

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

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: _____.

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 in the Tender documentation.

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 in the Tender documentation.

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 in the Tender documentation.

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 in the Tender documentation.

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 in the Tender documentation.

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 in the Tender documentation.

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

1

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: N/A
- Description of work: _____.
- Provisional Sums: Include _____.
Allow for general attendance.

210 PROVISIONAL SUMS FOR UNDEFINED WORK

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

310 PROVISIONAL SUMS FOR WORK BY SPECIALIST SUBCONTRACTORS

- Item: _____.
- Description of work: _____.
- Provisional Sums: Include _____.
- Add for profit: _____%.
- Allow for the following special attendance:
- _____.
Allow for general attendance.

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

Provisional sum: Include: _____.

590 CONTINGENCIES

Provisional sum: Include: _____.

A55
DAYWORKS

A55 DAYWORKS

150 DAYWORK CHARGES

- General: Where an instruction is issued requiring a variation which is not of a similar character or executed under similar conditions to work included in the Contract and where work cannot properly be measured and valued, the Contractor shall be allowed payment on a daywork basis at the following rates:

RICS/ Construction Confederation: 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/ 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/ Electrical Contractors' Association of Scotland: 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: _____%.

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 ADVANCE PROCUREMENT

- Item:
 - Description of the work:

 - PC sum:
 - Include: _____.
 - Supplier: _____.
 - Main Contractor's profit: Add _____ %.