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**REPLACEMENT OF SHOP FRONTS**  
**FARADAY COURT, WELLINGBOROUGH**

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**SECTION 1**

**PRELIMINARIES**

# **MW05 Prelims**

*16<sup>th</sup> January 2017*

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## **A10 PROJECT PARTICULARS**

### **110 The Project**

Name: Shop Front Replacement

Nature: Replace existing shop fronts with new to match existing

Location: Faraday Court, Park Farm Industrial Estate, Wellingborough, NN8 6XY

Length of contract: TBC

### **120 Employer (Client)**

Name: The Borough Council of Wellingborough

Address: Swanspool House, Doddington Road, Wellingborough, NN8 1BP

Telephone: 01933 229777

### **130 Principal contractor (CDM)**

Name: TBC

Address: TBC

Telephone: TBC

### **140 Contract Administrator (herein referred to as 'CA')**

Name: Underwoods

Address: Shire House, Pyramid Close, Northampton, NN38PH

Telephone: 01604 404060

### **150 CDM Coordinator**

Name: Shaun Collins

Address: Shire House, Pyramid Close, Northampton, NN3 8PH

Telephone: 01604 783003

### **160 Quantity Surveyor**

Name: N/A

Address: N/A

Telephone: N/A

## **A11 TENDER AND CONTRACT DOCUMENTS**

### **110 Tender drawings**

The tender drawings are: Drawing 001 - Site Plan

### **120 Contract drawings**

The Contract Drawings: The same as the tender drawings.

### **160 Preconstruction information**

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

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

### **110 The site**

Description: Faraday Court, Park Farm Industrial Estate, Wellingborough, NN8 6XY

### **120 Existing buildings on/ adjacent to the site**

Description: Industrial Units

### **140 Existing mains and services**

Drawings: (Information shown is indicative only): N/A

Other information: N/A

### **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: N/A

Other documents: N/A

Arrangements for inspection: N/A

### **200 Access to the site**

Description: C/O Underwoods LLP

Limitations: N/A

### **210 Parking**

Restrictions on parking of the Contractor's and employees' vehicles: N/A

### **220 Use of the site**

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

### **230 Surrounding land/ building uses**

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

### **240 Health and safety hazards**

General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However the following hazards are or may be present: Asbestos as per reports to be provided by CA.

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**

Before tendering: 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: via Ben Alders Tel: 01604 783000

### **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: Shop Front Replacement

### **130 Work by others concurrent with the contract**

Description: N/A

### **140 Completion work by others**

Description: N/A

## **A20 JCT MINOR WORKS BUILDING CONTRACT (MW)**

### **JCT MINOR WORKS BUILDING CONTRACT**

The Contract: JCT Minor Works Building Contract 2005, Revision 1 2007.

Requirement: Allow for the obligations, liabilities and services described therein against the headings following:

### **THE RECITALS**

#### **FirstThe Works and the Contract Administrator**

The work comprises: Shop Front Replacement

Architect/ Contract Administrator: See clause A10/140.

#### **SecondContract documents**

Contract drawings: As listed in clause A11/120.

Contract documents: The following have not been prepared and will be deleted from this recital: N/A

#### **ThirdPriced documents**

The references to N/A

will be deleted.

### **THE ARTICLES**

#### **3Architect/ Contract Administrator**

Architect/ Contract Administrator: See clause A10/140.

#### **4 and 5CDM Coordinator/ Principal Contractor**

CDM Coordinator: See clause A10/150.

Principal Contractor: See clause A10/130.

#### **6Adjudication**

Amendments:

### **CONTRACT PARTICULARS**

**Fourth Recital and clause 4.2 Construction industry scheme (CIS)**

Employer at the Base Date  
a 'contractor' for the purposes of the CIS.

**Fourth Recital and Schedule 2 Base date**

Base date: TBC

**Fifth Recital CDM Regulations**

The project notifiable.

**Article 7 Arbitration**

Article 7 and Schedule 1 TBC  
apply.

**Clause 1.1 CDM planning period**

Shall mean the period of TBC  
ending on

**Clause 2.2 Commencement and Completion**

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

**Clause 2.8 Liquidated damages**

At the rate of 0  
per day

**Clause 2.10 Rectification period**

Period: 6 months

**Clause 4.3 Percentage of the total value of the work etc.**

Percentage: N/A

**Clause 4.5 Percentage of the total amount to be paid to the Contractor**

Percentage: N/A

**Clause 4.8.1 Supply of documentation**

Period: 4 weeks

**Clause 4.11 and Schedule 2 Contribution, levy and tax changes**

Schedule 2 (Fluctuations Option) applies.  
Percentage addition:

**Clause 5.3.2 Contractor's insurance - injury to persons or property**

Insurance cover (for any one occurrence or series of occurrences arising out of one event):

**Clauses 5.4A, 5.4B and 5.4C Insurance of the works etc - alternative provisions**

Clause TBC  
applies.

**Clauses 5.4A.1 and 5.4B.1.2 Percentage to cover professional fees**

Addition:  
per cent.



**Clause 7.2 Adjudication**

The Adjudicator is: TBC

Nominator of Adjudicator: President or a Vice president or Chairman or Vice Chairman of the: RICS

**Schedule 1 paragraph 2.1 Arbitration**

Appointor of Arbitrator (and of any replacement): President or a Vice president of the: RICS

**THE CONDITIONS****Section 1: Definitions and Interpretation****1.4 Reckoning periods of days**

Amendments: TBC

**1.7 Applicable law**

Amendments: \_\_\_\_\_

**Section 2: Carrying out the Works****Section 3: Control of the Works****Section 4: Payment****Section 5: Injury, Damage and Insurance****Section 6: Termination****Section 7: Settlement of Disputes****EXECUTION**

The Contract: Will be executed as a deed

**CONTRACT GUARANTEE BOND**

Contract Guarantee Bond: \_\_\_\_\_

**A30 TENDERING/ SUBLETTING/ SUPPLY****110 Scope**

General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

**130 Partnering**

Process: Comply with the principles set out in JCT Practice Note 4 (Series 2) 'Partnering'.

Charter: Complete the relevant sections of the JCT 'Non-binding partnering charter for single project'.

**145 Tendering procedure**

General: In accordance with the principles of: \_\_\_\_\_

Arithmetical errors: \_\_\_\_\_  
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**

The Employer and Employer's representatives:

- Offer no guarantee that any tender will be recommended for acceptance or be accepted.
- Will not be responsible 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 \_\_\_\_\_

Date for possession/ commencement: See section A20.

**PRICING/ SUBMISSION OF DOCUMENTS**

**210 Preliminaries in the specification**

The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7.

**250 Priced schedules of work**

Alterations: Do not alter or qualify the priced schedules of work 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: \_\_\_\_\_

**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 \_\_\_\_\_

**500 Tender stage method statements**

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

Statements: Submit \_\_\_\_\_

**510 Alternative method tenders**

General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered.

Alternative tenders: Such alternatives will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.

Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan.

Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works.

Submit: \_\_\_\_\_

**515 Alternative time tenders**

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

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

**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: select from list

**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 drafting the Plan: The Contractor.

Content: Include details of:

- Principal Contractor for the purposes of the regulations.
- Location of the site.
- Description of the project.
- Estimated project cost.
- Types and quantities of waste that will be generated.
- Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
- The use of appropriate and licensed waste management contractors.
- Record keeping procedures.
- Waste auditing protocols.

Additional requirements: [\_\_\_\_\_].

Submit with tender.

**595 Environmental policy**

Employer's Environmental Policy:

- Location: See A11/180.
- Evidence of compliance: Submit: \_\_\_\_\_

Project Environmental Management System: Develop a system compatible with the Employer's policy.

- Format: \_\_\_\_\_
- Specific Requirements: \_\_\_\_\_
- Submit: \_\_\_\_\_

Supporting information: Supply as necessary, including:

- Information: \_\_\_\_\_
- Format: \_\_\_\_\_
- Submit: \_\_\_\_\_

**SUBLETTING/ SUPPLY**

**630 Domestic subcontracts**

General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.

**640 'Listed' domestic subcontractors**

General: The work listed below and described in the Contract Documents must be carried out by persons identified in a list as provided for in clause A30/645:

- The work: \_\_\_\_\_
- Enter into a contract with one of the following:  
\_\_\_\_\_

**645 'Listed' domestic subcontractors**

General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.

The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.

Additions to lists:

- The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
- The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.

Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.

Agreement: Before the start of work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

## **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.

## **160 Terms used in specification**

**Remove:** Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.

**Fix:** Unload, handle, store, place and fasten in position including all labours and use of site equipment.

**Supply and fix:** Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.

**Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.

**Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.

**Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.

**Repair:** Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.

**Refix:** Fix removed products.

**Ease:** Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.

**Match existing:** Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.

**System:** Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

## **170 Manufacturer and product reference**

**Definition:** When used in this combination:

- **Manufacturer:** The firm under whose name the particular product is marketed.

- **Product reference:** The proprietary brand name and/ or reference by which the particular product is identified.

**Currency:** References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

## **200 Substitution of products**

Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.

Reasons: Submit reasons for the proposed substitution.

Documentation: Submit relevant information, including:

- manufacturer and product reference;
- cost;
- availability;
- relevant standards;
- performance;
- function;
- compatibility of accessories;
- proposed revisions to drawings and specification;
- compatibility with adjacent work;
- appearance;
- copy of warranty/ guarantee.

Alterations to adjacent work: If needed, advise scope, nature and cost.

Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

## **210 Cross references**

Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.

Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.

Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.

Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

## **220 Referenced documents**

Conflicts: Specification prevails over referenced documents.

## **230 Equivalent products**

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

## **250 Currency of documents**

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

## **260 Sizes**

General dimensions: Products are specified by their co-ordinating sizes.

Timber: Cross section dimensions shown on drawings are:

- Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

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

## **410 Additional copies of drawings/ documents**

Additional copies: 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.

**480 Technical documents**

Reference documents: Available for inspection by appointment during the normal office hours at the office of \_\_\_\_\_

Document titles: \_\_\_\_\_

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

**630 Technical literature**

Information: Keep on site for reference by all supervisory personnel:

- Manufacturers' current literature relating to all products to be used in the Works.
- Relevant British, EN or ISO Standards.

**640 Maintenance instructions and guarantees**

Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.

Information location:

Emergency call out services: Provide telephone numbers for use after completion. Extent of cover:

**650 Energy rating calculation**

Calculation documentation:

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

**655 Code for Sustainable Homes**

Assessment Information:

- Provide the following: \_\_\_\_\_
- Format: \_\_\_\_\_
- Deliver to: \_\_\_\_\_

**A32 MANAGEMENT OF THE WORKS**

**GENERALLY**

**110 Supervision**

General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.

Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

**115 Considerate constructors scheme**

Registration: Before starting work, register the site and pay the appropriate fee:

Contact:

- Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire, SG12 0YX.
- Tel. 01920 485959.
- Fax. 01920 485958.
- Free phone 0800 7831423
- Web. [www.ccscheme.org.uk](http://www.ccscheme.org.uk)
- E mail. [enquiries@ccscheme.org.uk](mailto:enquiries@ccscheme.org.uk)

Standard: Comply with the Scheme's Code of Considerate Practice.

**120 Insurance**

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

**130 Insurance claims**

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

**140 Climatic conditions**

Information: Record accurately and retain:

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

**150 Ownership**

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

**210 Programme**

Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:

- Planning and mobilisation by the Contractor
- Subcontractor's work.
- Running in, adjustment, commissioning and testing of all engineering services and installations.
- Work resulting from instructions issued in regard to the expenditure of provisional sums.
- Work by others concurrent with the Contract.

Submit \_\_\_\_\_

**245 Start of work on site**

Notice: Before the proposed date for start of work on site give minimum notice of \_\_\_\_\_

**250 Monitoring**

Progress: Record on a copy of the programme kept on site.

Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

**260 Site meetings**

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

Frequency: \_\_\_\_\_

Location: \_\_\_\_\_

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): \_\_\_\_\_

**280 Photographs**

Number of locations: \_\_\_\_\_

Frequency of intervals: \_\_\_\_\_

Image format: \_\_\_\_\_

Number of images from each location: \_\_\_\_\_

Other requirements: \_\_\_\_\_

**290 Notice of completion**

Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.

Associated works: Ensure necessary access, services and facilities are complete.

Period of notice (minimum): \_\_\_\_\_

**310 Extensions of time**

Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.

Details: As soon as possible submit:

- Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
- All other relevant information required.

**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.

**460 Interim valuations**

Applications: Include details of amounts requested under the Contract together with all necessary supporting information.

Submission: At least seven days before established dates.

**470 Products not incorporated into the Works**

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

Evidence: When requested, provide evidence of freedom of reservation of title.

**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.

**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.

**320 Setting out**

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

**330 Appearance and fit**

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

**340 Critical dimensions**

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

**350 Levels of structural floors**

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

**360 Record drawings**

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

**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.

**440 Gas, oil and solid fuel appliance installation certificate**

Before the completion date stated in the Contract: Submit a certificate stating:

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

Certificate location:

**435 Electrical installation certificate**

Issue: When work is completed.

Original certificate: To be lodged in the Home Information Pack.

**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

**525 Access**

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

Designate: \_\_\_\_\_

**530 Overtime working**

Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.

- Minimum period of notice: \_\_\_\_\_

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

**540 Defects in existing work**

Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.

Documented remedial work: Do not execute work which may:

- Hinder access to defective products or work; or
- Be rendered abortive by remedial work.

**560 Tests and inspections**

Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.

Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.

Records: Submit a copy of test certificates and retain copies on site.

**570 Air permeability**

Method: Pressure test in accordance with the ATTMA publication: TS 1: Measuring Air Permeability of Building Envelopes

Requirement: Air leakage not to exceed \_\_\_\_\_  
 $\text{m}^3/(\text{h.m}^2)$  at an internal to external pressure difference of \_\_\_\_\_ Pascals.

Results: Submit \_\_\_\_\_

Copy: To be lodged in \_\_\_\_\_

**590 Resistance to passage of sound**

Method: \_\_\_\_\_

Compliance: \_\_\_\_\_

- Copies: Incorporate in the Building Manual/ Home Information Pack.

**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 \_\_\_\_\_



**595 Energy performance certificate**

Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.

- Building Type:

- Method: \_\_\_\_\_

Format:

- Certificate:

- Report: \_\_\_\_\_

Submit:

**610 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.

**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 \_\_\_\_\_

Rectification: Give reasonable notice for access to the various parts of the Works.

Completion: Notify when remedial works have been completed.

**740 Highway/ sewer adoption**

Work to be adopted under the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104: Description: \_\_\_\_\_

Work for adoption must be:

- Completed by the Contractor to the satisfaction of the Highway/ Sewer Authorities before the certificate stating the Works are complete is issued.

- Subject to a Defects Liability/ Rectification Period of 12 months (see Appendix to the Contract/ Contract Particulars).

- Maintained during the Defects Liability/ Rectification Period, including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Highway/ Sewer Authorities.

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

### **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: \_\_\_\_\_
- Precautions assumed: \_\_\_\_\_
- Specification reference: \_\_\_\_\_
- Drawing reference: \_\_\_\_\_

### **130 Product hazards**

Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Occupational Exposure Limits.

Common hazards: Not listed. Control by good management and site practice.

Significant hazards: Specified construction materials include the following:

- Hazard: \_\_\_\_\_
- Material: \_\_\_\_\_
- Specification reference: \_\_\_\_\_

### **140 Construction phase health and safety plan**

Submission: Present to the Employer/ Client no later than \_\_\_\_\_

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: \_\_\_\_\_

### **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: \_\_\_\_\_  
Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.

Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be paid to the Contractor, provided that such overtime is authorized in advance.

**180 Passes**

Controlled areas: Passes will be required for access to \_\_\_\_\_

Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required.

Return of passes: When requested or on completion of the work to which the pass relates.

**190 Occupier's rules and regulations**

Compliance: Conform to the occupier's rules and regulations affecting the site.

Copies:

- Location: \_\_\_\_\_

- Arrangements for inspection: \_\_\_\_\_

**200 Mobile telephones**

Use: Not permitted in the following areas: \_\_\_\_\_

**210 Employer's representatives site visits**

Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.

Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

**220 Working precautions/ restrictions**

Hazardous areas: Operatives must take precautions as follows:

- Work area: \_\_\_\_\_

- Precautions: \_\_\_\_\_

Permit to work: Operatives must comply with procedures in the following areas:

- Work area: \_\_\_\_\_

- Procedures: \_\_\_\_\_

**330 Noise control**

Standard: Comply generally with the recommendations of BS 5228-1, clause 9.3 to minimize noise levels during the execution of the Works.

Noise levels from the Works: Maximum level: \_\_\_\_\_

dB(A) when measured from \_\_\_\_\_

Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.

Restrictions: Do not use:

- Pneumatic drills and other noisy appliances without consent during the hours of \_\_\_\_\_

- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

**340 Pollution**

Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.

Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

**350 Pesticides**

Use: Not permitted.

**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.

**375 Antiquities**

Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.

Preservation: Keep objects in the exact position and condition in which they were found.

Special requirements: \_\_\_\_\_

**380 Fire prevention**

Duty: Prevent personal injury or death, and damage to the Works or other property from fire.

Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').

**390 Smoking on site**

Smoking on site: Not permitted.

**400 Burning on site**

Burning on site: Not permitted.

**410 Moisture**

Wetness or dampness: Prevent, where this may cause damage to the Works.

Drying out: Control humidity and the application of heat to prevent:

- Blistering and failure of adhesion.
- Damage due to trapped moisture.
- Excessive movement.

**420 Infected timber/ Contaminated materials**

Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.

Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.

**430 Waste**

Includes: Rubbish, debris, spoil, containers and surplus material.

Minimize: Keep the site and Works clean and tidy.

Remove: Frequently and dispose off site in a safe and competent manner:

- Non-hazardous material: In a manner approved by the Waste Regulation Authority.
- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.

Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.

Waste transfer documentation: Retain on site.

**440 Electromagnetic interference**

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

**510 Existing services**

Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.

Identification: Before starting work, check and mark positions of mains/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.

Work adjacent to services:

- Comply with service authority's/ statutory undertaker's recommendations.
- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.

Identifying services:

- Below ground: Use signboards, giving type and depth;
- Overhead: Use headroom markers.

Damage to services: If any results from execution of the Works:

- Immediately give notice and notify appropriate service authority/ statutory undertaker.
- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

**520 Roads and footpaths**

Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.

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.

**560 Existing features**

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

Special requirements: \_\_\_\_\_

**570 Existing work**

Protection: Prevent damage to existing work, structures or other property during the course of the work.

Removal: Minimum amount necessary.

Replacement work: To match existing.

**580 Building interiors**

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

**600 Existing furniture, fittings and equipment**

Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.

Extent: Before work in each room starts the Employer will remove the following: \_\_\_\_\_

**610 Especially valuable/ vulnerable items**

Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following: \_\_\_\_\_

Method statement: Submit within one week of request describing special protection to be provided.

**620 Adjoining property**

Agreement: Access to and/ or use of the following has been agreed with adjacent owners: \_\_\_\_\_

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

**625 Adjoining property restrictions**

Precautions:

- Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
- Pay all charges.
- Remove and make good on completion or when directed.

Damage: Bear cost of repairing damage arising from execution of the Works.

**630 Existing structures**

Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

Supports: During execution of the Works:

- Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
- Do not remove until new work is strong enough to support existing structure.
- Prevent overstressing of completed work when removing supports.

Adjacent structures: Monitor and immediately report excessive movement.

Standard: Comply with BS 5975 and BS EN 12812.

**640 Materials for recycling/ reuse**

Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.

Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

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

**130 Method/ sequence of work**

Specific Limitations: Include the following in the programme: \_\_\_\_\_

**160 Use or disposal of materials**

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

**170 Working hours**

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

**A36 FACILITIES/ TEMPORARY WORK/ SERVICES**

**GENERALLY**

**110 Spoil heaps, temporary works and services**

Location: Give notice of intended siting.

Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.

**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 \_\_\_\_\_ 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.

The accommodation/ land: \_\_\_\_\_

Available services: \_\_\_\_\_

**310 Roads**

Permanent roads, hard standings and footpaths on the site: The following may be used, subject to clause A34/520:

- Details: \_\_\_\_\_
- Restrictions on use: \_\_\_\_\_
- Protective or remedial measures: \_\_\_\_\_

**320 Temporary works**

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

**340 Name boards/ advertisements**

Name boards/ advertisements: Not permitted.

**410 Lighting**

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

**420 Lighting and power**

Supply: Electricity from the Employer's mains may be used for the Works as follows:

- Metering: \_\_\_\_\_
- Point of supply: \_\_\_\_\_
- Available capacity: \_\_\_\_\_
- Frequency: 50 Hz.
- Phase: \_\_\_\_\_
- Current: Alternating.

Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

**430 Water**

Supply: The Employer's mains may be used for the Works as follows:

- Metering: \_\_\_\_\_
- Source: \_\_\_\_\_
- Location of supply point: \_\_\_\_\_
- Conditions/ Restrictions: \_\_\_\_\_

Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

**440 Telephones**

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

**510 Temperature and humidity**

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

**520 Use of permanent heating system**

Permanent heating installation: May be used for drying out the Works and controlling temperature and humidity levels.

Installation: If used:

- Take responsibility for operation, maintenance and remedial work.
- Arrange supervision by and indemnification of the appropriate Subcontractors.
- Pay costs arising.

**530 Beneficial use of installed systems**

The following permanent systems may be used for the Works: \_\_\_\_\_

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

**540 Meter readings**

Charges for service supplies: Where to be apportioned ensure that:

- Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
- Copies of readings are supplied to interested parties.



**550 Thermometers**

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

**570 Personal protective equipment**

General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:

- Safety helmets to BS EN 397, neither damaged nor time expired. Number required: \_\_\_\_\_
- High visibility waistcoats to BS EN 471 Class 2. Number required: \_\_\_\_\_
- Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: \_\_\_\_\_
- Disposable respirators to BS EN 149.FFP1S.
- Eye protection to BS EN 166.
- Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

**A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS****110 The building manual**

Responsibility: \_\_\_\_\_

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: \_\_\_\_\_

Format: \_\_\_\_\_

Number of copies: \_\_\_\_\_

Delivery to: \_\_\_\_\_

. by (date) \_\_\_\_\_

**115 The Health and Safety File**

Responsibility: \_\_\_\_\_

Content: Obtain and provide the following information: \_\_\_\_\_

Format: \_\_\_\_\_

Delivery to: \_\_\_\_\_

By (date): \_\_\_\_\_

**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.

**170 Home information pack**

Content: Prepare the following for inclusion in the Home Information Pack: \_\_\_\_\_

Format: \_\_\_\_\_

Number of copies: \_\_\_\_\_

Delivery to: \_\_\_\_\_

**190 Maintenance service**

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

Terms: \_\_\_\_\_

Commencement: \_\_\_\_\_

Duration: \_\_\_\_\_

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

**110 Management and staff**

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

**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: \_\_\_\_\_

**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: \_\_\_\_\_

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

**110 Mechanical plant**

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

## **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: \_\_\_\_\_

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

### **110 Work by/ on behalf of employer**

Title: \_\_\_\_\_

Description of work: \_\_\_\_\_

Carried out by: \_\_\_\_\_

Attendance: Allow for the following additional to those reasonably required by the conditions of contract: \_\_\_\_\_

### **120 Products provided by/ on behalf of employer**

General: Details of such products are given in the work sections, for fixing by the Contractor. Use for no other purpose than the Works.

Handling: Accept delivery, check against receipts and take into appropriate storage.

Surplus products: Keep safe and obtain instructions.

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

### **110 Work by Local Authority**

Item: \_\_\_\_\_

Description of work: \_\_\_\_\_

Provisional Sum: Include \_\_\_\_\_

Allow for general attendance.

### **120 Work by statutory undertakers**

Item: \_\_\_\_\_

Description of work: \_\_\_\_\_

Provisional Sum: Include \_\_\_\_\_

Allow for general attendance.

## **A54 PROVISIONAL WORK/ ITEMS**

### **110 Provisional sums for defined work**

Item: \_\_\_\_\_

Description of work: \_\_\_\_\_

Provisional Sums: Include \_\_\_\_\_

Allow for general attendance.

### **210 Provisional sums for undefined work**

Item: \_\_\_\_\_

Description of work: \_\_\_\_\_

Provisional Sums: Include \_\_\_\_\_

Allow for general attendance.

**310 Provisional sums for work by specialist subcontractors**

Item: \_\_\_\_\_

Description of work: \_\_\_\_\_

Provisional Sums: Include \_\_\_\_\_

Add for profit: \_\_\_\_\_

%.

Allow for the following special attendance: \_\_\_\_\_

Allow for general attendance.

**520 Provisional sums not specifically for work - Building control prescribed inspection fee**

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

**590 Contingencies**

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

## A55 DAYWORKS

### 150 Daywork Charges

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

RICS/ Construction Confederation: Prime cost of labour: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

Prime cost of materials and goods: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

Prime cost of plant: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

RICS/ Electrical Contractors' Association: Prime cost of labour: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

Prime cost of materials and goods: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%

Prime cost of plant: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

RICS/ Electrical Contractors' Association of Scotland: Prime cost of labour: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

Prime cost of materials and goods: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

Prime cost of plant: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

RICS/ Heating and Ventilating Contractors' Association: Prime cost of labour: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

Prime cost of materials and goods: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

Prime cost of plant: The sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

RICS/ National Association of Plumbing, Heating and Mechanical Services contractors: Prime cost of labour: The Sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

Prime cost of materials and goods: The Sum of £ \_\_\_\_\_  
- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

Prime cost of plant: The Sum of £ \_\_\_\_\_

- Percentage adjustment to cover incidental costs, overheads and profit: \_\_\_\_\_  
%.

**SECTION 3**  
**SCHEDULE OF WORKS**

**SHOP FRONT REPLACEMENT**

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

PREAMBLES		£	p
<b>F10</b>	<b>BRICK/BLOCK WALLING</b>		
70	HOLES, RECESSES AND CHASES IN MASONRY: Comply with the relevant clause in section P31.		
90	CRACKED BRICKS in existing facework to be cut out and replaced with matching bricks bedded in 1:½:4 mix of cement: lime: sand mortar, before repointing adjacent cracked joints as specified.		
91	CRACKED JOINTS in existing facework which is not to be repointed: joints with cracks wider than 1 mm to be cut out to form a square recess of 15-20 mm depth. Remove dust, lightly wet and neatly point in 1:½:4 mix of cement: lime:sand mortar to match existing work.		
95	REPOINTING: Where specified carefully rake out existing joints by hand to form a square recess of 15-20 mm depth. Remove dust, lightly wet and neatly point in 1:½:4 cement:lime:sand mortar to a bucket handle profile in a continuous operation.		



**SHOP FRONT REPLACEMENT**

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
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PREAMBLES	£	p
<b>G20 CARPENTRY/TIMBER FRAMING/FIRST FIXING</b>		
05 GRADED SOFTWOOD FOR STUDWORK		
- Strength graded to BS 4978 or BS EN 519 or other national equivalent and so marked.		
Strength class to BS EN 338: C 16		
- Timber of a basic thickness less than 100 mm and not specified for wet exposure conditions to be stress graded at an average moisture content not exceeding 20% with no reading being in excess of 24% and clearly marked as 'DRY' or 'KD' (kiln dried).		
30 SELECTION AND USE OF TIMBER:		
- Do not use timber members which are damaged, crushed or split beyond the limits permitted by their grading.		
- Ensure that notches and holes are not so positioned in relation to knots or other defects that the strength of members will be reduced.		
- Do not use scarf joints, finger joints or splice plates.		
40 MOISTURE CONTENT of timber at time of erection to be not more than:		
Covered in generally unheated spaces:	24%	
Covered in generally heated spaces:	20%	
Internal in continuously heated spaces:	20%	
45 FRAMING ANCHORS:		
- Manufacturer and reference(s): Fischer or similar and approved.		
Material/finish: Steel / sherardized.		
- Fix anchors securely using not less than the number of nails recommended by the anchor manufacturer.		
- Nails to be not less than 30 x 3.75 mm galvanized or sherardized square twist unless recommended otherwise.		
50 ADDITIONAL SUPPORTS:		
- Where not shown on drawings, position and fix additional studs, noggings or battens for appliances, fixtures, edges of sheets, etc., in accordance with manufacturers' recommendations.		
- All additional studs, noggings or battens to be of adequate size and have the same treatment, if any, as adjacent timber supports.		
70 TRIMMING OPENINGS: When not specified otherwise, trimmers and trimming joists to be not less than 25 mm wider than general joists.		
85 VERTICAL RESTRAINT STRAPS:		
- Manufacturer and reference: Catnic or BAT or similar and approved.		
Material/finish: Steel / galvanised.		
Size: Not less than 30 x 2.5 mm cross section, 100 mm cranked end and 600mm long.		
- Position at not more than 1.8 m centres and fix securely to timber plate with not less than two 30 x 3.75 mm galvanized or sherardized nails and to masonry with 50 mm x 12 gauge sherardized screws evenly spaced. Locate at least one screw within 150 mm of the bottom end of each strap.		
90 LATERAL RESTRAINT STRAPS:		
- Manufacturer and reference: As above.		
Material/finish: As above.		

## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

### PREAMBLES

£

p

Size: Not less than 30 x 5 mm cross section, 150 mm cranked end and 600 mm long.

- Position at not more than 1.8 m centres and as shown on drawings.
- Ensure that cranked end is in tight contact with cavity face of wall inner leaf and is not pointing upwards.
- Fix noggings and packs beneath straps which span joists/rafters/ties running parallel to wall. Noggings and packs to fit tightly and be not less than three quarters of joist/rafter/tie depth. Notch joists so that straps fit flush with surface. Do not notch rafters/ties.
- Fix straps to joists/rafters/ties with not less than four 50 mm x 8 gauge sherardized countersunk screws, evenly spread.

**SHOP FRONT REPLACEMENT**

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

<b>PREAMBLES</b>		<b>£</b>	<b>p</b>
<b>H71</b>	<b>LEAD SHEET FLASHINGS</b>		
02	DORMER ROOFING: <ul style="list-style-type: none"><li>- Underlay: Klover PERMO Forte</li><li>- Lead: Code 4</li></ul>		
05	DORMERS: <ul style="list-style-type: none"><li>- Underlay: Klover PERMO Forte</li><li>- Lead: Code 4</li></ul>		
15	PITCHED VALLEY LININGS: <ul style="list-style-type: none"><li>- Underlay: Waterproof building paper to BS 1521, class A.</li><li>- Lining: Code 4 lead in lengths not exceeding 1500 mm and with laps of not less than 100 mm.</li><li>- Fixing: Dress over, and beyond, tilting fillets and welt edges. Nail top edge of each sheet. Dress bottom edge neatly into gutter.</li></ul>		
30	APRON FLASHINGS BETWEEN DORMERS <ul style="list-style-type: none"><li>- Lead: Code 4 in lengths not exceeding 1500 mm.</li><li>- End to end joints: Laps of not less than 100 mm.</li><li>- Upstand not less than 75 mm.</li><li>- Cover to abutment: Not less than 100 mm.</li><li>- Fixing: Lead wedges into bed joint and clips to bottom edge at laps and 500 mm centres</li></ul>		
35	COVER FLASHINGS: <ul style="list-style-type: none"><li>- Lead: Code 4 in lengths not exceeding 1500 mm.</li><li>- End to end joints: Laps of not less than 100 mm.</li><li>- Cover: Overlap to upstand of not less than 75 mm.</li><li>- Fixing: Lead wedges into bed joint and clips to bottom edge at laps and 500 mm centres.</li></ul>		
54	VERTICAL TILING/SLATING BOTTOM EDGE FLASHINGS: <ul style="list-style-type: none"><li>- Lead: Code 4 in lengths not exceeding 1500 mm, cut and dressed to shape for fixing by tiler/slater.</li><li>- End to end joints: Laps of not less than 100 mm.</li><li>- Width to be adequate for underlap to underlay, dressing over tilting fillet, and welted drip or straight cut bottom edge.</li></ul>		
55	VERTICAL TILING/SLATING TOP EDGE FLASHINGS: <ul style="list-style-type: none"><li>- Lead: Code 4 in lengths not exceeding 1500 mm, cut and dressed to shape for fixing by tiler/slater.</li><li>- End to end joints: Laps of not less than 100 mm.</li><li>- Width to be adequate for underlap to abutment and dressing down over tiles/slates not less than 150 mm.</li></ul>		
56	VERTICAL TILING/SLATING SIDE ABUTMENT STEP FLASHINGS: <ul style="list-style-type: none"><li>- Lead: Code 4 in lengths not exceeding 1500 mm, cut and dressed to shape for fixing by tiler/slater.</li><li>- End to end joints: Laps of not less than 100 mm.</li><li>- Width to be adequate for not less than 75 mm underlap with welted edge to tiles/slates and not less than 50 mm cover to abutment.</li></ul>		
57	VERTICAL SLATING ANGLE SOAKERS: <ul style="list-style-type: none"><li>- Lead: Code 3.</li></ul>		

## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

PREAMBLES		£	p
	Length: Tile/slate gauge + lap + 25 mm - Underlaps: not less than 150 mm at any point.		
59	RIDGE/HIP ROLLS TO LEAD ROOFS: - Core: Rounded timber, 70 x 45 mm tapering to a flat base 30 mm wide. Fix with brass or stainless steel screws at 600 mm centres. - Capping: Lead of the same code as the roof, in lengths not exceeding roof sheet lengths. Intersections with roof rolls to be leadwelded. Laps: Not less than 150 mm for ridges, 100 mm for hips. Cover: Dress roofing sheets up roll. Extend wings of capping not less than 75 mm on to roof. - Fixing: Nail underlapping ends and secure wings with copper or stainless steel clips as clause 80 at roofing bay centres and laps.		
60	MATERIALS AND WORKMANSHIP GENERALLY: - Lead sheet: To, or complying with BS 1178, colour marked for thickness and weight. - Cut, joint and dress lead neatly and accurately, to provide fully waterproof coverings/flashings, free from ripples, kinks, buckling and cracks. - Comply with BS 6915 and good practice as described in the latest editions of 'The Lead Sheet Manual' published by the Lead Sheet Association, unless agreed otherwise. - Do not use scribes or other sharp instruments to mark out lead and use solder only where specified. - Ensure that finished leadwork is fully supported, adequately fixed to resist wind uplift but also able to accommodate thermal movement without distortion or stress. - Finishing: Apply to all visible lead a smear coating of patination oil, evenly in one direction and in dry conditions.		
65	EXISTING LEAD TO BE REMOVED will become the property of the Contractor. The scrap value of such lead must be estimated by the Contractor, itemised separately in the tender, and set against the tender sum.		
70	REPLACEMENT OF EXISTING LEAD must be carried out in small sections at a time to reduce the risk of weather damage. Provide temporary waterproof coverings to prevent damage to the existing base and building.		
75	TIMBER FOR USE WITH LEADWORK: - Planed, free from wane, pitch pockets, decay and insect attack except pinhole borers. - Moisture content: Not more than 22% at time of covering. - Preservative treatment: CCA as section Z12 and BWPDA Commodity Specification C8.		
78	FIXING LEAD SHEET: - Where not specified otherwise, secure top edge of lead with two rows of fixings, 25 and 50 mm from edge. - Fix into timber substrates with copper clout nails to BS 1202:Part 2, not less than 20 mm long, or stainless steel (austenitic) clout nails, not less than 19 mm long. - Fix into concrete or masonry substrates with brass or stainless steel screws to BS 1210, not less than 19 mm long, with washers and plastics plugs.		
80	CLIPS: - Generally 50 mm wide where not specified to be continuous, length to suit detail. - Lead: Cut from sheets of the same code as the sheet being secured, or		

## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

PREAMBLES		£	p
<ul style="list-style-type: none"><li>- Copper: Cut from 0.7 mm thick sheet to BS 2870, temper grade 1/4H, dipped in solder if exposed to view, or</li><li>- Stainless steel: Cut from 0.38 mm sheet to BS 1449:Part 2, grade 304, terne coated if exposed to view.</li><li>- Fix with two fastenings not more than 50 mm from edge of lead sheet. Clips welted around edges of sheets to be turned over 25 mm.</li></ul>			
82	<b>WOOD CORED ROLL JOINTS WITH SPLASH LAP:</b> <ul style="list-style-type: none"><li>- Core: Rounded timber, 45 x 45 mm tapering to a flat base 25 mm wide. Fix with brass or stainless steel screws at 300 mm centres.</li><li>- Dress undercloak three quarters around core and fix with nails at 150 mm centres one third the length of the panel starting from the head of the sheet.</li><li>- Dress overcloak around core and extend on to main surface to form a 40 mm splash lap.</li></ul>		
84	<b>WELTED JOINTS:</b> <ul style="list-style-type: none"><li>- Form with a 50 mm overlap, 25 mm underlap and copper or stainless steel clips as clause 80 at 450 mm centres.</li><li>- Welt overlap and clips around underlap, loosely turn over and lightly dress down.</li></ul>		
87	<b>DRIPS WITH SPLASH LAPS:</b> <ul style="list-style-type: none"><li>- Dress underlap up full height of drip upstand. Fix to lower level base with two rows of nails. Seal over nails with a soldered or leadwelded dot.</li><li>- Dress overlap over drip and form a 75 mm splash lap. Secure with lead clips as clause 80, leadwelded to underlap at bay centres.</li></ul>		
90	<b>WEDGE FIXING INTO JOINTS/CHASES:</b> <ul style="list-style-type: none"><li>- Carefully rake out joint/chase to a depth of not less than 25 mm.</li><li>- Dress lead into joint/chase and fix with lead wedges at not more than 450 mm centres, at every change of direction and with at least two for each piece of lead.</li><li>- Prepare joint/chase and apply sealant as section Z22.</li></ul> Sealant: Calders Leadsealant.		
95	<b>WEDGE FIXING INTO DAMP PROOF COURSE JOINTS:</b> <ul style="list-style-type: none"><li>- Carefully rake/cut out joint under damp proof course to a depth of not less than 25 mm.</li><li>- Dress lead into joint and fix with lead wedges at not more than 450 mm centres, at every change of direction and with at least two for each piece of lead.</li><li>- Prepare joint and apply sealant as section Z22.</li></ul> Sealant: Calders Leadsealant.		

## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

### PREAMBLES

		£	p
<b>L40</b>	<b>GENERAL GLAZING</b>		
10	WORKMANSHIP GENERALLY: <ul style="list-style-type: none"><li>- Glazing generally: to BS 6262.</li><li>- The glazing must be wind/watertight under all conditions. Make full allowance for deflections and other movements.</li><li>- Glass generally to BS 952 and BS EN 572, free from scratches, bubbles and other defects.</li><li>- Panes/sheets to be accurately sized.</li><li>- Ensure that glass/plastics, surround materials, sealers primers and paints/clear finishes are compatible. Comply with glazing/sealant manufacturers' recommendations.</li></ul>		
30	PREPARATION: Clean surrounds, rebates, grooves and beads, and prepare as specified before installing glazing.		

**SHOP FRONT REPLACEMENT**

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
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<b>PREAMBLES</b>		<b>£</b>	<b>p</b>
<b>M20</b>	<b>PLASTERED AND RENDER COATINGS</b>		
05	MASONRY CEMENT:SAND RENDER: <ul style="list-style-type: none"><li>- Background: Brick</li><li>- Undercoat(s): 1: 8mm Cement: Masonry cement. Sand: To BS 1199, type A.</li><li>- Final coat: 1: 6mm Cement and sand as for undercoat.</li><li>- Finish: Smooth trowelled.</li></ul>		
30	LIGHTWEIGHT GYPSUM PLASTER: <ul style="list-style-type: none"><li>- Background: Brickwork and blockwork</li><li>- Undercoat: Premixed lightweight British Gypsum "Thistle Hardwall" plaster to BS 1191:Part 2. Thickness (excluding dubbing out): 11 mm</li><li>- Final coat: Premixed lightweight British Gypsum "Thistle Plaster Finish" plaster to BS 1191:Part 2. Thickness: 2 mm Finish: Smooth.</li></ul>		
50	BOARD FINISH PLASTER <ul style="list-style-type: none"><li>- Background: Plasterboard</li><li>- Skim coat(s): Board finish plaster to BS 1191:Part 1, Class B. Proprietary reference: "Thistle Plaster Finish" Thickness: 2 mm applied in 1 No coat. Finish: Smooth.</li></ul>		
60	BASIC WORKMANSHIP: <ul style="list-style-type: none"><li>- Comply with the clauses of BS 8000:Part 10 which are relevant to this section.</li><li>- Provide appropriate corrosion resistant beads/stops at all external angles and stop ends unless specified otherwise. Use stainless steel beads/stops with external render.</li><li>- All cements must comply with the appropriate British Standard and be licensed under the BSI Kitemark scheme for cement. Where Portland cement, Portland blastfurnace cement, Portland pulverised-fuel ash cement or Sulfate-resisting Portland Cement is specified use Class 42.5 or 52.5 material.</li></ul>		
66	REPAIRING EXISTING PLASTER: <ul style="list-style-type: none"><li>- Remove plaster which is loose, soft, friable, badly cracked or affected by efflorescence. Gently tap all remaining intact surfaces and remove hollow sounding areas of plaster. Remove stained plaster to 300 mm beyond last point of visible staining.</li><li>- Cut back to straight horizontal and vertical edges.</li><li>- Advise CA if any built-in timbers, structural deficiencies or sources of damp are revealed.</li><li>- Thoroughly dry brush the background and edges to remove dust, loose material and efflorescence before applying plaster.</li></ul>		
70	REPAIRING EXISTING RENDER/STUCCO: <ul style="list-style-type: none"><li>- Cut out all loose, hollow, soft, friable, badly cracked or otherwise damaged areas to form rectangular patches with straight horizontal and vertical edges, square cut or slightly undercut.</li></ul>		

## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

PREAMBLES		£	p
	- Cut back to imitation joint lines where they occur.		
	- Cut out cracks other than hairline cracks to a width of not less than 75 mm, undercutting all edges but the bottom.		
	- Wash and brush exposed backgrounds and edges to remove dust and loose material.		
80	PLASTERBOARD BACKINGS:		
	- Ensure that noggings, bearers, etc. to support fixtures, fittings and services are accurately and securely fixed.		
	- In addition to the requirements of BS 8000:Part 10, ensure that all edges of vapour check and fire resisting backings are fully supported.		
86	JOINTS BETWEEN BOARDS AND SOLID BACKGROUNDS which are both to be plastered: Fill and scrim unless specified otherwise.		
90	PROTECTION: Adequately protect newly applied external coatings against frost and rain for the first 48 hours using polythene sheet hung clear of the face, or other approved method.		



## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

PREAMBLES		£	p
<b>M60</b>	<b>PAINTING/CLEAR FINISHING</b>		
20	COATING MATERIALS to be obtained from the <b>Dulux Trade</b> range unless specified otherwise. Inform CA of selected manufacturer before commencement of any coating work.		
30	PREPARATION GENERALLY: <ul style="list-style-type: none"><li>- To BS 6150, Section 4.</li><li>- Materials used in preparation to be types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.</li><li>- Substrates must be sufficiently dry in depth.</li><li>- Remove efflorescence, dirt, grease and oil.</li><li>- Remove organic growths and infected coatings/decorations. Apply biocidal solution to assist removal and, where necessary, apply residual effect biocidal solution to inhibit regrowth.</li><li>- Fill joints, cracks, holes and other depressions with stoppers/fillers and abrade flush with surface. Apply oil based stoppers/fillers after priming. Apply water based stoppers/fillers before priming unless recommended otherwise by manufacturers.</li><li>- Remove dust and residues after preparation.</li><li>- Ensure that doors, opening windows, etc, are eased before coating. Prime any resulting bare areas.</li></ul>		
32	PREVIOUSLY COATED SURFACES GENERALLY: <ul style="list-style-type: none"><li>- Prepare in accordance with BS 6150, Section 6.</li><li>- When removing or partially removing coatings, use methods which will not damage the substrate or adjacent surfaces or adversely affect subsequent coatings.</li><li>- Carefully remove all loose, flaking or otherwise defective areas to a firm edge.</li><li>- Completely remove all alkali affected coatings.</li><li>- Obtain instructions where:<ul style="list-style-type: none"><li>- Coatings are suspected of containing lead.</li><li>- Substrates containing asbestos are revealed.</li><li>- Significant rot, corrosion or other degradation of substrates is revealed.</li></ul></li><li>- Thoroughly clean retained coatings. Abrade gloss coated surfaces when wet to provide a key.</li><li>- Apply additional preparatory coats to areas of partial removal.</li><li>- Prepare areas of complete removal as specified for uncoated surfaces.</li></ul>		
35	FIXTURES: Before commencing work, remove the following fixtures and fittings, set aside and replace on completion: Door and window ironmongery.		
37	TIMBER PREPARATION: <ul style="list-style-type: none"><li>- Abrade to a smooth finish with lightly rounded arrises.</li><li>- Ensure that any degraded timber substrate has been repaired.</li><li>- Ensure that fasteners are countersunk sufficiently to hold stoppers/fillers.</li><li>- Apply two coats of knotting to resinous areas and knots.</li><li>- Abrade defective preprimed timber and recoat.</li></ul>		
39	STEEL PREPARATION: <ul style="list-style-type: none"><li>- Abrade defective primer, corrosion and loose scale back to bare metal.</li><li>- Treat any residual rust with a proprietary removal solution. Prime as soon as possible.</li></ul>		

## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
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PREAMBLES		£	p
41	MASONRY/RENDERING PREPARATION: Remove loose and flaking material with a stiff brush.		
43	PLASTER PREPARATION: Scrape off nibs, trowel marks and plaster splashes. Abrade any overtrowelled areas.		
45	PREVIOUSLY PAINTED WINDOW FRAMES: <ul style="list-style-type: none"><li>- Remove existing paint to the extent specified or instructed.</li><li>- Remove old paint encroaching beyond the glass sight line.</li><li>- Remove loose and defective putty.</li><li>- Thoroughly clean putty cavities and junctions between previously painted surfaces and glass.</li><li>- Patch prime, reputty and paint as soon as sufficiently hard.</li></ul>		
50	POINTING TO EXISTING FRAMES: <ul style="list-style-type: none"><li>- Remove defective sealant pointing.</li><li>- Thoroughly clean the joint recess, remove all dust and seal joint surfaces as recommended by sealant manufacturer.</li><li>- Check that depth of joint is approximately half its width, and adjust using recommended backing strip if necessary.</li><li>- Repoint neatly using mastic gun.</li><li>- Sealant manufacturer and reference: Dow Corning.</li></ul>		
55	EXISTING GUTTERS: Clean inside of gutters before preparing and coating. Clean out defective joints and seal with approved jointing material.		
56	EXISTING GUTTERS: Clean inside of gutters (even though not to be coated). Clean out defective joints and seal with approved jointing material.		
61	COATING GENERALLY: <ul style="list-style-type: none"><li>- To BS 6150, Section 5.</li><li>- Do not use materials which show any defects when applied. Do not thin or intermix unless recommended otherwise.</li><li>- Apply priming coats on the same day preparation is completed.</li><li>- Apply coatings to clean, dry surfaces in accordance with the manufacturer's recommended intervals between coats. Apply evenly, with uniform colour, free from brush marks, sags, runs and other defects.</li><li>- Protect drying and completed work from damage.</li></ul>		
68	STAINING TIMBER: <ul style="list-style-type: none"><li>- Apply primer if recommended by stain manufacturer.</li><li>- Apply stain in flowing coats. Brush out before set to produce uniform depth of colour.</li></ul>		
70	EXTERNAL DOORS: Prime and coat bottom edges before hanging.		
77	BEAD GLAZING: Joinery which is to be painted must have the primer and one undercoat applied to rebates and beads before glazing.		
80	PUTTY GLAZING: Allow putty to set for 7 days then, within a further 14 days, seal with an oil based primer. Ensure that putty is fully protected by coating system as soon as it is sufficiently hard. Extend finishing coats on to glass up to sight line.		
90	COMPLETION: Ensure that opening lights and other moving parts move freely. Remove all masking tape and temporary coverings.		

**SHOP FRONT REPLACEMENT**

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**PREAMBLES****£****p**

## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
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PREAMBLES		£	p
<b>P31 HOLES/CHASES/COVERS/SUPPORTS FOR SERVICES</b>			
10	<b>HOLES, RECESSES AND CHASES IN MASONRY:</b> <ul style="list-style-type: none"><li>- Holes, recesses and chases to be in locations which will least affect the strength, stability and sound resistance of the construction, and to be of the smallest practicable size.</li><li>- Holes must not exceed 300 mm square.</li><li>- Do not cut chases in walls of hollow or cellular blocks without approval.</li><li>- In walls of other materials:<ul style="list-style-type: none"><li>- Vertical chases must be not deeper than one third of the single leaf thickness.</li><li>- Horizontal or raking chases must be not longer than 1 m and not deeper than one sixth of the single leaf thickness.</li></ul></li><li>- Do not set chases or recesses back to back; offset by a clear distance not less than the wall thickness. Where sockets, etc. are shown on drawings as nominally back to back, obtain instructions.</li><li>- Do not cut until mortar is fully set. Cut carefully and neatly, avoiding spalling, cracking or other damage to surrounding structure. Do not cut chases with mechanical or hand impact tools.</li></ul>		
20	<b>NOTCHES AND HOLES IN STRUCTURAL TIMBER:</b> <ul style="list-style-type: none"><li>- To be avoided wherever possible and to be the minimum sizes needed to accommodate services.</li><li>- Do not position near knots or other defects in the same cross section which would significantly affect strength of timber.</li><li>- Notches and holes in the same joist to be at least 100 mm apart horizontally.</li><li>- Notches in joists to be at the top, located between 0.07 and 0.25 of span from support, not deeper than 0.125 x depth of joist and to be formed by sawing down to a drilled hole.</li><li>- Holes in joists to be on the neutral axis, with diameter not more than 0.25 x depth of joist, spaced at centres not less than 3 x diameter of largest hole and located between 0.25 and 0.4 of span from support.</li><li>- Notches in roof rafters, struts and columns will not be permitted.</li><li>- Holes in struts and columns to be on the neutral axis, with diameters not exceeding 0.25 x minimum width of member, located between 0.25 and 0.4 of length from end and spaced at centres not less than 3 x diameter of largest hole.</li></ul>		

**SHOP FRONT REPLACEMENT**

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

<b>PREAMBLES</b>		<b>£</b>	<b>p</b>
<b>R11</b>	<b>FOUL DRAINAGE ABOVE GROUND</b>		
10	PLASTICS SOIL VENT PIPEWORK AND WC BRANCHES: <ul style="list-style-type: none"><li>- Pipes, fittings and accessories: PVC-U to BS 4514, Kitemark certified. Manufacturer and reference: Osma or similar and approved. Colour: White Accessories:</li><li>- Method of jointing: Solvent Welded</li><li>- Method of fixing: Clipped</li></ul>		
45	AIR ADMITTANCE VALVES: Agrément certified. Install in a vertical position. Fit the manufacturers insulating cover in unheated locations.		
50	INSTALLATION GENERALLY: <ul style="list-style-type: none"><li>- Install pipes, fittings and accessories in accordance with BS 5572, so that appliances drain quickly, quietly and completely at all times and discharge is conveyed without crossflow, backfall, leakage or blockage.</li><li>- Obtain all components for each type of pipework from the same manufacturer unless specified otherwise.</li><li>- Provide access fittings and rodding eyes as necessary in convenient locations to permit adequate cleaning and testing of pipework.</li><li>- Provide for thermal and building movement when fixing and jointing, and ensure that clearances are not reduced as fixing proceeds.</li><li>- Where not specified otherwise use plated, sherardized, galvanized or nonferrous fastenings, suitable for the purpose and background, and compatible with the material being fixed or fixed to.</li><li>- Comply with restrictions on the cutting of holes, chases, notches, etc., installation of pipe sleeves and fire stopping specified in section P31.</li></ul>		
60	PIPEWORK <ul style="list-style-type: none"><li>- Fix securely at specified centres plumb and/or true to line with additional supports as necessary at junctions and changes in direction. Fix every length of discharge stack pipe at or close below the socket collar.</li><li>- Make changes in direction of pipe runs only where shown on drawings unless otherwise approved.</li><li>- Cut ends of pipes to be clean and square with burrs and swarf removed.</li></ul>		
70	PIPEWORK TEST: <ul style="list-style-type: none"><li>- Temporarily seal open ends of pipework with plugs.</li><li>- Connect a U tube water gauge and pump air into pipework until gauge registers 38 mm.</li><li>- Allow a period for temperature stabilisation, after which the pressure of 38 mm is to be maintained without loss for not less than 3 minutes.</li></ul>		

## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

PREAMBLES		£	p
<b>Z20</b>	<b>FIXINGS/ADHESIVES</b>		
10	FIXING GENERALLY: Use fixing and jointing methods and types, sizes, quantities and spacings of fasteners which are suitable having regard to: <ul style="list-style-type: none"><li>- Nature of and compatibility with product/material being fixed and fixed to,</li><li>- Recommendations of manufacturers of fasteners and manufacturers of components, products or materials being fixed and fixed to,</li><li>- Materials and loads to be supported,</li><li>- Conditions expected in use,</li><li>- Appearance, this being subject to approval.</li></ul>		
25	FASTENERS for materials and components: <ul style="list-style-type: none"><li>- Forming part of external construction but not directly exposed to the weather to be of corrosion resistant material or have a corrosion resistant finish.</li><li>- Directly exposed to the weather to be of corrosion resistant material.</li></ul>		
30	FIXING THROUGH FINISHES: Ensure that fasteners and plugs (if used) have ample penetration into the backing.		
35	PACKINGS <ul style="list-style-type: none"><li>- Provide noncompressible, rot proof packings at fixing points to take up tolerances and prevent distortion.</li><li>- Ensure that packings do not intrude into zones that are to be filled with sealant.</li></ul>		
40	CRAMP FIXING: <ul style="list-style-type: none"><li>- When not specified otherwise, position cramps not more than 150 mm from each end of frame sections and at 600 mm maximum centres.</li><li>- Secure cramps to frames with matching screws as masonry work proceeds, and fully bed in mortar.</li></ul>		
50	PELLETING: Countersink screw heads 6 mm below timber surface and glue in grain-matched pellets cut from matching timber. Finish off flush with face.		
60	ADHESIVES: <ul style="list-style-type: none"><li>- Types: As specified in the relevant section.</li><li>- Surfaces to receive adhesive to be sound, unfrozen and free from contamination likely to affect bond. Where necessary, clean as recommended by manufacturer.</li><li>- Adjust surface regularity and texture as necessary to suit bonding and gap filling characteristics of adhesive.</li><li>- Observe manufacturer's and statutory requirements for storage and safe usage of adhesives.</li><li>- Do not use in unsuitable environments or beyond the storage period recommended by the manufacturer.</li><li>- Apply using recommended spreaders/applicators to ensure correct coverage. Bring surfaces together within recommended time period and apply pressure to ensure full bonding.</li><li>- Remove surplus using methods recommended by manufacturer, without damaging surfaces.</li></ul>		

**SHOP FRONT REPLACEMENT**

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

<b>PREAMBLES</b>		<b>£</b>	<b>p</b>
<b>Z21</b>	<b>MORTARS</b>		
10	MORTAR MIX PROPORTIONS and other particular requirements are specified elsewhere.		
20	SAND FOR MORTAR: <ul style="list-style-type: none"><li>- To BS 1200 unless specified otherwise.</li><li>- Sand for facework mortar to be from one source, different loads to be mixed if necessary to ensure consistency of colour and texture.</li><li>- When a range is specified (e.g. 1:1:5-6) use lower proportion of sand for Grade G sands and higher proportion for Grade S.</li></ul>		
30	READY-MIXED LIME:SAND: Unless specified otherwise, use ready-mixed lime:sand to BS 4721. Coloured mortar, where required, to be made using a proprietary coloured ready-mixed lime:sand, colour to approval where not specified.		
32	SITE PREPARED LIME:SAND MIX: Thoroughly mix ready prepared lime putty to BS 890 with sand, store in airtight bins and prevent from drying out. Before gauging with other constituents thoroughly ram, beat and chop the mix.		
40	CEMENT FOR MORTAR: When not specified otherwise, to be Portland cement or Portland blastfurnace cement, to class 42.5 or 52.5, manufactured and supplied under the BSI Kitemark scheme for cement. All cements must comply with the appropriate British Standard.		
50	ADMIXTURES: To BS 4887. Do not use in mortar unless specified or approved. Do not use calcium chloride or any admixtures containing calcium chloride.		
60	MAKING MORTAR: <ul style="list-style-type: none"><li>- Measure materials accurately by volume using clean gauge boxes. Proportions of mixes are for dry sand; allow for bulking if sand is damp.</li><li>- Mix ingredients thoroughly to a consistence suitable for the work and free from lumps. Do not overmix mortars containing air entraining admixtures.</li><li>- Do not mix mortar when the air temperature is at or below 3 degC.</li><li>- Use mortar within about two hours of mixing at normal temperatures. Do not use after the initial set has taken place and do not retemper.</li><li>- Keep plant and banker boards clean at all times.</li></ul>		

## SHOP FRONT REPLACEMENT

FARADAY COURT, PARK FARM INDUSTRIAL ESTATE, WELLINGBOROUGH,  
NN8 6XY

PREAMBLES		£	p
<b>Z22</b>	<b>SEALANTS</b>		
10	SEALANT TYPES: As specified in the relevant section.		
20	SUITABILITY OF JOINTS: Before commencing, check that: Joint dimensions are within limits specified for the sealant Surfaces are smooth and undamaged Preparatory work which must be done before assembly of the joint has been carried out. Inform CA if joints are not suitable to receive sealant and submit proposals for rectification.		
30	PREPARING JOINTS: <ul style="list-style-type: none"><li>- Remove all temporary coatings, tapes, loosely adhering material, dust, oil, grease and other contaminants which may affect bond.</li><li>- Backing strip, bond breaker, primer: Types recommended for the purpose by sealant manufacturer.</li><li>- Insert backing strips and/or bond breaker tape into joint leaving no gaps.</li><li>- Cover adjacent surfaces with masking tape to prevent staining and protect surfaces which would be difficult to clean if smeared with primer or sealant.</li></ul>		
40	APPLYING SEALANTS: <ul style="list-style-type: none"><li>- Do not apply to damp surfaces (unless recommended otherwise), to surfaces affected by ice or snow or during inclement weather. Do not heat joints to dry them or raise the temperature.</li><li>- Fill joints completely, leaving no gaps, excluding all air and ensuring firm adhesion of sealant to required joint surfaces. Tool the sealant to a neat, slightly concave profile unless specified otherwise.</li></ul>		



**REPLACEMENT OF SHOP FRONTS**  
**FARADAY COURT, WELLINGBOROUGH**

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**SECTION 2**

**PREAMBLES**

SCHEDULE OF WORKS

		£	p
	<b>GENERALLY</b>		
A	The Contractor shall note that the items of work contained in the Schedule have been described in reasonable detail but the Contractor shall consider them in conjunction with the Contract Drawings where applicable, detailed manufacturer's recommendations and the actual work on site and shall allow in his prices for everything necessary for carrying out the works in the best manner whether specifically mentioned or not. The Contractor shall be deemed to have visited the site and examined the extent of the works as no claims on the grounds of lack of knowledge will be entertained.		
B	Where approximate quantities are stated these are for guidance only and the Contractor is advised to make his own assessment of the actual quantities prior to submitting a tender.		
C	No alteration or qualification of any kind is to be made by the Contractor to the Specification without the general agreement of the Contract Administrator.		
D	All works are to be executed with due regard to the Health & Safety At Work Act 1974 and all relevant legislation flowing there from.		
E	Where works are likely to fall subject to the Construction (Design & Management) Regulations the Contractor is to make all due allowance for fulfilling the role of Principle Contractor and for the production and issue of all appropriate Construction Phase Health & Safety Plans and Health & Safety File. The spirit of these regulations is to be fully embraced where the scope and duration of works is such that the regulations would not otherwise apply.		
F	The Contractor shall allow for providing adequate security hoarding and site segregation/signage etc throughout the course of the works as may be necessary.		
G	The Contractor shall allow for the provision and adaptation of any access equipment (scaffolding and the like) as necessary to undertake the works in a health and safety conscious manner.		
H	The Contractor is to allow for all necessary fixings required for the works unless specifically stated otherwise in item descriptions.		
I	In work involving the removal of load bearing walls, blocking up, cutting out and repositioning openings, descriptions for such work shall be deemed to include the provision and subsequent removal of temporary support work as required and it should be noted that thicknesses of walls stated exclude the thickness of existing finishes.		
J	Items for stripping out and demolition work shall be deemed to include disposal unless otherwise stated. Demolitions and alteration work described in this section shall be deemed to include protecting structures disturbed by demolition and alteration work.		
K	The Contractor is to allow for temporary lighting, power and fire alarm provision.		

To Collection £

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SCHEDULE OF WORKS

		£	p
	<b>Preparation</b>		
A	The works identified below are to include for 9No properties (namely 10, 11, 12, 13, 14, 15, 16, 17 and 18 Faraday Court), and should be priced as one package of works.		
B	Remove any remaining tenant's signage, window dressings and other fixtures and fittings and set to one side for re-use. Assess during site visit whether any window or door units including sensors for intruder alarms and make allowance for removal and later reinstatement.		
C	Remove existing aluminium and glass shop front including windows, door and associated framework and dispose off site. Removal to include high level sign board to be retained and re-used on completion.		
D	Clean down all exposed brickwork reveals and prepare areas to receive new shop front. Fill any historic fixing points and make good any disturbed surfaces inside and out and leave in good order. Allow for any local decoration as necessary.		
	<b>Installation</b>		
E	Supply and fit new smart system Smart Wall Thermal Aluminium Replacements.		
F	Powder coated to RAL colour to match existing.		
G	Doors in screens to have Antifinger Trap Stiles, overhead concealed door closers.		
H	Supply low level thresholds, standard pad handles and dead locks.		
I	Fit separate opening light in screens to be top hung opening outwards, with separate Espangolette locking handles.		
J	All glazing to be 6mm toughened bronze antisun/6mm toughened low "E" Argon gas filled double glazing units with warm edge spacer bars & aluminium panels where required.		
	<b>Finishing</b>		
K	Undertake a thorough clean of newly installed unit and reinstate Tenant's fixtures, fittings and other items and leave in good order on completion.		

To Collection £

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## Shop Front Replacement at Faraday Court, Wellingborough

## SCHEDULE OF WORKS

	<u>COLLECTION</u>			
	Page No	1		
	Page No	2		
TOTAL CARRIED TO COLLECTION				

# **APPENDIX 1**

## **TENDER DRAWINGS**

SHOP FRONT REPLACEMENT  
FARADAY COURT, WELLINGBOROUGH

COLLECTION

		£	p
	<u>COLLECTION</u>		
A	SECTION 1 - CONTRACT PRELIMINARIES		
B	SECTION 2 - PREAMBLES		
C	SECTION 3 - SCHEDULE OF WORKS		
D	SUB TOTAL		
E	TOTAL OF SUMMARY CARRIED TO FORM OF TENDER	£	

# FORM OF TENDER

for the

**Shop Front Replacement**

at

**Faraday Court (Units 10-18)**

To: Shaun Collins

I/We the undersigned hereby offer our Fixed Price Tender in accordance with the Tender Documents prepared by Underwoods LLP, with a provisional date for possession of the site to be agreed:-

.....

.....  
(£ . p)

Duration of Works: .....

Lead In period required: .....

I/We enclose completed Contract Sum Analysis (priced pages of Works Section 2 of Specification), Preliminary Programme and Method Statements upon which our Tender is based.

I/We agree that this tender shall remain open to acceptance for a period of three months from "the date of tender".

Signed .....

For and on behalf of .....

in the capacity of .....

Date ..... 2017

- Notes:
- (1) The Employer does not bind himself to accept the lowest or any tender and will not be responsible for any costs incurred by the Contractor in preparing same.
  - (2) The Tender should be strictly in accordance with the invitation document; any tender which is qualified will be rejected.
  - (3) The Form of Tender together with Summary is to be signed and sealed in the envelope provided and delivered to The Borough Council of Wellingborough, Swanspool House, Doddington Road, Wellingborough, NN8 1BP. FAO: Finance Director (please use envelope provided) by not later than **Noon on Wednesday 15<sup>th</sup> February 2017**.

## NOTICE TO TENDERERS

1. The Tender Documents must be completed in **Black Ink**.
2. It is important that the Summary to the Tender Document should be signed and bear the Contractor's name, address and date of tender.
3. The Tender must be submitted on a VAT exclusive basis and in accordance with the Conditions of Contract.

## INSTRUCTIONS TO TENDERERS

- |   |                       |  |
|---|-----------------------|--|
| A | <b>Tender</b>         | The Contractor's Tender is to be based on the Enquiry Document provided, the conceptual drawings issued with the invitation and any further drawings issued for the specific purpose of preparing the Tender.  |
| B | <b>Form of Tender</b> | <p>The Employer does not guarantee to accept the lowest or any Tender and Contractor's tendering do so at their own expense.</p> <p>The Contractor will be required to submit with the Form of Tender a programme upon which his tender is based.</p>                                      |
| C | <b>Tender</b>         | The Contractor is to submit with his Tender a fully priced copy of the Tender Document. This analysis, which will become a Contract Document, is to show how the Tender price is built up and is to include for all required profit, overheads, fees, charges, preliminaries and the like. |