

PROPOSED WORKS

Various Parade refurbishment works
around Corby

FOR

Corby Borough Council

PRELIMINARIES AND GENERAL SPECIFICATIONS

JOB REF: 7489



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CONTENTS

SECTION A Preliminaries/General Conditions

SECTION B General working specifications.

SECTION A

**PRELIMINARIES AND GENERAL
CONDITIONS**

A PRELIMINARIES/GENERAL CONDITIONS

A10 PROJECT PARTICULARS

110 THE PROJECT:

NAME: Parade Refurbishments

NATURE: Refurbishment of various shopping parades around Corby

LOCATION:	a)	Boden Close – NN18 9BT
	b)	Danesholme – NN18 9BT
	c)	Farmstead Road – NN18 0AX
	d)	Gainsborough Road – NN18 0RQ
	e)	Greenhill Rise – NN18 0LR
	f)	The Jamb / High Street
	g)	Pytchley Court – NN17 2QD
	h)	Studfall Road – NN17 1LT
	i)	Burghley Drive – NN18 8EB
	j)	Rockingham Road

TIMESCALE FOR COMPLETION OF THE CONSTRUCTION WORK: Completion TBC

120 EMPLOYER (CLIENT):

Corby Borough Council.
The Corby Cube
Parklands Gateway
George Street
Corby
NN17 1QG

130 THE PRINCIPAL CONTRACTOR: The Contractor

140 ARCHITECT:

Gordon White & Hood
Beresford House
1 Newtown Street
Leicester
LE1 6WH

150 PRINCIPAL DESIGNER:

Gordon White & Hood
Beresford House
1 Newtown Street
Leicester
LE1 6WH

160 QUANTITY SURVEYOR:

None required

190 CLERK OF WORKS:

To be confirmed

160 CONSULTANTS

none

MECHANICAL AND ELECTRICAL ENGINEERS:

By contractor design.

A11 TENDER AND CONTRACT DOCUMENTS

110 THE TENDER DRAWINGS ARE:

Architectural (GWH)

Drawings; 7489/

01 – BODEN CLOSE

02 – DANESHOLME

03 – FARMSTEAD ROAD

04 – GAINSBOROUGH ROAD

05 – GREENHILL RISE

06 – THE JAMB

07 – PYTCHLEY COURT

08 – STUDFALL ROAD 09 – BURGHLEY DRIVE

10 – ROCKINGHAM ROAD.

120 THE CONTRACT DRAWINGS:

Will be the same as the tender drawings.

160 PRE-TENDER HEALTH AND SAFETY PLAN/PRE-CONSTRUCTION INFORMATION:

A separate pre-tender Health and Safety Plan/pre-construction information will be provided prior to start on site.

A12 THE SITE/EXISTING BUILDINGS

110 THE SITES:

See Section A10 for a list of all the sites

140 EXISTING MAINS/SERVICES:

Information included in the tender documents.

The contractor must allow for the full sub site survey of the affected area prior to any works being undertaken.

160 SOILS AND GROUND WATER:

NO Information included in the tender documents.

170 SITE INVESTIGATION:

The sites must be viewed by the contractor in preparing the costings.

180 HEALTH AND SAFETY FILE:

Health and Safety File for any of the existing site or building is not available.

200 ACCESS TO THE SITE:

This must be arranged with the client in normal office hours, 9:00am to 17:00pm Monday to Friday. Please call:
GWH Architects
Landline - 0116 2547868

210 PARKING:

Due to the nature of the various sites, it is the responsibility of the contractor to look at the individual restrictions on and around the sites. Designated compound areas needs to be agreed with the client prior to the works commencing.

220 USE OF THE SITE:

The site is not to be used for any purpose other than carrying out works.

230 SURROUNDING LAND/BUILDING USES:

Adjacent or nearby uses or activities will be outlined in the Design Stage Health and Safety Plan.

240 HEALTH AND SAFETY HAZARDS:

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 works. 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 the visit should be made via the Architect.

A13 DESCRIPTION OF THE WORKS

120 THE WORK:

As detailed on drawings.

A20 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTORS DESIGN 2016

360 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTORS DESIGN

- The Contract: JCT Minor Works Building Contract with contractors design, 2016 - Requirement: Allow for the obligations, liabilities and services described therein against the headings following:

THE RECITALS

First

THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: Parade refurbishments
- Architect/ Contract Administrator: See clause A10/140.

Second

THE WORKS SHALL INCLUDE THE DESIGN AND CONSTRUCTION OF (the contractors design portion)

- Electrical Works (Power, Lighting and sundry electrical works as required)

Third

CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
- Contract documents: The following have not been prepared and will be deleted from this recital: Schedule of Rates.

Fourth

PRICED DOCUMENTS

- The references to Schedule of Rates will be deleted.

THE ARTICLES

3

ARCHITECT/ CONTRACT ADMINISTRATOR

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

4 and 5

PRINCIPAL DESIGNER / PRINCIPAL CONTRACTOR -

Principal Designer: See clause A10/150.

- Principal Contractor: See clause A10/130.

CONTRACT PARTICULARS

Fourth Recital and Schedule 2

BASE DATE

- Base date: September 2016

Fifth Recital and clause 4.2

CONSTRUCTION INDUSTRY SCHEME (CIS)

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

Sixth Recital

CDM REGULATIONS

- The projects are/ IS notifiable.

Article 7

ARBITRATION

- Article 7 and Schedule 1 apply.

Clause 1.1

CDM PLANNING PERIOD

- Shall mean the period of 14 days ending on the date of commencement of the works.

Clause 2.23

COMMENCEMENT AND COMPLETION

- Date for Commencement of the works: to be agreed
- Date for Completion: to be agreed

Clause 2.9

LIQUIDATED DAMAGES

- At the rate of: £500.00 per week

Clause 2.11

RECTIFICATION PERIOD -

Period: 12 Months.

Clause 4.3

PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Percentage: 95% per cent

Clause 4.5

PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 97.5% per cent

Clause 4.8.1

SUPPLY OF DOCUMENTATION

- Period: 3 Months

Clause 4.11 and Schedule 2

CONTRIBUTION, LEVY AND TAX CHANGES

- Clause 4.11 and Schedule 2 will be deleted.

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):

£2 Million

Clauses 5.4 A, 5.4B and 5.4C

INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

- Clause 5.4A applies

Clauses 5.4 A.1 and 5.4B.1.2

PERCENTAGE TO COVER PROFESSIONAL FEES -

Addition: 15 per cent.

Clause 7.2

ADJUDICATION

- Nominator of Adjudicator: President or a Vice president or Chairman or Vice Chairman of the: RIBA

Schedule 1 and Schedule 2

BASE DATE

- Base date: December 2012

Schedule 1 paragraph 2.1

ARBITRATION

- Appointer of Arbitrator (and of any replacement): President or a Vice president of the: RIBA

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.4 RECKONING PERIODS OF DAYS

1.7 APPLICABLE LAW

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 under hand.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: is not required.

A30 TENDERING/SUBLETTING/SUPPLY

110 SCOPE:

These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.

145 TENDERING PROCEDURE:

Comply with the provisions of JCT Practice Note 6 (Series 2): 'Main Contract Tendering'

- Errors- Alternative 2

160 EXCLUSIONS:

If the Contractor cannot tender for any part(s) of the work as defined in the tender documents the CA must be informed as soon as possible, defining the relevant part(s) and stating the reasons for the inability to tender.

170 ACCEPTANCE OF TENDER:

The Employers and the Employers representatives:

- Offer no guarantee that any tender will be recommended for acceptance or accepted.
- Will not be responsible for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY:

Tenders must remain open for consideration (unless previously withdrawn) for not less than 5 weeks from the date fixed for the submission or lodgement of

tenders. Information on the date for possession/commencement is given in Section A20.

220 PRICING OF PRELIMINARIES:

If the Contractor requires interim payments to include fixed and time related charges for specific items in the Preliminaries, those charges must be clearly shown against the items.

250 PRICED DOCUMENTS:

Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.

Where not stated, ascertain measurements from the drawings.

Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.

Submit with the tender.

410 FLUCTUATIONS:

Contains the list of market prices of articles manufactured outside the United Kingdom required by the Conditions of Contract.

Submit with the tender.

440 SCHEDULE OF RATES:

Contains rates for all significant items of work including the following: Steelworks, foundations, timberwork etc

Submit fully priced copy before execution of the contract.

480 PROGRAMME:

Prepare a summary showing the sequence and timing of the principle parts of the Works and periods for planning and design. Itemise any work which is excluded.

Submit within one week of request.

490 INFORMATION RELEASE SCHEDULE:

At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule.

If any part of the programme is not compatible with the Schedule, submit alternative proposals and reasons for varying the times for release of information.

500 TENDER STAGE METHOD STATEMENTS:

Prepare, describing how and when the following (to be determined by the CA) is to be carried out:

Submit within 1 week of request.

510 ALTERNATIVE METHOD TENDERS:

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.

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.

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.

Submit for each alternative together with details of any consequential amendments to the design and/or construction of other parts of the works.

Submit within 1 week of request.

515 ALTERNATIVE TIME TENDERS:

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.

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:

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.

Substitutions accepted will be subject to the verification requirements of Clause A31/200.

540 QUALITY CONTROL RESOURCES:

Describe the organisation and resources to control the quality of the works, including the work of Subcontractors.

Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.

Submit within 1 week of request.

550 HEALTH AND SAFETY INFORMATION:

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 Contractors Health and Safety Policy document, including Risk Assessment procedures.
- Accident and sickness records for the past five years.
- Records of previous Health and Safety Executive enforcement action.
- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.

Submit within 1 week of request.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN:

Submit the following information within 1 week of request:-

- Method Statements on how risks from hazards identified in the pre-tender Health and Safety Plan 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 co-operation and co-ordination between Contractors.
- Procedures for carrying out Risk Assessments and for managing and controlling 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, 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.

610 NAMED SUBCONTRACTORS:

The work listed below and described in the contract documents is to be executed by the following persons who are hereby named as subcontractors as provided in contract Clause 3.3 (for each such person a completed Form of Tender and Agreement NAM/T, together with the Numbered Documents, referred to therein, is included with the Main Contract tender documents).

See tender documents for works to be executed.

See tender documents for named persons.

630 DOMESTIC SUBCONTRACTORS:

Comply with the Construction Industry Board 'Code of Practice for the selection of Subcontractors'.

Provide details of all Subcontractors and the work for which they will be responsible.

Submit within one week of request.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS:

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:

Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.

In writing to the person named in clause A10/140 unless specified otherwise.

Do not proceed until response has been received.

130 PRODUCTS:

Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the works.

Goods, plant, materials, site materials and things for incorporation into the works.

135 SITE EQUIPMENT:

All appliances or things of whatsoever nature required in or about the construction of the works but not materials or other things intended to form of forming part of the permanent works.

Includes construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

140 DRAWINGS:

To BSRIA BG 6/2006 A design framework for Building Services. Design activities and drawing definitions.

CAD data should be in accordance with BS 1192-5.

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 are to be supplied and fixed unless stated otherwise.

Keep for re use- 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.

References are to the particular product as specified in the Manufacturers technical literature current on the date of the invitation to tender.

200 SUBSTITUTION OF PRODUCTS:

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

Submit reasons for the proposed substitution.

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.

If needed, advise scope, nature and cost.

If substitution is accepted, submit before ordering products.

210 CROSS REFERENCES:

Check remainder of the annotation or item description against the terminology used in the Section or Clause referred to.

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

220 REFERENCED DOCUMENTS:

Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS:

Wherever products are specified by proprietary, name the phrase 'or equivalent' which is to be deemed included.

240 SUBSTITUTION OF STANDARDS:

Products specified to British Standard or European Standard:
Substitution may be proposed of products complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.

Submit notification of all such proposals.

Submit for verification when requested as detailed in Clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS:

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

260 SIZES:

Products are specified by their co-ordinating sizes.

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 THE DRAWINGS/DOCUMENTS:

Additional copies are issued free of charge.

440 DIMENSIONS:

Do not rely on scaled dimensions, if unsure ask the Architect.

450 MEASURED QUANTITIES:

The accuracy and sufficiency of the measured quantities is not guaranteed.

The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION:

All sections must be read in conjunction with the Main Contract Preliminaries/ General Conditions.

470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS:

Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.

Action: Inform immediately.

DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS/SUPPLIERS

510 DESIGN AND PRODUCTION INFORMATION:

Complete the design and detailing of parts of the works as specified.

Provide:

- Production information based on the drawings, specification and other information.
- Liaison to ensure co-ordination of the work with related building elements and services.

Make reasonable allowance for completing design/production information, submission (including to the Planning Supervisor/CDM Co-ordinator), comment, inspection, amendment, resubmission and reinspection.

Submit 2 copies, 1 can be returned with comments. Ensure that any necessary amendments are made without delay.

Support request for substitution or change with all relevant information.

If considered to involve a change, which has not already been acknowledged as a change, notify without delay (maximum period is 7 days) and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.

Submit 3 copies of final version of design/product information.

A32 MANAGEMENT OF THE WORKS

115 CONSIDERATE CONSTRUCTORS SCHEME:

Before starting works, register the site and pay the appropriate fee:

Considerate Constructors Scheme Office
PO Box 75
Great Amwell
Ware
Hertfordshire
SG12 9UY

TEL: 01920 485 959
FAX: 01920 485958
WEB: www.ccscheme.org.uk
EMAIL: enquiries@ccscheme.org.uk

Comply with the schemes 'Code of Considerate Practice'.

120 INSURANCES:

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

130 INSURANCE CLAIMS:

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, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS:

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:

Materials arising from the alteration work are to become the property of the Contractor, except where otherwise stated. Remove from site as the work proceeds.

PROGRAMME/PROGRESS

210 PROGRAMME:

When requested and before starting work on site, submit in an approved form and master programme for the works, which must include details of:

- Design, production information and proposals provided by the Contractor/Subcontractors and Suppliers, including inspection and checking (see Section A31).
- Planning and mobilization by the Contractor.
- Earliest and latest start and finish dates for each activity and identification of all critical activities.
- Running in, adjustment, commissioning and testing of all engineering services and installations.
- Work resulting from instructions issued in regard to the expenditure of provisional sums (see Section A54).
- Work by or on behalf of the Employer and concurrent with the Contract (see Section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.

Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.

Submit 3 copies.

230 SUBMISSION OF PROGRAMME:

Submission of the programme will not relieve the Contractor of responsibility to advise of the need for further drawings, details or instructions in accordance with the contract.

240 COMMENCEMENT OF WORK:

Before the proposed date for the commencement of works on site, give minimum notice of 1 week.

250 MONITORING:

Record progress on a copy of the programme kept on site.

If any circumstances arise which may affect the progress of work, submit proposals or take other action as appropriate to minimise any delay and to recover any lost time.

260 SITE MEETINGS:

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

Site meetings will be held monthly, on site with interim informal meetings fortnightly.

Ensure availability of accommodation at the time of such meetings.

Attendees must attend meetings and inform Subcontractors and Suppliers when their presence is required.

See Section A36 for details regarding the Chairperson (who will also take and distribute minutes).

265 CONTRACTORS PROGRESS REPORT:

Submit a progress report at least 2 days before the monthly site meeting.

Notwithstanding the Contractors obligations under the contract, the report must include:

- A progress statement by reference to the master programme for the works.
- Details of any matters materially affecting the regular progress of the works.
- Subcontractors and Suppliers progress reports.
- Any requirements for further drawings, details or instructions to fulfill and obligations under Clause 1.7.2 of the Conditions of Contract.

280 PHOTOGRAPHS:

Photographs of all elements of the build will be taken fortnightly.

285 PARTIAL POSSESSION BY EMPLOYER:

Ensure all necessary access, services and other associated facilities are also complete, as per Clause 2.25 of the Conditions of Contract.

310 EXTENSIONS OF TIME:

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.

As soon as possible, submit the following:

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

CONTROL OF COST

410 CASH FLOW FORECAST:

Before starting work on site, submit a forecast showing the gross valuation of the works at the date of each interim certificate throughout the contract period and based upon the programme for the works.

420 REMOVAL/REPLACEMENT OF EXISTING WORK:

Agree extent and location before commencement.

Carry out execution in ways that minimise the extent of work

430 PROPOSED INSTRUCTIONS:

If a proposed instruction requests an estimate of cost, submit without delay and in any case within 7 days.

Include:

- A detailed breakdown of the cost, including any allowance for direct loss and expense.
- Details of any additional resources made.
- Details of any adjustments to be made to the programme for the works.
- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

Inform immediately if it is not possible to comply with any of the above requirements.

440 MEASUREMENT:

Give notice before covering work required to be measured.

450 DAYWORK VOUCHERS:

Before commencing work give reasonable notice to person countersigning daywork vouchers.

Before delivery, each voucher must be:

- Referenced to the instruction under which the work is authorized.
- 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 as stipulated in the conditions of contract.

460 INTERIM VALUATIONS:

Include details of amounts due under the Contract together with all necessary supporting information.

Submit at least 7 days before established dates.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS:

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.

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

475 LISTED PRODUCTS STORED OFF SITE:

Submit reasonable proof that the property in 'listed items' is vested in the Contractor.

Include for products purchased from a Supplier:

- A copy of the contract of sale and a written statement from the Supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.

Include for products purchased from a Supplier by a Subcontractor or manufactured or assembled by any Subcontractor:

- Copies of the subcontract with the Subcontractor and a written statement from the Subcontractor that any conditions relating to the passing of property have been fulfilled.

480 LABOUR AND EQUIPMENT RETURNS:

Provide daily records at the beginning of each week for verification.

Records must show:

- The number and description of Craftsmen, Labourers and other persons employed on or in connection with the works, including those employed by Subcontractors.
- The number, type and capacity of all mechanical and power-operated equipment employed in constructing the works.

SERVICES GENERALLY

410 SERVICES REGULATIONS:

In regard to new or existing services comply with the byelaws or regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/BYELAWS NOTIFICATION:

Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.

Allow adequate time to receive the Undertakers consent before starting works. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/BYELAWS CONTRACTORS CERTIFICATED:

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 Contractors name and address.
- A statement that the installation complies with the relevant Water Regulations or byelaws.
- The name and signature of the individual responsible for checking compliance.
- The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE:

Issue an Electrical Installation Certificate when work is complete.

Original certificate is to be logged in the Health and Safety File.

440 GAS INSTALLATION CERTIFICATE:

A Gas Installation Certificate must be handed over to the CA before Practical Completion, it must state:

- 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 gas appliances and flues.
- The Contractors name and address.
- A statement that the installation complies with the Gas Safety (installation and use) Regulations.

445 SERVICE RUNS:

Provide adequate space and support for services, including unobstructed routes and fixings.

Form ducts, chases and holes during construction rather than cut.

Submit details of locations, types/methods of fixing services to fabric and identification or runs and fittings.

450 MECHANICAL AND ELECTRICAL SERVICES:

Carry out final tests and commissioning so that services are in full working order at completion of the works.

Copy of the Building Regulations notice is to be logged.

SUPERVISION/INSPECTION/DEFECTIVE WORK

510 SUPERVISION:

In addition to the constant management and supervision of the works provided by the Contractors person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.

Give maximum possible notice before changing person in charge or site agent.

520 CO-ORDINATION OF ENGINEERING SERVICES:

Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the works generally.

Submit when requested, CV's or other documentary evidence relating to the staff concerned.

525 ACCESS:

Provide at all reasonable times, access to the works and to other places of the Contract or Subcontractors where work is being prepared for the contract.

Designate a Contract Administrator.

530 OVERTIME WORKING:

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

Minimum period of notice is 1 week.

If concealed work is executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractors expense.

540 DEFECTS IN EXISTING WORK:

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

Do not execute documented remedial work which may:

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

550 ACCESS FOR INSPECTION:

Before removing scaffolding or other facilities for access, give notice of no less than 3 days.

560 TESTS AND INSPECTIONS:

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

Confirm one working day prior to each such test or inspection.

Submit a copy of test certificates for records and retain copies on site.

570 AIR PERMEABILITY:

Pressure test method to CIBSE TM 23

Air leakage not to exceed 3 ...

Submit test results.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/EXECUTIONS:

Immediately any execution 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.

Such proposals may be unacceptable and contrary instructions may be issued.

620 MEASURES TO ESTABLISH ACCEPTABILITY:

Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract, measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:

- Will be at the expense of the Contractor
- Will not be considered as grounds for extension time.

630 QUALITY CONTROL:

Establish and maintain procedures to ensure that the works, including the work of Subcontractors, comply with specified requirements.

Maintain full records, keep copies on site for inspection and submit copies on request.

Content of records:

- Identification of the element, item, batch or lot including location in the works.
- Nature and dates of inspections, tests and approvals.
- Nature and extent of nonconforming work found.
- Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION:

Make good all damage consequent upon the works.

Remove temporary markings, coverings and protective wrappings unless otherwise instructed.

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 are to be used as recommended by Manufacturers of products being cleaned and must not damage or disfigure other materials or construction.

Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their Manufacturers.

Touch up minor faults in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.

Adjust, ease and lubricate new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION:

Leave the works secure with, where appropriate, all accesses closed and locked.

Account for and adequately label all keys and hand over to the Employer with an itemized schedule, retaining duplicate schedule signed by the Employer as a receipt.

730 MAKING GOOD DEFECTS:

Arrange access for remedial work with the Employer.

Give reasonable notice for access to the various parts of the works.

Notify when the remedial works have been completed.

A33 QUALITY STANDARDS/CONTROL

110 INCOMPLETE DOCUMENTATION:

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.
- Omissions or errors in contract documents 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:

Appropriately skilled and experienced Operatives for the type and quality of work.

Must be registered with the Construction Skills Certification Scheme.

Operatives must produce evidence of skills/qualifications when requested.

130 QUALITY OF PRODUCTS:

New (proposals for recycled products may be considered.)

Supply of each product should be from the same source or Manufacturer.

Whole quantity of each product is required to complete the works- consistent in kind, size, quality and overall appearance.

Where critical, measure a sufficient quantity to determine compliance.

Prevent deterioration. Order in suitable quantities to a programme and use in appropriate sequence.

135 QUALITY OF EXECUTION:

Fix, apply, install or lay products securely, accurately, plumb neatly and in alignment.

Do not use different colour batches where they can be seen together.

Check on-site dimensions.

Finished work should not be defective e.g. not damaged, disfigured, dirty, faulty or out of tolerance.

Adjust joints open to view so they are even and regular in location and fixing.

140 COMPLIANCE:

Retain on-site evidence that the proprietary product specified has been supplied.

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:

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:

Provide all trades with the 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.

Ensure all necessary preparatory work has been carried out.

170 MANUFACTURERS RECOMMENDATIONS/INSTRUCTIONS:

Comply with the Manufacturers printed recommendations and instructions current on the date of the invitation to tender.

Submit details of changes to recommendations or instructions.

Use ancillary products and accessories supplied or recommended by the main product Manufacturer.

Comply with limitations, recommendations and requirements of relevant valid certificates.

180 WATER FOR THE WORKS:

Mains supply must be clean and uncontaminated.

Do not use until:

- Evidence of suitability is provided.
- Tested to BS EN 1008 if instructed.

SAMPLES/APPROVALS

220 APPROVAL OF PRODUCTS:

Undertake submissions, samples, inspections and tests 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.

Retain in good, clean condition on site and remove when no longer required.

ACCURACY/SETTING OUT GENERALLY

320 SETTING OUT:

Submit details of methods and equipment to be used in setting out the works.

Check and record the levels and dimension results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.

Inform when complete and before commencing construction.

330 APPEARANCE AND FIT:

If tolerances and dimensions are 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.

340 CRITICAL DIMENSIONS:

Set out and construct the works to ensure compliance with the tolerances stated.

350 LEVELS OF STRUCTURAL FLOORS:

Maximum tolerances for designed levels are to be:

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

360 RECORD DRAWINGS:

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

SERVICES GENERALLY

410 SERVICE REGULATIONS:

Any work carried out to or which affects new or existing services must be in accordance with the byelaws or regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/BYELAWS NOTIFICATION:

Notify Water Undertaker or any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.

Allow adequate time to receive the Undertakers consent before starting work.

Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/BYELAWS CONTRACTORS CERTIFICATE:

On completion of the work, submit to the CA (and where also required 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.
- Any special recommendations or instructions for the safe use and operation of gas appliances and flues.
- The Contractors name and address.
- A statement that the installation complies with the Gas Safety (installation and use) Regulations.

SUPERVISION/INSPECTION/DEFECTIVE WORK

510 SUPERVISION

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Give the maximum possible notice before changing person in charge or Site Agent.

520 CO-ORDINATION OF ENGINEERING SERVICES

Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the works generally.

Submit when requested, CV's or other documentary evidence relating to the staff concerned.

525 ACCESS

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.

530 OVERTIME WORKING

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

Minimum period of notice is 1 week.

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 Contractors expense.

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- Be rendered abortive by remedial work.

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560 TESTS AND INSPECTIONS:

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

Confirm one working day prior to each such test or inspection.

Submit a copy of test certificates for records and retain copies on site.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/EXECUTIONS:

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Content of records:

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Cleaning materials and methods are to be used as recommended by Manufacturers of products being cleaned and must not damage or disfigure other materials or construction.

Obtain COSHH dated data sheets for all materials used for cleaning and ensure they are used only as recommended by their Manufacturers.

Touch up minor faults in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.

Adjust, ease and lubricate new work as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

720 SECURITY AT COMPLETION:

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

730 MAKING GOOD DEFECTS:

Arrange access for remedial work with the Employer.
Give reasonable notice for access to the various parts of the works.

Notify when the remedial works have been completed.

A34 SECURITY/SAFETY/PROTECTION

GENERALLY

110 THE PRE TENDER HEALTH AND SAFETY PLAN:

The pre tender Health and Safety Plan is integral with the project preliminaries, including but not restricted to the sections set out below:-

Nature of the project: Section A10 and A13

The existing environment: Section A12

Existing drawings: Section A11 and A12

The design: Section A34

Construction materials: Section A34
Site-wide elements: Section A12

Overlap with Clients undertaking: Sections A34 and A36
Site rules: Sections A34 and A35
Continuing liaison: Section A31

114 CONSTRUCTION HAZARDS:

Construction hazards arising from the design of the project are identified in the pre tender Health and Safety Plan. Common hazards which should be controlled by management and good site practice are not listed.

117 HEALTH HAZARDS

Site personnel levels must not exceed occupational exposure standards and maximum exposure limits to hazardous substances, stated in the HSE documents.

140 THE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN:

The construction phase Health and Safety Plan, developed from the pre tender Health and Safety Plan must be submitted to the CA not less than 1 week before the proposed date for the start of construction work. 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 CDM Regulations 15 (4).

The plan must include:

- Detailed proposals for managing health and safety during the construction phase together with site rules and emergency procedures.
- Method Statements related to the hazards identified in the pre tender Health and Safety Plan and/or statements on how the hazards will be addressed and other significant hazards identified by the Contractor.

141 HSE APPROVED CODES OF PRACTICE:

Comply with the following:

- Management of Health and Safety at work.
- Managing construction for health and safety.

150 SECURITY:

Adequately safeguard the site, the works, the products, materials, plant and any existing buildings affected by the works from damage and theft. Take all reasonable precautions to prevent unauthorised access to the site, the works and the adjoining property.

160 STABILITY:

Accept responsibility for the stability and structural integrity of the works during the contract and support as necessary. Prevent overloading. Details of design loads may be obtained from the CA.

170 OCCUPIED PREMISES:

Existing buildings will be occupied and used during the contract.

Carry out the works without undue inconvenience and nuisance and without danger to its occupants and users.

If it transpires that 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 such overtime is authorised by the CA in advance.

210 EMPLOYER REPRESENTATIVES SITE VISITS:

Inform the CA in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or the Employers representatives when visiting the

site. Provide protective clothing and/or equipment for the Employer and the Employers representative as appropriate.

PROTECT AGAINST THE FOLLOWING

320 NOISE:

Comply generally with the recommendations of BS 5228: Part 1, Clause 9.3 for minimising noise levels during the execution of the works.

Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by the Manufacturers of the compressors, tools or vehicles.

Do not use pneumatic drills or other noisy appliances without consent from the CA.

Do not use or permit the use of radios or other audio equipment in ways or at times which may cause nuisance.

340 POLLUTION:

Take all reasonable precautions to prevent pollution of the site, the works and the general environment including streams and waterways.

350 USE OF PESTICIDES:

Is not permitted.

360 NUISANCE:

Take all necessary precautions to prevent nuisance from smoke, dust, rubbish, vermin and other causes.

370 ASBESTOS BASED MATERIALS:

Report immediately to the CA any suspected asbestos based materials discovered during the work. Avoid disturbing such materials. Agree with the CA, methods for safe removal or encapsulation.

380 FIRE PREVENTION:

Prevent personal injury or death, and damage to the works or other property from fire.

Comply with the joint code of practice 'Fire Prevention on Construction Sites', published by the Construction Confederation and The Fire Protection Association ('The Joint Fire Code'.)

390 FIRE PREVENTION:

Smoking on site will not be permitted.

400 BURNING ON SITE:

Burning of materials arising from the work will not be permitted.

410 MOISTURE:

Prevent the work from becoming wet or damp where this may cause damage. Dry out the works thoroughly. Control the drying out and humidity of the works and the application of heat to prevent:

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

420 INFECTED TIMBER:

Where instructed to remove timber affected by fungal/insect attack from the building, do so in a way which will minimise the risk of infecting other parts of the building.

430 WASTE:

Remove rubbish, debris, surplus materials and spoil regularly and keep the site and works clean and tidy.

Remove all rubbish, dirt and residues from voids and cavities in the construction before closing in.

Ensure that non hazardous material is disposed of at a tip approved by a Waste Regulation Authority.

Remove all surplus hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by a Waste Regulation Authority and in accordance with the relevant regulations.

Retain waste transfer documentation on site.

440 ELECTROMAGNETIC INTERFERENCE:

Prevent excessive electromagnetic disturbance to apparatus outside the site.

PROTECT THE FOLLOWING

510 EXISTING SERVICES:

Notify all service authorities and adjacent owners of the proposed works not less than 1 week before commencing site operations.

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

Observe service authorities recommendations for work adjacent to existing services.

Adequately protect and prevent damage to all services. Do not interfere with their operation without consent of the service authorities or other owners.

Identify below ground services with signboards, giving type and depth, and overhead services with headroom markers.

If any damage to services results from the execution of the works, immediately notify the CA and the appropriate service authority. Make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate. Any measures taken by the CA to deal with an emergency will not affect the extent of the Contractors liability.

Replace marker tapes or protective covers disturbed by site operations to the service authorities recommendations.

520 ROADS AND FOOTPATHS:

Adequately maintain roads and footpaths within and adjacent to the site whilst keeping them clear of mud and debris. Any damage to roads or footpaths caused by site traffic or otherwise consequent upon the works must be made good to the satisfaction of the Local Authority or other owner. Bear any costs arising.

530 EXISTING TOPSOIL/SUBSOIL:

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.

Before starting work, submit proposals for protective measures.

540 RETAINED TREES/SHRUBS/GRASSED AREAS:

Preserve and prevent damage, except those not required.

Replace mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractors negligence, must be replaced with those of a similar type and age at the Contractors expense.

550 RETAINED TREES:

In a protected area, unless otherwise agreed, do not:

- Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the trees height, measured from the trunk.
- Sever roots exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.

- Change the level of ground within an area 3m beyond the branch spread.

560 EXISTING FEATURES:

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

570 EXISTING WORK:

Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused. Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.

580 BUILDING INTERIORS:

Protect building interiors exposed to the weather during the course of alteration work with temporary enclosures of sufficient size to permit the execution of work and which will remain weather tight in severe weather.

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT:

Prevent damage to any furniture, fittings or equipment left in the existing property. Move as necessary to enable the works to be executed, cover and protect as necessary and replace in original positions.

620 ADJOINING PROPERTY:

Prevent trespass of work people. Take all reasonable precautions to prevent damage to the adjoining property and obtain permission as necessary from the owners if requiring to erect scaffolding on or use the adjoining property. Pay all charges.

Clear away and make good on completion or when directed. Bear the cost of repairing any damage arising from the execution of work.

630 EXISTING STRUCTURES:

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

Provide and maintain during the execution of the works and all incidental shoring, strutting, needling and other supports as may be necessary to preserve the stability of existing structures on the site or adjoining, that may be endangered or affected by the works.

Support the existing structure as necessary during cutting of new openings or replacement of structural parts.

Monitor adjacent structures and immediately report excessive movement to the CA.

Do not remove supports until new work is strong enough to support the existing structure. Prevent overstressing of completed work when removing supports.

Monitor and immediately report excessive movement.

Comply with BS 5975 and BS EN 12812.

A36 FACILITIES/TEMPORARY WORK/SERVICES

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES:

Give notice of intended siting.

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

ACCOMMODATION

210 ROOM FOR MEETINGS:

Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractors own site offices.

Provide table and chairs for 8 people.

280 EXISTING ACCOMMODATION:

The existing may not be used as temporary accommodation.

410 LIGHTING:

During finishing work and inspection provide temporary lighting, the intensity and direction of which will closely resemble that provided by the permanent installation.

420 LIGHTING AND POWER:

Electricity supply from the Employers mains may not be used for the works.

430 WATER:

Water is unavailable at all the site , contractor needs to make arrangements for its use.

440 TELEPHONES:

Provide telephones as soon as practicable by means of direct telephone communication with the Contractor's person-in-charge.

550 THERMOMETER:

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

A37 OPERATION/MAINTENANCE OF THE FINISHED BUILDING

111 THE BUILDING MANUAL:

The Building Manual (incorporating the Health and Safety File) is to be a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems to enable efficient and safe operation and maintenance.

Prepare all information for Contractor designed or performance specified work including as-built drawings.

Obtain or prepare all other information to be included in the Manual.

Content:

PART 1: GENERAL: Content as Clause 121.

PART 2: BUILDING FABRIC: Content as Clause 133.

PART 3: BUILDING SERVICES: Content as Clause 143.

Presentation of Manual will be as Clause 151.

Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.

Latest date for submission will be 1 week before the date for submission of final copies.

There will be 2 final copies for the manual.

Latest date for submission will be 1 week before the date for completion stated in the contract.

There will be 2 copies of medium as-built drawings.

115 THE HEALTH AND SAFETY FILE:

Include adequate information about the structure or materials used which might affect the health or safety of anyone carrying out construction or cleaning work or of anyone who may be affected by such work.

Obtain or prepare the following and submit to the Planning Supervisor:

- Details of key structural principles, including safe working floor and roof loads.
- Details of construction methods and materials, including COSHH dated data sheets, which may present residual hazards with respect to cleaning, maintenance, repair, renovation or demolition.
- General maintenance instructions to include access provision and information about equipment provided for cleaning and maintaining the building fabric.
- As-built drawings.

Obtain or prepare the following and submit to the Planning Supervisor:

- The nature, location and markings of utilities and services, including emergency and fire fighting.
- Instructions for operation, maintenance, dismantling and removal of equipment and systems.
- Details of hazards associated with the materials used in the construction

The Contractor should have 2 copies of the file.

Latest date for submission is 1 week before the date for completion as stated in the contract.

120 CONTENT OF THE BUILDING MANUAL, PART 1: GENERAL:

Obtain and provide the following, including all relevant details not included in other parts of the manual:

Index- List the constituent parts of the manual, together with their location in the document.

THE WORKS:

- Description of the buildings and facilities.
- Ownership and tenancy, where relevant.
- Health and safety information, other than that specifically required by the Construction (Design and Management) Regulations.

THE CONTRACT:

- Names, addresses and contract details of all significant Consultants, Contractors, Suppliers and Manufacturers.
- Overall design criteria.
- Environmental performance requirements.
- Relevant authorities, consents and approvals.

-
- Third party certification, such as those made by “competent” persons in accordance with the Building Regulations.

OPERATIONAL REQUIREMENTS AND CONSTRAINTS OF A GENERAL NATURE:

- Maintenance contracts and Contractors.
Fire safety strategy for the buildings and the site. Include drawings showing emergency escape, fire appliance routes, fire resisting doors, location of emergency alarm and fire fighting systems, services, shut off valves, switches etc.
- Emergency procedures and contact details in case of emergency.

Time scale for completion ...

130 CONTENT OF THE BUILDING MANUAL, PART 2: BUILDING FABRIC:

Obtain and provide the following, including all relevant details not included in other parts of the manual:

Detailed design criteria including:

- Floor and roof loadings.
- Durability of individual components and elements.
- Loading restrictions.
- Insulation values.
- Fire ratings.
- Other relevant performance requirements.

CONSTRUCTION OF THE BUILDING:

- A detailed description of methods and materials used.
- As-built drawings recording the construction, together with an index.
- Information and guidance concerning repair, renovation or demolition/deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturers instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.

-
- Guarantees, warranties and maintenance agreements- obtain from Manufacturers, Suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including;
 - Air permeability
 - Resistance to passage of sound
 - Continuity of insulation
 - Electricity and gas safety

140 CONTENT OF THE BUILDING MANUAL, PART 3: BUILDING SERVICES:

Obtain and provide the following, including all relevant details not included in other parts of the manual. :

Detailed design criteria and description of the systems, including:

- Services capacity, loadings and restrictions.
Services instructions.
- Services log sheets
- Manufacturer's instruction manuals and leaflets index.
- Fixtures, fittings and component schedule index.

Detailed description of methods and materials used.

As-built drawings for each system recording the construction, together with an index, including:

- Diagrammatic drawings indicating principal terms of plant, equipment and fittings
- Record drawings showing overall installation.
- Schedules of plant, equipment, valves etc describing location, design performance and unique identification cross referenced to the record drawings.
- Identification of services- a legend for colour coded services.

Product details, including for each item of plant and equipment:

- Name, address and contact details of the Manufacturer.
- Catalogue number or reference.
- Manufacturer's technical literature, including detailed operating and maintenance instructions.

-
- Information and guidance concerning dismantling, repair, renovation or decommissioning.

Operation- a description of the operation of each system, including:

- Starting up, operation and shutting down.
- Control sequences.
- Procedures for seasonal changeover.
- Procedures for diagnostics, troubleshooting and fault finding.

Guarantees, warranties and maintenance agreements - obtain from Manufacturers, Suppliers and Subcontractors.

Commissioning records and test certificates, list for each item of plant, equipment, valves, etc used in the installations, including:

- Electrical circuit tests.
- Corrosion tests.
- Type tests.
- Work tests.
- Start and commissioning tests.

Schedules of fixed and variable equipment settings established during commissioning.

Recommendations for frequency and procedures are to be adopted to ensure efficient operation of the systems.

Schedules of all lubricated items.

A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.

Emergency procedures for all systems, significant items of plant and equipment.

Annual maintenance summary chart.

Other specific requirements:

Timescale for completion:

142 CONTENT OF THE HOME INFORMATION PACK, PART 2: BUILDING FABRIC:

Construction of the building:

- A detailed description of methods and materials used.
- Information about repair, renovation or demolition.

Instructions for generally maintenance of the building, detailing work to be done, acceptable tolerances and frequency of operation.

Copies of the Manufacturer's current literature and recommendations for cleaning, repair and maintenance.

Schedules for fixtures and fittings, including Manufacturer and product reference.

Obtain guarantees, warranties and maintenance agreements from Suppliers, Subcontractors and Manufacturers.

Test certificates and reports required by the Building Regulations include:

- Energy rating
- Air permeability
- Resistance to passage of sound
- Continuity of insulation

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

Obtain and provide the following, including all relevant details not included in other parts of the manual, including:

- Residual hazards and how they have been dealt with.
- Hazardous materials used.
- Information regarding the removal or dismantling of installed plant and equipment.

- Health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services.
- Information and as-built drawings of the structure, its plant and equipment.

160 PRESENTATION OF THE BUILDING MANUAL:

A4 size, plastic covered, loose leaf, 4 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, are to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.

The main as-built drawing sets may form annexes to the manual.

190 MAINTENANCE SURVEY:

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.

220 TRAINING:

Before completion, explain and demonstrate to the Employers maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.

Include a minimum of 2 days operating time.

230 SPARE PARTS:

Before completion, submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.

Include in the priced schedule:

- Manufacturers current prices, including packaging and delivery to site.
- Checking receipts, marking and numbering in accordance with the schedule of spare parts.
- Referencing to the plant and equipment list in Part 3 of the Building Manual.
- Painting, greasing etc and packing to prevent deterioration during storage.

SECTION B

General Specifications