

# Trewirgie Junior School New Classroom Block

Tender Documentation

Trewirgie Junior School

October 2019

# Notice

This document and its contents have been prepared and are intended solely as information for Trewirgie Junior School and use in relation to the issue of tender for the construction of a new 2 classroom block with WC’s at Trewirgie Junior School, Redruth.

Faithful+Gould Limited assumes no responsibility to any other party in respect of or arising out of or in connection with this document and/or its contents.

## Document history

Revision	Purpose description	Originated	Checked	Reviewed	Authorised	Date
Rev 1.0	Tender Issue	ST	JT	TU	TU	October 2019

## Client signoff

Client	Trewirgie Junior School
Project	Trewirgie Junior School New Classroom Block
Job number	5188434
Client signature / date	

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# Introduction

Trewirgie Junior School, situated on the Falmouth Road between Redruth and Trewirgie, requires additional classroom space due to increased pupil intake numbers.

The work is to construct a new 2 classroom teaching block with standalone WC facility, entrance lobby and plant area situated on a currently under utilized grassed area to the South West area of the site to include site preparation, construction and fit-out.

The works will be undertaken during school term time and so clear evidence will be required to demonstrate experience of working within live school environments.

# 1. The Site

## 1.1. Details

### Location;

Trewirgie Junior School  
Falmouth Road  
Redruth  
Cornwall  
TR15 2QAN

### Client;

Trewirgie Junior School  
Falmouth Road  
Redruth  
Cornwall  
TR15 2QAN  
Contact; N. Dann

### Agent

Faithful+Gould (F+G)  
The Octagon  
2nd Floor  
Pynes Hill Court  
Rydon Lane  
Exeter  
EX2 5AZ

**Contact;** T. Unwin  
tom.unwin@fgould.com  
01392 352 961  
07711 663 229

NOTE: All site visits to be via prior appointment arranged through the Agent.

## 2. Guidance Notes

### 1.0 Conditions of Invitation (Qualification)

1.1 This tender document together with any other information to be provided at any time within the procurement process has been and will be provided in the interests of assisting tenderers to develop their proposals. It is intended only as an explanation of the client's requirements and is not as a representation to induce any tenderer to enter into any form of contract with the client.

1.2 Accordingly information provided does not purport to be all-inclusive or to contain all the information that the prospective tenderer may require. Tenderers and their advisers must take their own steps to verify information, which they use and must make an independent assessment of the opportunity described in this document after making such investigation and taking such professional advice as they deem necessary.

1.3 Tenderers remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from them in connection with their tender responses whether incurred directly by them or their advisors or subcontractors and regardless of whether such costs arise as a consequence direct or indirect of any amendments made to this and/or other documents issued by the client at any time. For the avoidance of doubt, the client shall have no liability whatsoever to tenderers for the costs of any discussions or communications.

1.4 The information in this and any associated documents is made available on condition that it is treated as confidential by the tenderers and is not disclosed, copied, reproduced, distributed or passed to any other person at any time except for the purpose of enabling a submission to be made.

1.5 Tenderers shall be responsible for the confidentiality of their own information.

1.6 In the event of any inconsistency, this document and enclosures will take precedence over any documents previously issued in relation to this project.

1.7 F+G and the client reserve the right to disregard tender responses considered as non-compliant unless exceptional extenuating circumstances prevail, of which F+G/the client will be the final arbiter.

1.8 The client reserves the right to:

1.8.1 cancel the procurement process at any stage; and

1.8.2 require a tenderer to clarify its submission in writing and/or provide additional information. Failure to respond adequately may result in the tenderer being disqualified.

### 2.0 Intention to Bid (or otherwise) and Site Visitation

2.1 Please indicate via contact through the Contracts Finder Portal whether or not you intend to submit a tender in response to this invitation.

2.1 Contractors will be contacted by F+G once indication to tender has been received to arrange site visitations.

2.2 This is a live school environment and all site visitations must be coordinated and arranged through F+G. No further site review will be acceptable without prior agreement of F+G and may result in disqualification.

### 3.0 Pre and Post Tender Clarification

3.1 If clarification is required on any issues within this document, all questions must be submitted via the Contracts Finder Portal.

3.2 In compliance with European guidelines on equal and fair treatment of tenderers, any information that F+G dispenses in response to requests for clarification will be distributed to all of the participating organisations as opposed to solely the organisation that requested the information. The only circumstance in which this procedure may be waived is if a tenderer considers their enquiry to be innovative to their offer in which case this should be clearly communicated within the correspondence. F+G will decide whether the request for information is deemed “innovative” to the applicant’s offer and if not considered to fall within that category the applicant will be informed so they may make a decision whether to continue the line of enquiry.

### 4.0 Evaluation of Offers to Supply

4.1 Tenderers are to price all elements of the works individually and to account for additional product specification information as appended to this document and complete each section following, failure to provide a completed pack of information may result in disqualification.

4.2 N.B.: All information conveyed within a tenderer’s offer to supply will be relied upon as being true and accurate and will form part of the contract. If any of the information given within a tenderer’s offer is subsequently identified as being inaccurate, this may exclude that organisation from further consideration pre-contract award. In the event of such an eventuality post contract award The Client reserves the right to terminate the contract.

4.3 The Main Contractor Site Agent is to have a full and current Enhanced DBS check and is to remain responsible for all other sub-contractors attending to or working on the site. The preference is for sub-contractors and other site operatives to hold and provide details of an up to date DBS check if possible.. Main contractor to hold records for all site attendees in site office noting their DBS status..

### 5.0 Return of Tender documentation

5.1 All returns are to be made by the deadline via upload to the Contracts Finder Portal.

5.2 The tender deadline is **12 noon on Friday 8<sup>th</sup> November**

5.2 Tenderers will be informed of the outcome via the tender portal and by telephone or email by close of business on Thursday 21<sup>st</sup> November.

### 3. Tender Summary

1 PRELIMINARIES – please provide separate breakdown

Fixed Costs	£
-------------	---

Time related Costs £

Overheads and Profit	£
----------------------	---

Construction Management Costs	£
-------------------------------	---

**SUB-TOTAL (Section 1)** £

## 2 SCHEDULE OF WORKS

Construction Total carried forward from Priced Schedule of Work (5.2) £

Costed general contingency (N/A – will be added by F+G during tender evaluation)

**SUB-TOTAL (Section 2)** £

<b>TOTAL (Section 1 + Section 2)</b>	<b>£</b>
--------------------------------------	----------

Signature of contractor:

Company:

Date: \_\_\_\_\_



## 4. Preliminaries

# **Trewirgie Junior School New Classroom Block**

**October 2019**

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**A**  
**JCT 2016 Intermediate Building Contract with Contractor's**  
**Design**

**A10**

**PROJECT PARTICULARS**

## A10 PROJECT PARTICULARS

### 110 THE PROJECT

- Name: Trewirgie Junior School New Classroom Block.
- Nature: The work is to construct a new 2 classroom teaching block with standalone WC facility, entrance lobby and plant area including finishes and fitout. .
- Location: Trewirgie Junior School, Falmouth Road, Redruth, Cornwall, TR15 2QAN .
- Length of contract: 4 Months.

### 120 EMPLOYER (CLIENT)

- Name: Trewirgie Junior School.
- Address: Trewirgie Junior School, Falmouth Road, Redruth, Cornwall, TR15 2QAN .
- Contact: Nicola Dann.
- Telephone: 01209 215238.
- E-mail: ndann@tjschool.co.uk.

### 130 PRINCIPAL CONTRACTOR (CDM)

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

### 140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Faithful+Gould.
- Address: The Octagon, 2nd Floor, Pynes Hill Court, Rydon Lane, Exeter, EX2 5AZ .
- Contact: Tom Unwin.
- Telephone: 01392 352961.
- E-mail: Tom.Unwin@fgould.com.

### 150 PRINCIPAL DESIGNER

- Name: Faithful+Gould.
- Address: The Octagon, 2nd Floor, Pynes Hill Court, Rydon Lane, Exeter, EX2 5AZ .
- Contact: via CA.
- Telephone: via CA.
- E-mail: via CA.

### 160 QUANTITY SURVEYOR

- Name: Faithful+Gould.
- Address: The Octagon, 2nd Floor, Pynes Hill Court, Rydon Lane, Exeter, EX2 5AZ .
- Contact: via CA.
- Telephone: via CA.
- E-mail: via CA.

### 170 STRUCTURAL ENGINEER

- Name: Atkins.
- Address: The Octagon, 2nd Floor, Pynes Hill Court, Rydon Lane, Exeter, EX2 5AZ .
- Telephone: 01392 352987.

### 175 MECHANICAL ENGINEER

- Name: Oatway Design Ltd.
- Address: Ground Floor, Scott Lodge, Scott Road, Plymouth, PL2 3DU .
- Telephone: 01752 569365.

178 ELECTRICAL ENGINEER

- Name: Oatway Design Ltd.
- Address: Ground Floor, Scott Lodge, Scott Road, Plymouth, PL2 3DU .
- Telephone: 01752 569365.

**A11**

**TENDER AND CONTRACT DOCUMENTS**



## **A11 TENDER AND CONTRACT DOCUMENTS**

### **110 TENDER DRAWINGS**

- The tender drawings are: as contained within the tender pack and as noted on the drawing registers.

### **120 CONTRACT DRAWINGS**

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

### **130 QUANTITIES DRAWINGS**

- The drawings from which the quantities included in the specification/ schedules have been prepared are:
  - as contained within the tender pack and as noted on the drawing registers .

### **160 PRECONSTRUCTION INFORMATION**

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

**A12**

**THE SITE/ EXISTING BUILDINGS**

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

### **110 THE SITE**

- Description: The site is a grassed area to the South West of the school grounds situated between existing school buildings and grassed area to the West. .

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

- Description: Existing school buildings form boundary to the works area immediately to the North and South with a further classroom building to the East. .

### **140 EXISTING UTILITIES AND SERVICES**

- Drawings: (Information shown is indicative only): 0319-1040-001 Measura Utility Detection Survey.
- Other information: None.

### **160 SOILS AND GROUND WATER**

- Information: Included in the tender documents.

### **170 SITE INVESTIGATION**

- Report: Included in the tender documents.

### **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: Trewirgie Junior School.
- Other documents: As available.
- Arrangements for inspection: via CA.

### **200 ACCESS TO THE SITE**

- Description: See Appendix A of Tender Pack.
- Limitations: Site arrival, deliveries and any other vehicle movements are to be coordinated to not impact school drop-off and collection times and also not during school break times. None after 8am or before 4pm. See Appendix R for TJS Site Rules.

### **210 PARKING**

- Restrictions on parking of the Contractor's and employees' vehicles: No parking on site or obstructing school routes.

### **220 USE OF THE SITE**

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: Site compound, welfare and storage must be contained within the areas allowed in the tender documentaton, the access route from West Trewirgie Road to allow emergency vehicles into the school playground is not to be obstructed except for short durations for deliveries only and must be attended by site management during unloading operations..

### **230 SURROUNDING LAND/ BUILDING USES**

- General: Adjacent or nearby uses or activities are as follows:
  - All immediately adjacent land and buildings are school owned and used extending to residential property to the West..

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:
  - Live below ground services and asbestos containing materials within existing buildings. .
- Information: The accuracy and sufficiency of this information is not guaranteed. 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: To be arranged through the contract administrator only and without exception.

**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: None.

### **120 THE WORKS**

- Description: The construction of super-structure for a single storey classroom block 20.5m x 10.0m and 3.8m high (area 196m<sup>2</sup>) The construction is of timber frame on trench foundations and beam and block floor. The external walls to be finished in self coloured render with vertical cedar board feature panels and PPC aluminium door and window frames. The roof is to be flat mineralised felt system with PPC aluminium fascia and rainwater goods. Internally the building is to be fully finished and fitted with furniture and includes on demand hot water, underfloor heating, electrical, data, fire alarm and emergency lighting systems. Further ancillary work includes the construction of new external steps and pathways, drainage, landscaping and fencing work. .

### **130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT**

- Description: None.

### **140 COMPLETION WORK BY OTHERS**

- Description: None.

**A20**

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

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

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

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

### **THE RECITALS**

#### **First - THE WORKS**

- Comprise: Construction of a new 2 classroom teaching block with, finishes, fit-out, landscaping and other work.
- Location: Trewirgie Junior School, Falmouth Road, Redruth, Cornwall, TR15 2QAN.

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

- The Works include the design and construction of:
  - Final elements of mechanical and electrical systems, timber frame design, block and beam floor design and surface water design to discharge planning condition.

#### **Third - CONTRACT DRAWINGS**

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

#### **Fourth - OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER**

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

#### **Fifth A - PRICING BY THE CONTRACTOR**

- Option A will apply: Option B will be deleted.
- Priced document: Within Option A the following words will be deleted:
  - Bills of Quantities.
- Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)' will not be deleted.

#### **Ninth - INFORMATION RELEASE SCHEDULE**

- The Ninth Recital will be deleted.

#### **Eleventh - DIVISION OF THE WORKS INTO SECTIONS**

- The Eleventh Recital will be deleted.

### **ARTICLES**

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

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

#### **4 - QUANTITY SURVEYOR**

- Quantity Surveyor: See clause A10/160.

#### **5 - PRINCIPAL DESIGNER**

- Principal Designer: See clause A10/150.



#### 6 - PRINCIPAL CONTRACTOR

- Principal Contractor: See clause A10/130.

#### 9 - LEGAL PROCEEDINGS

- Amendments: None.

### **CONTRACT PARTICULARS**

#### Fourth Recital - EMPLOYER'S REQUIREMENTS

- Comprise: Oatway Design information and F+G specification documents.

#### Sixth Recital - CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

- Comprise: To be completed by the Contractor.
- Specific Requirements: Fixture, fitting and plant equipment specification information.

#### Eighth Recital and Clause 4.6 - CONSTRUCTION INDUSTRY SCHEME

- Employer at Base Date is not a 'contractor' for the purposes of the CIS.

#### Tenth Recital - CDM REGULATIONS

- The project is not notifiable.

#### Thirteenth Recital and Schedule 5 - SUPPLEMENTAL PROVISIONS

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

#### Article 8 - ARBITRATION

- Article 8 and clauses 9.3 to 9.8 (arbitration) apply.

#### Clause 1.1 - BASE DATE

- Base Date: 25th October 2019.

#### Clause 1.1 - DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works (where completion by sections does not apply): 27/03/2020.

#### Clause 1.7 - ADDRESSES FOR SERVICE OF NOTICES

- Employer:
  - Address: Trewirgie Junior School, Falmouth Road, Redruth, Cornwall, TR15 2QAN.
  - Fax number: None.
- Contractor:
  - Address: \_\_\_\_\_.
  - Fax Number: \_\_\_\_\_.

#### Clause 2.4 - DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: 09/12/2019.

Clause 2.5 - DEFERMENT OF POSSESSION OF THE SITE

- Clause 2.5 does not apply.
- Where clause 2.5 applies, maximum period of deferment (if less than six weeks) is .

Clause 2.23.2 - LIQUIDATED DAMAGES

- Damages: At the rate of £2100 if period is 1 week with £450 per additional week of delay .

Clause 2.30 - RECTIFICATION PERIOD

- Period: Twelve months from the date of practical completion of the Works.

Clause 2.34.3 - CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: unlimited.

Clause 4.3 and 4.9 - FLUCTUATIONS PROVISION

- Fluctuations Provision: no Fluctuations Provision applies.
- Where Schedule 4 applies, percentage addition (paragraph 12): None.

Clause 4.7 - ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1 - INTERIM PAYMENTS - INTERIM VALUATION DATES

- The first Interim Valuation Date is: TBC, and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.9.1 - INTERIM PAYMENTS - PERCENTAGE OF VALUE

- Not achieved practical completion: Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%.
- Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5%.

Clause 4.10.4 - LISTED ITEMS - UNIQUELY IDENTIFIED

- The Contract Particulars item for clause 4.10.4 will be deleted.

4.10.5 - LISTED ITEMS - NOT UNIQUELY IDENTIFIED

- Listed items: The Contract Particulars entry for Clause 4.10.5 will be deleted.

Clause 6.4.1 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE: INJURY TO PERSONS OR PROPERTY

- Insurance cover for any one occurrence or series of occurrences arising out of one event: £ 5,000,000.00.

Clause 6.5.1 - INSURANCE - LIABILITY OF EMPLOYER

- Insurance is not required.

Clause 6.7 and Schedule 1 - WORKS INSURANCE - INSURANCE OPTIONS

- Schedule 1: Insurance option A applies.
- Percentage to cover professional fees: 15 per cent.
- If option A applies, annual renewal date (as supplied by the Contractor): \_\_\_\_\_.
- Where Insurance Option C applies, Paragraph C1: does not apply.

Clause 6.15 - JOINT FIRE CODE

- The Joint Fire Code: Does not apply.

Clause 6.19 - CONTRACTOR'S DESIGN PORTION - PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required:
  - relates to claims or series of claims arising out of one even;
  - and is £ 1,000,000.00.
- Cover for pollution and contamination claims: Is not required.
- Expiry of required period of CDP Professional Indemnity Insurance: 6 years.

Clause 7.2.2 - GUARANTEE FROM THE CONTRACTOR'S PARENT COMPANY

- Guarantee: is not required.
  - Parent company's name and registration number: \_\_\_\_\_.
  - The required form of guarantee is set out in: None.

Clause 7.3 - COLLATERAL WARRANTIES

- Details: As set out in the following documents: None.

Clause 8.9.2 - PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: Two months.

Clauses 8.11.1.1 to 8.11.1.5 - PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: Two months.

Clause 9.2.1 - ADJUDICATION

- The Adjudicator is: Royal Institution of Chartered Surveyors. .
- Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors.

Clause 9.4.1 - ARBITRATION

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

**THE CONDITIONS**

SECTION 1: DEFINITIONS AND INTERPRETATION

1.5 - RECKONING PERIODS OF DAYS

- Amendments: None.

1.12 - APPLICABLE LAW

- Amendments: None.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

## SECTION 8: TERMINATION

## SECTION 9: SETTLEMENT OF DISPUTES

## EXECUTION

- The Contract: Will be executed under hand.

**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.
- 145 TENDERING PROCEDURE
- General: In accordance with the principles of: Single stage competition.
  - Arithmetical errors: Pricing document 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 30 days.
  - Date for possession/ commencement: See section A20.

### **PRICING/ SUBMISSION OF DOCUMENTS**

- 210 PRELIMINARIES IN THE SPECIFICATION
- Measurement rules: Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with SMM7.
- 220 PRICING OF PRELIMINARIES
- Abbreviations: The following have been used:
    - F = Fixed charge item.
    - TR = Time related charge item.
- 250 PRICED DOCUMENTS
- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
  - Measurements: Where not stated, ascertain from the drawings.
  - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
  - Submit: With tender.
- 300 QUANTITIES IN THE PRICED DOCUMENT
- Quantities: Where included in the priced document, these have been prepared in accordance with SMM7/ NRM2 only where and to the extent stated.
  - Other items, descriptions and measurements not prepared in accordance with SMM7/ NRM2: 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: With tender.

480 PROGRAMME

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

500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:
  - Site set-up including delivery of welfare and type and extent of hoarding, management of construction phase deliveries and coordination. .
- Statements: Submit with the tender.

510 ALTERNATIVE METHOD TENDERS

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

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: Power, data, lighting and emergency system design and timber frame design.
  - Technical information: M&E fixtures and fittings data sheets and structural information relating to timber frame design.
- Submit: With tender.

530 SUBSTITUTE PRODUCTS

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

540 QUALITY CONTROL RESOURCES

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

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organization 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 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: With the Tender .

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 plan
  - 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: None.
- Submit with tender.

599 FREEDOM OF INFORMATION

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

**SUBLETTING/ SUPPLY**

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: With tender.

**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: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and 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.
  - Excludes: Products and equipment or anything intended to form or forming part of the permanent works.
- 140    **DRAWINGS**
- Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.
  - CAD data: In accordance with BS 1192.
- 145    **CONTRACTOR'S CHOICE**
- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.
- 150    **CONTRACTOR'S DESIGN**
- Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.
- 155    **SUBMIT PROPOSALS**
- Meaning: Submit information in response to specified requirements.

## 160 TERMS USED IN SPECIFICATION

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

## 170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
  - Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
  - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

## 200 SUBSTITUTION OF PRODUCTS

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

#### 210 CROSS REFERENCES

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

#### 220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

#### 230 EQUIVALENT PRODUCTS

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

#### 240 SUBSTITUTION OF STANDARDS

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

#### 250 CURRENCY OF DOCUMENTS AND INFORMATION

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

#### 260 SIZES

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

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

#### 410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

#### 440 DIMENSIONS

- Scaled dimensions: Do not rely on.

#### 450 MEASURED QUANTITIES

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

#### 460 THE SPECIFICATION

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

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

### **510 DESIGN AND PRODUCTION INFORMATION**

- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- 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 two copies.

### **550 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION**

- General: Certain Subcontractors are/ will be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7.
- Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including information relevant to the CDM Regulations), 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 two copies.

### **600 CONTRACTOR'S DESIGN INFORMATION**

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
  - Production information based on the drawings, specification and other information.
  - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information required: Services design and co-ordination drawings and timber frame design.
  - Format: .dwg and pdf.
  - Number of copies: 2 pdf and digital .dwg file.
- Submit: Within one week of request.

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
  - M&E drawings, O&M information.
- Submit: At least two weeks before date for completion.

630 TECHNICAL LITERATURE

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

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

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

650 ENERGY RATING CALCULATION

- Calculation documentation:
  - Number of copies: 2.
  - Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.

**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.

#### **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.

#### **150 OWNERSHIP**

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

### **PROGRAMME/ PROGRESS**

#### **210 PROGRAMME**

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

#### **230 SUBMISSION OF PROGRAMME**

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

240 COMMENCEMENT OF WORK

- Notice: Before the proposed date for commencement of work on site give minimum notice of two 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: None.
  - Performance: Record progress against each KPI.
  - Corrective action: If performance falls below target, submit proposals as soon as possible.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every month.
- Location: Contrators site office.
- 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 fulfil any obligations under the Conditions of Contract.

270 CONTRACTOR'S SITE MEETINGS

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

290 NOTICE OF COMPLETION

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

310 EXTENSIONS OF TIME

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

## **CONTROL OF COST**

### **410 CASH FLOW FORECAST**

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

### **420 REMOVAL/ REPLACEMENT OF EXISTING WORK**

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

### **430 PROPOSED INSTRUCTIONS**

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

### **440 MEASUREMENT**

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

### **450 DAYWORK VOUCHERS**

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

### **475 LISTED PRODUCTS STORED OFF SITE**

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

480 LABOUR AND EQUIPMENT RETURNS

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

**A33**

**QUALITY STANDARDS/ CONTROL**

## **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.

#### 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.

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

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

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

- 510 SUPERVISION
- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
  - Evidence: Submit, including details of the person proposed, their relevant skills training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history, work related assessments and management structure.
  - Submittal date: One week before start on site.
  - 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: Three days.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

540 DEFECTS IN EXISTING WORK

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

550 ACCESS FOR INSPECTION

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

560 TESTS AND INSPECTIONS

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

570 AIR PERMEABILITY

- Testing organization: UKAS accredited and registered with the Air Tightness Testing and Measurement Association (ATTMA) or the Independent Air Tightness Testing Scheme (iATS).
- Method:
  - Pressure test in accordance with the ATTMA publication: TS 2: Measuring Air Permeability of Building Envelopes (Non-dwellings) .
- Standard:
  - Design Air tightness value (maximum):  $10.\text{m}^3/(\text{h}.\text{m}^2)$ .
- Results:
  - Content: Include test results and all supporting data.
  - Copies: Required for building control inspection and inclusion in Building Manual.
  - Electronic deposit: Through the ATTMA lodgement database
  - Additional copies: Provide on request.

580 CONTINUITY OF THERMAL INSULATION

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

590 RESISTANCE TO PASSAGE OF SOUND

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

595 ENERGY PERFORMANCE CERTIFICATE

- Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
  - Building Type: Non-dwelling.
  - Method: Simplified Building Energy Model (SBEM) .
- Format:
  - Certificate: To be incorporated in the Building Manual.
  - Report: Digital format;pdf or other to be agreed.
- Submit: Before the date for completion stated in the contract.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

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

620 MEASURES TO ESTABLISH ACCEPTABILITY

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

630 QUALITY CONTROL

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

**WORK AT OR AFTER COMPLETION**

710 WORK BEFORE COMPLETION

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

730 MAKING GOOD DEFECTS

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

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: TBC.
- 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**

## **A34 SECURITY/ SAFETY/ PROTECTION**

### **SECURITY, HEALTH AND SAFETY**

#### **110 PRECONSTRUCTION INFORMATION**

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

#### **120 EXECUTION HAZARDS**

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:
  - Hazard: Open excavations, work at height immediacy of school children to work area.
  - Precautions assumed: Segregation of site by means of suitable fencing, barriers to open excavations and other such changes in level..
  - Specification reference: N/A.
  - Drawing reference: N/A.

#### **130 PRODUCT HAZARDS**

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:
  - Hazard: Chemical burn.
  - Material: Concrete, bituminous roof material..
  - Specification reference: Schedule of Works, Redland Specmaster.

#### **140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN**

- Submission: Present to the Employer/ Client no later than two weeks prior to commencement of site works or setup..
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

#### **150 SECURITY**

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: Site is to be fully fenced and segregated using HERAS or similar with further netting suitably weighted and restrained, all access points to be locked or manned at all times to prevent unauthorised access, particularly by but not limited to school pupils..

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: adjacent buildings generally occupied during school hours with additional periods for arrival and departure of pupils, attendance by teaching and service/cleaning staff Monday to Friday 7:30 till 19:00, term dates available on request. .
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

180 ACCESS CONTROL

- Controlled areas: All other school areas not identified within the tender docs as either access or works areas. The work will require new electrical and water supplies which may require diversion and running through existing school areas, access to be arranged out of school hours. .
- Control type: None.
- Authorised persons: Submit a list of the names of all persons requiring access together with any other related information reasonably required.
- Return of credentials: When requested or on completion of the work to which the controlled area relates.

190 OCCUPIER'S RULES AND REGULATIONS

- Compliance: Conform to the occupier's rules and regulations affecting the site.
- Copies:
  - Location: Appendix R.
  - Arrangements for inspection: N/A.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

- Restrictions on use:
  - No mobile phones or other portable electronic equipment to be used in site works areas, no radios on site in any area. .

210 SAFETY PROVISIONS FOR SITE VISITS

- Safety: Submit details in advance 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 visitors to the site.

**PROTECT AGAINST THE FOLLOWING**

310 EXPLOSIVES

- Use: Not permitted

330 NOISE AND VIBRATION

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Noise levels from the Works: Maximum level: 85 dB(A) when measured from adjacent buildings or school playground.
- 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:
  - Percussion tools and other noisy appliances without consent during the hours of 08:30 and 15:30.
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

340 POLLUTION

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

350 PESTICIDES

- Use: Not permitted.

360 NUISANCE

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

370 ASBESTOS CONTAINING MATERIALS

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

371 DANGEROUS OR HAZARDOUS SUBSTANCES

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

375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- Preservation: Keep objects in the exact position and condition in which they were found.
- Special requirements: None.

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.



410 MOISTURE

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

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

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

430 WASTE

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

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 POWDER 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: None.
- 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: None identified.
- 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: None.

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. Reinstall in original positions.
- Extent: Before work in each room starts, the following will be removed:
  - All furniture, fixtures or other items likely to be affected by works.

620 ADJOINING PROPERTY

- Agreement: Access to and/ or use of the following has been agreed with adjacent owners:
  - Access arrangements via school access road from West Trewirgie road to be arranged with Trewirgie Infants School, contractor to make allowance for liaison.
- 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 oversteering of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

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

**A35**

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

## **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.

### **130 METHOD/ SEQUENCE OF WORK**

- Specific Limitations: Include the following in the programme:
  - Out of hours working for M&E connection works through existing school buildings and attendance for early/late deliveries and/or removal of waste from site. Deliveries before 8am and after 4pm..

### **140 SCAFFOLDING**

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

### **160 USE OR DISPOSAL OF MATERIALS**

- Specific limitations: None.

### **170 WORKING HOURS**

- Specific limitations: 0730-1730 as standard during the week with weekend working by prior arrangement.

**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: Provide table and chairs for 5 people.

#### **230 TEMPORARY ACCOMMODATION**

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

#### **260 SANITARY ACCOMMODATION**

- Requirement: Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.

### **TEMPORARY WORKS**

#### **310 ROADS**

- Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:
  - Details: Existing school access road.
  - Restrictions on use: No use during school pupil arrival (08:30 to 09:15), school pupil departure (15:00 to 16:00) and during school break times (TBC).
  - Protective or remedial measures: Photo survey to be undertaken by the contractor prior to commencement, suitable sheet protection as required and full reinstatement of any damages.

#### **320 TEMPORARY WORKS**

- Employer's specific requirements: Provide: Extra secure fencing to include suitable secured and monitored access routes for site operatives and emergency escape routes .

#### **340 NAME BOARDS/ ADVERTISEMENTS**

- Name boards/ advertisements: Not permitted.

### **SERVICES AND FACILITIES**

#### **410 LIGHTING**

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



420 LIGHTING AND POWER

- Supply: Electricity from the existing mains may be used for the Works as follows:
  - Metering: Free of charge.
  - Point of supply: TBC.
  - Available capacity: TBC.
  - Frequency: 50 Hz.
  - Phase: TBC.
  - Current: Alternating.
- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

430 WATER

- Supply: The existing mains may be used for the Works as follows:
  - Metering: Free of charge.
  - Source: TBC.
  - Location of supply point: TBC.
  - Conditions/ Restrictions: **TBC**.
- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

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.

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, enter into a separate written agreement recording details of the terms and conditions of use.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer/ Client, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2.
  - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 2.
  - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 0.
  - 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: Content as clause 150.
  - Part 5: Building User Guide: Content as clause 151.
- Responsibility: The Building Manual is to be produced by The Principal Contractor and must be complete no later than Practical Completion.
- Information provided by others: Details: None.
- 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: 3.
  - Format: 2 hard copy and a PDF digital copy.
  - Latest date for submission: 2 weeks before the date for completion stated in the contract.
- As-built drawings and schedules:
  - Number of copies: 3.
  - Format: 2 hard copy and a PDF digital copy.

#### **115 THE HEALTH AND SAFETY FILE**

- Responsibility: the contractor.
- Content: Obtain and provide the following information: Flat roof maintenance requirement, record and service drawings including below ground connections, M&E plant and maintenance, as-built information including structural information and any other specific cleaning or maintenance information.
- Format: PDF
- Delivery to: Contract Administrator By (date): 31st January 2020.

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: SBEM and EPC.
- Description and location of other key documents.
- Timescale for completion: To be submitted prior to Practical 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.
  - Air source heat pump commissioning and underfloor soundness test certificate..
- Other specific requirements: None.
- Timescale for completion: To be submitted prior to Practical 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: None.
- Timescale for completion: To be submitted prior to Practical 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
    - None.
  - Information prepared by others: Details: None.
  - Timescale for completion: To be submitted prior to Practical Completion..
  - Submit to: Contract Administrator..
- 151    CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE
- Content: Obtain and provide the following:
    - Building services information.
    - Emergency information.
    - Energy & environmental strategy.
    - Water use.
    - Transport facilities.
    - Materials & waste policy.
    - Re-fit/ re-arrangement considerations.
    - Reporting provision.
    - Training.
    - Links & references.
  - Other specific requirements: None.
  - "        Timescale for completion: To be submitted prior to Practical Completion. .
- 160    PRESENTATION OF BUILDING MANUAL
- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
  - Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
  - As-built drawings: The main sets may form annexes to the Manual.
- 220    TRAINING
- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
  - Level of training basic.
  - Time allowance: Include a minimum of half days.
- 250    TOOLS
- General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
  - Quantity: Two complete sets.
  - Time of submission: At completion.

**A40**

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



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

- 110 MANAGEMENT AND STAFF
  - Cost significant items: Site Manager.

**A41**

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

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

### **110 SITE ACCOMMODATION**

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.
- Cost significant items: Site office and Welfare facility.

**A42**

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

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

### **110 SERVICES AND FACILITIES**

- Details: Services or facilities required or made/ not made available by the Employer: See section A36.
- Cost significant items: Connections and sub-metering to the water and power for the works and welfare facilities.

**A43**

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

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

**A44**

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



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

**A50**

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

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

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

- General: Details of such products are given in the work sections, for fixing as part of the contract. 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.

**WORK BY STATUTORY AUTHORITIES/ UNDERTAKERS**

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

### **120 WORK BY STATUTORY UNDERTAKERS**

- Item: Building Control.
- Description of work: Co-ordinate with BC Inspector during works.
- Provisional Sum: Include N/A - CA to submit application.
- Allow for general attendance.

**A54**

**PROVISIONAL WORK/ ITEMS**

## **A54 PROVISIONAL WORK/ ITEMS**

### **590 CONTINGENCIES**

- Provisional sum: Include: N/A - will be added by CA during tender levelling .

**A55**  
**DAYWORKS**



## **A55 DAYWORKS**

**A56**

**ADVANCE PROCUREMENT**

## **A56 ADVANCE PROCUREMENT**

## 5. Evaluation and Scoring

### 5.1. Quality

All responses to the questions below to be provided in a separate document for marking at tender return. Question weightings are shown as a proportion of 10 to be transferred to a final quality score.

Generic return information showing little consideration of the works, the location or environment will be scored accordingly.

The award criteria that will be used in the assessment of the tender return will be as follows: -

<b>1. Pricing Element</b>	<b>40%</b>
<b>2.Qualitative Elements</b>	<b>60%</b>
2.1. Appropriately skilled and resourced project team	15%
2.2. Communications and site set up	15%
2.3. Evaluation of programme	10%
2.4. Sub-contractor proposals	10%
2.4. What additional dimension can the contractor bring to the project	10%
Total	<b>100%</b>

<b>A</b>	<p><b>Appropriate Skilled and Resource Team – 15%</b></p> <p>Please outline your proposed project team including an organogram and summary CVs of up to 3 key staff to be involved for the full duration of the project. Your response should include comments on why you consider the individual and combined skills of the team members to be appropriate for this project. Each CV should also identify specific experience for each key member of working within a live school environment. Please also identify and confirm availability to meet this project programme.</p> <p>CVs required are: Contracts Manager/ Site Manager/ Commercial Manager</p> <p>Tenderer response</p> <ul style="list-style-type: none"> <li>· Project team organogram to be limited to one A3 page</li> <li>· Summary to be limited to one A4 Page</li> <li>· CVs to be limited to one A4 page for each team member</li> </ul>
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<b>B</b>	<p><b>Communications and Site Set Up - 15%</b></p> <p><b>Please Provide:</b></p> <p><b>a) Site set up plan</b></p> <p>Contractor to demonstrate a clear understanding of the site constraints and opportunities with regard to the immediate building site, compound, and surrounding area. Contractor to demonstrate how to overcome constraints, capitalise on opportunities and minimise disruption and inconvenience to the building, its neighbours, and visitors. Consideration must be given to site segregation, provision of welfare and storage, contractor access and parking and material delivery.</p> <p>Response limited to two A3 pages for the Site set up plan and two A4 pages of relevant commentary.</p> <p><b>b) A Communication Plan</b></p> <p>Contractor to clearly demonstrate how, with whom and the frequency, he will communicate with CA (F+G), End Users, Consultant team, sub-contractors/ supply chain and other interested parties and advise why this is important. A Client Project Directory is included within the tender documents for reference purposes.</p> <p>Response limited to one A4 page.</p>
<b>C</b>	<p><b>Evaluation of Programme – 10%</b></p> <p>The tender documents detail the scope of work for the project. Please provide a robust indicative pre construction and construction programme with commentary which covers the following:-</p> <ul style="list-style-type: none"> <li>· Tasks required to be undertaken in pre-construction period</li> <li>· Tasks required to be undertaken during construction period, working hours between 08.00 am - 5.00 pm. NB- Out of hours restrictions Daytime weekend working may be available, but subject to approval.</li> <li>· Critical path</li> <li>· Constraints and risks to the construction project &amp; design as tendered</li> <li>· Commentary on the suitability of an proposed programme, plus any proposed alternative programme if applicable.</li> </ul> <p>Anticipated outcome – tenderers to highlight constraints and risks to the project as well as ways to mitigate the risks.</p> <p>Response limited to two A3 pages.</p>
<b>D</b>	<p><b>Sub-Contractor Proposal – 10%</b></p> <p>To provide a clear contractor team to the client, please provide a confirmed and defined sub-contractor list for all principle work elements with tender. The client does not wish to see packages reviewed and awarded post-appointment of a principal contractor. Please provide Names, addresses and contact details for each discipline.</p> <p>The project involves works to and within a live school environment, as such, it should be noted that that the Tender Evaluation Criteria is reasonably weighted towards the use of sub-contractors with demonstrable experience of working in a live school environment.</p> <p>Response limited to one A4 page.</p>
<b>E</b>	<p><b>Additional Dimension to the Project – 10%</b></p> <p>To provide a statement highlighting the additional dimension that the contractor/subcontractor can bring to this project including up to 3 examples of recent projects/case studies demonstrating suitable experience</p> <p>Response limited to one A4 page for the additional dimension and 1 A4 page for each case study .</p>

## 5.2. Schedule of Work Breakdown

Tenderers are to note that all items are to be priced individually

## **WORK SCHEDULE**

October 2019

### **SITE: TREWIRGIE JUNIOR SCHOOL, REDRUTH**

#### **OTHER DOCUMENTS APPLICABLE:**

Drawing Nrs: Refer to document register/issue sheets issued within the Tender Documents pack.

Documents: Refer to documents and specifications issued within the Tender Documents pack.

#### **Site Contact Details: Trewirgie Junior School**

**Name:** Nicola Dann

**Address:** Trewirgie Junior School, Falmouth Road, Redruth, Cornwall, TR15 2QN

#### **Site Agent Details: Faithful+Gould**

**Name:** Tom Unwin

**Address:** 2nd Floor, The Octagon, Pynes Hill Court, Rydon Lane, Exeter, EX2 5AZ

**Site Visit** Before pricing, the Contractor shall visit site to ascertain the nature of the site, access thereto and all local conditions, working times, areas and restrictions likely to affect the execution of the works

No claim for out-of-hours working shall be allowed if not specified in the returned priced document, providing it could be reasonably ascertained that out-of-hours working would be necessary prior to the priced submission.

**Sectional Summary:****COST (£)**

Section 01:      General Preliminaries      0.00

Section 02:      Work Schedule:

1.0	Groundworks	0.00
2.0	Drainage	0.00
3.0	Superstructure	0.00
4.0	Roof	0.00
5.0	External Finishes	0.00
6.0	Doors and Windows	0.00
7.0	Internal Finishes	0.00
8.0	Mechanical and Electrical	0.00
9.0	Sanitaryware	0.00
10.0	External Areas	0.00

Section 02 Total      0.00

**Section Totals to be carried through to the Tender Summary (Section 3)**

Contingency will be included by CA during Tender Analysis



<b>TREWIRGIE JUNIOR SCHOOL: NEW CLASSROOM BUILDING</b>			
<b>SECTION 01: GENERAL PRELIMINARIES</b>			
<b>Item</b>	<b>Works Description</b>	<b>Quantity</b>	<b>£</b>
<b>A</b>	<b><u>GENERAL CLAUSES/PRELIMS</u></b>		
A1	<i>The following clauses below are to be read in conjunction with the JCT Intermediate Form of Contract, Schedule of Works and supporting information included as part of the Tender Documents, including the NBS Contract Preliminaries, and reference documents such as building Health &amp; Safety File, Asbestos Registers, Asbestos Demolition &amp; Refurbishment Surveys and reference building plans.</i>		
<b>B</b>	<b><u>SCOPE OF WORK</u></b>		
B1	Project background and Summary of Proposed Works:		
B2	Trewirgie Junior School, requires additional classroom space due to increased pupil intake numbers. The work is to construct a new 2 classroom teaching block with standalone WC facility, entrance lobby and plant area situated on a currently under utilized grassed area to the South West area of the site to include site preparation, construction and fit-out. The works will be undertaken during school term time and so clear evidence will be required to demonstrate experience of working within live school environments.		
B3	In summary, works include ground works, sub and super structure to be strip foundations, block and beam floor and timber frame, with single ply Alumasc flat roof covering with internal fitout and M&E installations to include external landscaping and reinstatement works.		
<b>C</b>	<b><u>CONTRACTOR'S SITE INSPECTION</u></b>		
C1	The Contractor is advised to visit the site of the works and is to satisfy himself to the facilities for access, storage of materials and other site conditions and the like, to view the premises and ascertain for himself the nature and requirements of the conditions. Claims for lack of knowledge in such respects or otherwise will not be admitted. All site visits are to be arranged with the Contract Administrator.		
<b>D</b>	<b><u>TENDER PRICE</u></b>		
D1	The whole of the works detailed within the Specification, supporting documents and drawings provided are to be undertaken under contract on a fixed price basis. The contractor will be deemed to have included in the tender figure for all matters necessary for the completion of the works to the reasonable satisfaction of the Contract Administrator and to the true intent and meaning of the Contract Documents and Drawings. The Contractor is deemed to have checked all dimensions on site as necessary before submitting a tender.		
D2	<b><u>The Contractor is to price each clause in this document, wherever applicable.</u></b>		
D3	The items of work incorporated in this document have been described in reasonable detail but the Contractor is to consider this in conjunction with the Specification, supporting information, drawings and actual conditions and character of the work on site and where necessary the contractor is to take all dimensions and particulars from buildings or works.		
<b>E</b>	<b><u>TEMPORARY SUPPORT</u></b>		
E1	Allow for all temporary supports, where required, and protection to existing building structures, external areas to include hard and soft landscaping, fencing and outbuildings. Allow to protect all internal and external building fabric not directly affected, for the duration of the Works.		


<b>F</b>	<b><u>TEMPORARY SERVICES</u></b>		
F1	<b>THE CONTRACTOR IS TO TAKE RESPONSIBILITY FOR TRACING AND LOCATING EXISTING SERVICES, AND FOR MAINTAINING ALL NECESSARY SERVICES DURING THE COURSE OF THE WORKS.</b>		
F2	Maintain, alter, adapt and move services as necessary to carry out the works. All thoroughfares are to be kept clear at all times. The Contractor will be responsible for the regular clearing and disposal of all unwanted materials from site.		
F3	The Contractor is to ensure that all mains services are adequately protected during the Works and are in full working order at Completion.		
<b>G</b>	<b><u>HEALTH &amp; SAFETY</u></b>		
G1	Allow for compliance with CDM 2015 requirements and other site related health and safety issues in the capacity of Principal Contractor		
G2	Ensure safety to the general public, persons employed on site and other persons who may visit the site as applicable. Prevent damage to external areas etc. Any damage existing on commencement on site is to be brought to the Contract Administrator's attention before work commences.		
G3	Prevent the spread of dust, noise, etc. that is likely to cause nuisance during the works.		
<b>H</b>	<b><u>SITE MANAGEMENT, WELFARE FACILITIES AND PROTECTION</u></b>		
	The Contractor is to allow for the following during the course of the Works:-		
H1	Accept responsibility for co-ordination, supervision and administration of the works that include all sub-contracts.		
H2	Designate a competent person to superintend the work on site at all times. Any instructions given to this person shall be deemed to have been given to the Contractor.		
H3	Provide all necessary tools, temporary supports, plant, scaffolding, materials, haulage, labour, ladders, mobile access platforms, craneage and lifting equipment etc. necessary to carry out the works and clear away upon completion.		
H4	Provide suitable welfare facilities for the duration and complexity of the works. An indicative location for the site compound and an area for storing of materials has been provided in the tender drawings. The Contractor will be expected to provide a proposed site compound plan prior to commencement of the Works. If the Contractor wishes to deviate substantially from the indicative layout envisaged, the Contractor must state their reasons as part of their tender submission.		
H5	Setup contractor's compound to include site office cabins and welfare facilities, as shown on the indicative contractor's site setup plan. Allow for all necessary temporary power, water, and foul drainage connections/temporary storage and emptying to site cabins and facilities for the duration of the Works. Reinstate area used for contractor's compound and material storage on completion of the Works to the pre-commencement condition.		
H6	Provide and erect suitable perimeter site hoarding(s) or heras fencing(s) with security gates to the working area and welfare area to prevent unauthorised access.		
H7	Allow for temporary signage, particularly regards site and emergency egress routes.		
H8	Check all dimensions on site before starting work on site.		
H9	Allow for all attendance relating to sub-contract works and works by specialists, including Main Contractor priced items and Provisional Sum Items, as necessary.		
H10	Site supervisor to ensure that all contractor personnel and sub-contractors wear full PPE and ID at all times		

H11	Site supervisor to ensure that all deliveries are programmed outside of the busy school periods (0800 - 1600) and to also give due regard to the movement of staff and pupils around site at all other times. <b><u>ALL deliveries and site attendance MUST be coordinated in accordance with Trewirgie Infant School and Trewirgie Junior School - liaison will be a necessity throughout.</u></b>		
H12	The Contractor will allow for making the necessary arrangements for attending upon the Local Authority and other Statutory Authorities/Approved Inspectors when a representative makes an inspection.		
	<b><u>MATERIALS</u></b>		
H13	All materials, fittings and the like to be handled, and fixed in accordance with the manufacturers' recommendations. Should this conflict with that specified the Contract Administrator is to be informed. Materials and fittings if not stored at the Contractor's premises, must be kept within the confines of the working site or compound, and none to be left within general school areas. All to be suitably protected wherever stored.		
H14	Where materials, products and workmanship are not specifically detailed they are to be suitable for the purpose for which they are intended, as far as can be reasonably inferred from the Tender Documents; all in accordance with the relevant British Standard Code of Practice and to the approval of the Contract Administrator.		
H15	Prevent damage by frost and other weather conditions and maintain, as far as practicable, continuity of work and productivity during inclement weather.		
I	<b><u>CLEANING ON COMPLETION</u></b>		
I1	Remove any protective material not referred to elsewhere in the Specification and clean all floors, clean all glass inside and out, remove all mortar and cement marks and other stains and disfigurements to external walls, roof coverings, paving and the like, clean paintwork, sanitary fittings and ironmongery and other decorations as necessary. Clear all external areas including access routes, grassed areas, etc. Leave the whole of the Works and the site clean and in good order on completion all to the satisfaction of the Employer.		
J	<b><u>MAKING GOOD</u></b>		
J1	All works disturbed by reason of the operations specified herein shall be made good in a proper manner although not specifically mentioned and brought to a finish to match adjoining surfaces.		
K	<b><u>PERIODICALLY CLEAR AWAY</u></b>		
K1	Clear away and remove all rubbish, waste material and debris, from whatever cause arising, as it accumulates from time to time during the progress of the contract and upon completion.		
L	<b><u>CONTRADICTIONS</u></b>		
L1	Where contradictions are found between the Specification and Drawings they are to be referred to the Contract Administrator for decision.		
M	<b><u>VARIATIONS</u></b>		
M1	No extra work is to be carried out or any deviation made from the Contract without an estimate having first been agreed and written confirmation issued by the Contract Administrator.		
N	<b><u>DAY WORKS</u></b>		
N1	No dayworks of any description will be allowed except upon the written order of the Employer.		

<b>O</b>	<b><u>FLOWER BEDS, SHRUBS ETC.</u></b>		
O1	The Contractor shall protect all soft landscaping to include flowerbeds, any other individual plants and external structures and equipment (where applicable) whosoever positioned within the vicinity of the site. Any damaged plants, external structures and equipment or similar shall be replaced at the Contractor's own expense with a plant of similar maturity and any equipment on a like for like basis.		
<b>P</b>	<b><u>NEW TIMBER</u></b>		
P1	Where new timber is to be painted and in contact with masonry/plaster, the hidden face is to be primed. All new structural timber is to be factory pre-treated. Where applicable, where site-cut timber is used, cut ends are to be liberally brushed with preservative.		
<b>Q</b>	<b><u>OFFENSIVE GESTURES</u></b>		
Q1	The Contractor is expressly forbidden from displaying any sexist or racist material on site and must remove any present at the commencement of the Contract. This includes the obliteration of any racist or sexist graffiti.		
Q2	In the same manner, gestures and comments in similar vein will not be tolerated.		
<b>R</b>	<b><u>WORKMANSHIP</u></b>		
R1	The Contractor is reminded that the project should comply in all respect with the requirements of BS 8000:2014		
R2	Where applicable, all work is to be carried out strictly in accordance with the manufacturer's instructions and recommendations, and industry practices.		
R3	Mask off adjacent surfaces to achieve a clean and well decorated finish. Include for protective sheeting to floors/pavings/finishes etc where necessary and applicable for that work operation.		
<b>S</b>	<b><u>CLEANLINESS</u></b>		
S1	The Contractor is to ensure that any debris is bagged and cleared from site at the end of each working day.		
S2	Clean down access areas, walkways, paths, corridors, entrance hallways etc. at the end of each day, where applicable to all internal and external works.		
<b>T</b>	<b><u>DOMESTIC SUB-CONTRACTORS</u></b>		
	<u>Generally</u>		
T1	The Contractor is to price for the various works set out below which can be carried out by either Specialist members of the Contractor's own organisation or by Specialist Sub-Contractors. Any person or organisation undertaking such works shall be suitably qualified and shall comply with all statutory regulations and all requirements of the various public utility services.		
	<u>Contract Matters</u>		
T2	The employment of a Sub-Contractor shall not imply any contractual relationship between the Employer and such Sub-Contractor.		
T3	The Contractor shall remain contractually responsible for all works carried out by such Sub-Contractor and liable for any defects in any work carried out.		
	<u>Attendance</u>		
T4	The Contractor's prices shall include for providing general facilities including cutting away for and making good, cutting and forming holes through walls, floors and ceilings, and making good all finishes and works disturbed by the specialist, including chases.		

T5	It shall also be deemed to include allowing use of standing scaffolding, safety, health and welfare facilities; of plant materials, providing power, light and water for working purposes, clearing away rubbish, allowing use of all temporary means of access already fixed or placed in position on the site for operatives and materials.		
	<u>Pricing sub-contractor works</u>		
T6	Enter a price against the relevant clause in the works section. Price to include profit and attendance as applicable.		
<b>U</b>	<b><u>WORKING HOURS</u></b>		
U1	The Employer will not generally, in the normal course of working, permit operations to commence before 08.00 hours and not to continue after 17.30 hours each day (Monday to Friday inclusive) and from 0800 hours until 1300 hours on Saturday. Any work outside of these hours will need to be agreed in advance with the Contract Administrator.		
<b>V</b>	<b><u>USE OF RADIOS AND OTHER SUCH DEVICES</u></b>		
V1	The use of transistor or pocket radio receivers, or high frequency short-range transmitters, MP3 players and such devices, will not be permitted at any time upon any part of the site.		
<b>W</b>	<b><u>FINAL ACCOUNT</u></b>		
W1	The final account for this project is to be completed within one calendar month of Completion.		
<b>X</b>	<b><u>ELECTRICAL EARTHING FACILITIES</u></b>		
X1	The Contractor's attention is drawn to the fact that it is essential that proper electrical earthing facilities are maintained and extended as required by current IEE Regulations.		
X2	Where lightening conductors may have to be temporarily removed or altered during the course of the works the contractor is to notify the Employer immediately. On completion, conductor strips are to be reinstated and re-commissioning certificates provided.		
<b>Y</b>	<b><u>WEEKEND AND OUT OF HOURS WORKING</u></b>		
Y1	The Contractor is to allow within his tender for all necessary out of hours and weekend working to complete the Works as stipulated to achieve the Completion Date. Please highlight where this has been allowed		
<b>Z</b>	<b><u>SCAFFOLDING</u></b>		
	<u>Generally</u>		
Z1	Provide suitable internal and external access scaffolding, towers, mobile elevated platforms and the like where required to work safely at height.		
Z2	The Contractor is to submit a scaffold design showing the building elevation, scaffold stanchions and platforms etc prior to erection for review and as stipulated by any planning permission or other statutory conditions.		
	<u>Design</u>		
Z3	The scaffold design, construction and maintenance of the scaffolding is in compliance with BS EN 12810/12811 or NASC guidance TG20:08 and subsequent revisions and that the scaffold is erected, altered and dismantled in accordance with the Work at Height Regulations 2005.		
Z4	The Contractor will be required on behalf of the Employer to obtain all necessary local authority scaffolding licences where necessary prior to erection of any scaffold on the public highway and pavements.		
Z5	Access for the works is to be off scaffold only. It is NOT to be by ladder except for access to the scaffold.		

Z6	The general public and site operatives are to be protected at all times and suitable debris protection is to be provided, protruding end caps to scaffold tubes are to be provided with suitable end caps, together with stanchions marked clearly visible. Temporary lighting provided where necessary and in accordance with local highways regulations, or as a condition of the scaffold licence as applicable.		
	<u>MEWPS</u>		
Z7	Where it is not achievable to use a full scaffold in full or part alternative measures should be used such as MEWPs or similar plant equipment.		
	<u>Working at Height/Protection of Operatives and General Public</u>		
Z8	Working at height is to be undertaken in accordance with the Working at Height Regulations 2005 and HSE recommended guidance notes. Ladder access to scaffolding or towers is to be removed at night or securely enclosed.		
AA	<u>Photographic Record</u>		
AA1	The Contractor is required to take record photographs of the site, boundaries and public highway within the vicinity of the site prior to commencement of the Contract and to include the external/internal areas adjacent to the respective work areas (which are not affected as part of this contract). This is to be agreed and signed with the Contract Administrator prior to commencement. Where damage has occurred, internally or externally, the contractor at his own cost will rectify and make good the damaged areas to the satisfaction of the Contract Administrator.		
AB	<u>OPERATION AND MAINTENANCE MANUALS</u>		
AB1	Draft Operation and Maintenance Manuals are to be available at practical completion. The final O+M Manuals shall be required within four weeks of project completion.		
AC	<u>RECTIFICATION PERIOD</u>		
AC1	The rectification period for the Works is 12 months from Practical Completion.		
AD	<u>CONTRACTOR IDENTIFIED ITEMS</u>		
AD1	Any additional works identified by the Contractor to be listed below and included in the tender price:		
	<b>Carried through to summary sheet - Section 01:</b>		-

Client Project Document Date	Trewirgie Junior School New Classroom Block Schedule of Works 20th August 2019				
Any substitution of products/specification is to be highlighted and supported with the submission of appropriate documentation to allow for CA assessment					
Abbreviations used; BCB - Building Control Body CA - Contract Administrator					
Nr		Quantity	Unit	Rate	Total (£)
1.0	Groundworks and Substructure				
1.1	Remove and set aside top soil sufficient for all reinstatement works to site levels and landscaping. Allow for the tracing and protection/adjustment of the SWA cables indicated to be within the site area with any service disruptions to be out of hours.				0.00
1.2	Further reduce ground levels and trench dig in accordance with drawings 5188434-ATK-XX-GF-DR-S-1000 and 5188434-ATK-XX-GF-DR-S-1002 including cart away and disposal of arisings. Ensure minimum void depth of 150mm below underside of floor beams with organic material stripped from oversite and minimum 100mm compacted hardcore applied to oversite area				0.00
1.3	Trench fill foundations to a minimum depth as specified in 5188434-ATK-XX-GF-DR-S-1000 and 5188434-ATK-XX-GF-DR-S-1002 in Gen 1 concrete with associated reinforcement.				0.00
1.4	Bring up to levels in 100mm outer leaf with 75mm clear cavity and 140mm inner leaf 7N/mm2 dense concrete blockwork as per 5188434-ATK-XX-GF-DR-S-1000. Internal FFL/DPC to be minimum 150mm above existing external ground levels. Intermediate/Sleeper walls to be 210mm thick 7N/mm2 dense concrete block.				0.00
1.5	External exposed masonry below DPC to be brought up in Ibstock Brick Staffordshire Blue Smooth Facing Brick with weather struck pointing and extend a minimum of 2 courses below ground levels.				0.00
1.6	Floor void to be ventilated to achieve a minimum of 3000mm2 per linear meter using telescopic underfloor vents at not greater than 1800mm centres and not greater than 450mm from external or intermediary walls to both North-East and South West facing elevations. Telescopic ventilators to be coloured to match brick specification and located so as not to be obstructed by access ramps etc. All intermediary walls to be ventilated with proprietary air bricks to the same standard.				0.00
1.7	Ensure continuation of wall insulation to a minimum of 215mm below top of concrete floor beam.				0.00
1.8	Provide design for block and beam floor no later than 4 weeks prior to commencement of works. Supply and install to contractors design 150mm thick beam and block sub-floor to span arrangements as shown.				0.00
1.9	Bring up dolly/perimeter course in masonry to take and be equal in width to the timber sole plate.				0.00
1.10	Blind concrete slab with soft building sand or smooth cementitious screed prior to installation of Visqueen combined Radon and DPC to Visqueen Specification complete with all edge sealing and top hat details for service penetrations as per appendix E				0.00
1.11	Floor to be lined with Kingspan Kooltherm K103 board insulation in accordance with TER and to achieve a minimum U-Value of 0.18W/m2K. Perimeter insulation break is to be made using 25mm rigid insulation fixed to external perimeter walls up to FFL.				0.00
1.12	Install Visqueen Vapour barrier over insulation layer including taping of all joints and penetrations.				0.00
1.13	Lay minimum 75mm thick floor screed trowelled and levelled. (Co-ordinate with 8.1 - Underfloor Heating)				0.00
1.14	Tenderer Additional Items:				0.00
		</			

<b>2.0</b>	<b>Drainage</b>				
2.1	Drainage design; Contractor to fully investigate drainage runs and local conditions prior to commencement. Contractor to provide full drainage design layout for approval prior to commencement. Final drainage format dependant on contractor investigations as to discharge and disposal of surface water. Refer to Drainage layout proposal drawing 5188434-TR152QN-BS-UG-01, Oatway Stage 4 Design Information drawing P1208-M(52/52)100 and planning condition note Ref PA19/05931 (Appendix M).				0.00
2.3	Allow to disconnect and remove or grout up as appropriate existing drainage feed from MH4 to "Reconnection Point" including dig out and disposal of MH1, allowing to backfill with compacted type 1 aggregate.				0.00
2.4	Allow to dig out trench to accommodate new 100mm/150mm drainage pipe laid to 1:80 falls from connections with existing at MH4 and "Reconnection Point" including allowance for 100mm bedding.				0.00
2.5	Lay OsmaDrain 100mm/150mm on a minimum of 100mm bedding backfilled with 150mm side fill and 100mm coverage to the crown of the pipe to be in 10mm pea gravel backfilled with arisings. Ensure penetrations through building substructure are adequately supported using minimum 150mm PCC lintel. Drainage Transition to SP/SVP to be formed in OSMA Long Radius Bend pipe.				0.00
2.6	Allow to install OsmaDrain 450mm universal inspection chambers to MH2 to MH5 inclusive set and bedded as per OSMA Wavin standard specification, including riser shaft, concrete support, allowance to bring up to levels in engineering brick and set new cover to existing ground levels to be OSMA medium duty round cove and frame.				0.00
2.7	Surface Water Disposal; Contractor undertake full drainage assessment and supply finalised design prior to commencement of site works to be based on an attenuated system to discharge into an existing local surface water sewer or direct to water course. Attenuation tank design to cater for the 1 in 100 year peak rainfall event plus additional 40% minimum storage with discharge rate no greater than 1 l/s. Indicative surface water drainage layout shown in drawing number 5188434-TR152QN-BS-UG-01 with details in Appendix M				0.00
2.8	Allow to install OsmaDrain bottle gully to each downpipe connected by 110mm OsmaDrain Pipe laid to 1:80 falls backfilled to Osma standard specification including suitable OsmaDrain inspection chambers at any change of direction. Allow to install 1m ACO channel at all door thresholds including trapped connection into surface water drainage.				0.00
2.9	Tenderer Additional Items:				0.00
		<b>Section 2 Total</b>			<b>£0.00</b>
<b>3.0</b>	<b>Superstructure</b>				
3.1	Lay 150mm Visqueen GR DPC to all perimeter and dolly walls to Visqueen standard Gas Barrier detail to include double side and lap taping to Visqueen combined Radon and DPC membrane.				0.00
3.2	Install 140mm sole plate onto perimeter/dolly course mechanically fixed at not less than 600mm centres with ballistic shot-fired fixings.				0.00
3.3	Supply and fix timber frame structure to include 140mm stud frame and 9.5mm OSB external sheathing, refer to Appendix F for indicative quotes.				0.00
3.4	Insulate panels between studs with rigid board insulation to achieve a minimum 0.22W/m2K and in accordance with TER requirement.				0.00
3.5	Line all internal stud walls with Visqueen Vapour Barrier utilising Visqueen edge and jointing tapes as per Visqueen standard detail. Fix in place with 25mm x 50mm treated service battens fixed to stud face.				0.00
3.6	Line external stud walls with Protect TF200 Thermo Breather Membrane to incorporate cavity tray/fly screen at DPC line. Fix in place with 25mm x 50mm treated timber batens fixed vertically to timber studs.				0.00
3.7	Fix 25mm x 50mm treated timber counter battens fixed horizontally at not less than 400mm centres fixed to external vertical battens to provide 50mm ventilation gap.				0.00
3.8	Tenderer Additional Items:				0.00
		<b>Section 3 Total</b>			<b>£0.00</b>



<b>4.0</b>	<b>Roof</b>				
4.1	Supply and fix timber firrings to wall plate to achieve minimum 1:80 fall across the roof running down towards the South West elevation with additional firrings as required for support at any intermediary walls.				0.00
4.2	Supply and fix parallel chord truss type roof joist (such as Wolf Systems, EasiJoist 300 or similar) including all fixings, bracings, ring beam and restraints as per contractors design. Allow minimum 50mm soffit overhang to eaves.				0.00
4.3	Supply and fix timber decking to provide suitable loading for weather and maintenance access.				0.00
4.4	Supply and fix PPC Aluminium fascia and rainwater goods as per Rainclear specification (Appendix H) incorporating a 50mm soffit strip. Allow for all trims, fixings and finishes including all supporting timbers.				0.00
4.5	Install roof covering including insulation as per Alumasc Specmaster specification (Appendix G), allowing for all site inspections as required for Alumasc warranty.				0.00
4.6	Tenderer Additional Items:				0.00
		<b>Section 4 Total</b>			<b>£0.00</b>
<b>5.0</b>	<b>External Finishes</b>				
5.1	Supply and fix Knauf Aquapanel Exterior board to external areas as shown in 5188434-ATK-V1-XX-EL-A-1400 (Appendix B) using Aquapanel Rustproofed Screws and all jointing reinforced to manufacturers instructions with Aquapanel Exterior Reinforcing Tape.				0.00
5.2	Supply and fix vertically solid cedar T&GV to areas as shown 5188434-ATK-V1-XX-EL-A-1400 (Appendix B) including corner and framing battens to vertical edges of panels.				0.00
5.3	Protect Cedar cladding during render application.				0.00
5.4	Coat exterior Aquapanel surfaces with K-Rend system including base and top coat TC-15 in Linen to K-Rend Specification (Appendix I). K-Bead to be used for all stops, junctions, reveals and corners as appropriate.				0.00
5.5	Tenderer Additional Items:				0.00
		<b>Section 5 Total</b>			<b>£0.00</b>
<b>6.0</b>	<b>Doors and Windows</b>				
6.1	Doors and windows to be PPC Aluminium as per 5188434-ATK-V1-XX-EL-A-1400 (Appendix B). Minimum U-Value to be achieved of 0.3W/m2K. Glazing to be toughened below 1200mm above FFL. Cills to project a minimum of 25mm. All doors to have level access thresholds. Doors to be supplied with 4 no. keys. Escape doors to be provided with full width panic bar. Doors and windows to be finished in Ral 7015 - slate grey. Doors/Windows adjacent to external escape routes to be fire resisting construction including glazing				0.00
6.2	Tenderer Additional Items:				0.00
		<b>Section 6 Total</b>			<b>£0.00</b>

7.0	Internal Finishes				
7.1	Walls; To all internal walls surfaces and partitions to be lined with knauf 15mm Fire Panel tapered edge plasterboard, taped and filled to joints and fixings. To all areas aside from WC's, walls to be finished with 1 mist coat and 2 top coats of Dulux Diamond Matt in magnolia.				0.00
7.2	Walls; To WC areas, supply and fix CleanClad uPVC lining to all exposed walls within WC's to run from floor cap junction to soffit, to include all trims, fixings and finishing. CleanClad colour TBC.				
7.3	Flooring; Barrier matting to be provided at all entrance/exit doors to be Heckmondwike Dreadnaught UB, to extend 1000mm from door frame and finish in line with reveals. General floor covering to classroom and lobby areas to be Heckmondwicke Supacord (Indigo). WC, store, plant and sink areas (to provide a 1m perimeter to class sink units) to be Altro Walkway in Nightfall (capped and coved perimeter to WC's).				0.00
7.4	Ceilings; Supply and fix Armstrong Axiom Classic ceiling grid with 600mm x 600mm panels in Blizzard white with grid to match at 2700mm above FFL to all areas.				0.00
7.5	Internal Doorsets; All openings to be as shown in 5188434-ATK-XX-GF-DR-S-1001. Supply and fix Classroom doorsets to pattern 2 as shown in Appendix L. Doors to be FD30s with toughened PyroGlaze panel finished in American White Oak, lipped and bollection beaded to match with painted frames in gloss white. WC and Store cupboard doors to be solid flat panel door finished in Formica Azur Blue in Matte finish with American white oak lipping. Fire designation requirement as per door schedule - Appendix L. Frames to be solid plain type with planted stops and intumescent strips and seals finished in gloss white. Ironmongery as per SWS specification Appendix L.				0.00
7.6	Joinery; Architraves to be 40mm Chamfer profile in 18mm thick pre-primed mdf. Skirtings to be 100mm Chamfer profile in 18mm thick pre-primed mdf. Window cills to be 25mm mdf round edge cut to form 25mm overhang to face and returns. Finished in 2 coats Dulux Undercoat and 1 coat Dulux Gloss in Brilliant White.				0.00
7.7	Sink Unit (per classroom); Supply and fix 1200mm base unit in flat panel Matt Graphite FHD with chrome strap D handle. Install plinth to units in Matt Granite to match. Install cast resin 20mm solid worktop in black with <5mm overhang projection. Fit dark blue 7mm backboard to rear and side walls to finish flush with worktop nosing, finished minimum 600mm above worktop. Install Caple Mode 50 Inset stainless steel sink with chrome pillar lever taps to include all wastes, connections and fittings as per Oatway design specification (Appendix J).				0.00
7.8	Tenderer Additional Items:				0.00
Section 7 Total					£0.00

<b>8.0</b>	<b>Mechanical and Electrical</b>				
8.1	Refer to Oatway Design M&E Services Specification of Works (Appendix J) and Nu-Heat Underfloor and Air Source Heat Pump Quotations (Appendix K).				0.00
8.2	Supply and install Hot & Cold domestic services including all fixtures, fittings and commissioning with localised electric point of use water heaters as per Oatway Specification section 2 and Oatway drawing reference P1208-M(52/53)100 T0				0.00
8.3	Supply and install LTHW Air Source Heat Pump system including zoned underfloor heating as per Oatway Specification section 2 and Oatway drawing reference P1208-M and Nu-Heat Quotation including all fixtures fittings and commissioning.				0.00
8.4	Supply and install MVHR and extract systems including all fixtures, fittings and commissioning as per Oatway Specification section 2 and Oatway drawing reference P1208-M(57)100 T0				0.00
8.5	Supply and install above ground drainage system including all fixtures, fittings and commissioning as per Oatway Specification section 2.5 and Oatway drawing reference P1208-M(52/53)100				0.00
8.6	Supply and install new mains electrical supply sub-main as per Oatway Specification section 3 and Oatway drawing reference P1208-ME(50)100 T0				0.00
8.7	Supply and install small power system as per Oatway Specification section 3.2 and Oatway drawing references P1208-E(51)100 T0 and P1208-E(50)SCH001 T0				0.00
8.8	Supply and install internal, external and emergency lighting system as per Oatway Specification sections 3.3 and 3.4 and Oatway drawing reference P1208-E(53)100 T0				0.00
8.9	Supply and install IT Data Systems including connections to existing as per Oatway Specification section 3.5 and Oatway drawing reference P1208-E(51)100 T0				0.00
8.10	Supply and install security and door entry systems including connections to existing as per Oatway Specification section 3.6 and Oatway drawing reference P1208-E(61-54)100 T0				0.00
8.11	Supply and install fire alarm system including connections to existing as per Oatway Specification section 3.7 and Oatway drawing reference P1208-E(52)100 T0				0.00
8.12	Tenderer Additional Items:				0.00
		<b>Section 8 Total</b>			<b>£0.00</b>
<b>9.0</b>	<b>Sanitaryware</b>				
9.4	To all WC's; Supply and fix Viking signs product code DV749-S15-1M and DV746-S15-1M male/female gender neutral signage with wheelchair sign for accessible WC to match, signage to be 150mm/150mm.				0.00
9.5	To all WC's; Supply and fit Armitage Shanks Contour 21 40 cm wash basin with Piccolo pillar taps. Basin set at 700mm above FFL.				0.00
9.6	To all WC's; Supply and fit Armitage Shanks Contour 21 355mm back to wall pan and Cubicle Systems IPS with hidden dual flush cistern and Contour 21 Blue seat including all fixtures fittings and finishes including coloured laminate IPS cladding panels, colour TBC.				0.00
9.7	To all WC's; Supply and install wc sundry fittings from www.School-Toilets.co.uk including bin (WR-7), toilet roll holder (JTRH) and Paper towel dispenser (PTD-L)				0.00
9.8	Accessible WC additional requirements; Allow to create additional support frame and boxing to IPS to ensure leading edge of pan located as to comply with Part M. Supply and fix Armitage Shanks Contour 21 supports and rails as to comply with Part M with Accessible WC alarm to be installed. Warning beacon in lobby with repeater's to each classroom.				0.00
9.9	Tenderer Additional Items:				0.00
		<b>Section 9 Total</b>			<b>£0.00</b>

10.0	External Areas				
10.1	<p>New Access Stair;</p> <p>Refer to Atkins External Stair Details drawing ref. 5188434-ATK-XX-GF-DR-S-1003</p> <p>Allow to take down specified sections of existing wall and dispose of arisings.</p> <p>Form new stair as per specification to include foundations, stairs and new retaining walls including all making good to existing structures.</p> <p>Install new palisade hit and miss style fencing to height of 1100mm above stair fixed to 100mm posts with Metpost shoes to include Part M compliant twin-height continuous internal hand railing on each side to be PPC Steel tube on brackets fixed to posts to protrude and head and foot of stairs.</p> <p>Include for colour contrast nosing on each stair tread.</p>				0.00
10.2	<p>Access paving;</p> <p>Refer to F+G drawing Access and Egress Levels ref. 5188434-TR152QN-BS-XX-01</p> <p>Construct access routes to include PCC kerb edgings set to falls of not greater than 1:20 from building egress points to existing routes to include make up levels with appropriate sub-base and finish with tarmac.</p> <p>Allow for 1 width of warning blister/courdroy paving at head and foot of new access stairs.</p> <p>Install ACO channel to all egress threshold points including connections to surface water drainage. (noted elsewhere)</p>				0.00
10.3	Carefully remove 20m extent of existing Chainlink fence to rear of new school building to facilitate safe egress from the rear doors/plant area. Parts to be retained on-site for re-use by the school.				0.00
10.4	Allow for making good to all soft landscaping to site extents to include redistribution of top soil and laying of turf to finish where disturbed/impacted by the works.				0.00
10.5	Tenderer Additional Items:				0.00

SECTION TOTALS CARRIED TO SUMMARY SHEET

SECTION 2 CHECK CELL

£0.00

## 6. Form of Tender

**Employer:** Trewirgie Junior School  
**Project:** Trewirgie Junior School - New Classroom Block

**Description of the work:** Construct a new 2 classroom teaching block with standalone WC facility, entrance lobby and plant area including finishes and fitout.

**Name of contractor**.....

I/We undertake in the event of your acceptance to execute with you a form of Contract embodying all conditions and terms contained in this offer and to execute and complete the whole of the works required in connection with the above work in accordance with the drawings and specification prepared by you for the “fixed price” sum of

(In words) £.....excluding VAT

(In figures) £.....excluding VAT

I/We agree that should obvious errors in pricing be discovered before acceptance of this offer submitted by me/us, these errors will be dealt with in accordance with A30 Clause 145 whereby the pricing document is dominant.

It is understood that neither the lowest nor any tender will necessarily be accepted.

If my/our tender is accepted, I/we will be able to commence works on:

And complete the whole of the works by:

And I/we agree that work shall be continuous from commencement until work is complete.

Form of Agreement –

Signed .....

On behalf of .....

Dated .....

# 7. Certificate Relating to a Bona Fide Tender

## Trewirgie Junior School

## Trewirgie Junior School New Classroom Block

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of the principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:-

- a) Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b) Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
- c) Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons and any body or association, corporate or incorporate, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

For the avoidance of doubt (and with regard to the statement of objections issued by the Office of Fair Trading to 112 companies in the construction sector announced by the OFT on 17 April 2008) the Client regards 'cover pricing' and 'compensation payments' as unlawful activities which are collusive and anti-competitive.

Signed as in Tender \_\_\_\_\_

For and on behalf of \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

## 8. Certificate of Insurance

The successful Supplier is required to submit evidence provided by its Insurer or Lloyds Broker of Insurance details either in the following format, or by submission of copies of current insurance certificates.

This is to certify that the Insurer ..... has issued policies or insurance as indicated below to ..... (the Supplier), and is aware that said policies will apply to services performed under the Contract between the Supplier and the Client and/or its Subsidiary Companies.

Class of Insurance	Sums Insured of Limits of Indemnity	Policy Number	Expiry Date
(a) <b>Employers Liability</b>	£ .....	.....	.....
(b) <b>General Third Party Liability</b>	Limit £ ..... any one period of insurance	.....	.....
(c) <b>Liability Insurance</b>			
(i) Death or bodily injury to persons	Unlimited	.....	.....
(ii) Property Damage	Limit £ ..... any one accident or occurrence	.....	.....
(d) <b>Contractors All Risks</b>	Replacement value of plant or equipment.	.....	.....
(e) <b>Other: please give details on separate sheet following format shown on this page.</b>			

Upon written request by the holder of this certificate, the Insurer or Agent, if indicated below, will furnish a copy of any policy cited above certified to be a true and complete copy of the original.

Signed

by.....

(sign & print name & job title)

on behalf of

Insurer.....

or Lloyds Broker

Date.....



# Appendices



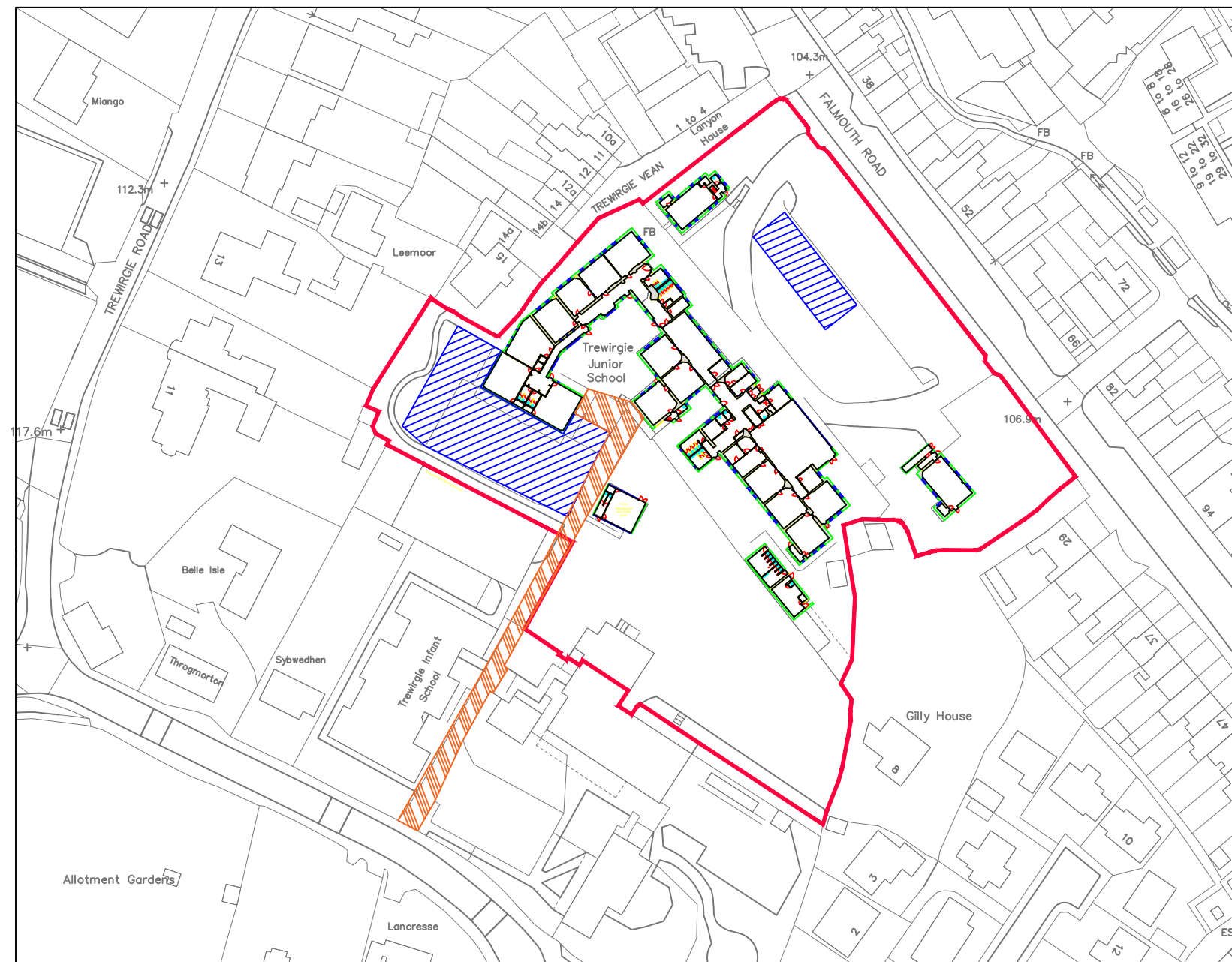
# Appendix A. Site Location Plan and Extents

## A.1. Site Location Plan



## A.2. Site Working and Welfare Area

- 5188434-TR152QN-00-GI – Site Confines and Access Route Information



Scale 1:1250 @ A3

C:\TREWIRGIE JS - Offline Work\Site and access extents.dwg

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DO NOT SCALE

Use only written dimension. All dimension must be verified prior to works being put into hand and any discrepancies reported to the originator.

## Health and Safety Information

	Details	Sign	Date
Asbestos Survey			
Structural Check/Lifting & Handling			
Site Survey			
Access and Egress/Site Compound			
Hazards Identified			

## General Notes

Trewirgie Junior School site boundary.

Site extents, to be protected to perimeter with HERAS fencing and additional screening mesh.

Area 1= Site Welfare  
Area 2 = Construction Site

All activity MUST be within site confines with prior notification if works are outside these boundaries

**Plant and Material Access:**  
All site access and deliveries to be undertaken out of school drop-off, collection and break times. (see Prelims)

All deliveries and vehicle movements to be banked front and rear

All access through Trewirgie Infant School area must be notified with agreement provided to the school.

**FAITHFUL+GOULD**

The Octagon, 2nd Floor, Pynes Hill Court, Rydon Lane,  
Exeter, EX2 5AZ

Tel: +44(0)1392 813100  
Fax: +44(0)1392 352999

Project	Trewirgie Junior School New Classroom Block
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Title
General Site Location Plan Site Confines and Access Route Information

Drawing No 5188434-TR152QN-00-GI

Scale <b>As Shown</b>	Drawn <b>ST</b>	Checked <b>TU</b>	Co-ord chk
Drawing size <b>A3</b>	Date <b>04/09/19</b>	Date <b>05/09/19</b>	Date

Status	INFORMATION
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## Appendix B. Drawings

- 5188434-ATK-V1-00-PL-A-1100 – LEVEL 0 – GENERAL ARRANGEMENT PLAN
- 5188434-ATK-V1-RF-PL-A-1300 – GENERAL ARRANGEMENT ROOF PLAN
- 5188434-ATK-V1-XX-EL-A-1400 – GENERAL ARRANGEMENT ELEVATIONS
- 5188434-ATK-V1-XX-SK-A-1410 – 3D VIEWS



In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

## CONSTRUCTION

## MAINTENANCE/CLEANING

DECOMMISSIONING/DEMOLITION
----------------------------

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

[illegible]

P01	27/06/2019	Planning Submission	KJ	DL	TU
Rev.	Date	Description	By	Chk'd	App'd

Drawing Suitability	<b>PLANNING</b>	Status <b>S2</b>
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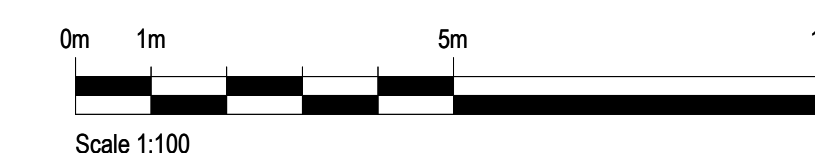
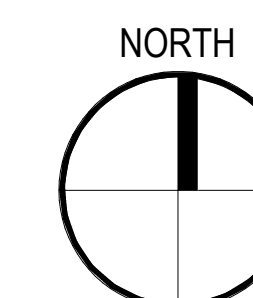
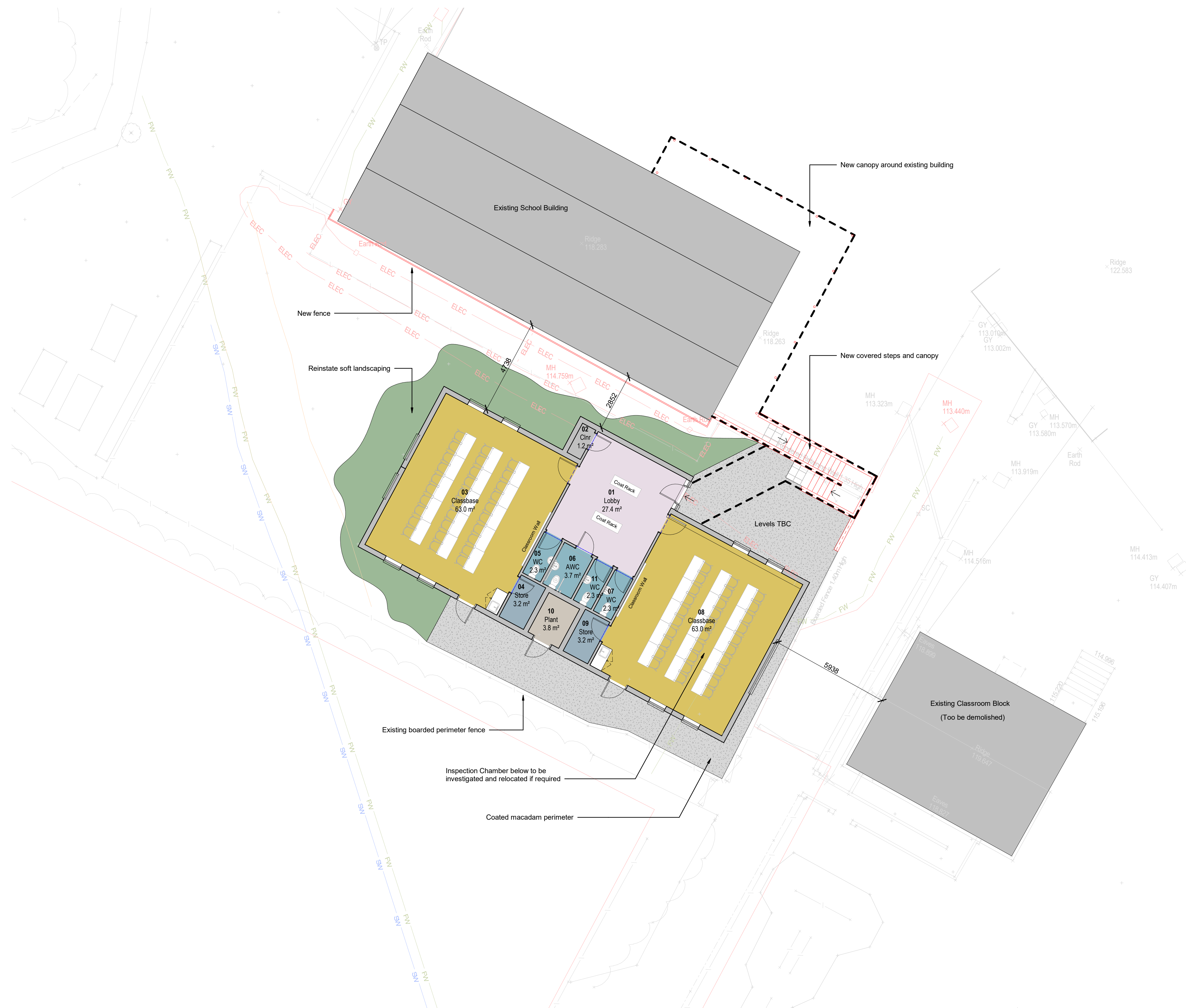
Client  
Trewirgie Junior School, Falmouth Rd,  
Redruth, TR15 2QN

Project Title	TREWIRGIE JUNIOR SCHOOL
---------------	-------------------------

Drawing Title  
LEVEL 0 - GENERAL ARRANGEMENT PLAN

Scale 1 : 100	Designed KJ	Drawn KJ	Checked DL	Authorised TU
Original Size A1	Date 27/06/2019	Date 27/06/2019	Date 27/06/2019	Date 27/06/2019

Drawing Number	Revision
5188434-ATK-V1-00-PL-A-1100	P01




**LEVEL 0 - GENERAL ARRANGEMENT PLAN**  
 SCALE 1 : 100



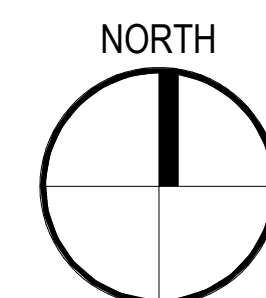
In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

## CONSTRUCTION

## MAINTENANCE/CLEANING

## DECOMMISSIONING/DEMOLITION

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement



1 ROOF - GENERAL ARRANGEMENT PLAN  
1300 SCALE 1:100

P01	27/06/2019	Planning Submission	KJ	DL	TU
Rev.	Date	Description	By	Chk'd	App'd

Drawing Suitability	<b>PLANNING</b>	Status <b>S2</b>
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Member of the SNC-Lavalin Group

Atkins Ltd  
Octagon Pynes Hill Court  
Rydon Ln  
Exeter  
EX2 5AZ

Tel: +XX (0) 01392352900  
[www.atkinsglobal.com](http://www.atkinsglobal.com)  
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Client  
Trewirgie Junior School, Falmouth Rd,  
Redruth, TR15 2QN

Project Title	TREWIRGIE JUNIOR SCHOOL
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Drawing Title	GENERAL ARRANGEMENT ROOF PLAN
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Scale 1 : 100	Designed KJ	Drawn KJ	Checked DL	Authorised TU
Original Size A1	Date 27/06/2019	Date 27/06/2019	Date 27/06/2019	Date 27/06/2019

Drawing Number	Revision
5188434-ATK-V1-RF-PL-A-1300	P01

## GA SECTION LEGEND

**NOTES:**

1. This drawing represents the Architectural Intent only. The reproduction process can distort actual colours, therefore these elevations should be read in conjunction with physical samples and manufacturers data.
2. Associated details referred to represent the Architectural Intent only and are therefore subject to the Specialist Designers Standard Details.
3. Drawing to be read in conjunction with relevant sections of the Architectural Specification.
4. All dimensions to be checked on site by contractor prior to fabrication / installation.

## SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

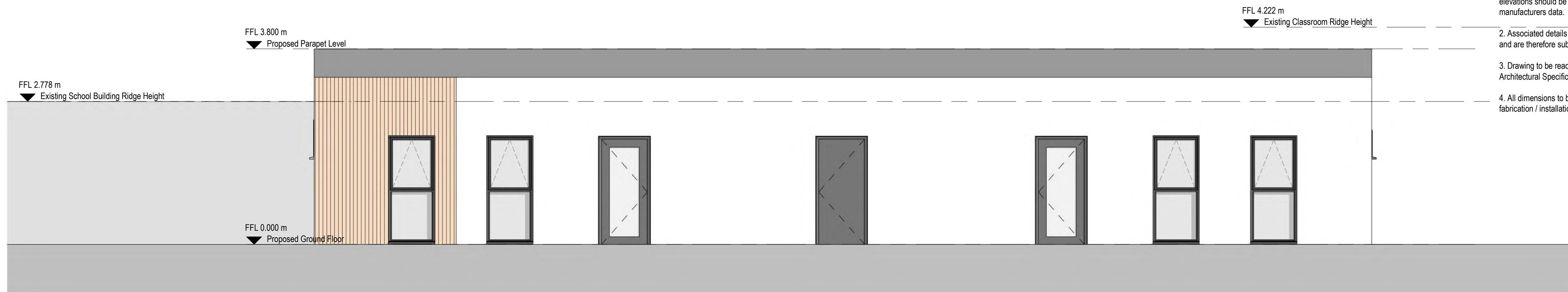
## CONSTRUCTION

## MAINTENANCE/CLEANING

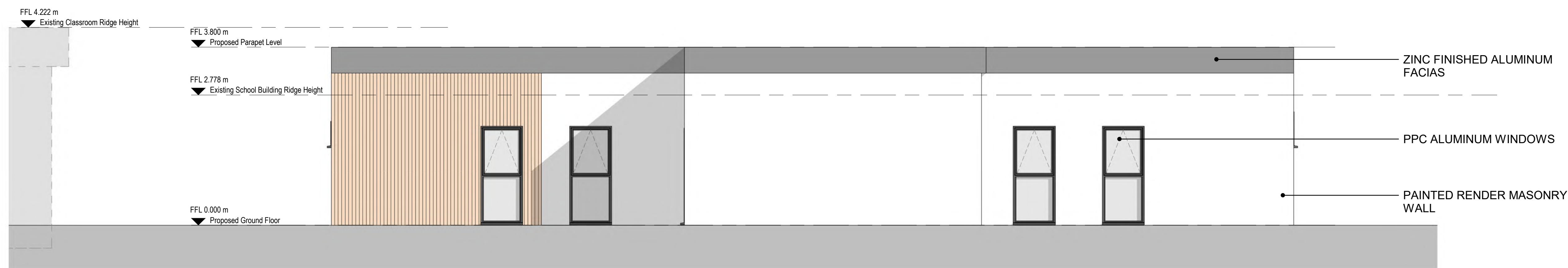
## DECOMMISSIONING/DEMOLITION

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

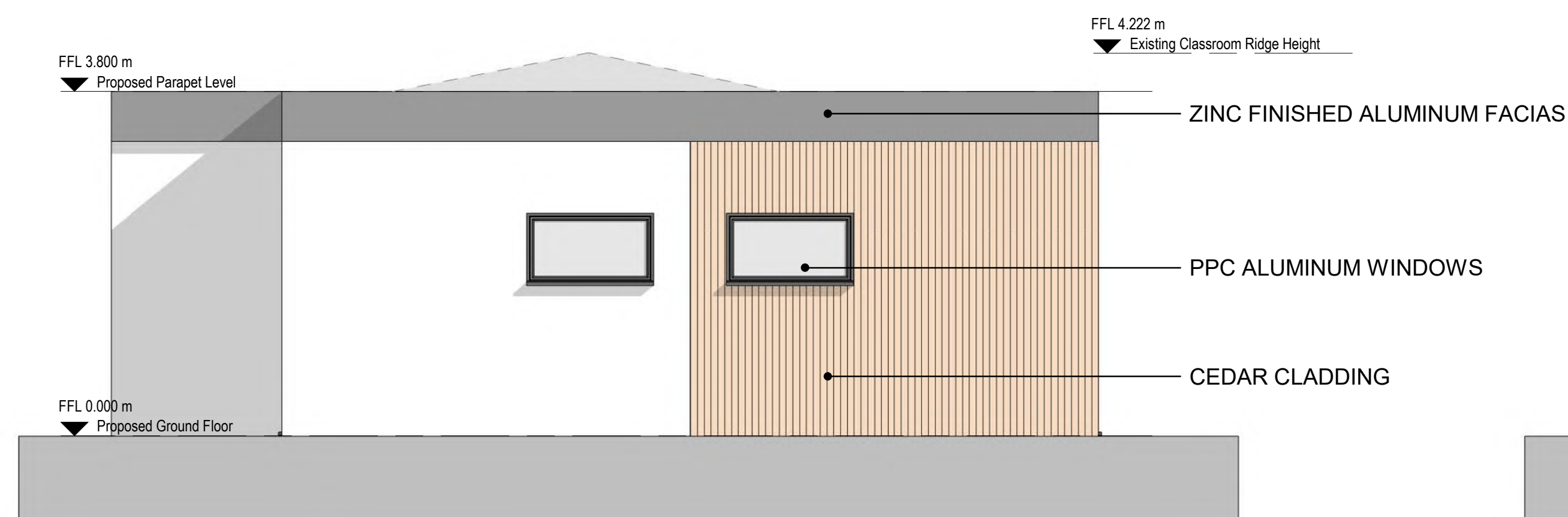
**1** South Elevation  
SCALE 1:50



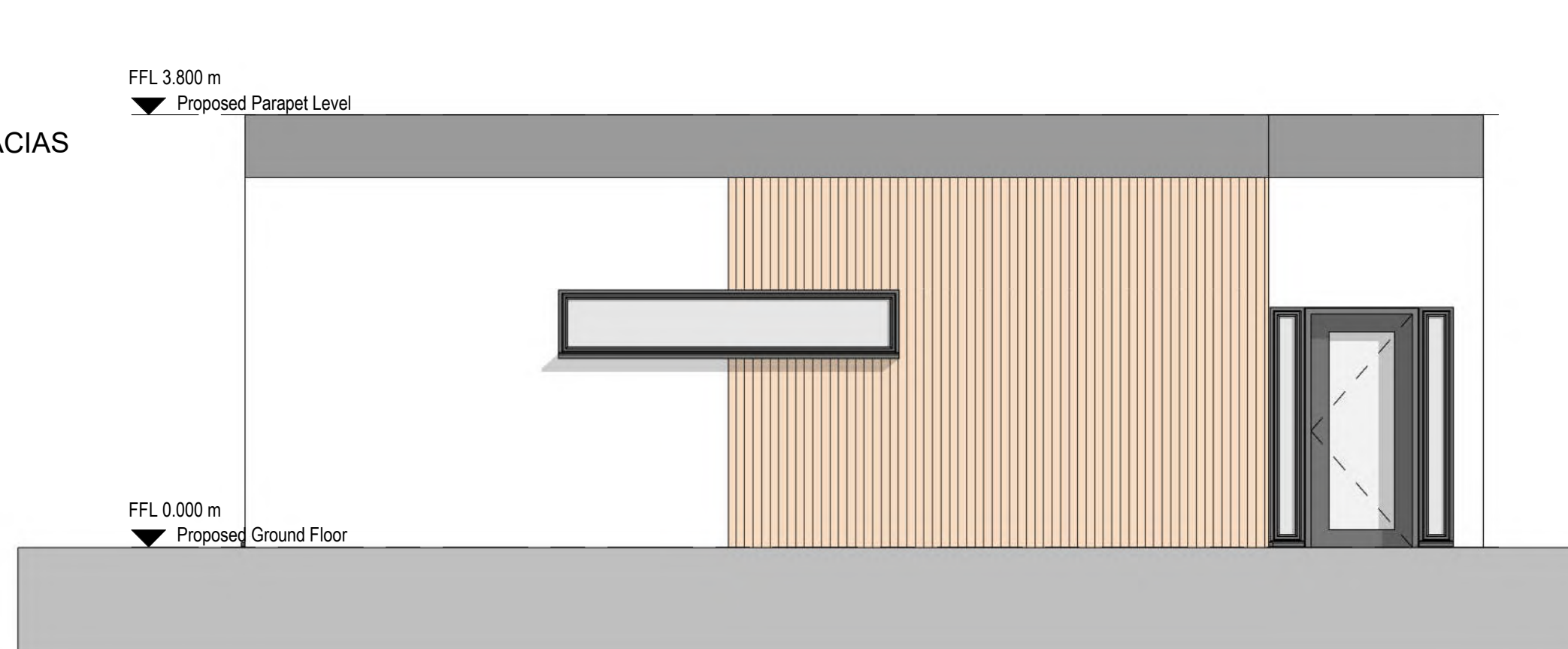
3 North Elevation  
1400 SCALE 1 : 50




2 West Elevation  
1400 SCALE 1 : 50



4 East Elevation  
1400 SCALE 1 : 50



P03	17/07/2019	Ammendments to titles	KJ	DL	TU
P02	02/07/2019	Update to planning submission	KP	DL	TU
P01	27/06/2019	Planning Submission	KJ	DL	TU
Rev.	Date	Description	By	Chk'd	App'd

Drawing Suitability	<div>PLANNING</div>	Status	<div>S2</div>
<div><div><div></div><div>SNC · LAVALIN</div><div>ATKINS</div><div>Member of the SNC-Lavalin Group</div></div><div><div>Atkins Ltd</div><div>Octagon Pynes Hill Court</div><div>Rydton Ln</div><div>Exeter</div><div>EX2 5AZ</div><div>Tel: +XX (0) 01392352900</div><div><a href="http://www.atkinsglobal.com">www.atkinsglobal.com</a></div><div>© SNC-Lavalin (2018)</div></div></div>			
Client <div>Trewirgie Junior School, Falmouth Rd, Redruth, TR15 2QN</div>			
Project Title <div>TREWIRGIE JUNIOR SCHOOL</div>			
Drawing Title <div>GENERAL ARRANGEMENT ELEVATIONS</div>			
Scale <div>1 : 50</div>	Designed <div>KJ</div>	Drawn <div>KJ</div>	Checked <div>DL</div>
Original Size <div>A1</div>	Date <div>27/06/2019</div>	Date <div>27/06/2019</div>	Date <div>27/06/2019</div>
Drawing Number <div>5188434-ATK-V1-XX-EL-A-1400</div>			Revision <div>P03</div>



A vertical scale bar labeled "Millimetres" with markings from 0 to 10. The scale is oriented vertically, with 0 at the bottom and 10 at the top. Major markings are at 0, 10, and 20 (labeled as 20). Minor markings are at every millimetre.



In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

## MAINTENANCE/CLEANING

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

P01	27/06/2019	Planning Submission	KJ	DL	TU
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Project Title

TREWIRGIE JUNIOR SCHOOL

Scale	Designed KJ	Drawn KJ	Checked DL	Authorised TU
Original Size A1	Date 27/06/2019	Date 27/06/2019	Date 27/06/2019	Date 27/06/2019

CLASSIFICATION - CONTAINS BASELINE INFORMATION

## Appendix C. Atkins Structural Design

- Atkins Structures – Deliverable Issue Sheet.
- 5188434-ATK-XX-GF-DR-S-1000 – Foundation Layout.
- 5188434-ATK-XX-GF-DR-S-1001 – Ground Floor Layout.
- 5188434-ATK-XX-GF-DR-S-1002 – Sections and Details.
- 5188434-ATK-XX-GF-DR-S-1003 – External Stair Details.
- 5188434-ATK-XX-ZZ-REP-S-001 – Structural Design Risk Assessment.





Team: **STRUCTURES**

**Office:** The Octagon, Pynes Hill Court  
Rydon Lane, EXETER, EX2 5AZ

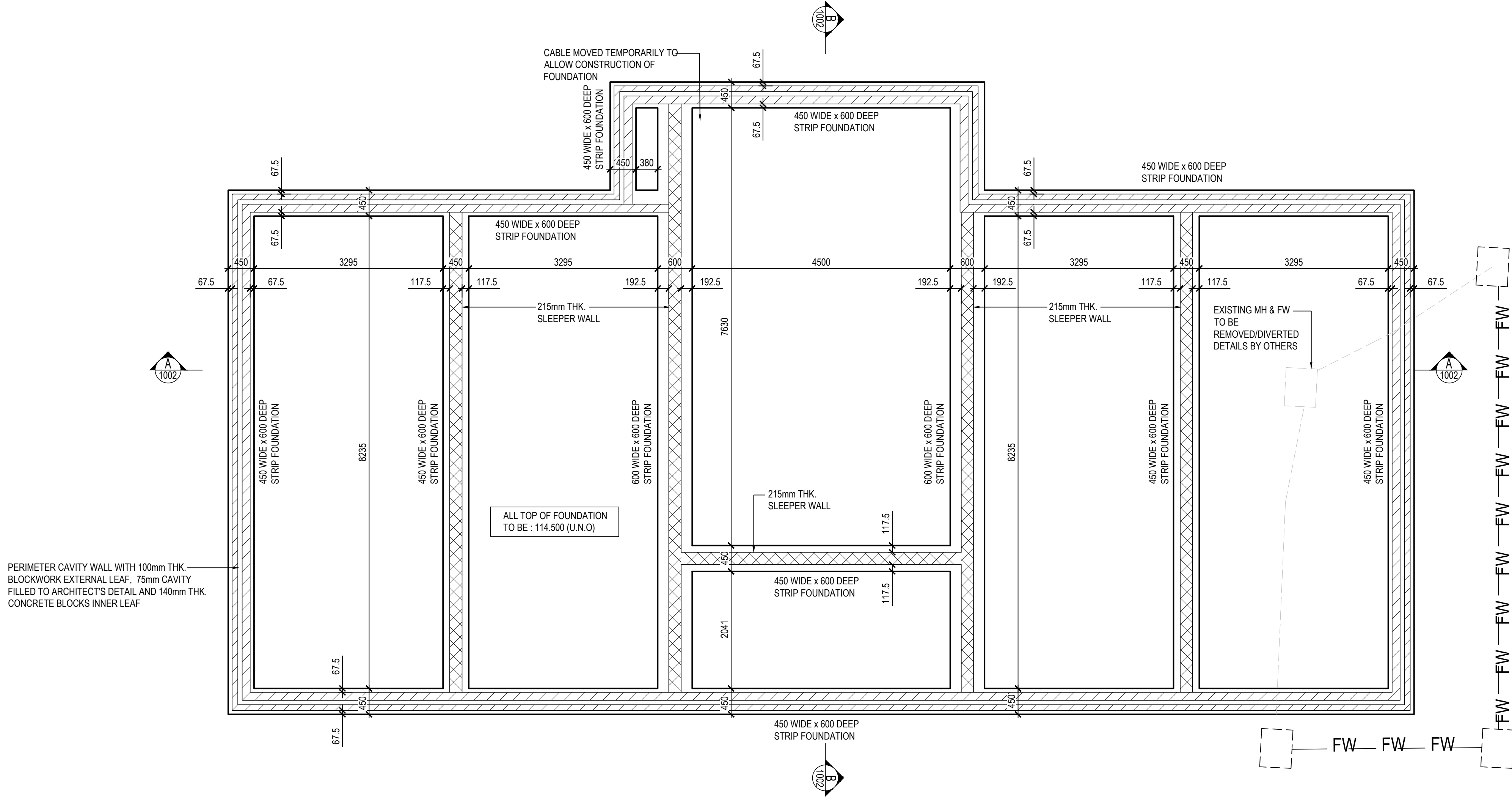
**Tel: +44 1392 352 900**

Project No		5188434						Page No		001		Sheet No		001		Revision			
Project Name		TREWIRGIE JUNIOR SCHOOL																	
Purpose of Issue	01 WIP	S1 For Coordination				S2 For Information				S3 For Review/Comment				S4 For Approval					
	03 Published	D1 For Costing				D2 For Tender				D3 For Contractor Design				D4 For Manufacture/Procurement					
		CR Construction Record																	
	Insert abbreviation >		D2																
Date of Issue	Day	23																	
	Month	08																	
	Year	19																	

[illegible][illegible]

Atkins Project (Health and Safety) Risk Register for use by Designers engaged in Design Risk Management under CDM 2015																
		Project: 5188434 - Trewirgie Junior School						Author(s): Wilson Okaka			designoutrisk					
		Design Phase: RIBA STAGE 4						Reviewer(s): Colin Appleton, Pete Herrod-Taylor								
		Spec Series or Element: SUBSTRUCTURE						Date of this Revision: 21/08/2019								
		Option Ref. (if relevant) N/A						Revision No. 0						5188434-ATK-XX-ZZ-REP-S-0001		
Hazard Identification				Eliminate (Hazard Elimination) or (Reduce (Risk Reduction) and Control) - CDM 2015 Regulation 9 - Duties of designers							Inform - Communication of Residual Risk - but only if Significant			Notes		
A	B	C	D	E	F	G	H		I	J	K	L	M			
	Activity/ Location	Hazard/ Persons	Stage	Design Measures to Eliminate		Design Measures to Reduce		RAG	Control Measures		Residual Risk	Significance	Communicate	Complete?	Notes	
Ref.	1. Hazardous Activity and 2. Location	1. Hazard (Potential for Harm) and 2. Persons at Risk of Harm	Stage Affected (from dropdown)	Designer action to Eliminate/ Reduce to be tackled as a hierarchy - first record here- Design Measures to Eliminate Hazards (design out), or state "It has not been possible to eliminate the identified Hazard"		Designer action if unable to eliminate identified Hazard- record here - Design Measures to Reduce Risk. Record what you the designer has done or will do. Do not record what you expect the Construction Contractor to do.		Green RAG list item employed to significantly reduce risk (if any)	Record Significant Design Assumptions, Suggested Work Methods, Sequences or Other Control Measures - these will be carried forward to the Pre-construction Information. Note 1: only record the significant, not the routine. Note 2: if you the Designer are relying on anything recorded here, you will need to mandate it in the construction contract.		Brief summary of what remains, or state "None" if eliminated.	Significance of Residual Risk (Select from RAG List or classify as equivalent)	Means of Communicating Significant Residual Risk (RED/ AMBER Construction will go in PCI)	Is this Item Complete or a Work in Progress? Can only be complete at Detailed Design Phase.	Commentary if required/ Project Director sign off of any Red and/ or Amber Items	
1	1. Site Access 2. Sitewide	1. Potential for high volumes of site users conflicting with the works area, works traffic or public traffic. Intentional access to construction site. 2. Site users, construction workforce, public.	Construction	This hazard can not be eliminated.		Contractor to put traffic control measures in place. Separate routes for pedestrian and vehicular traffic should be indicated. One-way system and no-reversing policy in site should be adopted. Effective traffic management to avoid conflict with public traffic should be put in place.		Green	G10		Phased construction with delineated working areas to be secured with site hoardings. Contractor to ensure a robust and secure site containment strategy. Vehicle holding area to be defined should deliveries be held-up on site.	None	Not Significant	-	-	Item Work in Progress
2	1. Excavations 2. Sitewide	1. Accidental strike of buried live services during foundation excavation. 2. Workforce.	Construction	Existing underground services survey to be carried out prior to the commencement of any excavation works.		None.		-	-		Locate live services if present and divert them if they interfere with the excavation works. No excavations to be carried out within 500mm proximity of live services lines.	None	Not Significant	-	-	Item Work in Progress
3	1. Contractor working on/storing materials on suspended beam and block floor slabs 2. Sitewide	1. Collapse of beam and block floor during construction causing injury 2. Workforce.	Construction	No mass storage of materials allowed on slabs. Adequate areas should be designated to set down materials.		None.		-	-		Construction live load limit to be shown on drawings. Note that good site control is required to limit heaping of concrete during placement. Note that levelling technique is to be based on constant thickness not constant level (e.g. laser mass flood levelling).	None	Not Significant	-	-	Item Work in Progress
4	1. Change of use / modifications to structure 2. Sitewide	1. Structural collapse of part or all of the building 2. Workforce	End Use as a Workplace	It has not been possible to eliminate the identified hazard.		None.		-	-		- Design imposed loads will be shown on the drawings and detailed loading calculations will be included in the structural design report. - Allowance for future light weight partitions (1kpa) has been included to allow some flexibility in the use of the spaces in the future.	Risk of injury or death to end users	Not Significant	-	HSF	Item Work in Progress
5	1. Excavation works and working below ground level. 2. Below ground car park area of the site.	1. Potential for injury from excavation works. 2. Workforce.	Construction	It has not been possible to eliminate the identified hazard.		The depth of foundations are limited to 900mm below existing ground level to reduce the need for deep excavation works.		-	-		Contractor to ensure appropriate sequencing and temporary propping to all excavations deeper than 1.2m.	None	Not Significant	-	Drawings	Item Work in Progress
6	1. Working adjacent to a existing active school. 2. Construction site.	1. Students/staff getting onto the construction site and/or operations on the construction works causing harm. 2. Staff and students.	Construction	It has not been possible to eliminate the identified hazard.		Ensure adequate space available for contractor to create a safe and secure compound. Ensure signage are positioned around the site to redirect pedestrians to alternative routes.		-	-		Contractor to ensure a robust and secure site containment strategy while site is in and out of use.	None	Not Significant	-	Drawings	Item Work in Progress
7	1. Dismantling and demolition of building 2. Ground Floor Slab.	1. Structural collapse induced by sudden release of stored energy in prestressed elements. 2. Workforce.	Demolition	It has not been possible to eliminate the identified hazard.		Sources of stored energy are limited to precast concrete beams in the beam-and-block floor system where they are prestressed.		-	-		- Normal precautions to be taken. - Contractor is to provide construction details and manufacturer of beam-and-block floor system in the Health and Safety File	Risk of injury or death to workforce	Not Significant	-	HSF	Item Work in Progress
Notes: This Designers' Risk Register does not employ scoring. In its place is a requirement to determine whether any residual risk is "Significant" - refer HSE L153 Glossary of acronyms and terms This Risk Register should be used in conjunction with the RAG List developed by The UK Consultants Forum - Arup, Atkins, CH2MHILL, Hyder and Mott MacDonald. The provision of items in the Red and Amber lists does not remove from the Designer, an obligation to identify and assess hazards and risks specific to the project. Refer also to Guidance Worksheet																





FOUNDATION LAYOUT

1:50

DO NOT SCALE

HEALTH AND SAFETY

1. ATKINS ROLE ON THIS PROJECT IS THAT OF DESIGNER AS DEFINED IN CDM2007/2015. AS SUCH, THE DESIGN HAS BEEN ASSESSED TO REDUCE/ELIMINATE FORESEEABLE HAZARDS AND ASSOCIATED RISKS WHERE REASONABLY PRACTICABLE.
2. WHERE SIGNIFICANT RISKS REMAIN, THESE ARE NOTED ON THE CONSTRUCTION DRAWINGS.
3. THE STRUCTURE IS DESIGNED & DETAILED FOR THE PERMANENT CONDITION ONLY. THE CONTRACTOR IS RESPONSIBLE FOR THE STABILITY OF THE STRUCTURE DURING ITS TEMPORARY CONDITION AND ANY TEMPORARY WORK REQUIRED DURING CONSTRUCTION. IF THE CONTRACTOR WISHES TO USE THE PERMANENT STRUCTURE AS TEMPORARY WORKS HE MUST DEMONSTRATE WITH DRAWINGS & CALCULATIONS THAT THIS WILL NOT AFFECT THE FUTURE PERFORMANCE OF THE PERMANENT WORKS.

TOLERANCES

TOLERANCES SHALL BE IN ACCORDANCE WITH THE FOLLOWING DEPENDING ON THE FORM OF CONSTRUCTION:

- a) NATIONAL STRUCTURAL STEELWORK SPECIFICATION (NSSS) FOR BUILDING CONSTRUCTION 5TH EDITION CE MARKING VERSION.
- b) NATIONAL STRUCTURAL CONCRETE SPECIFICATION (NSCS) FOR BUILDING CONSTRUCTION 4TH EDITION COMPLYING WITH BS13670

MASONRY

1. ALL MASONRY TO BE IN ACCORDANCE WITH BS EN1996.
2. CONCRETE BLOCKS SHALL COMPLY WITH BS 6073-2 & BS EN772-2.
3. MORTAR SHALL BE THE FOLLOWING DESIGNATIONS TO BS EN1996:  
DAMP PROOF COURSE (DPC): DESIGNATION (i) (M12)  
BELOW DPC: DESIGNATION (ii) (M6)
4. CEMENT SHALL BE TO BS EN197.
5. ALL CONCRETE BLOCKWORK USED BELOW GROUND TO BE 7.3N/mm<sup>2</sup> MEDIUM DENSE CONCRETE (1800kg/m<sup>3</sup>).
6. ALL CAVITIES BELOW GROUND TO BE CONCRETE FILLED WITH GEN 1.
7. ALL MASONRY WALLS SHALL BE FULLY BONDED AT JUNCTIONS UNLESS NOTED OTHERWISE.

CONCRETE

1. ALL CONCRETE SHALL BE IN ACCORDANCE WITH BS EN1992 AND BS 8500 PART 1 AND 2.
2. UNLESS INDICATED ON THE DRAWINGS, THE POSITIONS OF ALL CONSTRUCTION JOINTS ARE TO BE AGREED WITH THE STRUCTURAL ENGINEER PRIOR TO CONSTRUCTION.
3. CONCRETE GRADES SHALL BE AS FOLLOWS (UNLESS NOTED OTHERWISE): -

- CAVITY FILL : GEN 1
- CONCRETE STAIRS :

Compressive strength class: **C32/40**

Maximum water/cement ratio: **0.50**

Minimum cement/combination content: **340 kg/m<sup>3</sup>**

Allowable cement/combinations types: **IIB, IIB+SR, IVB-V (DC-1)**

Maximum aggregate size: **20 mm**

Chloride content class: **Cl 0.30**

Consistence class: **S3**

- TRENCH FILL FOUNDATIONS & STRUCTURAL TOPPING:

Compressive strength class: **C25/30**

Maximum water/cement ratio: **0.65**

Minimum cement/combination content: **260 kg/m<sup>3</sup>**

Allowable cement/combinations types: **CEM I CEM I-SR0 CEM I-SR3 IIA IIB-S IIB-V IIB+SR IIIA IIIA+SR IIIB IIIB+SR IVB-V (DC-1)**

Maximum aggregate size: **20 mm**

Chloride content class: **Cl 0.40**

- Consistence class: **S3**

ALL 600mm WIDE FOUNDATIONS ARE TO BE PROVIDED WITH A393 MESH TOP AND BOTTOM

ALL 450mm WIDE FOUNDATIONS ARE TO BE PROVIDED WITH A393 MESH BOTTOM

ALL FOUNDATIONS TO HAVE MINIMUM 75mm CONCRETE COVER TO REINFORCEMENTS

GROUNDWORKS

1. THE INTEGRITY OF THE EXCAVATIONS IS TO BE MAINTAINED BY THE CONTRACTOR AT ALL TIMES, USING TRENCH PROPS, ETC AS APPROPRIATE.
2. ALL DISTURBED GROUND TO BE REINSTATED WITH GRANULAR FILL OR GEN1 MASS CONCRETE.
3. ALL FOUNDATIONS TO BE CENTRED UNDER WALLS UNLESS NOTED OTHERWISE OR DIMENSIONED OTHERWISE.
4. FOUNDATIONS TO BE COORDINATED WITH ALL DRAINAGE, INSPECTION CHAMBERS, EARTHING/LIGHTING PROTECTION REQUIREMENTS

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

CONSTRUCTION

1. CONTRACTOR TO ENSURE APPROPRIATE SEQUENCING AND TEMPORARY PROPPING TO ALL EXCAVATIONS DEEPER THAN 1.2m.
2. WORKING AREAS TO BE SECURED WITH SITE HOARDINGS.
3. LOCATE LIVE SERVICES IF PRESENT AND DIVERT THEM IF THEY INTERFERE WITH THE EXCAVATION WORKS. NO EXCAVATIONS TO BE CARRIED OUT WITHIN 500mm PROXIMITY OF LIVE SERVICES LINES.

MAINTENANCE/CLEANING

N/A

DECOMMISSIONING/DEMOLITION

1. BELOW GROUND LIVE SERVICES & MANUAL HANDLING.
2. STORED ENERGY IN PRESTRESSED CONCRETE BEAMS IN BEAM-AND-BLOCK FLOOR SYSTEM

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

GENERAL NOTES

DO NOT SCALE FROM THIS DRAWING.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE SPECIFICATION AND ALL RELEVANT ARCHITECTURAL, ELECTRICAL, MECHANICAL AND STRUCTURAL DRAWINGS.

ALL WORK TO BE UNDERTAKEN TO THE SATISFACTION OF THE LOCAL AUTHORITY BUILDING CONTROL AND PLANNING DEPARTMENT. ALL WORKMANSHIP AND MATERIALS SHALL COMPLY WITH THE LATEST BRITISH STANDARDS AND CODES OF PRACTICE.

PRIOR TO STARTING WORKS, CONTRACTOR TO REFER TO PRE-TENDER HEALTH & SAFETY PLAN.

ALL DIMENSIONS ARE IN MILLIMETERS UNLESS STATED OTHERWISE. CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF DIMENSIONS ON SITE WITH ANY DISCREPANCIES TO BE REPORTED BACK TO ARCHITECTS PRIOR TO STARTING WORKS.

CONTRACTOR TO MAKE GOOD ALL DISTURBED SURFACES AND PROVIDE ALL BUILDERS WORK ASSOCIATED WITH ANY M&E WORKS.

THE CONTRACTOR WILL BE HELD TO HAVE EXAMINED THE DRAWINGS, VISITED THE SITE, TO HAVE SATISFIED THEMSELVES WITH REGARDS TO AND MADE ALLOWANCE FOR LOCAL CONDITIONS AND RESTRICTIONS LIKELY TO AFFECT THE EXECUTION OF THE WORKS, THE ACCESSIBILITY OF THE WORKS, THE FULL EXTENT AND NATURE OF THE INTENDED OPERATIONS, THE SUPPLY OF (AND ALL EXISTING OR POSSIBLE CONDITIONS AFFECTING) LABOUR, AND ANY DIFFICULTIES TO BE OVERCOME IN THE EXECUTION OF THE CONTRACT GENERALLY.

NO CLAIM ON THE GROUND OF LACK OF SUCH KNOWLEDGE WILL BE ENTERTAINED.

ALL SPECIALIST MANUFACTURED ITEMS OR WORKS ARE TO BE CARRIED OUT AND INSTALLED IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS AND REQUIREMENTS.

ALL PROPRIETARY CONTRACTOR-DESIGNED ITEMS ARE SUBJECT TO PROJECT MANAGER'S APPROVAL AND ARE TO BE USED STRICTLY IN ACCORDANCE WITH THE MANUFACTURER'S DETAILS AND REQUIREMENTS.

THE FOLLOWING ARE NOT SHOWN ON THE STRUCTURAL DRAWINGS: -

- PLANT BASES/UPSTANDS
- LOCATION OF ANY CAST-IN SERVICES
- HOLES LESS THAN 150mm WIDE/LONG
- MANHOLES AND UNDERSLAB DRAINAGE
- SECONDARY STRUCTURE FOR TIMBER FRAME CONNECTION

P01	16/08/2019	TENDER	SFS	CA	PHT
Rev.	Date	Description	By	Chk'd	App'd
Drawing Status				Suitability	
FIT FOR TENDER				D2	

**SNC-Lavalin**

Member of the SNC-Lavalin Group

The Octagon  
2nd floor, Pynes Hill Court  
Rydon Lane  
Exeter  
EX2 5AZ

Tel: +44 (0)1392 352900  
Fax: +44 (0)1392 352999  
www.atkinsglobal.com

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Project Title  
**TREWIRGIE JUNIOR SCHOOL**

Drawing Title  
**FOUNDATION LAYOUT**

Scale	1:50	Designed	WO	Drawn	SFS	Checked	CA	Authorised	PHT
Original Size	A1	Date	07/08/2019	Date	14/08/2019	Date	15/08/2019	Date	16/08/2019
Drawing Number								Revision	
5188434-ATK-XX-GF-DR-S-1000								P01	



100  
0 10  
Millimetres

CLASSIFICATION - Baseline (Low Risk)

NOTE:

- STRUCTURAL SLAB LEVEL (SSL) IS TO BE SET TO MATCH ARCHITECTURAL FLOOR BUILD-UP

HEALTH AND SAFETY

- ATKINS ROLE ON THIS PROJECT IS THAT OF DESIGNER AS DEFINED IN CDM2007/2015. AS SUCH, THE DESIGN HAS BEEN ASSESSED TO REDUCE/ELIMINATE FORESEEABLE HAZARDS AND ASSOCIATED RISKS WHERE REASONABLY PRACTICABLE.
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TOLERANCES

- TOLERANCES SHALL BE IN ACCORDANCE WITH THE FOLLOWING DEPENDING ON THE FORM OF CONSTRUCTION:
- NATIONAL STRUCTURAL STEELWORK SPECIFICATION (NSSS) FOR BUILDING CONSTRUCTION 5TH EDITION CE MARKING VERSION.
  - NATIONAL STRUCTURAL CONCRETE SPECIFICATION (NSCS) FOR BUILDING CONSTRUCTION 4TH EDITION COMPLYING WITH BS 13670

MASONRY

- ALL MASONRY TO BE IN ACCORDANCE WITH BS EN1996.
- CONCRETE BLOCKS SHALL COMPLY WITH BS 6073-2 & BS EN772-2.
- MORTAR SHALL BE THE FOLLOWING DESIGNATIONS TO BS EN1996:  
DAMP PROOF COURSE (DPC): DESIGNATION (i) (M12)  
BELOW DPC: DESIGNATION (ii) (M6)
- CEMENT SHALL BE TO BS EN197.
- ALL CONCRETE BLOCKWORK USED BELOW GROUND TO BE 7.3N/mm<sup>2</sup> MEDIUM DENSE CONCRETE (1800kg/m<sup>3</sup>).
- ALL CAVITIES BELOW GROUND TO BE CONCRETE FILLED WITH GEN 1.
- ALL MASONRY WALLS SHALL BE FULLY BONDED AT JUNCTIONS UNLESS NOTED OTHERWISE.

CONCRETE

- ALL CONCRETE SHALL BE IN ACCORDANCE WITH BS EN1992 AND BS 8500 PART 1 AND 2.
- UNLESS INDICATED ON THE DRAWINGS, THE POSITIONS OF ALL CONSTRUCTION JOINTS ARE TO BE AGREED WITH THE STRUCTURAL ENGINEER PRIOR TO CONSTRUCTION.
- CONCRETE GRADES SHALL BE AS FOLLOWS (UNLESS NOTED OTHERWISE): -

- CAVITY FILL : GEN 1
- CONCRETE STAIRS :

Compressive strength class: **C32/40**

Maximum water/cement ratio: **0.50**

Minimum cement/combination content: **340 kg/m<sup>3</sup>**

Allowable cement/combination types: **IIB, IIB+SR, IVB-V (DC-1)**

Maximum aggregate size: **20 mm**

Chloride content class: **Cl 0.30**

Consistence class: **S3**

- TRENCH FILL FOUNDATIONS & STRUCTURAL TOPPING:

Compressive strength class: **C25/30**

Maximum water/cement ratio: **0.65**

Minimum cement/combination content: **260 kg/m<sup>3</sup>**

Allowable cement/combination types: **CEM I CEM I-SR0 CEM I-SR3 IIA IIB-S IIB-V IIB+SR IIIA IIIA+SR IIIB IIIB+SR IVB-V (DC-1)**

Maximum aggregate size: **20 mm**

Chloride content class: **Cl 0.40**

- Consistence class: **S3**

ALL 600mm WIDE FOUNDATIONS ARE TO BE PROVIDED WITH A393 MESH TOP AND BOTTOM

ALL 450mm WIDE FOUNDATIONS ARE TO BE PROVIDED WITH A393 MESH BOTTOM

ALL FOUNDATIONS TO HAVE MINIMUM 75mm CONCRETE COVER TO REINFORCEMENTS

PRECAST CONCRETE BEAM-AND-BLOCK GROUND FLOOR

- THE DESIGN OF THE BEAM AND BLOCK GROUND FLOOR IS THE RESPONSIBILITY OF THE CONTRACTOR.
- ALL CALCULATIONS & DRAWINGS SHALL BE SUBMITTED TO THE ENGINEER 4 WEEKS BEFORE COMMENCEMENT OF ANY WORK.
- THE SPAN ARRANGEMENT OF BEAM AND BLOCK UNITS ARE SHOWN ON ATKINS DRAWINGS.
- BEAM & BLOCK UNITS ARE TO BE DESIGNED IN ACCORDANCE WITH BS EN 1992
- BEAM AND BLOCK UNITS ARE TO BE SUPPLIED DESIGNED FOR THE (UNFACTORED LOADS) SHOWN IN THE LOADING DATA TABLE UNLESS NOTED OTHERWISE.
- PRECAST BEAM AND BLOCK FLOOR TO BE SUPPLIER DESIGNED FOR THE FOLLOWING UNFACTORED LOADS UNLESS NOTED OTHERWISE.


DEAD (EXCLUDES SELF-WEIGHT)

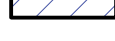
75mm SCREED = 1.80kN/m<sup>2</sup>

50mm SOLID INSULATION = 0.05kN/m<sup>2</sup>

FINISHES = 0.10kN/m<sup>2</sup>

IMPOSED LOADS

 CLASSROOM = 4.0kN/m<sup>2</sup> (INCLUDES PARTITION ALLOWANCE)

 LOBBY = 4.0kN/m<sup>2</sup>

 PLANT ROOM = 7.50kN/m<sup>2</sup>

TO ALLOW FOR FLEXIBILITY IN FUTURE USE, THE WORSTCASE LIVE LOAD IS DESIGNED FOR.

- THE INDIVIDUAL UNITS SHALL BE DESIGNED TO LIMIT TOTAL DEAD & IMPOSED LOADS DEFLECTION TO SPAN/250 AND IMPOSED LOAD DEFLECTION TO SPAN/360.
- NOMINAL AND MINIMUM BEARING REQUIREMENTS:  
BEARING ON MASONRY = 100mm NOMINAL, 85mm MINIMUM.
- ALL INTERNAL PARTITION WALLS TO BE BUILT OFF BEAM-AND-BLOCK FLOOR
- NO UNITS SHALL BE CUT, DRILLED, CHASED ETC WITHOUT PRIOR APPROVAL OF THE ENGINEER.
- UNITS TO BE ERECTED IN ACCORDANCE WITH MANUFACTURER'S DATA SHEET
- FLOOR CONSTRUCTION TO HAVE A NATURAL FREQUENCY OF VIBRATION > 4Hz GENERALLY.
- BEAM AND BLOCK FLOOR SYSTEM MUST BE FULLY GROUTED UP AT ALL JOINTS.

TIMBER

- THE DESIGN OF THE TIMBER FRAME SUPERSTRUCTURE IS THE RESPONSIBILITY OF THE SPECIALIST TIMBER CONTRACTOR.
- ALL TIMBER TO BE IN ACCORDANCE WITH BS EN 1997.
- TIMBER TO BE SUSTAINABLY SOURCED.
- GENERALLY, C24 TANALISED SOFT WOOD TIMBER SHALL BE USED.
- PLY TO BE STRUCTURAL GRADE AND MINIMUM WBP (WEATHER AND BOIL PROOF) GRADE OR EQUIVALENT. FACE FINISH TO BE AGREED WITH ARCHITECT WHERE EXPOSED.
- TIMBER CONNECTIONS SHALL BE DESIGNED BY THE SPECIALIST TIMBER CONTRACTOR
- ALL INTERNAL PARTITIONS WITHOUT FOUNDATIONS MUST BE NON-LOADBEARING. SOFT JOINTS SHOULD BE PROVIDED WHERE TOP OF WALLS INTERFACES WITH ROOF MEMBERS.

DO NOT SCALE

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

CONSTRUCTION

- CONTRACTOR TO ENSURE APPROPRIATE SEQUENCING AND TEMPORARY PROPPING TO ALL EXCAVATIONS DEEPER THAN 1.2m.
- WORKING AREAS TO BE SECURED WITH SITE HOARDINGS.
- LOCATE LIVE SERVICES IF PRESENT AND DIVERT THEM IF THEY INTERFERE WITH THE EXCAVATION WORKS. NO EXCAVATIONS TO BE CARRIED OUT WITHIN 500mm PROXIMITY OF LIVE SERVICES LINES.

MAINTENANCE/CLEANING

DECOMMISSIONING/DEMOLITION

- BELOW GROUND LIVE SERVICES & MANUAL HANDLING.
- STORED ENERGY IN PRESTRESSED CONCRETE BEAMS IN BEAM-AND-BLOCK FLOOR SYSTEM

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

GENERAL NOTES

DO NOT SCALE FROM THIS DRAWING.

THIS DRAWING IS TO BE READ IN CONJUNCTION WITH THE SPECIFICATION AND ALL RELEVANT ARCHITECTURAL, ELECTRICAL, MECHANICAL AND STRUCTURAL DRAWINGS.

ALL WORK TO BE UNDERTAKEN TO THE SATISFACTION OF THE LOCAL AUTHORITY BUILDING CONTROL AND PLANNING DEPARTMENT. ALL WORKMANSHIP AND MATERIALS SHALL COMPLY WITH THE LATEST BRITISH STANDARDS AND CODES OF PRACTICE.

PRIOR TO STARTING WORKS, CONTRACTOR TO REFER TO PRE-TENDER HEALTH & SAFETY PLAN.

ALL DIMENSIONS ARE IN MILLIMETERS UNLESS STATED OTHERWISE. CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF DIMENSIONS ON SITE WITH ANY DISCREPANCIES TO BE REPORTED BACK TO ARCHITECTS PRIOR TO STARTING WORKS.

CONTRACTOR TO MAKE GOOD ALL DISTURBED SURFACES AND PROVIDE ALL BUILDERS WORK ASSOCIATED WITH ANY M&E WORKS.

THE CONTRACTOR WILL BE HELD TO HAVE EXAMINED THE DRAWINGS, VISITED THE SITE, TO HAVE SATISFIED THEMSELVES WITH REGARDS TO AND MADE ALLOWANCE FOR LOCAL CONDITIONS AND RESTRICTIONS LIKELY TO AFFECT THE EXECUTION OF THE WORKS, THE ACCESSIBILITY OF THE WORKS, THE FULL EXTENT AND NATURE OF THE INTENDED OPERATIONS, THE SUPPLY OF (AND ALL EXISTING OR POSSIBLE CONDITIONS AFFECTING) LABOUR, AND ANY DIFFICULTIES TO BE OVERCOME IN THE EXECUTION OF THE CONTRACT GENERALLY.

NO CLAIM ON THE GROUND OF LACK OF SUCH KNOWLEDGE WILL BE ENTERTAINED.

ALL SPECIALIST MANUFACTURED ITEMS OR WORKS ARE TO BE CARRIED OUT AND INSTALLED IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS AND REQUIREMENTS.

ALL PROPRIETARY CONTRACTOR-DESIGNED ITEMS ARE SUBJECT TO PROJECT MANAGER'S APPROVAL AND ARE TO BE USED STRICTLY IN ACCORDANCE WITH THE MANUFACTURER'S DETAILS AND REQUIREMENTS.

THE FOLLOWING ARE NOT SHOWN ON THE STRUCTURAL DRAWINGS: -

- PLANT BASES/UPSTANDS
- LOCATION OF ANY CAST-IN SERVICES
- HOLES LESS THAN 150mm WIDE/LONG
- MANHOLES AND UNDERSLAB DRAINAGE
- SECONDARY STRUCTURE FOR TIMBER FRAME CONNECTION


Rev.	Date	Description	By	Chk'd	App'd
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Drawing Status				Suitability	
FIT FOR TENDER				D2	



**SNC-Lavalin**

**ATKINS**

Member of the SNC-Lavalin Group

The Octagon  
2nd floor, Pynes Hill Court  
Rydon Lane  
Exeter  
EX2 5AZ

Tel: +44 (0)1392 352900  
Fax: +44 (0)1392 352999  
www.atkinsglobal.com  
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Project Title  
**TREWIRGIE JUNIOR SCHOOL**

Drawing Title  
**GROUND FLOOR LAYOUT**

Scale	Designed	Drawn	Checked	Authorised
AS SHOWN	WO	SFS	CA	PHT
Original Size	Date	Date	Date	Date
A1	07/08/2019	14/08/2019	15/08/2019	16/08/2019
Drawing Number				Revision
5188434-ATK-XX-GF-DR-S-1001				P01

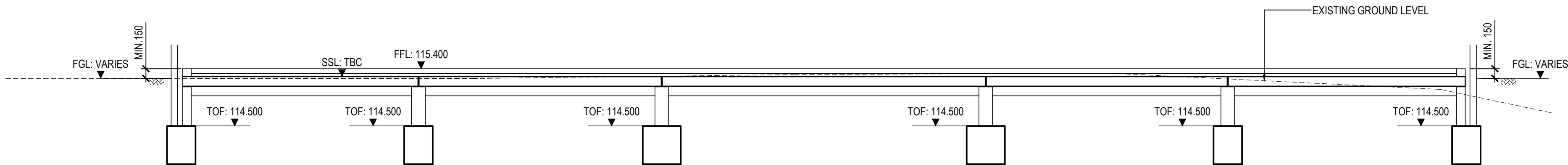
CLASSIFICATION - Baseline (Low Risk)

Internal Project Number: 5188711



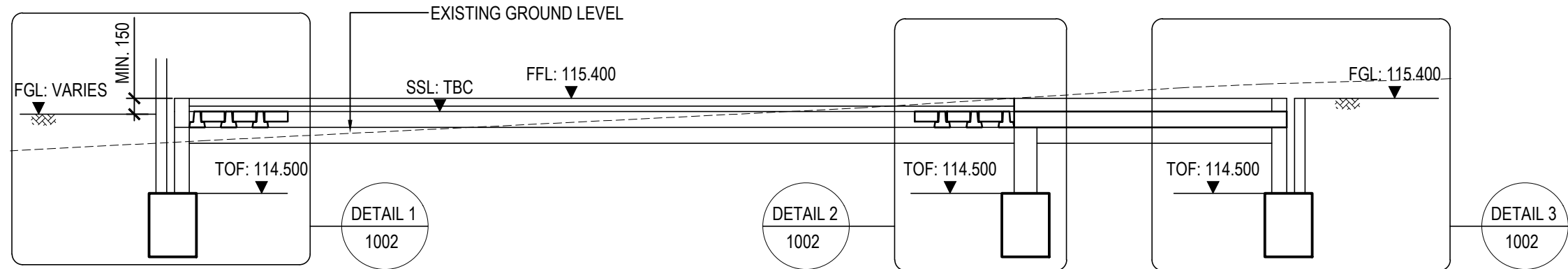
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CLASSIFICATION - Baseline (Low Risk)



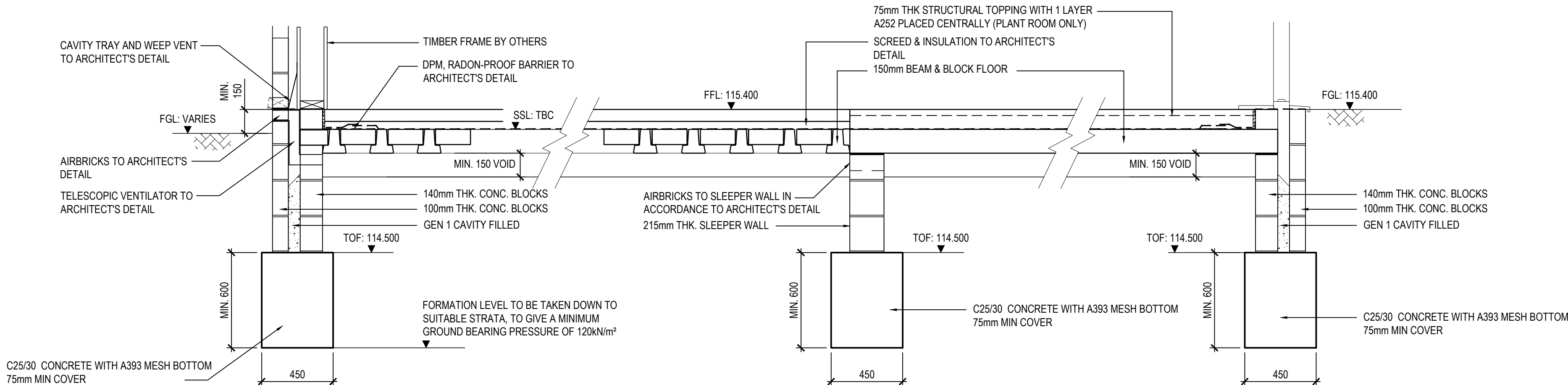
SECTION A-A

1:50



SECTION B-B

1:50



DETAIL 1

1:20

DETAIL 2

1:20

DETAIL 3

1:20

NOTE:

1. TOP OF FOUNDATIONS LEVEL (TOF) IS AS SHOWN ON DRAWINGS.
2. STRUCTURAL SLAB LEVEL (SSL) IS TO BE SET TO MATCH ARCHITECTURAL FLOOR BUILD-UP
3. FINISHED FLOOR LEVEL (FFL) IS AS SHOWN ON DRAWINGS.

DO NOT SCALE

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

CONSTRUCTION

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- MANHOLES AND UNDERSLAB DRAINAGE
- SECONDARY STRUCTURE FOR TIMBER FRAME CONNECTION

P01	16/08/2019	TENDER	SFS	CA	PHT

Rev.	Date	Description	By	Chk'd	App'd
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Drawing Status	FIT FOR TENDER				Suitability
	02				



**SNC • LAVALIN**



**ATKINS**

Member of the SNC-Lavalin Group



The Octagon  
2nd floor, Pynes Hill Court  
Rydon Lane  
Exeter  
EX2 5AZ

Tel: +44 (0)1392 352900  
Fax: +44 (0)1392 352999  
www.atkinsglobal.com  
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Project Title  
**TREWIRGIE JUNIOR SCHOOL**

Drawing Title  
**SECTIONS AND DETAILS**

Scale	Designed	Drawn	Checked	Authorised
AS SHOWN	WO	SFS	CA	PHT
Original Size	Date	Date	Date	Date
A1	07/08/2019	14/08/2019	15/08/2019	16/08/2019
Drawing Number	Revision			
5188434-ATK-XX-GF-DR-S-1002	P01			

CLASSIFICATION - Baseline (Low Risk)

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Internal Project Number: 5186711



1-1

CLASSIFICATION - Baseline (Low Risk)