

# **Preliminaries & General Conditions**

**13 January 2017**

## Table of Contents

Title	Page
A10 PROJECT PARTICULARS	3
A11 TENDER AND CONTRACT DOCUMENTS	4
A12 THE SITE/ EXISTING BUILDINGS	5
A13 DESCRIPTION OF THE WORK	7
A20 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (MWD)	8
A30 TENDERING/ SUBLETTING/ SUPPLY	11
A31 PROVISION, CONTENT AND USE OF DOCUMENTS	14
A32 MANAGEMENT OF THE WORKS	18
A33 QUALITY STANDARDS/ CONTROL	21
A34 SECURITY/ SAFETY/ PROTECTION	26
A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING	31
A36 FACILITIES/ TEMPORARY WORK/ SERVICES	32
A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS	34
A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF	35
A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION	36
A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES	37
A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT	38
A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS	39
A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER	40
A54 PROVISIONAL WORK/ ITEMS	41
A55 DAYWORKS	42

## A10 PROJECT PARTICULARS

### 110 THE PROJECT

- Name: The Corby Cube 4th Floor Office Fit-Out.
- Nature: Commercial Office Fit-Out.
- Location: 4th Floor, The Corby Cube, Parklands Gateway, George Street, Corby, Northamptonshire, NN17 1QG.
- Length of contract: 8 Weeks.

### 120 EMPLOYER (CLIENT)

- Name: Corby Borough Council.
- Address: Deene House, New Post Office Square, Corby, Northamptonshire, NN17 1GD.
- Contact: Jonathan Waterworth.
- Telephone: 01536 464287.
- E-mail: jonathan.waterworth@corby.gov.uk.

### 130A PRINCIPAL CONTRACTOR (CDM)

- Name: The Contractor.

### 140A CONTRACT ADMINISTRATOR

- Name: DSPM Limited.
- Address: The White House, Walton Road, Kimcote, Leicestershire, LE17 5RU.
- Contact: Gareth Davis.
- Telephone: 01455 557522.
- E-mail: gareth.davis@corby.gov.uk.

### 150A PRINCIPAL DESIGNER

- Name: The Contractor.

### 190 CLERK OF WORKS

- Name: DSPM Limited.
- Address: The White House, Walton Road, Kimcote, Leicestershire, LE17 5RU.
- Telephone: 01455 557522.

### 200 CONSULTANTS

- Description: Building Services Engineer.
- Name: Building Services Design.
- Address: 1 Brisbane House, Corbygate Business Park, Priors Haw Road, Corby, Northamptonshire, NN17 5JG .
- Telephone: 01536 403304.

## A11 TENDER AND CONTRACT DOCUMENTS

### 110 TENDER DRAWINGS

- The tender drawings are:
  - As Built -
    - Hawkins\Brown 784\_DWG\_00\_207 RevC7: Level 04 Plan - General Arrangement (Oct06)
    - Hawkins\Brown 784\_DWG\_00\_208 RevC8: Level 05 Plan - General Arrangement (Oct06)
  - Architectural
    - Sursham Tompkins 6546-10A: Scheme as Proposed (Jan17)
  - Mechanical
    - BSD / 161190 / M-1100 T2: Proposed Heating & Cooling Layout (Jan17)
    - BSD / 161190 / M-1200 T2: Proposed Domestic Water & Above Ground Drainage Layout (Jan17)
    - BSD / 161190 / M-1500 T2: Proposed Ventilation Layout (Jan17)
  - Electrical
    - BSD / 161190 / E-2100 T3: Proposed 4th Floor Indicative High Level & Low Level Containment Layout (Jan17)
    - BSD / 161190 / E-2200 T3: Proposed 4th Floor Lighting & Fire Alarm Layout (Jan17)
    - BSD / 161190 / E-2300 T3: Proposed 4th Floor Small Power & Data & Access Control Layout (Jan17)
    - BSD / 161190 / E-2800 T3: Proposed 4th Floor Strip Out & Enabling Works (Jan17)

### 120 CONTRACT DRAWINGS

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

### 160 PRECONSTRUCTION INFORMATION

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

### 180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but not included in the tender documents may be seen by appointment during normal office hours at the office of The Corby Cube Facilities Management Team.
- The documents include:
  - Building Manual
  - As Built Drawings
  - Various Corporate Policies.

## A12 THE SITE/ EXISTING BUILDINGS

### 110 THE SITE

- Description:

Enclosed area of The Corby Cube's 4th floor, as detailed in the Tender Drawings.

The Corby Cube is a substantial five storey landmark building within Corby town centre, with a further two subterranean levels and an undercroft. It was completed in 2010 and currently accommodates a theatre, library, council chamber and administrative offices.

The building's construction is typified by exposed / unfinished thermal-mass insitu. concrete and a predominantly glazed external envelope, with open terracing to the upper floors.

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

- Description: None that would influence cost.

### 140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): As Built / M&E
- Other information: Building Manual / M&E Specifications

### 180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: The Corby Cube.
- Other documents: Building Manual, As Built Drawings & Corporate Policies.
- Arrangements for inspection: Contact either:
  - Marion Williams (Principal Facilities Manager) on 01536 464266
  - Kris Rosser (Facilities Officer) on 01536 464210.

### 200 ACCESS TO THE SITE

- Description: The Site shall be accessed via a service lift from the undercroft, where the Contractor will be allowed to establish a "staging post". The undercroft is accessed via a ramp with security barrier & gates from the Public Pay & Display Car Park to the west of The Corby Cube. The car park is accessed from Westcott Way (A427), which runs past the southern boundary.
- Limitations: Service Lift is 21 Persons (1,600kg) and shall be adequately protected by the Contractor during the course of The Works, following a dilapidation survey.

### 210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: The Contractor should keep the number of vehicles to a minimum, although up to four parking permits for cars & vans will be provided for the permit section of the car park. No parking shall be permitted in the undercroft, other than loading / unloading.

### 220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the Works.
- Limitations: Access limited to the undercroft & 4th Floor only, during normal office hours.

**230 SURROUNDING LAND/ BUILDING USES**

- General: Adjacent or nearby uses or activities are as follows:
  - 
  - Building Uses:
    - Floor Above - Plant Room, "green roof" & smoke release ventilation
    - Adjoining Terraces - Not in Use
    - Floor Below - Administrative offices
  - Surrounding Land
    - North: Pedestrian walkway with cinema & restaurants beyond
    - East: Pedestrian walkway with George Street (restrictions apply) and town centre shops beyond
    - South: Pedestrian walkway with Westcott Way (A427) and residential housing beyond
    - West: Pedestrian walkway with car park, Corby East Midlands International Pool and ancient woodland beyond.

**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:
  - Existing services.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

**250 SITE VISIT**

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: Contact either:
  - Marion Williams (Principal Facilities Manager) on 01536 464266
  - Kris Rosser (Facilities Officer) on 01536 464210.

## 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: Shell & core, toilet facilities & raised access floor.

### 120 THE WORKS

- Description: Creation of four premium offices within the enclosed space of The Corby Cube's 4th Floor for rent to individual commercial tenants. These offices will essentially be fitted out ready for use to Category B Standard, with heating/cooling, lighting, power, data & completed finishes, but excluding branding, furniture & office equipment. The Works shall also include the formation of a communal corridor between the existing fourth floor entrance lobby and rear service stairwell / lift, plus a new Tea Area and Communications Cupboard.

In addition to the specified Works, the Employer also requires the following variation prices for added value / value engineering purposes respectively -

- Addition of dry-lining to exposed concrete walls in-lieu of preparation
- Omission of suspended ceilings to leave soffit & services exposed, but inclusive of a suitably revised lighting design & fire detection reconfiguration.

### 130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description:
  - Supply & installation of electric sub-meters.

### 140 COMPLETION WORK BY OTHERS

- Description:
  - Extend BT Distribution Point from 2nd Floor to new 4th Floor Communications Cupboard
  - Supply, install & commission 3no. CCTV cameras (to serviced positions provided by the Contractor)
  - Supply & installation of reflective film to south elevation windows
  - Reconfigure Existing Emergency Address System.

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

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

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

### **THE RECITALS**

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

- The work comprises: Creation of four serviced offices & ancillary spaces within the enclosed space of The Corby Cube's 4th Floor for rent to individual commercial tenants.
- Architect/ Contract Administrator: See clause A10/140.

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

- The Works include the design and construction of:
  - Finalisation of the mechanical & electrical design (including BWIC) and sanitary ware.

#### **THIRD - CONTRACT DOCUMENTS**

- Contract drawings: As listed in clause A11/120.  
Contract documents: The following have been prepared which show and describe the work to be done -
  - Tender Document One – Instructions to Bidders
  - Tender Document Two – Specification (comprising) -
    - Tender Document 2a - DSPM Preliminaries & General Conditions
    - Tender Document 2b - DSPM Specification Preambles
    - Tender Document 2c - BSD Mechanical Services Specification for Corby Cube Office Fit Out 161190 T3 – Tender
    - Tender Document 2d - BSD Electrical Services Specification for the Corby Cube Office Fit Out 161190 T3 - Tender
  - Tender Document Three – Tender Return

#### **FOURTH - PRICED DOCUMENTS**

- Documents to be priced or provided by the Contractor: Contract Specifications.

### **THE ARTICLES**

#### **3 - CONTRACT ADMINISTRATOR**

- Contract Administrator: See clause A10/140.

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

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

### **CONTRACT PARTICULARS**

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

- Base date: 6th February 2017.

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

- Employer at base date is a 'contractor' for the purposes of the CIS.

#### **Sixth Recital - CDM REGULATIONS**

- The project is notifiable.



**SEVENTH RECITAL - FRAMEWORK AGREEMENT**

- Framework agreement: Does not apply.

**Eighth Recital and Schedule 3 - 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: Jonathan Waterworth
  - Contractor's nominee: TBC
 Or such replacement as each party may notify to the other from time to time.

**Article 7 - ARBITRATION**

- Article 7 and Schedule 1 apply.

**Clause 2.3 - COMMENCEMENT AND COMPLETION**

- Works Commencement date: No later than 5 weeks from the date for receipt of Tenders.
- Date for Completion: 8 weeks after commencement.

**Clause 2.9 - LIQUIDATED DAMAGES**

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

**Clause 2.11 - RECTIFICATION PERIOD**

- Period: 12 months from the date of practical completion.

**Clause 4.3 - INTERIM PAYMENTS**

- Interim Valuation Dates:
  - The first Interim Valuation Date is: One month after the Works Commencement Date.
  - Thereafter at intervals of: Monthly.
- Payments due prior to practical completion:
  - Percentage of total value of the work etc.: 95 per cent.
- Payments becoming due on or after practical completion:
  - Percentage of the total amount to be paid: 97½ per cent.

**CLAUSE 4.3 AND 4.8 - FLUCTUATIONS PROVISION**

- The following fluctuations provision applies: No fluctuations provision applies.

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

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

**Clause 5.3 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE - INJURY TO PERSONS OR PROPERTY**

- The required level of cover for any one occurrence or series of occurrences arising out of one event:  
Not less than: £5m.

**CLAUSES 5.4A, 5.4B AND 5.4C - INSURANCE OF THE WORKS, ETC. - ALTERNATIVE PROVISIONS**

- Clause 5.4C applies.
- Where clause 5.4.C applies:
  - insurance arrangements - details of the required policy or policies: TBC.

**Clause 7.2 - ADJUDICATION**

- The Adjudicator is: To be Nominated.
- Nominating body: Royal Institution of Chartered Surveyors.

**Schedule 1 paragraph 2.1 - ARBITRATION**

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

**THE CONDITIONS****SECTION 1: DEFINITIONS AND INTERPRETATION****1.4 - RECKONING PERIODS OF DAYS**

- Amendments: None.

**1.8 - APPLICABLE LAW**

- Amendments: None.

**SECTION 2: CARRYING OUT THE WORKS****SECTION 3: CONTROL OF THE WORKS****SECTION 4: PAYMENT****SECTION 5: INJURY, DAMAGE AND INSURANCE****SECTION 6: TERMINATION****SECTION 7: SETTLEMENT OF DISPUTES****JCT PUBLIC SECTOR SUPPLEMENT**

- Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling.
- Fair Payment provisions Apply.
- Transparency provisions Apply.
- Building information modelling provisions Do not apply.

**EXECUTION**

- The Contract: Will be executed as a deed.

**CONTRACT GUARANTEE BOND OR PARENT COMPANY GUARANTEE**

- Contract Guarantee Bond: 10%.

## **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 Open Tender.
  - 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 90 days.
  - Date for possession/ commencement: See section A20.

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

- 210 PRELIMINARIES IN THE SPECIFICATION
  - The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.
- 250 PRICED DOCUMENTS
  - Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
  - Measurements: Where not stated, ascertain from the drawings.
  - Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
  - Submit: With tender.
- 310 TENDER
  - General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.
- 440 SCHEDULE OF RATES
  - Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items. All items must be fully priced.
  - Fully priced copy: Submit 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: Final mechanical & electrical design.
  - Technical information: Proposed M&E equipment / components & finishes.
- Submit: With tender.

**530 SUBSTITUTE PRODUCTS**

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

**550 HEALTH AND SAFETY INFORMATION**

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

**595A ENVIRONMENTAL POLICY**

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

## A31 PROVISION, CONTENT AND USE OF DOCUMENTS

### DEFINITIONS AND INTERPRETATIONS

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

**160 TERMS USED IN SPECIFICATION**

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

**170 MANUFACTURER AND PRODUCT REFERENCE**

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

**200 SUBSTITUTION OF PRODUCTS**

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

**210 CROSS REFERENCES**

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

**220 REFERENCED DOCUMENTS**

- Conflicts: Specification prevails over referenced documents.

**230 EQUIVALENT PRODUCTS**

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

**240 SUBSTITUTION OF STANDARDS**

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

**250 CURRENCY OF DOCUMENTS AND INFORMATION**

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

**260 SIZES**

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

**DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER****410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS**

- Additional copies: Issued free of charge.

**440 DIMENSIONS**

- Scaled dimensions: Do not rely on.

**450 MEASURED QUANTITIES**

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

**460 THE SPECIFICATION**

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



**DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS****600 CONTRACTOR'S DESIGN INFORMATION**

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
  - Production information based on the drawings, specification and other information.
  - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and re-inspection.
- Information required: Finalisation of the mechanical & electrical design (including BWIC) and sanitary ware.
  - Format: Hard copy & CD, with drawings in both DWG / PDF.
  - Number of copies: Two.
- Submit: Within one week of request.

**620 AS BUILT DRAWINGS AND INFORMATION**

- Contractor designed work: Provide drawings/ information:
  - Final M&E design and any accepted amendments to the specified design.
- 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.

## 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.

#### 118A FREIGHT VEHICLE SAFETY REQUIREMENTS

- Vehicle equipment: Ensure that all freight vehicles have the following:
  - Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
  - Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
  - Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
  - Side under run guards.
- Driver training:
  - Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
  - Drivers must have a valid driving licence and be legally able to drive the vehicle.

#### 120 INSURANCE

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

#### 125 PROFESSIONAL INDEMNITY INSURANCE

- Provide and maintain insurance in respect of Contractor Designed Works:
  - Level of cover: Relates to claims or series of claims arising out of one event.
  - Period of insurance for these purposes: one year.
- Amount of indemnity required: £ 250K.
- Limit of cover for pollution/ contamination claims (If none is stated, the required level of cover shall be the full amount of the indemnity cover stated): £ Nil.
- Expiry of required period of CDP Professional Indemnity insurance: twelve years (If no period is selected, the expiry date shall be 6 years from the date of practical completion of the Works).
- Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required.
  - Format: PDF.

#### 130 INSURANCE CLAIMS

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

#### 150 OWNERSHIP

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

## **PROGRAMME/ PROGRESS**

### **210 PROGRAMME**

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

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

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

### **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.
  - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

### **260 SITE MEETINGS**

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: On Site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator.

### **290 NOTICE OF COMPLETION**

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): 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****420 REMOVAL/ REPLACEMENT OF EXISTING WORK**

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

**430 PROPOSED INSTRUCTIONS**

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

**440 MEASUREMENT**

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

**450 DAYWORK VOUCHERS**

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

**470 PRODUCTS NOT INCORPORATED INTO THE WORKS**

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

## A33 QUALITY STANDARDS/ CONTROL

### STANDARDS OF PRODUCTS AND EXECUTIONS

#### 110 INCOMPLETE DOCUMENTATION

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

#### 120 WORKMANSHIP SKILLS

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

#### 130 QUALITY OF PRODUCTS

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

#### 135 QUALITY OF EXECUTION

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

#### 140 COMPLIANCE

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

**150 INSPECTIONS**

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

**160 RELATED WORK**

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

**170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS**

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

**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.

**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****525 ACCESS**

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

**530 OVERTIME WORKING**

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

**540 DEFECTS IN EXISTING WORK**

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

**560 TESTS AND INSPECTIONS**

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

**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.

**590A RESISTANCE TO PASSAGE OF SOUND**

- Method: Specified constructions.



**610 DEFECTIVE PRODUCTS/ EXECUTIONS**

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

**WORK AT OR AFTER COMPLETION****710 WORK BEFORE COMPLETION**

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

**720 SECURITY AT COMPLETION**

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

**730 MAKING GOOD DEFECTS**

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

## A34 SECURITY/ SAFETY/ PROTECTION

### SECURITY, HEALTH AND SAFETY

#### 120A EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
  - Significant hazards: The design of the project includes the following:
    - Hazard: Hidden Services.
- Precautions assumed: Use of As Built Information & Careful Inspection.

#### 130A 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: Dust.
- Material: MDF.

#### 140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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

#### 150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: On going liaison with The Corby Cube Facilities Management Team.

#### 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: Place of work on other floors.
- 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: The Corby Cube.
- Control type: Access card with reader.
- Authorised persons: Submit a list of the names of all persons requiring access together with any other related information reasonably required.
- Return of credentials: When requested or on completion of the work to which the controlled area relates.

**190 OCCUPIER'S RULES AND REGULATIONS**

- Compliance: Conform to the occupier's rules and regulations affecting the site.
- Copies:
  - Location: The Corby Cube.
  - Arrangements for inspection: Contact either:
    - Marion Williams (Principal Facilities Manager) on 01536 464266
    - Kris Rosser (Facilities Officer) on 01536 464210.

**200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT**

- Restrictions on use:
  - None.

**210 EMPLOYER'S REPRESENTATIVES SITE VISITS**

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

**220 WORKING PRECAUTIONS/ RESTRICTIONS**

- Hazardous areas: Operatives must take precautions as follows:
  - Work area: Plant Room & Roof.
  - Precautions: Trained Staff.
- Permit to work: Operatives must comply with procedures in the following areas:
  - Work area: None.
  - Procedures: None.

**PROTECT AGAINST THE FOLLOWING****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 floor.
- 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 normal office hours.
  - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

**340 POLLUTION**

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

- 350 PESTICIDES
- Use: Not permitted.
- 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.
- 380 FIRE PREVENTION
- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
  - Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').
- 390 SMOKING ON SITE
- Smoking on site: Not permitted.
- 400 BURNING ON SITE
- Burning on site: Not permitted.
- 410 MOISTURE
- Wetness or dampness: Prevent, where this may cause damage to the Works.
  - Drying out: Control humidity and the application of heat to prevent:
    - Blistering and failure of adhesion.
    - Damage due to trapped moisture.
    - Excessive movement.
- 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.

**460 POWER ACTUATED FIXING SYSTEMS**

- Use: Not permitted.

**PROTECT THE FOLLOWING****510 EXISTING SERVICES**

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

**520 ROADS AND FOOTPATHS**

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

**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 Employer will remove the following:
  - Nothing.

**610 ESPECIALLY VALUABLE/ VULNERABLE ITEMS**

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

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

- Specific Limitations: Include the following in the programme:
  - None.

**160 USE OR DISPOSAL OF MATERIALS**

- Specific limitations: None.

**170 WORKING HOURS**

- Specific limitations: Monday to Friday (excluding Bank Holidays) - 6am to 8pm.

## **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 five people.

#### **230 TEMPORARY ACCOMMODATION**

- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
  - It is used solely for the purposes of carrying out the Works.
  - The use to which it is put does not involve undue risk of damage.
  - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
  - It is vacated on completion of the Works or determination of the Contract.
  - When vacated, its condition is at least equivalent to its condition at the start of the Contract.
- Description:
  - Four parking permits in Car Park
  - Staging Post in Undercroft
  - Enclosed area of the 4th Floor.
- Available services and facilities:
  - Service Lift
  - Toilet facilities
  - Electric, lighting, water & drainage.

### **TEMPORARY WORKS**

#### **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.

#### **420A LIGHTING AND POWER**

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
  - See BSD Electrical Specification
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.



**430A WATER**

- Supply: The Employer's mains may be used for the Works as follows:
  - See BSD Mechanical Specification
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

**440 TELEPHONES**

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

**520 USE OF PERMANENT HEATING SYSTEM**

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

**530 BENEFICIAL USE OF INSTALLED SYSTEMS**

- The following permanent systems may be used for the Works:
  - Heating;
  - Ventilation;
  - Supply;
  - Disposal;
  - Mechanical;
  - Electrical; and
  - Access.
- Details: See BSD M&E Specifications.

**540 METER READINGS**

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

**550 THERMOMETERS**

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

**570 PERSONAL PROTECTIVE EQUIPMENT**

- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
  - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: Two.
  - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: Two.
  - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: None.
  - Disposable respirators to BS EN 149.FFP1S.
  - Eye protection to BS EN 166.
  - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
  - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

## A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

### GENERALLY

#### 110 THE BUILDING MANUAL

- Responsibility: The Contractor
- Content: Obtain and provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.
- Specific requirements: None.
- Format: Hard Copy & CD.
- Number of copies: 1no. Hard Copy & 3no.CDs.
- Delivery to: Contract Administrator. by (date) Completion.

#### 115 THE HEALTH AND SAFETY FILE

- Responsibility: the contractor.
- Content: Obtain and provide the following information:
  - Brief description of the Works
  - Details of any remaining hazards
  - Any key structural principles
  - Any hazardous materials
  - Information regarding the removal or dismantling of installed plant and equipment
  - Details of any equipment provided for cleaning or maintenance
  - Details of any significant services
  - As Built Drawings & Information.
- Format: Hard Copy & CD
- Delivery to: Contract Administrator By (date): Completion.

#### 155 CONTENT OF THE BUILDING MANUAL

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

#### 160 PRESENTATION OF BUILDING MANUAL

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

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

- 110 MANAGEMENT AND STAFF
- Cost significant items: None.

## **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: Double handling materials, equipment & components from staging post in undercroft.

## **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: None.

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

- 110 MECHANICAL PLANT
- Cost significant items: None.

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

### **110 TEMPORARY WORKS**

- Details: Temporary works required or made/ not made available by the Employer: See section A36.
- Cost significant items: None.

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

### 110 WORK BY/ ON BEHALF OF EMPLOYER

- Title: Reflective film to south elevation windows.
- Description of work: Application of reflective / heat insulating film to the south facing windows to reduce heat gain.
- Carried out by: TBC.
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
  - None.

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

- Title: BT Distribution Point.
- Description of work: Extend existing BT Distribution Point on 2nd floor to new Communications Cupboard on 4th floor.
- Carried out by: BT.
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
  - None.

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

- Title: CCTV.
- Description of work: Supply & install 3no. CCTV cameras.
- Carried out by: TBC.
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
  - None.

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

- Title: Emergency Address System.
- Description of work: Reconfigure existing emergency address system.
- Carried out by: TBC.
- Attendance: Allow for the following additional to those reasonably required by the conditions of contract:
  - None.

### 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.



## **A54 PROVISIONAL WORK/ ITEMS**

### **590 CONTINGENCIES**

- Provisional sum: Include: £15K.

## **A55 DAYWORKS**

### **150A DAYWORK CHARGES**

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