

PRELIMINARY CLAUSES

**Vandyke Road Cemetery Lychgate
Leighton Buzzard**

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**Our Ref: Job N° 1993/01
Alan Baxter Ltd**

February 2026

PRELIMINARY CLAUSES FOR REFURBISHMENT PROJECTS (for inclusion in the contract documents)

STABILITY OF STRUCTURES AFFECTED BY THE WORKS

Maintain the stability of all existing buildings, structures and earthworks within and adjacent to the Works, from the date of possession of the site until practical completion of the Works. Take all necessary precautions to prevent damage to existing buildings and structures within and adjacent to the Works.

Design, install and maintain all necessary temporary support to comply with the above. Submit details of temporary support proposals to the Contract Administrator (C.A.) prior to commencement of the Works. If requested submit supporting design calculations.

STABILITY OF THE WORKS

Ensure that the stability and structural integrity of the Works are maintained during the Contract. Design, install and maintain temporary support where necessary. Do not overload any completed or partially completed elements of the Works. If requested submit details of temporary support proposals together with the proposed sequence and method of construction.

The drawings of the existing building indicate the assumed structural arrangement. Carry out additional investigations where necessary to allow detailed design of temporary support.

TOLERANCES

Ensure that sufficient tolerances are provided and integrated throughout all elements of the Works.

Take into account tolerances detailed elsewhere in the contract documents.

As a minimum, construct all works within the normative limits stated in the materials Eurocodes (BS EN 1992 to 1996 inclusive) and/or their execution standards.

MATERIALS AND WORKMANSHIP

Materials to be new unless otherwise specified. For materials, and workmanship, comply with the appropriate current British or European Standards, where such standards exists. Obtain certificates of compliance from manufacturers when requested by C.A. Where this specification conflicts with the appropriate current British or European Standard, the requirements of this specification take precedence.

SETTING OUT

The setting out of the building is shown on the Architect's drawings. The Structural Engineer's drawings provide supporting information for the construction of the building structure.

SEQUENCE OF CONSTRUCTION

Devise and take full responsibility for a sequence of construction together with associated temporary works. When requested, submit details of proposed construction sequence to the C.A. together with supporting documentation, including method statements, as required. Where drawings are provided showing a sequence of construction assumed in the design, these are provided for information only. They do not cover all aspects of the construction process and do not purport to show the temporary works that will be needed to execute the project. The issuing of such drawings and/or the description or “measurement” of any temporary works in the contract documents do not in any way diminish the responsibility for devising a sequence of construction as set out above and for making full allowance for all temporary works (i.e. “things not for incorporation in the Works”) necessary to complete the project.

INVESTIGATION/OPENING UP WORKS

The contract drawings indicate the expected scope of the structural works. These have been prepared without full access to the existing building. The proposed structural repair details cannot be finalised until further investigation is carried out following opening up works by the Contractor.

Allow for phased opening up works in sufficient time to allow the Design Team to assess the structure and prepare repair details. The preliminary requirements for opening up are shown on the drawings.

Advise the Contract Administrator (C.A.) in writing when the opening up has been fully completed in a room/area. Provide safe access to allow inspection of the existing structure. The area will be inspected by a member of the Design Team who will advise if additional opening up is required.

After full opening up has been completed to the agreement of the C.A., allow ten working days before issue of final repair details.

OPENING UP PROCEDURES

Remove finishes carefully by hand. Do not cut floorboards, panels, skirtings etc. unless agreed in writing by C.A. Set aside all materials and protect for future replacement.

Do not open up any areas not instructed in writing by the C.A.

Do not use power tools for opening up work without the prior written permission of the C.A.

Protect all openings at all times.

Make good the opening up works to match the existing.

SITE MEASUREMENT/SURVEYING

Take all necessary site measurements to establish all dimensions necessary to fabricate new steelwork or other elements of structure.

INTEGRATION OF SERVICES WITH THE STRUCTURE

The contract drawings provide a layout of pipes, ducts etc., showing how they should pass through the structure. The approach adopted takes account of the effects of the holes, notches etc. in the retained structure.

Adopt the principles shown and produce builder's work drawings including floor plans and elevations of all affected walls. Indicate on these drawings the precise location and sizes of all builder's work holes, chases etc. and the method of construction proposed. Highlight any modifications to the proposed routes from those shown on the Contract Drawings. Submit proposals to Design Team for comment, allowing ten working days before programmed commencement of the works.

Take all necessary site dimensions to determine setting out of services. Coordinate the services with the existing structural layout.

PROGRAMME

Take account of requirements for opening up works and preparation of final construction details in the contract programme.

Allow sufficient time for taking site dimensions to complete fabrication drawings and builder's work drawings in addition to the periods required for submission and comments on these drawings.

Submit a programme with the tender, clearly identifying phased opening up works together with clearly identified periods for taking site dimensions and preparing necessary drawings for comment.

RECYCLED MATERIALS

Where practicable, reuse or recycle demolition materials elsewhere on the project. Comply with the appropriate specification and contract documents. Submit documentation and the Site Waste Management plan (if required) demonstrating evidence of compliance to the C.A.