

WWA Surveyors

# The Duck Pond, Boscawen Park

Prelims Draft

20-08-2024

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# A10

## Project particulars

### Clauses

#### 110 The Project

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1. Name: Boscawen Park – Duck Pond Dredging
2. Nature: Public Realm Works
3. Location: Boscawen Park, Malpas Road, Truro
4. Timescale for construction work: 6 weeks

#### 120 Employer (client)

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1. Name: Truro City Council
2. Address: Truro Town Council, Municipal Buildings, Boscawen St, Truro TR1 2NE.
3. Contact: David Rodda
4. Telephone: 07572 314977
5. Email: Clerk@truro.gov.uk

#### 130 Principal contractor (CDM)

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1. Name: TBC
2. Address: TBC
3. Contact: TBC
4. Telephone: TBC
5. Email: TBC

#### 140 Architect/ contract administrator

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1. Name: Ward Williams
2. Address: Compass House, Truro Business Park, Threemilestone, Truro TR4 9LD
3. Contact: Thomas Rees
4. Telephone: 01872272906
5. Email: thomasrees@wardwilliams.uk

#### 150 Principal designer

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1. Name: Principal Contractor
2. Address: Principal Contractor
3. Contact: Principal Contractor
4. Telephone: Principal Contractor
5. Email: Principal Contractor

#### 160 Quantity Surveyor

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1. Name: Ward Williams
2. Address: Compass House, Truro Business Park, Threemilestone, Truro TR4 9LD
3. Contact: Nick Hannett
4. Telephone: 01872272906
5. Email: nickhannett@wardwilliams.uk

## 200 Consultants

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1. Description: Ecologist
2. Name: Plan For Ecology
3. Contact: Nicola Dyer
4. Address: Tremough Innovation Centre, Penryn Campus. Penryn, Cornwall, TR10 9TA
5. Telephone: 01326 218839
6. Email: [nicola@planforecology.co.uk](mailto:nicola@planforecology.co.uk)

## 200 Consultants Type A

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1. Description: Landscape Architect
2. Name: Mei Loci
3. Contact: Trish Hawes
4. Address: Studio G2, Old Bakery Studios, Blewetts Wharf, Malpas Road, Truro TR1 1QH
5. Telephone: 01872 264 899
6. Email: [phawes@meiloci.co.uk](mailto:phawes@meiloci.co.uk)

Ω End of Section

# A11

## Tender and contract documents

### Clauses

#### 110 Tender drawings

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1. The tender drawings are: D1 – Condition report and scoping document  
D2 – Preliminary Ecological assessment  
D3 – Location Plan  
D7 – Designers Risk Assessments

#### 120 Contract drawings

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1. The contract drawings: The same as the tender drawings.

#### 160 Pre-construction information

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1. Format: The pre-construction information is described in these Preliminaries in section A34. It refers to information given elsewhere in the Preliminaries, specification, drawings and associated documents.

Ω End of Section

## A12

# The site/ existing buildings

### Clauses

#### 110 The site

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1. **Description:** Boscawen Park Duck Pond, Malpas Rd, Truro TR1 1SG as detailed in D3 Location Plan

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

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1. **Description:** In the immediate vicinity there are a number of adjacent buildings including:
  - Trennick Mill restaurant
  - Boscawen Park Tennis Pavilion including Cafe in the park
  - Storage Buildings
  - Canoe Club
  - Sport Building Adjacent Tennis Courts used by General Public
  - Parkland
  - Residential Housing
  - Truro City Council Depot facility and public toilet blocks

#### 140 Existing utilities and services

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1. **Drawings:** (Information shown is indicative only): Existing services have been identified through the underground utilities survey indicating services adjacent to the site location. Information provided in drawing: SUMO-13051-1.
2. **Other information:** Services generally are positioned within Malpas Road and include electrical and BT services. The contractor is to undertake their own due diligence to ensure accuracy of information.

Employer holds Drainage information which can be provided to the contractor upon request to the Contract Administrator. 48 hours' notice required.

#### 160 Soils and ground water

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1. **Information:** Included in the tender documents.

#### 170 Site investigation

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1. **Report:** Included in the tender documents.

#### 180 Health and safety file

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1. **Availability for inspection:** The health and safety file for the site/ building may be seen by appointment during normal office hours at: Truro Town Council, Municipal Buildings, Boscawen St, Truro TR1 2NE.
2. **Arrangements for inspection:** Clerk@truro.gov.uk

#### 200 Access to the site

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1. **Description:** As indicated on the Existing Site Plan
2. **Limitations:** As indicated on the Existing Site Plan and Ecological Survey
3. **Access for inspections:** Provide access at reasonable times for both on-site and off-site work.

## 210 Parking

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1. **Restrictions on parking of the Contractor's and employees' vehicles:** Parking on site is limited parking requirement to be established by the contractor and agreed with the client.

## 220 Use of the site

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

## 230 Surrounding land/ building uses

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1. **General:** Adjacent or nearby uses or activities are as follows:
  - 1.1. Commercial Activities – Trennek mill and café in the park and depot facility..
  - 1.2. Leisure activities – park land, tennis pavilion
  - 1.3. Public Conveniences – public toilet block
  - 1.4. Residential Housing

## 240 Health and safety hazards

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1. **General:** The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
  - 1.1. Site Access & Security.
  - 1.2. Nesting Birds
  - 1.3. Invasive Plant Species
  - 1.4. Tree Protection
2. **Information:** The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the works.
3. **Site staff:** Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

## 250 Site visit

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1. **Assessment:** Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
2. **Arrangements for visit:** Ward Williams as Clause A10/140

Ω End of Section

## A13

### Description of the work

#### Clauses

##### 110 Preparatory work by others

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1. Details: Ecology watching brief
2. Timescale:
  1. For the duration of the works

##### 120 The works

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1. Description: Dredging of the existing duck pond to increase capacity of the pond and remove silt buildup, works to include appropriate waste disposal of material dredged.

##### 130 Work by others concurrent with the Contract

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1. Description: Ecology watching brief

Ω End of Section



## A20

# JCT minor work building contract (MW)

## Clauses

### JCT minor works building contract

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- The contract: JCT Minor Works Building Contract 2016 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

## The recitals

### First - The Works and the Contract Administrator

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- The work comprises: Dredging of silt buildup within the duck pond and appropriate waste disposal of dredged material.
- Architect/ Contract Administrator: See clause A10/140.

### Second - Contract documents

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- Contract drawings: As listed in clause A11/120.
- Contract documents: The following have been prepared which show and describe the work to be done: D1 – Condition report and scoping document .

### Third - Priced documents

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- Documents to be priced or provided by the Contractor: Completed Pricing Document as Appendix A1.  
Confirmation of Overheads and Profit as Appendix A1.  
The Completed Form of Tender set out in Appendix B1.  
Certificate of non-collusion as Appendix B2.

## Articles

### 3 - Architect/ Contract Administrator

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

### 4 and 5 - Principal Designer/ Principal Contractor

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

## Contract particulars

### Fourth Recital and Schedule 2 - Base date

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- Base date: 6th September 2024

### Fourth Recital and clause 4.2 - Construction industry scheme (CIS)

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

### Fifth Recital - CDM Regulations

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- The project is not notifiable.

## **Seventh Recital and Schedule 3 - Supplemental provisions**

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- Collaborative working: Supplemental Provision 1 applies.
- Health and safety: Supplemental Provision 2 applies.
- Cost savings and value improvements: Supplemental Provision 3 applies.
- Sustainable development and environmental considerations: Supplemental Provision 4 applies.
- Performance indicators and monitoring: Supplemental Provision 5 applies.
- Notification and negotiation of disputes: Supplemental Provision 6 applies. Where Supplemental Provision 6 applies, the respective nominees of the parties are:
  - Employer's nominee: Mr David Rodda
  - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR
- Or such replacement as each party may notify to the other from time to time.

## **Article 7 - Arbitration**

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- Article 7 and Schedule 1 apply.

## **Clause 2.2 - Commencement and Completion**

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- Works commencement date: 30th September 2024
- Date for Completion: 22nd November 2024

## **Clause 2.8 - Liquidated damages**

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- At the rate of £350.00 per calendar week or pro-rata thereto.

## **Clause 2.10 - Rectification period**

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

## **Clause 4.3 - Interim payments**

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- Interim Valuation Dates
  - The first Interim Valuation Date is: 30th October 2024
  - Thereafter at intervals of: Monthly
- Payments due prior to practical completion
  - Percentage of total value of the work etc.: 95 per cent
- Payments becoming due on or after practical completion
  - Percentage of the total amount to be paid: 97½ per cent

## **Clause 4.3 and 4.8 - Fluctuations provision**

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- The following fluctuations provision applies: No fluctuations provision applies
- Where Schedule 2 applies, the percentage addition (paragraph 13) is not applicable.

## **Clause 4.8.1 - Supply of documentation for computation of amount to be finally certified**

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

## **Clause 5.3 - Contractor's Public Liability insurance - injury to persons or property**

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- The required level of cover for any one occurrence or series of occurrences arising out of one event
  - Not less than: £5,000,000.00

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

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- Clause 5.4C applies.
- Where clause 5.4A or 5.4B applies, percentage to cover professional fees: Not Applicable
- Where clause 5.4C applies, insurance arrangements - details of the required policy or policies: Contractor ensures the site and the works

## **Clause 7.2 - Adjudication**

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- The Adjudicator is:
  - The President or Vice-President or Chairman or Vice-Chairman
- Nominating body: Royal Institution of Chartered Surveyors

## **Schedule 1 paragraph 2.1 - Arbitration**

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

## **The conditions - No Amendments**

### **Section 1: Definitions and Interpretation**

#### **1.4 - Reckoning periods of days**

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- Amendments: None

#### **1.8 - Applicable law**

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- Amendments: None

### **Section 2: Carrying out the Works - No Amendments**

### **Section 3: Control of the Works - No Amendments**

### **Section 4: Payment - No Amendments**

### **Section 5: Injury, Damage and Insurance - No Amendments**

### **Section 6: Termination - No Amendments**

### **Section 7: Settlement of Disputes - No Amendments**

## **Execution**

### **Execution**

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- The contract: Will be executed as a deed.

## Contract guarantee bond

### Contract guarantee bond

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- Contract Guarantee Bond: Not Applicable

### JCT public sector supplement

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

Ω End of Section

## A30 Tendering/ subletting/ supply

### Main contract tendering

#### 110 Scope

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

#### 145 Tendering procedure

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1. **General:** In accordance with the principles of: NBS Guide to Tendering for Construction. .
2. **Arithmetical errors:** Pricing document is dominant.

#### 160 Exclusions

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

#### 170 Acceptance of tender

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1. **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.
2. **Costs:** No liability is accepted for any cost incurred in the preparation of any tender.

#### 190 Period of validity

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

### Pricing/ submission of documents

#### 210 Preliminaries in the specification

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1. The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.

#### 250 Priced documents

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

#### 310 Tender

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1. **General:** Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

#### 440 Schedule of rates

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1. **Schedule of rates (unpriced):** Included with the tender documents. The contractor may insert additional items. All items must be fully priced.

2. Fully priced copy

2.1. Submittal date: 20th September 2024

## 500 Tender stage method statements

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1. **Method statements:** Prepare, describing how and when the following is to be carried out:
  - 1.1. Process for dredging of the duck pond to remove silt deposits in line with the constraints detailed in the preliminary ecological assessment and designer's risk assessments..
  - 1.2. Process involved in drying out of dredged material detailing process involved and timescales required to support relocation of any wildlife back into the pond. Please also detail the location for material storage during this process and the logistical implications and security requirements during this period.
  - 1.3. Fully detailed waste management plan of appropriate removal and disposal of waste material.
2. **Statements:** Submit with the tender.

## 510 Alternative method tenders

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1. **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.
2. **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.
3. **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.
4. **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.
5. **Submit:** With tender

## 515 Alternative time tenders

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1. **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.
2. **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

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1. **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.
2. **Compliance:** Substitutions accepted will be subject to the verification requirements of clause A31/200.

## 550 Health and safety information

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1. **Content:** Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
2. **Include**
  - 2.1. A copy of the health and safety policy document, including risk assessment procedures.
  - 2.2. Accident and sickness records for the past five years.
  - 2.3. Records of previous Health and Safety Executive enforcement action.

- 2.4. Records of training and training policy.
- 2.5. The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
3. **Submit:** With the Tender

## **570 Outline construction phase health and safety plan**

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1. **Content:** Submit the following information within one week of request:
  - 1.1. Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
  - 1.2. Details of the management structure and responsibilities.
  - 1.3. Arrangements for issuing health and safety directions.
  - 1.4. Procedures for informing other contractors and employees of health and safety hazards.
  - 1.5. Selection procedures for ensuring competency of other contractors, the self-employed and designers.
  - 1.6. Procedures for communications between the project team, other contractors and site operatives.
  - 1.7. Arrangements for cooperation and coordination between contractors.
  - 1.8. Procedures for carrying out risk assessment and for managing and controlling the risk.
  - 1.9. Emergency procedures including those for fire prevention and escape.
  - 1.10. Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
  - 1.11. Arrangements for welfare facilities.
  - 1.12. Procedures for ensuring that all persons on site have received relevant health and safety information and training.
  - 1.13. Arrangements for consulting with and taking the views of people on site.
  - 1.14. Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
  - 1.15. Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
  - 1.16. Review procedures to obtain feedback.

## **590 Site Waste Management Plan**

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1. **Details:** Refer to Tender documentation requirements
  - 1.1. **Reference:** Refer to Tender documentation requirements
  - 1.2. **Status:** Refer to Tender documentation requirements
  - 1.3. **Format:** Refer to Tender documentation requirements

## **599 Freedom of Information Act**

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1. **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.
2. **Determination:** Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
3. **Confidentiality:** Maintain at all times.

## Subletting/ supply

### 635 Supply chain agreements

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1. **General:** All consultants, subcontractors and suppliers possibly involved in the tasks listed must agree to the principles of collaborative working.
2. **Agreements in place:** None
3. **Proposed agreements:** Provide details of all subcontractors/ suppliers who will be entering into framework agreements to undertake the tasks listed.
4. **Submittal date:** with the tender

### 645 'Listed' domestic subcontractors

---

1. **General:** Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.
2. **The selected person:** Will become a subcontractor as provided for in the Contract Condition for Subletting.
3. **Additions to lists**
  - 3.1. The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
  - 3.2. The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.
4. **Shortage of names:** If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.
5. **Agreement:** Before the start of work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

Ω End of Section



## A31

# Provision, content and use of documents

## Definitions and interpretations

### 110 Definitions

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1. **Meaning:** Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated here or in the appropriate referenced document.

### 120 Communication

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1. **Definition:** Includes advise, inform, submit, give notice, instruct, agree, confirm, seek, provide or obtain information, consent or instructions, or make arrangements.
2. **Format:** In writing to the person named in clause A10/140 unless specified otherwise.
3. **Response:** Do not proceed until response has been received.

### 130 Products

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

### 135 Site equipment

---

1. **Definition:** Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
2. **Includes:** Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
3. **Excludes:** Products and equipment or anything intended to form or forming part of the permanent works.

### 140 Drawings

---

1. **Definitions:** To BSRIA BG 6, 'A design framework for building services: Design activities and drawing definitions'.
2. **CAD data:** In accordance with ISO 19650.

### 145 Contractor's choice

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

### 155 Submit proposals

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1. **Meaning:** Submit information in response to specified requirements.

### 160 Terms used in specification

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1. **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 removal and disposal of associated pipework, wiring, ductwork or other services.
2. **Remediate:** Action or measures taken to lessen, clean up, remove or mitigate the existence of hazardous materials; in accordance with standards, or requirements as may be set out by statutes, rules, regulations or specification.
3. **Fix:** Receive, unload, handle, store, protect, place and fasten in position; dispose of waste and surplus packaging. To include all labour, materials and site equipment for that purpose.

4. **Supply and fix:** As above, but including supply of products, components or systems to be fixed, together with everything necessary for their fixing. All products, components or systems are to be supplied and fixed unless stated otherwise.
5. **Keep for reuse:** Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, protect adequately and store until required by the employer/ purchaser, or until required for use in the works as instructed.
6. **Keep for recycling:** As 'keep for reuse', but relates to a naturally occurring material rather than a manufactured product.
7. **Make good:** Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.
8. **Replace:** Supply and fix new products matching those removed. Execute work to match original new state of that removed.
9. **Repair:** Execute remedial work to restore something to its original working state. Make secure, sound and neat. Excludes redecoration and/ or replacement.
10. **Refix:** Fix removed products.
11. **Ease:** Adjust moving parts of designated products, or work to achieve free movement and good fit in open and closed positions.
12. **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.
13. **System:** Equipment, accessories, controls, supports and ancillary items (including installation) necessary for that section of the work to function.

## 170 Manufacturer and product reference

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1. **Definition:** When used in this combination:
  - 1.1. **Manufacturer:** the person or legal entity under whose name or trademark the particular product, component or system is marketed
  - 1.2. **Product reference:** the proprietary brand name and/ or identifier by which the particular product, component or system is described.
2. **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

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1. **Products:** If an alternative product to that specified is proposed, obtain approval before ordering the product.
2. **Reasons:** Submit reasons for the proposed substitution.
3. **Documentation:** Submit relevant information, including:
  - 3.1. manufacturer and product reference;
  - 3.2. cost;
  - 3.3. availability;
  - 3.4. relevant standards;
  - 3.5. performance;
  - 3.6. function;
  - 3.7. compatibility of accessories;
  - 3.8. proposed revisions to drawings and specification;
  - 3.9. compatibility with adjacent work;
  - 3.10. appearance;
  - 3.11. copy of warranty/ guarantee.
4. **Alterations to adjacent work:** If needed, advise scope, nature and cost.

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

## 210 Cross references

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

## 220 Referenced documents

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1. **Conflicts:** Specification prevails over referenced documents.

## 230 Equivalent products

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

## 240 Substitution of standards

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1. **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.
2. **Before ordering:** Submit notification of all such substitutions.
3. **Documentary evidence:** Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

## 250 Currency of documents and information

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

## 260 Sizes

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1. **General dimensions:** Products are specified by their co-ordinating sizes.
2. **Timber:** Cross section dimensions shown on drawings are:
  - 2.1. Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
  - 2.2. 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

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1. **Additional copies:** Issued free of charge.

### 440 Dimensions

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1. **Scaled dimensions:** Do not rely on.

### 450 Measured quantities

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

## 460 The specification

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

## Documents provided by contractor/ subcontractors/ suppliers

## 630 Technical literature

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

## 640 Maintenance instructions and guarantees

---

1. **Components and equipment:** Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
2. **Information location:** In Building Manual.

Ω End of Section

## A32 Management of the works

### Generally

#### 110 Supervision

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1. **General:** Accept responsibility for coordination, supervision and administration of the Works, including subcontracts.
2. **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.

#### 118 Vehicle safety requirements

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1. **Vehicle equipment:** Ensure that all vehicles have the following:
  - 1.1. Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.
  - 1.2. Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.
  - 1.3. Properly adjusted class VI mirror/s or Fresnel lens to eliminate the near side blind spot.
  - 1.4. Side under run guards.
2. **Driver training**
  - 2.1. Drivers must be trained on vulnerable road user safety through an approved course and hold a current valid Certificate of Competence.
  - 2.2. Drivers must have a valid driving licence and be legally able to drive the vehicle.
3. **Scheme membership:** Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS)
4. **Level of accreditation:** Bronze
5. **Submittal date:** Before commencement of operations on site

#### 120 Insurance

---

1. **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

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1. **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/ client, the person administering the Contract on their behalf and the Insurers.
2. **Failure to notify:** Indemnify the employer/ client against any loss, which may be caused by failure to give such notice.

#### 140 Climatic conditions

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

## 150 Ownership

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1. **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

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1. **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:
  - 1.1. Planning and mobilisation by the Contractor
  - 1.2. Subcontractor's work.
  - 1.3. Running in, adjustment, commissioning and testing of all engineering services and installations.
  - 1.4. Work resulting from instructions issued in regard to the expenditure of provisional sums.
  - 1.5. Work by others concurrent with the Contract.
2. Submit one copy.

## 245 Start of work on site

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

## 250 Monitoring

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1. **Progress:** Record on a copy of the programme kept on site.
2. **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.
3. **Key Performance Indicators**
  - 3.1. **Details:** In accordance with the type of policy for the type of project being undertaken
  - 3.2. **Performance:** Record progress against each KPI.
  - 3.3. **Corrective action:** If performance falls below target, submit proposals as soon as possible.

## 260 Site meetings

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1. **General:** Site meetings will be held to review progress and other matters arising from administration of the Contract.
2. **Frequency:** Every month
3. **Location:** To be agreed at pre start meeting
4. **Accommodation:** Ensure availability at the time of such meetings.
5. **Attendees:** Attend meetings and inform subcontractors and suppliers when their presence is required.
6. **Chairperson (who will also take and distribute minutes):** Contract Administrator

## 290 Notice of completion

---

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

## 310 Extensions of time

---

1. **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.

2. **Details:** As soon as possible submit:
  - 2.1. Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
  - 2.2. An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
  - 2.3. All other relevant information required.

## Control of cost

### 420 Removal/ replacement of existing work

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

### 430 Proposed instructions

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

### 440 Measurement

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

### 450 Daywork vouchers

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1. **Before commencing work:** Give reasonable notice to person countersigning daywork vouchers.
2. **Content:** Before delivery each voucher must be:
  - 2.1. Referenced to the instruction under which the work is authorised.
  - 2.2. 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.
3. **Submit:** By the end of the week in which the work has been executed.

### 470 Products not incorporated into the Works

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1. **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.
2. **Evidence:** When requested, provide evidence of freedom of reservation of title.

Ω End of Section

## A33 Quality standards/ control

### Standards of products and executions

#### 110 Incomplete documentation

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1. **General:** Where and to the extent that products or work are not fully documented, they are to be:
  - 1.1. Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
  - 1.2. Suitable for the purposes stated or reasonably to be inferred from the project documents.
2. **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

---

1. **Operatives:** Appropriately skilled and experienced for the type and quality of work.
2. **Registration:** With Construction Skills Certification Scheme.
3. **Verification:** When requested, operatives must produce evidence of skills/ qualifications.

#### 130 Quality of products

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

#### 135 Quality of execution

---

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

#### 140 Evidence of Compliance

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1. **Proprietary products:** Retain on site evidence that the proprietary product specified has been supplied.
2. **Performance specification:** Submit evidence of compliance, including test reports indicating:
  - 2.1. Properties tested.
  - 2.2. Pass/ fail criteria.
  - 2.3. Test methods and procedures.
  - 2.4. Test results.
  - 2.5. Identity of testing agency.
  - 2.6. Test dates and times.
  - 2.7. Identities of witnesses.
  - 2.8. Analysis of results.



## 150 Inspections

---

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

## 160 Related work

---

1. **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:
  - 1.1. Appropriately complete.
  - 1.2. In accordance with the project documents.
  - 1.3. To a suitable standard.
  - 1.4. In a suitable condition to receive the new work.
2. **Preparatory work:** Ensure all necessary preparatory work has been carried out.

## 170 Manufacturer's recommendations/ instructions

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1. **General:** Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
2. **Exceptions:** Submit details of changes to recommendations or instructions.
3. **Execution:** Use ancillary products and accessories supplied or recommended by main product manufacturer.
4. **Products:** Comply with limitations, recommendations and requirements of relevant valid certificates.

## 180 Water for the works

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1. **Mains supply:** Clean and uncontaminated.
2. **Other:** Do not use until:
  - 2.1. Evidence of suitability is provided.
  - 2.2. Tested to BS EN 1008 if instructed.

## Samples/ approvals

### 210 Samples

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

### 220 Approval of products

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1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **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.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

### 230 Approval of execution

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1. **Submissions, samples, inspections and tests:** Undertake or arrange to suit the Works programme.
2. **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.
3. **Complying sample:** Retain in good, clean condition on site. Remove when no longer required.

### Accuracy/ setting out generally

#### 320 Setting out

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

#### 330 Appearance and fit

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

#### 340 Critical dimensions

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1. **Critical dimensions:** Set out and construct the Works to ensure compliance with the tolerances stated.

#### 360 Record drawings

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

### Services generally

#### 410 Services regulations

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

#### 420 Water regulations/ byelaws notification

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1. **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.
2. **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

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

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

#### **445 Service runs**

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

#### **Supervision/ inspection/ defective work**

#### **525 Access**

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1. **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.
2. **Designate:** Contract Administrator

#### **530 Overtime working**

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1. **Notice:** Prior to overtime being worked, submit details of times, types and locations of work to be done.
  - 1.1. **Minimum period of notice:** One week
2. **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**

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

#### **560 Tests and inspections**

---

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

#### **610 Defective products/ executions**

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1. **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.
2. **Acceptability:** Such proposals may be unacceptable and contrary instructions may be issued.

#### **Work at or after completion**

#### **710 Work before completion**

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1. **General:** Make good all damage consequent upon the Works.
2. **Temporary markings, coverings and protective wrappings:** Remove unless otherwise instructed.

3. **Cleaning:** Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
4. **Cleaning materials and methods:** As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
5. **COSHH dated data sheets:** Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
6. **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.
7. **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**

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1. **General:** Leave the Works secure with, where appropriate, all accesses closed and locked.
2. **Keys:** Account for and adequately label all keys, and hand over together with an itemized schedule, retaining duplicate schedule signed as a receipt.

## **730 Making good defects**

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

Ω End of Section

## A34 Security/ safety/ protection

### Security, health and safety

#### 120 Execution hazards

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1. Common hazards: Not listed. Control by good management and site practice.
2. Significant hazards: The design of the project includes the following:
  - 2.1. Hazard: Refer to tender documentation and pre construction information.
  - 2.2. Precautions assumed: Refer to tender documentation and pre construction information.
  - 2.3. Specification reference: Refer to tender documentation and pre construction information.
  - 2.4. Drawing reference: Refer to tender documentation and pre construction information.

#### 130 Product hazards

---

1. 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'.
2. Common hazards: Not listed. Control by good management and site practice.
3. Significant hazards: Specified construction materials include the following:
  - 3.1. Hazard: Refer to tender documentation and pre construction information.
  - 3.2. Material: Refer to tender documentation and pre construction information.
  - 3.3. Specification reference: Refer to tender documentation and pre construction information.

#### 140 Construction phase health and safety plan

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1. Submission: Present to the employer/ client no later than one week prior to commencement of works..
2. 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.
3. 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/ pre-construction information.

#### 150 Security

---

1. Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
2. Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
3. Special requirements: NO TOOLS ARE TO BE LEFT UNATTENDED AT ANY STAGE OF THE WORKS OR WORKING DAY.  
The Contractor is advised that security must be maintained to the compound and site and he shall be responsible for ensuring compliance by his own workpeople and those of any sub- Contractors. Site hoarding to be as described in clause A36/320A.  
All scaffold to be boarded/shuttering up to 2m. Refer to clause A35/140A.  
Access to all other areas not being worked upon will be restricted.  
The Contractor shall take all necessary precautions during the execution of the Works to maintain the security of the site, in particular with regard to unauthorised access to any scaffolding or temporary works measure or similar means.  
The Contractor shall be responsible for the security of all plant and materials provided for the Works and shall make good any damage or loss at his own expense.  
A location for the Contractors' site set up, cabins, skips, and the like are to be agreed with the

Client, and CA at a pre start meeting prior to commencing the works.  
The Contractor is to maintain a sign in and out log for persons to use at all times.  
Provide all necessary protection barriers and adequate signage to warn and divert the public and others away from the works.

## 160 Stability

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1. **Responsibility:** Maintain the stability and structural integrity of the works and adjacent structures during the contract.
2. **Design loads:** Obtain details, support as necessary and prevent overloading.

## 170 Occupied premises

---

1. **Extent:** Existing buildings will be occupied and/ or used during the contract as follows: All identified adjacent building will be in operation for the duration of the works and measures to minimize disruption to these building should be considered and identified within the construction phase health and safety plan..
2. **Works:** Carry out without undue inconvenience and nuisance and without danger to occupants and users.
3. **Overtime:** If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

## 210 Safety provisions for site visits

---

1. **Safety:** Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
2. **Protective clothing and/ or equipment:** Provide and maintain on site for visitors to the-site.

## Protect against the following

## 330 Noise and vibration

---

1. **Standard:** Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
2. **Noise levels from the Works:** Maximum level: 80 dB(A) when measured from outside the site boundary.
3. **Equipment:** Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
4. **Restrictions:** Do not use:
  - 4.1. Percussion tools and other noisy appliances without consent during the hours of 17:00 and 10:00.
  - 4.2. Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.

## 340 Pollution

---

1. **Prevention:** Protect the site, the works and the general environment (including the atmosphere, land, streams and waterways) against pollution.
2. **Contamination:** If pollution occurs, report immediately, including to the appropriate authorities, and provide relevant information.

## 350 Pesticides

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1. **Use:** Not permitted.

### 360 Nuisance

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

### 370 Asbestos containing materials

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

### 371 Dangerous or hazardous substances

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1. **Duty:** Report immediately suspected materials discovered during execution of the works.
  - 1.1. Do not disturb.
  - 1.2. Agree methods for safe removal or remediation.

### 375 Antiquities

---

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

### 380 Fire prevention

---

1. **Duty:** Prevent personal injury or death, and damage to the Works or other property from fire.
2. **Standard:** Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

### 390 Smoking on-site

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1. **Smoking on-site:** Not permitted.

### 400 Burning on-site

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1. **Burning on-site:** Not permitted.

### 410 Moisture

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

### 420 Infected timber/ Contaminated materials

---

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

## 430 Waste

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1. **Waste:** Includes rubbish, debris, spoil, containers and packaging, and surplus material requiring disposal.
2. **Requirement:** Minimize production and prevent accumulation of waste. Keep the site and works clean and tidy. Clean out voids and cavities in the construction before closing.
3. **Disposal:** Collect and store in suitable containers. Remove from site and dispose of in a safe and competent manner, as approved and directed by the waste regulation authority.
4. **Recyclable material:** Sort and dispose of at a materials recycling facility approved by the waste regulation authority.
5. **Documentation:** Retain on-site.

## 440 Electromagnetic interference

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

## 460 Powder actuated fixing systems

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1. **Use:** Not permitted.

## 470 Invasive species

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1. **General:** Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or works economically, environmentally or ecologically.
2. **Special precautions:** Identified in the Preliminary Ecological Assessment
3. **Duty:** Report immediately any suspected invasive species discovered during execution of the works.
  - 3.1. Do not disturb.
  - 3.2. Agree methods for safe eradication or removal.

## Protect the following

### 510 Existing services

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1. **Confirmation:** Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
2. **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.
3. **Work adjacent to services**
  - 3.1. Comply with service authority's/ statutory undertaker's recommendations.
  - 3.2. **Adequately protect, and prevent damage to services:** Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
4. **Identifying services**
  - 4.1. **Below ground:** Use signboards, giving type and depth;
  - 4.2. **Overhead:** Use headroom markers.
5. **Damage to services:** If any results from execution of the Works:
  - 5.1. Immediately give notice and notify appropriate service authority/ statutory undertaker.
  - 5.2. Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
  - 5.3. Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
6. **Marker tapes or protective covers:** Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.



## 520 Roads and footpaths

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

## 530 Existing topsoil/ subsoil

---

1. **Duty:** Prevent over compaction of existing topsoil and subsoil in those areas which may be damaged by construction traffic, parking of vehicles, temporary site accommodation or storage of materials and which will require reinstatement prior to completion of the Works.
2. **Protection:** Before starting work submit proposals for protective measures.

## 540 Retained trees/ shrubs/ grassed areas

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1. **Protection:** Preserve and prevent damage, except those not required.
2. **Replacement:** Mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.

## 550 Retained trees

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1. **Protected area:** Unless agreed otherwise, do not:
  - 1.1. Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within the root protection area.
  - 1.2. Sever roots exceeding 25 mm in diameter. If unintentionally severed, give notice and seek advice.
  - 1.3. Change level of ground within an area 3 m beyond branch spread.

## 555 Wildlife species and habitats

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1. **General:** Safeguard the following: amphibious wildlife species.
2. **Protected habitats and species:** Upon discovery immediately advise. Do not proceed until instruction is received.
3. **Education:** Ensure that employees and visitors to the site receive suitable instruction and awareness training.

## 560 Existing features

---

1. **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

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

## 620 Adjoining property

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1. **Agreement:** Access to and/ or use of the following has been agreed with adjacent owners:
  - 1.1. No access to adjoining/adjacent properties.
2. **Permission:** Obtain as necessary from other owners if requiring to erect scaffolding on or otherwise use adjoining property.

## 625 Adjoining property restrictions

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1. **Precautions**
  - 1.1. Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
  - 1.2. Pay all charges.
  - 1.3. Remove and make good on completion or when directed.
2. **Damage:** Bear cost of repairing damage arising from execution of the Works.

## 630 Existing structures

---

1. **Duty:** Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
2. **Supports:** During execution of the Works:
  - 2.1. 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.
  - 2.2. Do not remove until new work is strong enough to support existing structure.
  - 2.3. Prevent overstressing of completed work when removing supports.
3. **Adjacent structures:** Monitor and immediately report excessive movement.
4. **Standard:** Comply with BS 5975 and BS EN 12812.

## 640 Materials for recycling/ reuse

---

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

Ω End of Section

## A35

# Specific limitations on method/ sequence/ timing

### Clauses

#### 130 Method/ sequence of work

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1. **Specific Limitations:** Include the following in the programme:
  - 1.1. Ecological watching brief during dredging activity.
  - 1.2. Dredge material is required to be set aside close to the bank for a minimum of 24hours to allow amphibians to escape and move back to the pond

#### 160 Use or disposal of materials

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1. **Specific limitations:** Dredge material is required to be set aside close to the bank for a minimum of 24hours to allow amphibians to escape and move back to the pond

#### 170 Working Hours

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1. **Specific limitations:** 8:00am to 5:00pm Monday to Friday

Ω End of Section

## A36 Facilities/ temporary work/ services

### Generally

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

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1. **Location:** Give notice and details of intended siting.
2. **Maintenance:** Alter, adapt and move as necessary. Remove when no longer required and make good.

### Accommodation

#### 210 Room for meetings

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1. **Facilities:** Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.
2. **Furniture and Equipment:** Provide table and chairs for 5 people.

### Temporary works

#### 310 Roads

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1. **Permanent roads, hard standings and footpaths on the site:** The following may be used, subject to clause A34/520:
  - 1.1. **Details:** Existing perimeter footpath
  - 1.2. **Restrictions on use:** No Restrictions
  - 1.3. **Protective or remedial measures:** ensure footpath is closed for the duration of the works and reinstate any damage caused as a result of construction activity on completion of the works

#### 320 Temporary works

---

1. **Employer's specific requirements:** Provide: Details of any temporary works requirements to support construction activity are to be provided by the contractor for agreement .

#### 340 Name boards/ advertisements

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1. **Name boards/ advertisements:** Not permitted.

### Services and facilities

#### 410 Lighting

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

#### 440 Telephones

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

#### 540 Meter readings

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

## 550 Thermometers

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1. **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

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1. **General:** Provide for the sole use of other members of the project team, in sizes to be specified:
  - 1.1. Safety helmets to BS EN 397, neither damaged nor time-expired. Number required: 1
  - 1.2. High-visibility waistcoats to BS EN ISO 20471 Class 1. Number required: 1.
  - 1.3. Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 0
  - 1.4. Disposable respirators to BS EN 149.FFP1S.
  - 1.5. Eye protection to BS EN ISO 16321-1 and BS EN ISO 16321-3.
  - 1.6. Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
  - 1.7. Hand protection - to BS EN 388, 407, 420 or 511, as appropriate.

Ω End of Section

## A37

# Operation/ maintenance of the finished works

### Generally

#### 110 The building manual

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1. Responsibility: The Contractor
2. 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.
3. Specific requirements: None
4. Format: Hard and electronic copies
5. Number of copies: 2
6. Delivery to: Ward Williams by (date) Two weeks after practical completion..

#### 115 The Health and Safety File

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1. Responsibility: the contractor
2. Content: Obtain and provide the following information: TBC by Principal Designer.
3. Format: Hard and Electronic copy
4. Delivery to: Ward Williams By (date): Two weeks after practical completion. .

#### 155 Content of the building manual

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1. General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.
2. Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.
3. 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.
4. Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.

#### 160 Presentation of building manual

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1. Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
2. 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.
3. As-built drawings: The main sets may form annexes to the Manual.

Ω End of Section

## A40

# Contractor's general cost items: management and staff

## Clauses

### 110 Management and staff

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1. Cost-significant items: as required

Ω End of Section

## A41

# Contractor's general cost items: site accommodation

## Clauses

### 110 Site accommodation

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1. Details: Site accommodation required or made/ not made available by the Employer: See section A36.
2. Cost significant items: As required

Ω End of Section



## A42

# Contractor's general cost items: services and facilities

## Clauses

### 110 Services and facilities

---

1. Details: Services or facilities required or made/ not made available by the Employer: See section A36.
2. Cost significant items: POWER  
LIGHTING  
FUELS  
WATER  
TELEPHONE AND ADMINISTRATION SAFETY, HEALTH AND WELFARE STORAGE OF  
MATERIALS  
RUBBISH DISPOSAL  
CLEANING  
DRYING OUT  
PROTECTION OF WORKS IN ALL SECTIONS SECURITY

Ω End of Section

**A43**

## **Contractor's general cost items: mechanical plant**

### **Clauses**

#### **110 Mechanical plant**

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1. Cost significant items: As required

Ω End of Section

## A44

# Contractor's general cost items: temporary works

## Clauses

### 110 Temporary works

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1. Details: Temporary works required or made/ not made available by the Employer: See section A36.
2. Cost significant items: Access, scaffolding, fencing, hoarding etc

Ω End of Section

## A50

### Work/ products by/ on behalf of the employer

#### Clauses

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

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1. **General:** Details of such products are given in the work sections, for fixing as part of the contract. Use for no other purpose than the Works.
2. **Handling:** Accept delivery, check against receipts and take into appropriate storage.
3. **Surplus products:** Keep safe and obtain instructions.

Ω End of Section

## **A53**

### **Work by statutory authorities/ undertakers**

#### **Clauses - No Amendments**

Ω End of Section

## A54 Provisional work/ items

### Clauses

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

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1. Item: Ecologist watching brief
2. Description of work: Carry out an ecologist watching brief for the duration of the works
3. Provisional Sums: Include £5000.
4. Allow for general attendance.

#### 590 Contingencies

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1. Provisional sum: Include: 10%.

Ω End of Section

## A55 Dayworks

### Clauses

#### 150 Daywork Charges

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1. **General:** Where an instruction is issued requiring a variation which is not of a similar character or executed under similar conditions to work included in the Contract and where work cannot properly be measured and valued, the Contractor shall be allowed payment on a daywork basis at the following rates:
2. RICS/ Construction Confederation: Prime cost of labour: The sum of £ Identified in the pricing document.
  - 2.1. Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
3. Prime cost of materials and goods: The sum of £ 1,500.00.
  - 3.1. Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.
4. Prime cost of plant: The sum of £ 1,500.00.
  - 4.1. Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR%.

Ω End of Section



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