

Specification of Works

Proposed Re-modelling & Refurbishment Works

**Ware Priory Public Toilets, Priory Street, Ware,
Hertfordshire, SG12 0DA**

On Behalf of: - Ware Town Council





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Document Control: -		
Prepared By:	Stuart Roberts BSc (Hons) MRICS	
Checked By:	Chris Day BSc (Hons) MRICS	
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1.0 Preliminaries & Contract Conditions

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Proposed re-modelling and refurbishment works.
- Location: Ware Priory Public Toilets, Priory Street, Ware, SG12 0DA.
- Length of contract: 14 weeks.

120 EMPLOYER (CLIENT)

- Name: Ware Town Council.
- Address: The Priory, High Street, Ware, Hertfordshire, SG12 9AL.

130 PRINCIPAL CONTRACTOR (CDM)

- Name: To be appointed.
- Address: To be confirmed.

135 ARCHITECT

- Name: iCON Building Consultancy Limited.
- Address: 13 Ducketts Wharf, South Street, Bishop's Stortford, CM23 3AR.
- Contact: Chris Day.
- Telephone: 01279 653386.
- E-mail: chris.day@iconbc.co.uk.

140 CONTRACT ADMINISTRATOR

- Name: iCON Building Consultancy Limited.
- Address: 13 Ducketts Wharf, South Street, Bishop's Stortford, CM23 3AR.
- Contact: Stuart Roberts.
- Telephone: 01279 653386.
- E-mail: stuart.roberts@iconbc.co.uk.

150 PRINCIPAL DESIGNER

- Name: iCON Building Consultancy Limited.
- Address: 13 Ducketts Wharf, South Street, Bishop's Stortford, CM23 3AR.
- Contact: Chris Day.
- Telephone: 01279 653386.
- E-mail: chris.day@iconbc.co.uk.

160 QUANTITY SURVEYOR

- Name: iCON Building Consultancy Limited.
- Address: 13 Ducketts Wharf, South Street, Bishop's Stortford, CM23 3AR.
- Telephone: 01279 653386.
- Contact: Stuart Roberts.
- Telephone: 01279 653386.
- E-mail: stuart.roberts@iconbc.co.uk.

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are:

iCon Building Consultancy Architectural Drawings

WTC_004-01	-	Floor Plan As Existing
WTC_004-02	-	Elevations As Existing
WTC_004-03	-	Floor Plan As Proposed
WTC_004-04	-	Elevations As Proposed
WTC_004-05	-	Proposed Demolition Plan
WTC_004-06A	-	Proposed Electrical Services
WTC_004-07	-	Proposed Internal Wall Elevations
WTC_004-08	-	Floor Finishes As Proposed

120 CONTRACT DRAWINGS

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

160 PRE-CONSTRUCTION INFORMATION

- Format: The Pre-construction 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: Existing disused and vandalised public toilets.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: Existing occupied Ware Town Council office building known as The Priory, High Street, Ware, SG12 9AL.

200 ACCESS TO THE SITE

- Description: Entrance via vehicle entrance gates along Priory Street.
- Limitations: None.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: There is parking on the site for up to 6 Nr vehicles, plus space adjacent to the building to accommodate a skip and site toilets.

220 USE OF THE SITE

- General: Do not use the site for any purpose other than carrying out the works.
- Limitations: None.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
 - Occupied council offices at The Priory.

240 HEALTH AND SAFETY HAZARDS

- Busy children's play area adjacent to the site.
- Possible asbestos containing materials.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: Contact Terry Philpott, Town Clerk, Ware Town Council, telephone 01920 460316.

A13 DESCRIPTION OF THE WORK

120 THE WORKS

- Description: Proposed re-modelling and refurbishment works.

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

JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN

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

THE RECITALS

First - THE WORKS AND THE CONTRACT ADMINISTRATOR

- The work comprises: Re-modelling and refurbishment works.
- Architect/ Contract Administrator: See clause A10/140.

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
 - Above and below ground drainage, mechanical and electrical services.

Third -CONTRACT DOCUMENTS

- Contract drawings: As listed in clause A11/120.
Contract documents: The following have been prepared which show and describe the work to be done: Specification of Work and tender drawings.

Fourth -PRICED DOCUMENTS

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

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

Fifth Recital and Schedule 2 - BASE DATE

- Base date: 1st July 2024.

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

- Employer at base date is not a 'contractor' for the purposes of the CIS.

Sixth Recital - CDM REGULATIONS

- The project is not notifiable.

Eighth Recital and Schedule 3 - SUPPLEMENTAL PROVISIONS

- Collaborative working: Paragraph 1 does not apply.
- Health and safety: Paragraph 2 does not apply.
- Cost savings and value improvements: Paragraph 3 does not apply.
- Sustainable development and environmental considerations: Paragraph 4 does not apply.
- Performance indicators and monitoring: Paragraph 5 does not apply.
- Notification and negotiation of disputes: Paragraph 6 does not apply.
Where paragraph 6 applies, the respective nominees of the parties are:
 - Employer's nominee: Stuart Roberts of iCON Building Consultancy.
 - Contractor's nominee: To be advised.Or such replacement as each party may notify to the other from time to time.

Article 7 - ARBITRATION

- Article 7 and Schedule 1 apply.

Clause 1.1 - CDM PLANNING PERIOD

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

Clause 2.3 - COMMENCEMENT AND COMPLETION

- Date for Commencement of the Works: Monday 18th November 2024.
- Date for Completion: Friday 21st February 2025.

Clause 2.9 - LIQUIDATED DAMAGES

- At the rate of £200.00 per day.

Clause 2.11 - RECTIFICATION PERIOD

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

Clause 4.3 - PERCENTAGE OF THE TOTAL VALUE OF THE WORK ETC.

- Percentage: 95 per cent.

Clause 4.4 - PERCENTAGE OF THE TOTAL AMOUNT TO BE PAID TO THE CONTRACTOR

- Percentage: 97½ per cent.

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

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

Clause 4.11 and Schedule 2 - CONTRIBUTION, LEVY AND TAX CHANGES

- Clause 4.11 and Schedule 2 will be deleted.

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

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): Not less than £5,000,000.00.

Clauses 5.4, 5.5 and 5.6 - INSURANCE OF THE WORKS ETC - ALTERNATIVE PROVISIONS

- Clause 5.6 (Works and existing structures insurance by other means) applies. (Employer to insure existing structure under existing insurance policy. Contractor to insure contract works under existing Contractor's All Risks policy) applies.

Clauses 5.4A.1 and 5.4B.1.2 - PERCENTAGE TO COVER PROFESSIONAL FEES

- Addition: 15 per cent.

Clause 7.2 - ADJUDICATION

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

Schedule 1 paragraph 2.1 - ARBITRATION

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

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.4 - RECKONING PERIODS OF DAYS

- Amendments: none.

1.7 - APPLICABLE LAW

- Amendments: none.

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: INJURY, DAMAGE AND INSURANCE

SECTION 6: TERMINATION

SECTION 7: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a deed.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: Not required.

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

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

145 TENDERING PROCEDURE

- General: In accordance with NBS Guide to Tendering for Construction Projects.
- Errors: Alternative 2 is to apply.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 30 days.
- Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

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

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: with tender.

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.

510 ALTERNATIVE METHOD TENDERS

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

515 ALTERNATIVE TIME TENDERS

- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
- Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

530 SUBSTITUTE PRODUCTS

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

550 HEALTH AND SAFETY INFORMATION

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

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
 - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - Details of the management structure and responsibilities.
 - Arrangements for issuing health and safety directions.
 - Procedures for informing other contractors and employees of health and safety hazards. Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - Procedures for communications between the project team, other contractors and site operatives.
 - Arrangements for cooperation and coordination between contractors.
 - Procedures for carrying out risk assessment and for managing and controlling the risk.
 - Emergency procedures including those for fire prevention and escape.
 - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - Arrangements for welfare facilities.
 - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
 - Arrangements for consulting with and taking the views of people on site.
 - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.

- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
- Review procedures to obtain feedback.

590 SITE WASTE MANAGEMENT PLAN

- Person responsible for developing the Plan: The Contractor.
- Content: Include details of:
 - Principal Contractor for the purposes of the regulations.
 - Location of the site.
 - Description of the project.
 - Estimated project cost.
 - Types and quantities of waste that will be generated.
 - Resource management options for these wastes including proposals for minimization/ reuse/ recycling.
 - The use of appropriate and licensed waste management contractors.
 - Record keeping procedures.
 - Waste auditing protocols.
- Additional requirements: None.
- Submit with tender.

599 FREEDOM OF INFORMATION

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

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.

- Response: Do not proceed until response has been received.

130 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT

- Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

140 DRAWINGS

- Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

145 CONTRACTOR'S CHOICE

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

155 SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
- Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.
- Repair: Execute remedial work to designated products. Make secure, sound

and neat.

Excludes redecoration and/ or replacement.

- Refix: Fix removed products.
- Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
- Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.
- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

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

200 SUBSTITUTION OF PRODUCTS

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

210 CROSS REFERENCES

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

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

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

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

240 SUBSTITUTION OF STANDARDS

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

250 CURRENCY OF DOCUMENTS

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

260 SIZES

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

DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued on request and charged to the Contractor.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

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

quantities.

460 THE SPECIFICATION

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

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: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: To be confirmed.

32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

- General: Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
- Coordination: Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for coordination of the work.

115 CONSIDERATE CONSTRUCTORS SCHEME

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

- Standard: Comply with the Scheme's Code of Considerate Practice.
- Minimum compliance level: basic compliance.

117 CONSTRUCTING BETTER HEALTH SCHEME

- Membership: Submit evidence of registration.
- Contact:
Constructing Better Health, B&CE Building, Manor Royal, Crawley, West Sussex
RH10 9QP
Tel: 0845 873 7726
Email: info@cbhltd.co.uk
Website: www.constructingbetterhealth.co.uk

120 INSURANCE

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

130 INSURANCE CLAIMS

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

140 CLIMATIC CONDITIONS

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

150 OWNERSHIP

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

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
 - Planning and mobilisation by the Contractor
 - Subcontractor's work.
 - Running in, adjustment, commissioning and testing of all engineering services and installations.

- Work resulting from instructions issued in regard to the expenditure of provisional sums.
- Work by others concurrent with the Contract.
- Submit within two weeks of request.

245 START OF WORK ON SITE

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

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
- Key Performance Indicators:
 - Details: As per contractors programme.
 - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation.

260 SITE MEETINGS

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

290 NOTICE OF COMPLETION

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

310 EXTENSIONS OF TIME

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

CONTROL OF COST

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

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

430 PROPOSED INSTRUCTIONS

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

440 MEASUREMENT

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

450 DAYWORK VOUCHERS

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

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

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

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that products or work are not fully documented, they are to be:
 - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - Suitable for the purposes stated or reasonably to be inferred from the project documents.

Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 WORKMANSHIP SKILLS

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

130 QUALITY OF PRODUCTS

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

135 QUALITY OF EXECUTION

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

140 COMPLIANCE

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

150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - Date of inspection.
 - Part of the work inspected.

- Respects or characteristics which are approved.
- Extent and purpose of the approval.
- Any associated conditions.

160 RELATED WORK

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

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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

180 WATER FOR THE WORKS

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

SAMPLES/ APPROVALS

210 SAMPLES

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

220 APPROVAL OF PRODUCTS

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

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the

Works programme.

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

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

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

330 APPEARANCE AND FIT

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

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/ BYELAWS NOTIFICATION

- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.
- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/ BYELAWS CONTRACTOR'S CERTIFICATE

- On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:
 - The address of the premises.
 - A brief description of the new installation and/ or work carried out to an existing installation.
 - The Contractor's name and address.
 - A statement that the installation complies with the relevant Water Regulations or Byelaws.

- The name and signature of the individual responsible for checking compliance.
The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

440 GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE

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

445 SERVICE RUNS

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

450 MECHANICAL AND ELECTRICAL SERVICES

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

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

525 ACCESS

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

530 OVERTIME WORKING

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

540 DEFECTS IN EXISTING WORK

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

560 TESTS AND INSPECTIONS

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

580 CONTINUITY OF THERMAL INSULATION

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

610 DEFECTIVE PRODUCTS/ EXECUTIONS

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

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.
Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
- Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
- Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
- Minor faults: Touch up in newly painted work, carefully matching colour and

brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.

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

720 SECURITY AT COMPLETION

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

730 MAKING GOOD DEFECTS

- Rectification: Give reasonable notice for access to the various parts of the Works.
- Completion: Notify when remedial works have been completed.

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

120 EXECUTION HAZARDS

- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: The design of the project includes the following:

130 PRODUCT HAZARDS

- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.
- Common hazards: Not listed. Control by good management and site practice.
- Significant hazards: Specified construction materials include the following:

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before the date of commencement.
- 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: None.

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.

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.

PROTECT AGAINST THE FOLLOWING

330 NOISE CONTROL

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

371 DANGEROUS OR HAZARDOUS SUBSTANCES

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

380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by 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, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues

before closing in.

- Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

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

460 POWER ACTUATED FIXING SYSTEMS

- Use: Not permitted.

470 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Duty: Report immediately any suspected invasive species discovered during execution of the Works.
- Do not disturb.
- Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

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

520 ROADS AND FOOTPATHS

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

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.

570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

580 BUILDING INTERIORS

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

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

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

620 ADJOINING PROPERTY

- 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.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

ACCOMMODATION

210 ROOM FOR MEETINGS

- Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
- Furniture and Equipment: Provide table and chairs for 6 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: existing building.
- 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.

230 TEMPORARY ACCOMMODATION

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

TEMPORARY WORKS

340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:

SERVICES AND FACILITIES

410 LIGHTING

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

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
 - Frequency: 50 Hz.
 - Phase: to be confirmed
 - 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:
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

440 TELEPHONES

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

440 TELEPHONES

- Temporary on site telephone: Provide as soon as practicable after the Date of Possession for joint use by the Contractor, Subcontractors and those acting on behalf of the Employer.
- Response: Make arrangements (e.g. an external bell) to ensure that incoming calls are answered promptly.
- Employer's call charges: Allow for the cost of a modest number of calls made by those acting on behalf of the Employer.

520 USE OF PERMANENT HEATING SYSTEM

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

- Pay costs arising.

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: 4.
- High visibility waistcoats to BS EN 471 Class 2. Number required: 4.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE BUILDING MANUAL

- 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.

155 CONTENT OF THE BUILDING MANUAL

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

160 PRESENTATION OF BUILDING MANUAL

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

190 MAINTENANCE SERVICE

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

3.0 Schedule of Works

		£	p
	General Preliminaries		
1.1	Work shall commence on site on Monday 18 th November 2024 and shall be completed by Friday 21 st February 2025 (14 weeks on site, including Christmas and New Year holiday).		
1.2	The Contractor is to comply with all such relevant Acts of Parliament during the course of the work and shall be responsible for giving all necessary notices. All work is to be carried out in a safe, well co-ordinated and organised manner.		
1.3	The Contractor is responsible for carrying out all work in compliance with the Construction (Design and Management) Regulations 2015, including the preparation of the Construction Phase Plan which is to kept on site at all times.		
1.4	The Contractor shall allow for providing a competent and fully trained foreman who is familiar with areas of the proposed works at all times on site, who shall liaise with the Contract Administrator and any other representatives of the Client.		
1.5	The Contractor must take all steps necessary to observe all safety codes and regulations applicable at the time of working. The tender figure will be deemed to include for all warning notices and cordon tapes as necessary for this purpose.		
1.6	The Contractor is to ensure that all noise, dust fumes, etc., are kept to a minimum and should take special care to ensure that the site is secure when unoccupied.		
1.7	The Contractor is to allow from time to time during the course of the work for regularly removing and disposing of all rubbish resulting from the work and is to comply with BS 5228-1:2009.		
1.8	Upon completion the Contractor shall allow for thoroughly cleaning the areas affected by the works and leave the area ready for re-use to the Contract Administrator and Client's satisfaction.		

		£	p
1.9	The client's existing electricity and water supplies will be made available to the contractors free of charge for the purposes of carrying out the works detailed in this specification.		
1.10	The Contractors attention is drawn to the fact that each individual clause of this schedule of works must be priced, totalled at the bottom of the page and brought forward to the summary.		
1.11	No work may be carried out as dayworks unless agreed in writing by the Contract Administrator. Where dayworks have been authorised the Contract Administrator must be notified of the precise commencement and completion of the works.		
1.12	Contractors are to liaise as necessary throughout the contract with relevant members of the project team as listed below:- <ul style="list-style-type: none"> • Employer – Ware Town Council • Contract Administrator – iCON Building Consultancy • Architect – iCON Building Consultancy 		
1.13	The contractor is to allow for all necessary scaffolding, craneage, cherry pickers, scissor lifts, tower scaffolds, etc., as necessary to undertake the works.		
1.14	The contractor is to allow for erecting Heras style temporary security mesh fencing around the perimeter of the site, maintaining it during the works and removing it on completion of the works.		
1.15	The contractor is to allow for all necessary temporary site accommodation, including site toilets and washing facilities, site welfare facilities and site office. The site office should be suitable for site meetings for up to 6 people.		

		£	p
	Demolition & Stripping Out Works		
1.16	Prior to commencing any demolition works, undertake fully intrusive refurbishment / demolition asbestos survey by accredited asbestos survey company and issue report to Contract Administrator.		
1.17	Isolate and make safe existing electrical supply and carefully strip out entire electric installation back to mains intake, including all light fittings, cabling, sockets, switches, conduits, trunking, hand dryers, distribution board, extract fans, etc., and remove all debris from site. Note: existing 60 Amp three phase and neutral supply head and electricity meter located in high level cupboard to remain.		
1.18	Carefully strip out all existing sanitaryware, including all WC pans, sinks, basins, taps, brackets, urinals, etc., and remove all debris from site.		
1.19	Carefully strip out all existing hot and cold water services, including all pipework, valves, brackets, water heater, cold water storage tank, etc., and remove all debris from site.		
1.20	Carefully strip out all existing above ground drainage, including all pipework, traps, brackets, etc., and remove all debris from site.		
1.21	Carefully strip out all WC cubicle partitions and doors and remove all debris from site.		
1.22	Carefully strip out all fixtures and fittings, including all paper towel dispensers, shelves, grab rails, cupboards, signage, etc., and remove all debris from site.		
1.23	Carefully demolish existing 215mm thick non load bearing solid brick wall between male and female toilets and remove all debris from site.		
1.24	Carefully demolish existing 102mm thick non load bearing solid brick wall enclosing accessible toilet cubicle and remove all debris from site.		

		£	p
1.25	Carefully demolish existing 102mm thick non load bearing solid brick wall enclosing cupboard to rear of male toilet and remove all debris from site.		
1.26	Carefully remove all external windows, external doors and all internal doors and remove all debris from site.		
1.27	Carefully take down all plasterboard / lath and plaster ceilings and remove all debris from site.		
1.28	Carefully strip roof covering, complete with all roof tiles, felt, battens, ridge tiles, undercloak, etc., and remove all debris from site.		
1.29	Carefully strip vertical tiles from north elevation gable end, complete with all tiles, felt, battens, etc., and remove all debris from site.		
1.30	Carefully remove existing cast iron eaves gutters and downpipes and remove all debris from site.		
	Roofing Works		
1.31	Supply and lay Marley vapour permeable underlay and 25mm x 38mm tanalised timber battens to all roof slopes secured with galvanised steel nails.		
1.32	Supply and fix Marley Ashdowne Handcrafted clay plain tiles – colour: Aylesham Mix to all roof slopes, complete with universal eaves ventilation system, matching dry fix half round ventilated ridge tiles, valley tiles, undercloak and pointed verge.		
1.33	Supply and lay Marley vapour permeable underlay and 25mm x 38mm tanalised timber battens to north elevation gable end secured with galvanised steel nails.		
1.34	Supply and fix Marley Ashdowne Handcrafted clay plain tiles – colour: Aylesham Mix to north elevation gable end.		
1.35	Supply and fix 100mm wide Alutec Traditional Victorian Ogee aluminium guttering system with Textured Heritage Black finish, complete with 3 Nr 63mm circular downpipes and all necessary brackets, swan necks, shoes, etc.		

		£	p
1.36	Supply and lay 1 Nr layer of 100mm thick mineral wool thermal insulation to loft space between ceiling joists and additional 1 Nr additional layer of 200mm thick mineral wool thermal insulation perpendicular to bottom layer laid across ceiling joists.		
	External Walls		
1.37	Clean all external brickwork and stonework using non-abrasive steam cleaning system to remove all soiling.		
1.38	Infill 2 Nr 900mm wide x 2250mm high redundant door openings to south elevation using reclaimed facing brickwork to match existing brickwork, toothed, coursed and bonded to adjacent brickwork.		
	External Windows & Doors		
1.39	To window openings W1, W2, W3, W4, W6, W7, W8 & W9, supply and fix powder coated aluminium framed casement window, approximate size 450mm wide x 900mm high, complete with top hung opening vent and fixed main pane and trickle ventilator. Glazing to include sealed double glazed units incorporating opaque toughened safety glass to achieve a U-Value of 0.16 W/m ² K. Powder coated finish to be RAL 7016 Anthracite Grey.		
1.40	To window opening W5, supply and fix new powder coated aluminium framed casement window, approximate size 950mm wide x 900mm high, complete with 2 Nr top hung opening vents and 2 Nr fixed main panes and 2 Nr trickle ventilator. Glazing to include sealed double glazed units incorporating opaque toughened safety glass to achieve a U-Value of 0.16 W/m ² K. Powder coated finish to be RAL 7016 Anthracite Grey.		
1.41	To window opening W10, supply and fix new powder coated aluminium framed casement window, approximate size 1500mm wide x 450mm high, complete with 3 Nr fixed main panes and 3 Nr trickle ventilator. Glazing to include sealed double glazed units incorporating opaque toughened safety glass to achieve a U-Value of 0.16 W/m ² K. Powder coated finish to be RAL 7016 Anthracite Grey.		

		£	p
1.42	To door openings D1 & D5, supply and fix powder coated steel framed security flush door set incorporating composite insulated core to achieve a U-Value of 0.16 W/m ² K. Ironmongery to include 1.5 pairs of steel hinges, mortice level latch and Euro-cylinder dead lock. Note: Door D1 to be key operated on both sides and door D5 to have internal thumb turn snib. Powder coated finish to be RAL 7016 Anthracite Grey.		
	External Works		
1.43	Carefully take down existing close boarded fence to north west corner of building and clear away all debris. Allow to break out buried concrete bases to fence posts.		
1.44	Carefully cut out 1.5m section of existing metal railings to north west corner of building and clear away all debris.		
1.45	Carefully break up existing bitumen macadam hardstanding area / footpath, reduce levels as necessary to accommodate new footpath and clear away all debris.		
1.46	In position as illustrated on drawing WTC_004-03, construct new 1500mm wide paved footpath with dropped kerb. Paving to comprise 200mm x 100mm x 50mm Brett Omega block paving laid on minimum 150mm MoT Type 1 sub-base. Allow for edging blocks to edge of footpath and tactile paving to dropped kerb. Note: paving to be laid to falls towards the soft landscaped verges.		
1.47	Supply and fix new 3m section of metal railings to north east corner of building to match existing section of railing along boundary with Priory Street. Metalwork to have gloss black powder coated finish.		
1.48	Prepare existing Kee-Klamp handrail to existing ramp and decorate with two coats of Dulux Trade Metalshield paint, colour: gloss black. Allow to prime handrail with Calcium Plumbate primer.		
1.49	Prepare existing green coloured cast iron vent pipe to south west corner of building and decorate with two coats of Dulux Trade Metalshield paint, colour: gloss black. Allow to prime vent pipe with Calcium Plumbate primer.		

		£	p
	Internal Walls & Wall Finishes		
1.50	Construct new compartment wall between public toilets and Library of Things Workshop as Wall Type A comprising 100mm x 50mm softwood studs at 400mm centres, infilled with 100mm thickness of Isover Acoustic Partition Roll and clad both sides with 12mm plywood and two layers of 12.5mm tapered edge Gyproc Soundbloc.		
1.51	Construct new toilet cubicle partitions as Wall Type B comprising 70mm Gyproc metal studs at 600mm centres, infilled with 50mm thickness of Isover Acoustic Partition Roll and clad both sides with two layers of 12.5mm tapered edge Gyproc Soundbloc. Allow to form 3 Nr door openings.		
1.52	Dryline inside face of all external walls using British Gypsum's 63mm thick Gyproc Thermaline PIR insulated tapered edge plasterboard on dot and dab.		
1.53	Tape all joints and skim all plasterboard walls (not being tiled) with 3mm thick finished plaster.		
1.54	Supply and fix 12mm plywood pattresses to new walls to accommodate sanitaryware.		
1.55	Construct new 900mm high duct risers to each public toilet comprising 70mm Gyproc metal studs at 400mm centres, clad on external face with one layer of 12.5mm tapered edge Gyproc Wallboard. Allow to board top of duct riser.		
1.56	Supply and fix 3 Nr 450mm x 450mm powder coated metal access hatches to duct risers, complete with budget lock.		
1.57	Supply and fix Johnson Eminence full height white gloss glazed ceramic wall tiles (Short Code EMI01A) to all toilet cubicles and adjacent corridor, size 600mm x 300mm x 9.5mm, colour: white, laid horizontal straight bond. Allow for waterproof adhesive and light grey grout, together with polish stainless steel external corner beads.		
1.58	In position as illustrated on drawing WTC_004-07, provide feature band of wall tiles in slate grey gloss.		

		£	p
1.59	Supply and fix 2mm thick PVC Altro Whiterock splashback to stainless steel pot wash sink (including side return wall) to a height of 1500mm.		
	Internal Ceilings		
1.60	Supply and fix 2 Nr layers of 12.5mm tapered edge Gyproc SoundBloc to underside of all existing timber ceiling joists to form new ceiling.		
1.61	Tape all joints and skim all ceilings with 3mm thick finished plaster.		
1.62	Supply and fit 1 Nr plastic insulated loft hatch within Library of Things Workshop. Note: no loft hatch to be provided to public toilets.		
	Internal Doors & Joinery		
1.63	Supply and fix 38mm thick softwood door linings to doors D2, D3 & D4 to suit wall thicknesses.		
1.64	To door openings D2 & D3, supply and fix 626mm x 2040mm x 44mm solid core paint grade FD30 flush door. Ironmongery to include 1.5 pairs of fire rated steel butt hinges, mortice latch with brush stainless steel pull handle, Euro-cylinder dead lock with internal thumb turn and external indicator and 200mm high brushed stainless steel kick plate on both sides of door.		
1.65	To door opening D4, supply and fix 926mm x 2040mm x 44mm solid core paint grade FD30 flush door. Ironmongery to include 1.5 pairs of fire rated steel butt hinges, mortice latch with brush stainless steel pull handle, Euro-cylinder dead lock with internal thumb turn and external indicator and 200mm high brushed stainless steel kick plate on both sides of door.		
1.66	To doors D2, D3 & D4, supply and fix 19mm x 63mm softwood pencil round / mini bullnose architraves to both sides of all door frames.		

		£	p
1.67	In position as illustrated on drawing WTC_004-03, supply and fix 38mm thick Howdens Square Edge Grey Concrete Effect laminate worktop, complete with 5 Nr chrome legs and timber batten fixed to back wall. Allow for Mason Mitre joint to corner. Aluminium strip not permitted.		
1.68	In position as illustrated on drawing WTC_004-03, supply and fix 3 Nr Howdens Clerkenwell Gloss 600mm wide tall larder unit, complete with Décor end panel and plinth.		
1.69	In position as illustrated on drawing WTC_004-03, supply and fix 4 Nr rows of adjustable spur shelving, incorporating 1700mm wide x 300mm deep chipboard laminate shelves.		
1.70	In position as illustrated on drawing WTC_004-03, supply and fix 3 Nr K-Style coat hooks on laminate back board.		
1.71	Box in existing high level electric intake and mains distribution board with 18mm thick MDF, complete with softwood framing and access door with piano hinge, pull handle and magnetic catch.		
	Floor Finishes		
1.72	Supply and lay latex self-levelling screed to all areas to provide smooth flush floor finish ready to receive new floor finish.		
1.73	Supply and fix Johnson Minerals Stone Absolute Collection glazed porcelain stone effect floor tiles to all toilet cubicles and adjacent corridor, size 600mm x 600mm x 9mm, colour: Slate (Short Code MIN05G) with Grip finish. Allow for all waterproof adhesive and light grey grout.		
1.74	Supply and lay Polyflor Forest fx Parish Oak Parquet 3106 vinyl sheet flooring to Library of Things Workshop / Studio, complete with cap and cove skirting with light grey PVC termination strip.		

		£	p
	Internal Decorations		
1.75	Prepare all plasterboard ceilings and decorate with 1 Nr. mist coat and 2 Nr. full coats of Dulux Trade Vinyl Matt emulsion paint – colour: white.		
1.76	Prepare all plasterboard walls and decorate with 1 Nr. mist coat and 2 Nr. full coats of Dulux Trade Diamond Matt emulsion paint – colour: white.		
1.77	Prepare all timber doors, door frames, architraves and window boards and decorate with 2 Nr. full coats of Dulux Trade Diamond Eggshell paint – colour: white.		
	Sanitaryware		
1.78	In position as illustrated on drawing WTC_004-03, supply and fix 1 Nr 1500mm wide x 700mm deep Adexa PSD15070 stainless steel Commercial Pot Wash Sink Stainless with splashback, complete with Adexa EQ7801A pre-rinse spray unit tap.		
1.79	To accessible toilet, supply and fix Armitage Shanks Doc M Contour 21+ Back to Wall Pack RH.		
1.80	To each standard toilet, supply and fix Armitage Shanks Contour 21+ raised height back to wall rimless toilet, complete with Conceal 3 dual flush 6/4 concealed cistern, Contour 21 toilet seat and cover and Septa Pro M1 mechanical metal dual flush plate.		
1.81	To each standard toilet, supply and fix Armitage Shanks Connect Air Arc 50cm wash basin, complete with semi pedestal and plastic bottle trap and pop up waste.		
1.82	To each standard toilet, supply and fix Ideal Standard Intellimix Smart Soap Integrated Sensor Tap, with chrome finish.		
1.83	In position as illustrated on drawing WTC_004-03, supply and fix 1 Nr Magrini horizontal wall mounted baby changing unit MH42, colour: White Fleck.		

		£	p
1.84	To all three toilets, supply and fix 1 Nr Dolphin satin stainless steel Jumbo toilet paper dispenser.		
	Mechanical & Plumbing Services		
1.85	From existing mains cold water intake, design, supply and install new mains cold water supply to each WC cistern, wash hand basin, pot wash sink, garden tap and outdoor drinking fountain and bottle filling station. Allow for all necessary pipework, brackets and isolation valves.		
1.86	Design, supply and install new domestic hot water system to provide hot water to each wash hand basin and pot wash sink, comprising Heatrae Sadia, or similar approved, 10 litre, 3kW unvented pressurised electric hot water heater. Allow for all necessary pipework, brackets and isolation valves. Note: hot water heater to be located in loft space and not within the public toilets or Library of Things Workshop / Studio.		
1.87	Prepare 2 Nr existing below ground drainage pop-ups with new collar and install 2 Nr new 110mm uPVC stub stacks, complete with air admittance valve to serve new toilets and pot wash sink. From new stub stacks, design, supply and install new above ground drainage to serve WC's, wash hand basins and pot wash sink. Allow for all necessary pipework, brackets and rodding eyes.		
1.88	In position as illustrated on drawing WTC_004-03, supply and install 1 Nr brass outdoor garden bib tap, complete with internal isolation valve.		
1.89	In position as illustrated on drawing WTC_004-03, supply and install 1 Nr Culligan Oasis F100 outdoor drinking fountain.		
1.90	In position as illustrated on drawing WTC_004-03, supply and install 1 Nr Washware Essentials wall mounted bottle filler, product code: WMBF.		

		£	p
	Electrical Services		
1.91	From existing mains electric intake position, design, supply and install new metal cased main electrical distribution board, complete with isolator and tails to existing electricity meter.		
1.92	In positions as illustrated on drawing WTC_004-06, design, supply and install new small power installation comprising socket outlets and spurs. All face plates to comprise flush mounted brushed stainless steel. Outdoor socket to comprise surface mounted metal clad socket.		
1.93	In positions as illustrated on drawing WTC_004-06, supply and install 1 Nr main operated smoke detector.		
1.94	In positions as illustrated on drawing WTC_004-06 supply and install 2 Nr Xlerator Excel 1400W hand dryers with polished chrome finish.		
1.95	In positions as illustrated on drawing WTC_004-06, design, supply and install new LED lighting and emergency lighting installation, comprising a combination of surface mounted bulkhead luminaires, recessed downlighters, surface mounted directional workbench wall lights, external bulkhead light fitting and directional pendant light fitting to Library of Things Workshop / Studio. Allow for all cabling, switching and PIR controls.		
1.96	In positions as illustrated on drawing WTC_004-06 supply and install 3 Nr Vent-Axia Lo-Carbon NBR dMEV 100mm extract fans.		
1.97	In positions as illustrated on drawing WTC_004-06 supply and install 2 Nr Dimplex PLXE 2 kW wall mounted panel heaters.		
1.98	Upon completion of electrical installation, provide NICEIC Electrical Test and Completion Certificate and Emergency Lighting Completion Certificate.		

		£	p
	Mastic Pointing		
1.99	Apply silicone mastic around all sanitaryware, internal corners of wall tiling and junction between tiled walls and tiled floors.		
	Builder's Works in Connection with MEP Services		
1.100	Allow for forming all necessary holes for pipework, cables, ductwork and vents.		
1.101	Construct plant deck within loft space to accommodate hot water cylinder.		
1.102	Fire stop all holes through walls and floors.		
	Below Ground Foul Water Drainage		
1.103	Undertake CCTV survey of existing below ground drainage system and provide report to Contract Administrator.		
1.104	Jet wash all existing below ground drains to remove all silt and general debris.		
1.105	In positions as illustrated on drawing WTC_004-02 re-use 2 Nr existing toilet S-Trap pan connectors to accommodate new 110mm UPVC stub stacks.		
1.106	Plug all remaining redundant drainage pop-ups with lean mix concrete.		
	Completion & Handover		
1.107	Undertake "sparkle" clean of all surfaces, including glass, and leave site clean and tidy.		
	Provisional Sums & Contingency		
1.108	Allow the Provisional Sum of £3,000 for repairs to existing timber framed roof structure.	3,000	00
1.109	Allow the Provisional Sum of £5,000 for drainage repairs.	5,000	00

		£	p
1.110	Allow the Provisional Sum of £2,000 for repairs to existing concrete floor slab.	2,000	00
1.111	Allow the Contingency Sum of £10,000 for any unforeseen additional work or design changes to be expended in whole or in part as instructed by the Contract Administrator.	10,000	00

Appendix A

Collection Page

Collection Page

Preliminaries	£
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Schedule of Works: -

Page 35	£
Page 36	£
Page 37	£
Page 38	£
Page 39	£
Page 40	£
Page 41	£
Page 42	£
Page 43	£
Page 44	£
Page 45	£
Page 46	£
Page 47	£
Page 48	£

Total	£
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Appendix B

Form of Tender

Form of Tender

TENDER FOR: Ware Priory Public Toilets

To: iCON Building Consultancy Limited
13 Ducketts Wharf
South Street
Bishop's Stortford
Herts CM23 3AR

Sir(s),

We have read the Conditions of Contract and Specification delivered to us and do hereby offer to carry out and complete the whole of the Works described for the sum of: -

(£)

and within weeks from the Date of Possession.

We undertake to commence the Works within weeks of receiving a written order.

We undertake in the event of your acceptance to execute with you a Form of Contract embodying all the conditions and terms contained in this offer.

We agree that should obvious errors in pricing or significant errors in arithmetic be discovered in the priced Specification submitted by us before acceptance of this offer, these errors will be dealt with in accordance with Alternative 2 of the 'Code of Procedure for Single Stage Selective Tendering'.

We declare that our tender is based on a total of working hours per week with the site being open for days per week.

This tender remains open for acceptance for 13 weeks.

Dated this day of20.....

Signed

in the capacity of

For and on behalf of

Address

Telephone No.....Email.....