SPECIFICATION OF WORKS

At:

Fair Oak Community Library
Campbell Way
Fair Oak
Eastleigh
SO50 7AX

September 2022
J0053288

Carter Jonas

CONTENTS

Appendices

PROJECT PREFACE

Client Name:	Fair Oak and Horton Heath Parish Council
Client Address:	2 Knowle Park Lane Fair Oak Eastleigh SO50 7GL
Carter Jonas Leading Partner:	Richard Harris MRICS
Office Address:	Mayfield House 256 Banbury Road Oxford OX2 7DE
Prepared by:	Judith Lane MRICS
Reviewed by:	Robert Allfrey MRICS AaPS SIIRSM

SECTION A PRELIMINARIES

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Fair Oak Community Library
- Nature: Refurbishment of library
- Location: Fair Oak Community Library, Campbell Way, Fair Oak, Eastleigh, SO50 7AX
- Length of contract: TBC.

115N TIMESCALE FOR COMPLETION OF THE WORK

- Tenderers shall submit with Tender, the date that they can commence the Works and the date by which they will be complete.

120 EMPLOYER (CLIENT)

- Name: Fair Oak and Horton Heath Parish Council
- Address: 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL
- Contact: Melanie Stephens
- Telephone: 023 8069 2403
- Email: clerk@fairoak-pc.gov.uk

130A PRINCIPAL CONTRACTOR (CDM)

- Name: Is the Contractor.

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Carter Jonas.
- Address: Mayfield House, 256 Banbury Road, Oxford, OX2 7DE
- Contact: Judith Lane MRICS
- Telephone: 07760 869372
- Email: Judith.Lane@carterjonas.co.uk

150B PRINCIPAL DESIGNER

- Name: As Clause 140.

200 CONSULTANTS

- Description: SOLID (Structural Engineers)
- Name: Alex Harris
- Address: 12 Albion Street, Chipping Norton, Oxfordshire, OX7 5BJ
- Telephone:01608 690 858
- Email: alex@solid-engineering.co.uk

A11 TENDER AND CONTRACT DOCUMENTS

110 TENDER DRAWINGS

- The tender drawings are: Listed in the drawing register.

120 CONTRACT DRAWINGS

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

130 QUANTITIES DRAWINGS

- The drawings from which the quantities included in the specification / schedules have been prepared are: Not to scale.

160 PRECONSTRUCTION INFORMATION

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

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: Single storey purpose designed library, of traditional construction with a flat roof and concrete floors, anticipated to have originally been constructed circa 1960s/1970s

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: No additional buildings on site. Residential buildings to the north and west of the site. There is a small electrical substation directly adjacent to the north boundary. To the south and east boundaries there is a public highway with a small commercial centre and residential areas opposite the site

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): The contractor is responsible for locating all services.
- Other information: None.

145N EXISTING MAINS AND SERVICES

- Identify, protect, uphold and maintain any existing services, live drainage, ducts, water, electric and other mains services found during the carrying out of the Works. If any are damaged, reinstate them before leaving site. Be liable for and indemnify the Employer against any expense, liability, loss, claim or proceedings provided always that the damage is due to any negligence, omission or default of the Contractor's workpeople or sub-contractors.
- The existing mains and services, which are on site are to be ascertained by the contractor and it will be their responsibility to familiarise themselves with the extent, exact nature and location of these. Where possible the approximate existing services location will be shown in the documentation or in the Health & Safety Plan but it will be the contractor's responsibility to check their correctness.
- Where a fire alarm and/or security alarm system is in operation, the contractor should allow for protection and maintaining these throughout the contract duration To the fire alarm allow to altering or adapting to suit the section of works/phase.

170 SITE INVESTIGATION

- Report: Included in the tender documents.

180 HEALTH AND SAFETY FILE

- Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: No formal H&S file for the property exists. However, the following documents are available.
- Other documents: None.
- Arrangements for inspection: Via contact in clause A10/140.

200 ACCESS TO THE SITE

- Description: Access to the site is from Campbell Way and Summerland Road. The property is located approximately 5km to the east of the M27/M3 junction and is within the centre of Fair Oak.
- Limitations: There is currently space for the parking of one vehicle on site, but this area may be required for the site compound. The property is located at the junction of Campbell Way and Summerland Road which is a busy residential and local commercial area. Visibility can be limited at this junction due to the parking area to the opposite shops.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: The contractors and sub-contractors vehicles are not to obstruct the nearby roads, shops, residential areas or associated parking zones. The contractor is responsible for visiting site to ascertain parking requirements.

220 USE OF THE SITE

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

- Limitations: All spoil heaps, site cabins, storage compounds, etc. to be located within confines of the site boundaries.

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
- There are surrounding residential and commercial areas as noted above. To the north of the site access must be maintained to the electrical sub station and the close proximity of this equipment should be noted.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
  - Asbestos: See Site Asbestos Register provided by Hampshire County Council
  - Adjacent neighbouring sub station
- 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.
- 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

- 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: Via contact in clause A10/125N.

A13 DESCRIPTION OF THE WORK

120 THE WORKS

- Description:

Internal and external refurbishment including:

- Full strip out (subject to limitations noted below)
- Removal of internal walls, and the installation of new beams to support the roof structure
- Construct internal wall to form new kitchen area, and provide fixtures to the same
- Provide sink to new kitchen with hot and cold water supply and drainage connections
- Form new opening to the rear elevation and provide new rear external fire escape
- Remove and infill windows and existing door to the rear and side elevations and provide render external finish
- Protect and retain the reception desk
- Form new services cupboard to boiler and electrical distribution board
- Refurbish the WC area
- Provide sun pipes within the flat roof structure
- New lighting and electrical adaptations
- Heating adaptations, including provision of underfloor heating
- New carpet and vinyl flooring
- Internal and partial external redecoration
- Leave ready for installation of fixtures and fittings by others
- No external works are proposed other than as noted above and localised making good

A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)

INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)

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

THE RECITALS

First - THE WORKS

- Comprise: External and internal refurbishment including new Mechanical and Electrical services.
- Location: See clause A12/110.

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
  The Mechanical and Electrical services; below ground drainage; scaffolding.

Third - CONTRACT DRAWINGS

- The Contract Drawings: As listed in clause A11/120.

Fourth - OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

- Comprise: The Specification and The Work Schedules.
- Named person: The whole of the text referring to a named person as a subcontractor will be deleted.

Fifth A - PRICING BY THE CONTRACTOR

- Option A will apply: Option B will be deleted.
- Priced document: Within Option A the following words will be deleted:
  - Bills of Quantities.
- Priced Activity Schedule: The words ‘and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule)’ will be deleted.

Ninth - INFORMATION RELEASE SCHEDULE

- The Ninth Recital will be deleted.

Eleventh - DIVISION OF THE WORKS INTO SECTIONS

- The Eleventh Recital will be deleted.

ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

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

5 - PRINCIPAL DESIGNER

- Principal Designer: See clause A10/150.

6 - PRINCIPAL CONTRACTOR

- Principal Contractor: See clause A10/130.

9 - LEGAL PROCEEDINGS

- Amendments: None.

CONTRACT PARTICULARS

Fourth Recital - EMPLOYER'S REQUIREMENTS

- Comprise: The mechanical and electrical performance specification. Safe working access as necessary including scaffold.

Sixth Recital - CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

- Comprise: To be completed by the Contractor.
- Specific Requirements: None.

Eighth Recital and Clause 4.6 - CONSTRUCTION INDUSTRY SCHEME

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

Tenth Recital - CDM REGULATIONS

- The project is notifiable.

Thirteenth Recital and Schedule 5 - SUPPLEMENTAL PROVISIONS

- 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 does not apply.
- Performance indicators and monitoring: Supplemental Provision 5 does not apply.
- Notification and negotiation of disputes: Supplemental Provision 6 applies.
- Where Supplemental Provision 6 applies, the respective nominees of the parties are:
  - Employer's nominee: See clause A10/120.
  - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR. Or such replacement as each party may notify to the other from time to time.

Article 8 - ARBITRATION

- Article 8 and clauses 9.3 to 9.8 (arbitration) does not apply.

CLAUSE 1.1 - BASE DATE

- Base Date: 10 days before the return of tenders.

CLAUSE 1.1 - DATE FOR COMPLETION OF THE WORKS

- Date for completion of the Works (where completion by sections does not apply): To be confirmed by the contractor. Date for completion of the Works (where completion by sections does not apply): To be confirmed by the contractor.

CLAUSE 1.7 - ADDRESSES FOR SERVICE OF NOTICES

- Employer:
  - Address: See clause A10/120.
  - Fax number: supplied on request.
- Contractor:
  - Address: TO BE COMPLETED BY CONTRACTOR.
  - Fax Number: TO BE COMPLETED BY CONTRACTOR (if applicable)

CLAUSE 2.4 - DATE OF POSSESSION OF THE SITE

- Date of Possession of the site: To be confirmed by the contractor.

CLAUSE 2.23.2 - LIQUIDATED DAMAGES

- Damages: At the rate of £100 per Calendar day.

CLAUSE 2.30 - RECTIFICATION PERIOD

- Period: Twelve months from the date of practical completion of the Works.

Clause 2.34.3 - CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: unlimited.

Clause 4.3 and 4.9 - FLUCTUATIONS PROVISION

- Fluctuations Provision: no Fluctuations Provision applies.
- Where Schedule 4 applies, percentage addition (paragraph 12): not applicable.

Clause 4.7 - ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.7 does not apply.

Clause 4.8.1 - INTERIM PAYMENTS - INTERIM VALUATION DATES

- The first Interim Valuation Date is: one month after the Date of Possession, and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.9.1 - INTERIM PAYMENTS - PERCENTAGE OF VALUE

- Not achieved practical completion: Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%.
- Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97½%.

Clause 4.10.4 - LISTED ITEMS - UNIQUELY IDENTIFIED

- The Contract Particulars item for clause 4.10.4 will be deleted.

Clause 4.10.5 - LISTED ITEMS - NOT UNIQUELY IDENTIFIED

- Listed items: The Contract Particulars entry for Clause 4.10.5 will be deleted.

Clause 6.4.1 - CONTRACTOR'S PUBLIC LIABILITY INSURANCE: INJURY TO PERSONS OR PROPERTY

- Insurance cover for any one occurrence or series of occurrences arising out of one event: £5,000,000 (5 million). Products Liability: £2,000,000 (2 million).

Clause 6.7 and Schedule 1 - WORKS INSURANCE - INSURANCE OPTIONS

- Schedule 1: Insurance option C applies.
- Percentage to cover professional fees: 15 per cent.
- If option A applies, annual renewal date (as supplied by the Contractor): TO BE COMPLETED BY CONTRACTOR.
- Where Insurance Option C applies, Paragraph C1: applies. Clause 6.7 Option C to be amended as follows: *"All references to Joint Names Policies to be struck out. Contractors will take out and maintain a Contractors All Risk Policy for the value of the works plus 50% for the duration of the contract. The contractor should name Fair Oak and Horton Heath Parish Council or notify their insurers of Fair Oak and Horton Heath Parish Council's interest and provide evidence of this to the CA and Employer. The Employer will take out and maintain insurance of the existing building."*

Clause 6.10 and Schedule 1 - TERRORISM COVER

- Terrorism cover is not required.

Clause 6.15 - JOINT FIRE CODE

- The Joint Fire Code: Does not apply.

Clause 6.19 - CONTRACTOR'S DESIGN PORTION - PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required:
  is the aggregate amount for any one period of insurance;
  - and is £1,000,000 (1 million). (Higher insurance may be required subject to the Scope of Works)
- Cover for pollution and contamination claims: Is not required.
- Expiry of required period of CDP Professional Indemnity Insurance: 6 years.

Clause 8.9.2 - PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: Two months.

Clauses 8.11.1.1 to 8.11.1.5 - PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: Two months.

Clause 9.2.1 - ADJUDICATION

- The Adjudicator is: To be appointed by Nominating body.
- Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.12 - APPLICABLE LAW

- Amendments: None.

SECTION 2: CARRYING OUT THE WORKS

SECTION 2: CARRYING OUT THE WORKS

SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

EXECUTION

- The Contract: Will be executed as a Deed.

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 90 calendar days.
- Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

- Measurement rules: Preliminaries/ General Conditions must not be relied on as having been prepared in accordance with RICS NRM.

220 PRICING OF PRELIMINARIES

- Abbreviations: The following have been used:
  F = Fixed charge item.
  TR = Time related charge item.

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.

300 QUANTITIES IN THE PRICED DOCUMENT

- Quantities: Where included in the priced document, these have not been prepared in accordance with NRM2 or SMM7.

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.

480 PROGRAMME

- Programme of work: Prepare a summary showing the sequence and timing of the principal parts of the Works and periods for planning and design. Itemize any work which is excluded.
- Submit: Within one week of request.

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 Construction Phase 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 organization 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 health and safety policy document, including risk assessment procedures.
  - Accident and sickness records for the past five years.
  - Records of previous Health and Safety Executive enforcement action.
  - Records of training and training policy.
  - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: Within one week of request.

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.

SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: Within one week of request.

ADDITIONAL PRICING REQUIREMENTS

655N VAT

- The Main Contractor will be responsible for making and calculating the correct allowance within each valuation for the percentage of works classed at 0% rated, reduced rated 5% or VAT rated costs. The Contractor, on receipt of the Order, to proceed with the works shall liaise with the National Trust's Financial Controller to assess the correct ratings to be applied.

660N CONTRACTOR TO VISIT THE SITE

- The contractor must visit the site before tendering and ascertain all local conditions, the nature of the ground to be excavated, access, the full character and extent of the operations and restrictions likely to affect the execution of the works. No claims arising from failure to do so will be considered.

665N TENDERS

- The tender will be Fixed Price and no increases or decreases in the cost of labour or materials will be allowed.

675N ATTENDANCE ON SUB-CONTRACTORS

- The Contractor shall provide free of charge to any sub-contractor and/or supplier all reasonable hoisting facilities, storing, loading and unloading of all materials delivered, water, electricity for the purpose of the sub-contractor element of works, space for the storage of materials for the use on site and the use of mess rooms, sanitary accommodation and welfare facilities.
- Also allow for returning empty crates etc. and clearing of site/areas of work.

- Provide general attendance upon Sub-Contractors, cut away for and make good after all trades at completion and including the free reasonable use of plant, scaffolding etc., and the provision of any special plant or scaffolding required.
- The Contractor shall ascertain in conjunction with the Sub-Contractor, the positions of holes, chases and the order of execution of the works before the works is put in hand, as not claim for extra cost in consequence of lack of information of knowledge will be allowed.
- The Contractor will be allowed the appropriate cash discount of 5% on goods supplied by a Nominated Supplier and two and a half percent on goods supplied and work carried out by a Nominated Sub-Contractor. Receipted accounts in connection with Provisional Sums, shall be produced on the request of the CA.
- A Nominated Supplier or Sub-Contractor shall be bound by the terms and conditions of the contract in the same manner and terms of the General Contractor and the Principle Contractor shall apply a contract between themselves and the Sub-Contractor for the works.

680N USE OF SCAFFOLDING

- The contractor, sub-Contractors, their employees and work people respectively in common with all other persons having a like right shall for the purposes of the works (but not further or otherwise) be entitled to the use of any erected scaffolding belonging to or provided the contractor or sub-Contractor as the case may be while it remains on the site.

685N RECTIFICATION PERIOD

- The Contractor will be required to make good at his own expense and to the satisfaction of the CA, any defects found for a period of 12 months after completion of the contract.
- The rectification period for heating installations shall be period of 12 months.

690N ACCESS FOR CA

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

695N ACCESS

- The Contractor is to provide at all times during the contract and the defects liability, proper means of access with ladders etc., and necessary attendance to move them for the inspection and measurement of the works by the CA.

700N ASSIGNMENT AND SUB-LETTING

- Do not assign or sublet any part of the contract without written consent.

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: 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.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- Excludes: Products and equipment or anything intended to form or forming part of the permanent works.

140 DRAWINGS

- Definitions: To BSRIA BG 6 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.

150 CONTRACTOR'S DESIGN

- Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

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 person or legal entity under whose name or trademark the particular product, component or system is marketed
  - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- 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 AND INFORMATION

- 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 EMPLOYER

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.

470 DIVERGENCE FROM THE STATUTORY REQUIREMENTS

- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.
- Action: Inform immediately.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

510 DESIGN AND PRODUCTION INFORMATION

- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and re-inspection.
- Design/ production information: Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
- Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.
- Final version of design/ production information: Submit one copy.

600 CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
  Production information based on the drawings, specification and other information.
  Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and re-inspection.
- Information required: Information required: M&E services details, including the underfloor heating. Design for any complex scaffolding e.g. ladder beams, cantilevers etc.
  Format: Word / CAD to Be agreed.
  Number of copies: 1.
- Submit: Within one week of request.
- Submit: Within one week of request.

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
  - As per BS1192.
- Submit: At least two weeks before date for completion.

630A 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.

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 - Ref Section A37.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: office hours only/ 24 hours/ other as required

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

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

111N SUPERVISION

- Accept responsibility for co-ordination, supervision and administration of the works. Notwithstanding the foregoing, the National Trust reserves the right to instruct the Contractor, or any person working for the Contractor, to suspend their work if it poses an imminent risk of serious injury to anyone or damage to the property.
- Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work.
- The Principle Contractor will be responsible for the programming of all works including those carried out by his sub-contractors.

112N COMPLIANCE

- Notwithstanding clause A32/110, the National Trust reserves the right to require the Contractor to produce evidence that he us complying with relevant statutory provisions. In particular, the National Trust is likely to require the Contractor to demonstrate that he has properly assessed the risks to his own employees and others arising from the nature of the work.

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.
  - Daily weather conditions.

150 OWNERSHIP

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

205N ORDERING

- The Contractor shall place orders for all materials required as soon as his tender is accepted and any likely delay or long lead in period shall be reported in writing.

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:
  - Design, production information and proposals provided by the Contractor/ Subcontractors/ Suppliers, including inspection and checking (see section A31).
  - Planning and mobilization by the Contractor.
  - Earliest and latest start and finish dates for each activity and identification of all critical activities.
  - Running in, adjustment, commissioning and testing of all engineering services and installations
  - Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
  - Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
- Exclusions: Where and to the extent that the programme implications for work which is not so defined are impossible to assess, the Contractor should exclude it and confirm this when submitting the programme.
- Submit: one copy.

230 SUBMISSION OF PROGRAMME

- Further information: Submission of the programme will not relieve the Contractor of the responsibility to advise of the need for further drawings or details or instructions in accordance with the Contract.

240 COMMENCEMENT OF WORK

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

250A MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every two weeks.
- Location: TBC on site (or at the contractor offices or a National Trust or Carter Jonas office within 5 miles of the site). Refer to A36-210A/230/280A
- 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.

265 CONTRACTOR'S PROGRESS REPORT

- General: Submit a progress report at least 2 days before the site meeting.
- Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
  - A progress statement by reference to the master programme for the Works.
  - Details of any matters materially affecting the regular progress of the Works.
  - Subcontractors' and suppliers' progress reports.
  - Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.

270 CONTRACTOR'S SITE MEETINGS

- General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

280 PHOTOGRAPHS

- Number of locations: sufficient to record progress typically 5 - 10.
- Frequency of intervals: Weekly.
- Image format: digital.
- Number of images from each location: 1.
- Other requirements:

  Provide copies to CA.
  Record thickness and type of insulation prior to covering up.
  Condition of defects/decay when uncovered.
  Condition of adjoining surfaces/structures where likely to be damaged by the works.
  Extent and continuity of insulation prior to covering up.

285 PARTIAL POSSESSION BY EMPLOYER

- Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.

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.

315N ADVERSE/INCLEMENT WEATHER

- Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions. Cover up and protect from frost and inclement weather the works in course of erection. The Contractor will be required to make good at his own expense, any part of the works damaged by such cause.

CONTROL OF COST

410 CASH FLOW FORECAST

- Submission: Before starting work on site, submit a forecast showing the gross valuation of the Works at the date of each Interim Certificate throughout the Contract period. Base on the programme for the Works.

415N PROVISIONAL SUMS

- All provisional sums and allowances shall only be expended at the direction of the CA; if not expended, no claim for loss of profit and attendance shall be deemed to be included in such sums.

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.
- Include:
  - A detailed breakdown of the cost, including any allowance for direct loss and expense.
  - Details of any additional resources required.
  - Details of any adjustments to be made to the programme for the Works.
  - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
- Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

440 MEASUREMENT

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

442N DAYWORK

- Do not carry out daywork without the written consent of the CA.

444N OVERTIME

- No extra costs will be allowed for overtime without the written consent of the CA. This also applies to work outside normal working hours. Contractors can work overtime at own cost as required subject to notification to the CA.
- No extra cost will be allowed for such works unless written consent has been obtained from the CA.

446N VARIATIONS

- Variations and omissions made by the CA during the progress of the work will be confirmed in writing and the final account adjusted accordingly. No extras will be allowed to the contractor unless he can produce written confirmation from the CA.

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.

475 LISTED PRODUCTS STORED OFF SITE

- Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor.
- Include for products purchased from a supplier:

  A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
- Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:

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

480 LABOUR AND EQUIPMENT RETURNS

- Records: Provide for verification at the beginning of each week in respect of each of the previous seven days.
- Records must show:

  The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.

  The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services.

500N CONDUCT

- The conduct of all personnel on the site under the Contractor's direction shall be appropriate to the National Trust's priorities as set out in Section A1. The National Trust shall reserve the right to instruct the Contractor to expel from site any person whose conduct is prejudicial to those priorities.

510 NOISE

- The use if radios, audio equipment or the like, will not be permitted where they would cause nuisance or offence to the public or employees or tenants of the National Trust.

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: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

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

150 INSPECTIONS

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

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

160 RELATED WORK

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

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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

180 WATER FOR THE WORKS

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

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: CA when complete and before commencing construction.

330 APPEARANCE AND FIT

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

340 CRITICAL DIMENSIONS

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

350 LEVELS OF STRUCTURAL FLOORS

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

360 RECORD DRAWINGS

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

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.
- Certificate location: Health and Safety File.

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

510 SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Evidence: Submit, including details of the person proposed, their relevant skills training and knowledge; practical experience; qualifications; membership or registration with professional bodies; employment history, work related assessments and management structure.
- Submittal date: Within one week of request/with tender.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

512N PERSON IN CHARGE: Keep upon the works at all times a competent person in charge, this should be a suitably qualified/experienced Foreman who will deal with the day to day management of the site and the works taking place. The Contractor shall allow for the Forman to be in attendance for the duration of the contract unless authorised by the CA. Written or verbal instructions given to this person by the CA will be deemed to have been issued to the contractor. Verbal instructions will be confirmed by the CA in writing.

515N UNCOVERING DECAY: If any structural defects or dry rot is uncovered during the course of opening up the existing works, it is to be reported to the CA immediately who will make inspection before any further work is carried out. Photographs should be taken by the Contractor when defects are uncovered.

518N CONTRACTOR'S PERON-IN-CHARGE

- Give maximum possible notice to CA before changing the person-in charge.

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

530 OVERTIME WORKING

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

550 ACCESS FOR INSPECTION

- Removal: Before removing scaffolding or other facilities for access, give notice of not less than one week.

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 PROPOSALS FOR RECTIFICATION OF 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.

620 MEASURES TO ESTABLISH ACCEPTABILITY

- General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
  Will be at the expense of the Contractor.
  Will not be considered as grounds for revision of the completion date.

630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
  Identification of the element, item, batch or lot including location in the Works.
  - Nature and dates of inspections, tests and approvals.
  - Nature and extent of nonconforming work found.
  - Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- 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 together with an itemized schedule, retaining duplicate schedule signed as a receipt.

730 MAKING GOOD DEFECTS

- Remedial work: Arrange access with Contract Administrator.
- 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

110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
  Description of project: Sections A10 and A11.
  Client's consideration and management requirements: Sections A12, A13 and A36.
  Environmental restrictions and on-site risks: Section A12, A35 and A34.
  Significant design and construction hazards: Section A34.
  The Health and Safety File: Section A37.

120A EXECUTION HAZARDS

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

130A 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.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks before commencement of work on site.
- 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.

145N HSE APPROVED CODES OF PRACTICE

- Comply with the following:
- Management of health and safety at work.
- Managing construction for health and safety.

147N SUSPENSION OF WORK

- The Trust reserves the right to instruct the Contractor, or any person working for the Contractor, to suspend work if their work poses an imminent risk of serious injury to any person.

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
- Consult with the CA over security measures to the property, scaffold etc.
- At the end of each working day it is the principle contractor's responsibility to ensure all ladders giving access to elevated areas, should have the ladders to the first lift of scaffold removed or ladders generally on site to be removed and placed under lock and key. Where there is an enhanced risk of children on site refer to the HSE document GS/7 'Accidents to Children on Construction Sites' for guidance.

- Consult with the CA prior to any works taking over security measures to be implemented in relation to erection of scaffolding.
- At pre-contract stage the Contractor is to report to the Property Manager/CA to obtain advice on the security arrangements for the property and security measures required during the contract. Movement of Contractor's personnel is to be restricted to the work area only and the contractor is to ascertain which areas are accessible and/or not to be entered.
- At the end of each working day the Contractor, with the Property Manager is to verify that the security alarm system and physical security protection are operating/in place (particularly sensors).
- Under no circumstances is the integrity of the alarm system or physical security to be affected by the works either by compromising the detection system or works adjacent to or near the alarm panel which may affect its operation.

160 STABILITY

- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.
- Design loads: Obtain details, support as necessary and prevent overloading.

170 OCCUPIED PREMISES

- Extent: The property will not be occupied and/ or used during the Contract as follows:

180N IDENTIFICATION PASSES

- All site operatives are to wear photographic identification passes issued by their respective employer.

185N WILDLIFE

- Take all necessary care to avoid disturbance or harm to wildlife, nests etc.

187N BATS IN BUILDINGS

- All bats and their roosts sites are protected by law.
- Before commencement of any contract the whole site is to be thoroughly checked for the presence of bats. If any are discovered, or their presence suspected, the CA should be notified immediately.
- Should a bat or evidence of bats be discovered during the course of an operation the work shall cease immediately and the CA shall be informed.
- In all cases no work is to take place which in any way can be shown to be detrimental to bats or their habitat without written instruction.

190 OCCUPIER'S RULES AND REGULATIONS

- Compliance: Conform to the Employer's rules and regulations affecting the site. Check with the Parish Clerk on any specific rules and regulations which may affect the site.
- Copies:

  Location: Fair Oak and Horton Heath Parish Council
  Arrangements for inspection: As clause A10/120.

210 SAFETY PROVISIONS FOR SITE VISITS

- 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.
- Protective clothing and/ or equipment: Provide and maintain on site for visitors to the site.

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

- Use: Not permitted

330A NOISE AND VIBRATION

- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.
- Comply with restrictions as laid down by the Local Authority
  - 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:
  - Percussion tools and other noisy appliances without consent during the hours as laid down by the Local Authority
  - 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.

355N PLANTING AND VEGETATION

- Unless stated otherwise, existing trees and plants are to remain on completion.
- Take all care to avoid damaging roots and above ground parts of trees, and plants that are to remain on completion.
- Take all care to protect trees and plants that may be damaged by the Works. Agree protection methods with the CA.
- Agree with the CA any tying back of vegetation from elevations if necessary for the Works and reinstate upon completion.
- Agree with the CA any cutting back necessary for the work.
- Do not dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or plant, store materials or place temporary accommodation within the branch spread of trees without the CA's express approval.
- Do not sever tree roots exceeding 25mm in diameter without the CA's approval.
- Provide with approved replacements, any trees or plants damaged or removed without approval.

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.

365N PROTECTION

- Adequately protect all parts of the Works, throughout the Contract. Wherever work is of a vulnerable nature or exposed to abnormal risks provide special protection to ensure that damage does not occur.

370 ASBESTOS CONTAINING MATERIALS

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

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.

375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- Preservation: Keep objects in the exact position and condition in which they were found.
- Special requirements: Check with the Parish Clerk.

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 Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').
- The Contractor shall make himself aware of the Employer's local fire instructions and procedures to be followed in the event of a fire.
- The Contractor shall make himself aware of the location of the nearest telephone.
- The Contractor shall ensure that all fire exits and access points for emergency equipment are kept clear at all times and that combustible materials are not left unused on site or adjacent to any building.
- Suitable and sufficient adequately maintained fire extinguishers shall be provided by the Contractor for use during the work.
- Burning off paint using blow lamps or electrical element burners shall not be permitted.
- Burning on site of materials arising from the work shall not be permitted.
- Except with the CA's express written dispensation, 'Hot Work' shall not be permitted on or within six metres of any building and the Contractor must allow for alternative methods of work. ('Hot Work' is defined as being all operations involving flame, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat or having naked flames).
- Do not store Flammable materials on site without the agreement of the CA.
- The Contractor is to provide on site at all times, on each floor of the building, a minimum of one 9 litre water type extinguisher and a 5kg CO2 extinguisher. The Contractor is to ensure that these are regularly maintained/serviced and from an approved manufacturer.
- Smoking shall not be allowed at any time in, on or within six metres of the building
- Temporary halogen lights shall not be permitted.

385N EXISTING FIRE PRECAUTIONS

- Obtain from the Employer or CA, before commencement, advice on existing fire detection and alarm systems in the property, call points, fire extinguisher positions, fire escape routes, nearest telephone and Fire Station and procedures to be followed in the case of a fire and incorporate with the Contractors Health & Safety Plan.

387N ACTION IN THE EVENT OF FIRE

- In the event of discovering fire the Contractor shall call the Fire Brigade and immediately report the fire to the Parish Clerk and to the CA.

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.

405N WATER

- Prevent damage to building fabric and ground finishes, including patina, from storm and surface water including dripping from scaffolding and sheeting.
- Protect the works and existing builders from damage by inclement weather at all times. Allow for any temporary covers. Make good any damage caused by rain or storm or other inclement weather at no cost.

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.

425N ELECTRICAL SAFETY

- The Contractor shall comply at all times with the Electricity at Work Regulations 1989 [Electricity At Work Regulations (NI) 1991.
- All temporary wiring installations provided by the Contractor shall be inspected and tested by a competent person, before use for the first time and at three-monthly intervals thereafter.
- All portable electric tools shall, as far as practicable, be supplied from a reduced voltage, (i.e. 110v or less) system.
- All portable electric equipment shall be properly maintained and shall be subject to a regime of inspection and periodic testing.
- All electrical connections shall be through correctly fused plugs, sockets and extension leads. All such equipment shall be unplugged at the end of each working day.
- The Contractor shall take appropriate precautions when working in the vicinity of overhead power lines: Reference HSE Guidance Note GS6.
- Avoidance of Danger from Overhead Electric Lines.
- All electrical work shall be carried out by NICEIC registered Contractors.

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 for inspection by CA and include a Building Manual. Provide copies to CA at practical completion.

440 ELECTROMAGNETIC INTERFERENCE

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

445N ARCHAEOLOGICAL DISCOVERIES: may be encountered during Works, and any structures, foundations, fossils and other objects of interest or value, which may be found on site or during excavations are the property of the Employer. On discovery of such objects cease work immediately, advise the CA and await further instructions.

450 LASER EQUIPMENT

- Construction laser equipment: Install, use and store in accordance with BS EN 60825-1 and the manufacturer's instructions.
- Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.
- Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.

460 POWDER 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.
- Special precautions: none.
- Duty: Report immediately to the CA any suspected invasive species discovered during execution of the Works.
  - Do not disturb.
  - Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

500N DRYING THE WORKS

- Provide all apparatus, fuel, power and attendance as necessary for drying the works.

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 another owner as appropriate.
Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.

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

520 ROADS AND FOOTPATHS

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

530 EXISTING TOPSOIL/ SUBSOIL

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

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

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

550 RETAINED TREES

- Protected area: Unless agreed otherwise do not:

  Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
  Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
  Change level of ground within an area 3m beyond branch spread.

555 WILDLIFE SPECIES AND HABITATS

- General: Safeguard the following: All.
- Protected habitats and species: Upon discovery immediately advise. Do not proceed until instruction is received.
- Education: Ensure employees and visitors to the site receive suitable instruction and awareness training.

Please note the following procedures to follow if bats are discovered during the works:

A. If at any point during the works, bats are discovered then contractors must immediately stop work in the relevant area concerned and telephone
B. An appropriately licensed bat worker will liaise directly with Natural England. Actions will then be taken following advice given. This may include removal of bats, but only where direct written or verbal permission is gained from Natural England.
C. Only when Natural England is satisfied that there is no further risk to bats will works recommence.
D. Should it transpire that the operation being carried out is more risk to bats than was originally thought, then works will be stopped until they can be supervised by an appropriately licensed bat worker.
E. If a bat is found under a tile or in any other aperture, works will stop immediately (as above). If the bat does not voluntarily fly out, then the aperture will be carefully covered over to protect the bat(s) from the elements leaving a small gap for the bat to escape voluntarily. Any covering should be free from grease of other contaminants, and should not be a fibreglass-based material.

F. Any injured bats should be gently placed in a secure ventilated box in a cool, quiet dark place (e.g. cardboard box with a sealed lid) by the contractor while wearing gloves for the bats protection whilst awaiting the arrival of the licensed person.

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
- Special requirements: None.

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.

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.

650N EMPLOYER SITE RULES

- To be advised at the Pre Start Meeting

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

- General: The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.

130 METHOD/ SEQUENCE OF WORK

- Specific Limitations: Include the following in the programme:
  Include any requirements having significant effects on the sequence or programming of the Contract as a whole.

140 SCAFFOLDING

- Scaffolding: Make available to subcontractors and others at all times.

160 USE OR DISPOSAL OF MATERIALS

- Specific limitations: None.

170 WORKING HOURS

- Specific limitations: None.

180 COMPLETION IN SECTIONS OR IN PARTS

- General: Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

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

ACCOMMODATION

210A ROOM FOR MEETINGS

- Facilities: Provide suitable space for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices.

230 TEMPORARY ACCOMMODATION

- Facilities: Sanitary accommodation will be provided for the duration of the Contract as follows:
  - The contractor should allow for temporary sanitary accommodation to be located on site in a position agreed with the Parish Clerk at the Pre Start Meeting.

TEMPORARY WORKS

290A PARKING

- Provide and maintain exclusively for use by Employer’s representatives: Parking for one vehicle on site on pre-arranged days for site inspections of site meetings.

292N CONTRACTOR’S WORKING AREA

- Where there are existing restrictions on confined sites then the contractor is to confine his activities to the smallest possible area of the site for the execution of the Works and storage of materials, unless otherwise defined.

310 ROADS

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

  Details: Existing completed surfaces.
  Restrictions on use: Properties in occupation - do not block neighbouring vehicles.
  Protective or remedial measures: protect and make good any damage at contractors’ expense as clause A34/520.

320 TEMPORARY WORKS

- Employer's specific requirements: Provide: Guidance: Temporary works are, in general, at the Contractor's discretion.

330A TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

- Protective barriers and any other relevant physical protection measures: To BS 5837.
- Integrity of protection: Maintain for the duration of the Works. Remove on completion of the works and make good disturbed area.

340 NAME BOARDS/ ADVERTISEMENTS

- Name boards/ advertisements: Not permitted.

350N SCAFFOLDING

- All scaffolds to be fully independent.
- No putlog scaffolds will be permitted.
- Bracing of scaffolding from buildings will only be permitted with prior agreement from the CA.
- All scaffold tubes are to be fitted with protective plastic end caps and are to free from rust.
- All scaffolding must be adequately earthed against lightning strikes.
- All scaffolding shall be erected by NASC registered scaffolders and comply with the National Trust document 'General Requirement for Building Works' and 'Scaffold Structures' and The Work at Height Regulations 2005 (as amended). Extreme care must be taken to avoid damage to buildings and grounds during the erection or striking of scaffolding.
- At the end of each day's work and in rain, measures should be taken to prevent splashing to the property.

360N HEIGHT

- No scaffold from which a person could fall more than 2 metres should be used unless:
- It has been inspected by a competent person:
- Before being used.
- After substantial installation.
- After any event likely to have affected its stability.
- At regular intervals not exceeding 7 days.
- A record has been made of the inspection (other than for a mobile tower scaffold in place less than 7 days) containing the details specified in HSE booklet HG(G)150.

360N LADDERS

- Ladders and other items of equipment must not be left unattended when accessible to the general public.
- When the site is not being worked on, all ladders shall have then first lift ladder removed and placed under lock and key. All loose ladders shall be similarly chained and locked or removed from the site.
- Scaffolds and other associated equipment, erected in area accessible to the general public, must be provided with warning tape at least 3 metres clear of the scaffold where practicable to deter unauthorised access.

380N ESSENTIAL ACCESS TO THE PROPERTY

- Agree with the CA special precautionary arrangements under a working scaffold or where specific security arrangements are required.

400N PLANT AND EQUIPMENT OWNED BY THE EMPLOYER:

- Where stated in the Schedule of Works or subsequently agreed with the CA, the Contractor is allowed use of plant or equipment owned by the Employer, such plant and equipment shall be used carefully, in accordance with the manufacturer's recommendations.
- The Contractor shall be responsible for the cost of all consumables and running costs of the equipment.
- The Employer will accept no responsibility for the efficient working or safety of the plant and equipment and the Contractor shall be responsible for and indemnify The Employer for all matters of Health and Safety in connection with use of such plant and equipment.

SERVICES AND FACILITIES

420 LIGHTING AND POWER

- Supply: Electricity from the existing mains may be used for the Works as follows:
  Metering: Free of charge.
  Point of supply: Via right hand side (east) elevation external wall
  Available capacity: Unknown - Contractor to establish during tender stage site visit.

Frequency: 50 Hz.
Phase: Unknown - Contractor to establish during tender stage site visit.
Current: Alternating.

- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.
- All electrically power operated tools and equipment must be rated at 100volts. All transformer and electrical power sources are to be provided by the Contractor. Where this is not practicable, the supply should be protected by a residual current device (RCD) complying with BS IEC 1008-2-2:1990, BS EN 61008-2-1:1995, BS EN 61008-1:2004+A12:2009, the device should operate if the earth leakage current exceeds 30 mA.

430 WATER

- Supply: The existing mains may be used for the Works as follows:
  - Metering: Free of charge.
  - Source: Unknown, but water stop valve noted adjacent to the telegraph pole to the front elevation - Contractor to establish during tender stage site visit.
  - Location of supply point: Unknown - Contractor to establish during tender stage site visit.
  - Conditions/ Restrictions: Unknown - Contractor to establish during tender stage site visit.
- Continuity: No responsibility will be accepted for the consequences of failure or restriction in supply.

435N WATER RESTRICTIONS

- If the water supply is or is likely to be restricted by emergency legislation, inform CA without delay and ascertain the availability and additional cost of water from alternative sources.

440 MOBILE TELEPHONES

- Direct communication: As soon as practicable after the start on site:
  - provide the Contractor's person in charge with a mobile telephone.
  - pay all charges reasonably incurred.

510 TEMPERATURE AND HUMIDITY

- Levels required by the Employer: Maintain the following:
  Minimum temperature in unoccupied buildings 10 degrees celcius. Minimum temperature in occupied buildings 18 degrees celcius.

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.

530 BENEFICIAL USE OF INSTALLED SYSTEMS

- The following permanent systems may be used for the Works:
  Heating;
  Ventilation;
  Mechanical; and
- Electrical.
- Details: Contractor to provide temporary supplies as necessary when fixed supplies unavailable.

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/ Client, in sizes to be specified:

  Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2.
  High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 2.
  Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 2.
  Disposable respirators to BS EN 149.FFP1S.
  Eye protection to BS EN 166.
  Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
  Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

105N The manual is valued by the client at £1,750 this amount will not be included in any valuations until the manual is completed to the satisfaction of the Client, Design Team and Principal Designer.

The principal contractor will be responsible as noted below for provision and collation of all information requested including obtaining specific information from the design team for the works completed.

110 THE BUILDING MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope:
  - Part 1: General: Content as clause 120.
  - Part 2: Fabric: Content as clause 130.
  - Part 3: Services: Content as clause 140.
  - Part 4: The Health and Safety File: Content as clause 150.
  - Part 5: Building User Guide: Content as clause 151.
- Responsibility: The Building Manual is to be produced by the main contractor and must be complete no later than the date for completion of the Works.
- Information provided by others: Details: M&E Design information. Structural Engineer, Ecologist, CA/Designer….any other designer / design information.
- Compilation:
  - Prepare all information for Contractor designed or performance specified work including as-built drawings.
  - Obtain or prepare all other information to be included in the Manual.
- Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
- Final copies of the Manual:
  - Number of copies: 1.
  - Format: word / pdf document emailed and via post on USB stick.
  - Latest date for submission: 1 week before the date for completion stated in the contract.
- As-built drawings and schedules:
  - Number of copies: 1.
  - Format: As manual.

120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
  - Description of the buildings and facilities.
  - Ownership and tenancy, where relevant.
  - Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:

Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
Overall design criteria.
Environmental performance requirements.
Relevant authorities, consents and approvals.
Third party certification, such as those made by “competent” persons in accordance with the Building Regulations.

- Operational requirements and constraints of a general nature:
  Maintenance contracts and contractors.
  Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and fire fighting systems, services, shut off valves switches, etc.
  Emergency procedures and contact details in case of emergency.
  Other specific requirements: none.
- Description and location of other key documents.
- Timescale for completion: By the date for completion of the Works.

130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
  Floor and roof loadings.
  Durability of individual components and elements.
  Loading restrictions.
  Insulation values.
  Fire ratings.
  Other relevant performance requirements.
- Construction of the building:
  A detailed description of methods and materials used.
  As-built drawings recording the construction, together with an index.
  Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer’s instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including:
  Air permeability.
  Resistance to passage of sound.
  Continuity of insulation.
  Electricity and Gas safety.
- Other specific requirements: none.
- Timescale for completion: By the date for completion of the Works.

140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria and description of the systems, including:

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

- Detailed description of methods and materials used.
- As-built drawings for each system recording the construction, together with an index, including:
  Diagrammatic drawings indicating principal items of plant, equipment and fittings.
  Record drawings showing overall installation.
  Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
  Identification of services – a legend for colour coded services.
- Product details, including for each item of plant and equipment:
  Name, address and contact details of the manufacturer.
  Catalogue number or reference.
  Manufacturer's technical literature, including detailed operating and maintenance instructions.
  Information and guidance concerning dismantling, repair, renovation or decommissioning.
- Operation: A description of the operation of each system, including:
  Starting up, operation and shutting down.
  Control sequences.
  Procedures for seasonal changeover.
  Procedures for diagnostics, troubleshooting and fault finding.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
  Electrical circuit tests.
  Corrosion tests.
  Type tests.
  Work tests.
  Start and commissioning tests.
- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems.
- Lubrication: Schedules of all lubricated items.
- Consumables: A list of all consumable items and their source.
- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- Emergency procedures for all systems, significant items of plant and equipment.
- Annual maintenance summary chart.
- Other specific requirements: none.
- Timescale for completion: By the date for completion of the Works.

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

- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
  residual hazards and how they have been dealt with
  hazardous materials used
  information regarding the removal or dismantling of installed plant and equipment

health and safety information about equipment provided for cleaning or maintaining the structure;
the nature, location and markings of significant services,
information and as-built drawings of the structure, its plant and equipment
Information prepared by others: Details: None.

- Timescale for completion: By the date for completion of the Works.
- Submit to: Contract Administrator.

151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE

- Content: Obtain and provide the following:
  - Building services information.
  - Emergency information.
  - Energy & environmental strategy.
  - Water use.
  - Transport facilities.
  - Materials & waste policy.
  - Re-fit/ re-arrangement considerations.
  - Reporting provision.
  - Training.
  - Links & references.
- Other specific requirements: Any other information or none.
  - Timescale for completion: By the date for completion of the Works.

160A PRESENTATION OF BUILDING MANUAL

- Format: word / pdf document emailed and via post on USB stick. Each section indexed, divided and appropriately cover titled.
- As-built drawings: The main sets may form annexes to the Manual.

220 TRAINING

- Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the installations including items and procedures listed in the Building Manual.
- Level of training: User Training.
- Time allowance: Include a minimum of 1 day.

230 SPARE PARTS

- General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
- Content: Include in the priced schedule for:
  Manufacturers' current prices, including packaging and delivery to site.
  Checking receipts, marking and numbering in accordance with the schedule of spare parts.
  Referencing to the plant and equipment list in Part 3 of the Building Manual.
  Painting, greasing, etc. and packing to prevent deterioration during storage.
- Latest date for submission: Two weeks before completion.

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

- Cost significant items: Contractor to list and indicate whether fixed or time related.

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

110 SITE ACCOMMODATION

- Details: Site accommodation required or made/ not made available by the Employer: See section A36.
- Cost significant items: Contractor to list and indicate whether fixed or time related.

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

110 SERVICES AND FACILITIES

- Details: Services or facilities required or made/ not made available by the Employer: See section A36.
- Cost significant items: Contractor to list and indicate whether fixed or time related.

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

110 MECHANICAL PLANT

- Cost significant items: Contractor to list and indicate whether fixed or time related.

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

110 TEMPORARY WORKS

- Details: Temporary works required or made/ not made available by the Employer: See section A36.
- Cost significant items: Contractor to list and indicate whether fixed or time related.

A55 DAYWORKS

110 LABOUR

- Provisional sum: Include prime cost of labour incurred before the Final Completion Date: Any sum - contractor to indicate percentage below only.
  Percentage adjustment: Add to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- Provisional sum: Include prime cost of labour incurred after the Final Completion Date: Any sum - contractor to indicate percentage below only.
  Percentage adjustment: Add to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.

120 PRODUCTS

- Provisional sum: Include prime cost incurred at any time during the Contract: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.

130 EQUIPMENT

- Provisional sum: Include prime cost of plant (equipment) incurred before the Final Completion Date: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- Provisional sum: Include prime cost of plant (equipment) incurred after the Final Completion Date: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- Plant (equipment) costs: Rates set out in the Schedule of Basic Plant Charges published by the RICS current at the Date of Tender.

140 SPECIALIST TRADES

- Include Provisional Sums for dayworks within the province of:
- RICS/ Electrical Contractors' Association: Prime cost of labour: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- Prime cost of materials and goods: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- Prime cost of plant: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- RICS/ Building Engineering Services Association: Prime cost of labour: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- Prime cost of materials and goods: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- Prime cost of plant: Any sum - contractor to indicate percentage below only.

Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.

- RICS/ National Association of Plumbing, Heating and Mechanical Services contractors: Prime cost of labour: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- Prime cost of materials and goods: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.
- Prime cost of plant: Any sum - contractor to indicate percentage below only.
  Percentage adjustment to cover incidental costs, overheads and profit: TO BE COMPLETED BY CONTRACTOR %.

SECTION B MATERIALS & WORKMANSHIP

J0053288

Carter Jonas LLP

Fair Oak and Horton Heath Parish Council

Fair Oak Community Library

2

Fair Oak Library

Tender

07-09-2022

Internal and Building Fabric Refurbishment

Contents

B50
General structural requirements

Tendering - Not Used

General - Not Used

Performance

230 Performance criteria for structure to be supported

1. Description: Roof Structure during during and after demolition works

320 Loads/ actions

1. Generally: Specified loads/ actions are characteristic values unless otherwise described.

Execution

700 Execution generally

1. Standard: Report conflict between specification and the designated codes of practice and the standards referenced therein before ordering affected materials or executing affected work.
2. Inspection levels: Submit proposals to suit programme
3. Quality control: Submit proposals
4. Tolerances: Notwithstanding tolerances specified elsewhere, do not exceed requirements for compliance with the designated code.

705 Connections and anchorages

1. End and edge distances and spacing (minimum): Unless otherwise specified or detailed, as required by the designated code of practice for fixings/ anchorages carrying maximum load.
2. Report locations where
    2.1. Type and number of fixings cannot be accommodated.
    2.2. Size or position of members prevents correct positioning.

720 Stability during execution

1. Temporary bracing/ restraints: Provide as necessary until permanent bracing system is complete and sufficiently mature to carry loads and all connections have been made to the permanent system.
    1.1. Special requirements: Submit proposals and calculations for temporary support to the structural engineer
2. Design loads: Structure has been designed for the completed state.
    2.1. Magnitude: Request details as necessary
3. Before loading structure: Take into account:
    3.1. Reduction in strength due to immaturity of elements.
    3.2. Reduction in loadbearing capacity due to partial completion of continuous elements.

740 Condition survey of existing buildings and structures

1. Application: Prior to Commencement
2. Before starting work: Survey structure. Record and take photographs of damaged or defective areas.

2.1. Items to be recorded: Location, extent and magnitude of cracks, spalling, indications of movement, previous repairs, modifications and other irregularities of the fabric.

2.2. Additional investigations: Look for presence of hazardous materials

750 Monitoring of ground conditions during construction

1. Purpose: To identify differences between actual ground conditions and those assumed in the design.
2. Requirements: As detailed in the geotechnical design report.
3. Inspect and record: Sequence, nature and soil types revealed in excavations and formations.
4. Immediately notify: Variations from the assumed ground conditions or shortfall in test requirements.

760 Monitoring of existing buildings/ structures

1. Application: All areas particularly during demolition
2. Requirement: Visually inspect buildings/ structures for signs of movement, cracking or other indications of distress.
3. Period of inspection: Commence at start of demolition and continue until end of the project
4. Record: Date and time of inspections.
5. Action: If movement cracking or other signs of distress are noted stop work, investigate and report.

Completion - Not Used

Ω End of Section

C11
Site investigation

General requirements

110 Extent of investigation

1. Location: Complete site
2. Scope
   2.1. Desk study: Assess extent of works and identify any areas of risk
   2.2. Exploratory holes: Trial pit to the assess the foundation depth and design as instructed by the structural engineer and as per the specification. Localised investigation of drainage runs and depth
3. Objectives: Identify any unknown risks prior to commencement

112 Monitoring of ground conditions during construction

1. Purpose: To identify differences between actual ground conditions and those assumed in design.
2. Inspect and record: Sequence and soil types revealed in sides of excavations and nature of soil in formations.
3. Other requirements: None
4. Actions: Report ground conditions revealed. If these differ from conditions assumed, await instructions before constructing ground supported/ supporting structures.

150 Public safety

1. Protection of the public and occupiers of adjoining property: Erect temporary fences, hoardings, footpaths, warning lights, etc. before starting work.
2. Means of escape from adjoining property in the event of fire: Maintain for the duration of the Works.
3. Specific hazards which may be encountered: There is an electrical sub station directly adjacent to he site

160 Site safety

1. Excavations and boreholes: Support sides and keep free from ground and surface water.
2. Protection: Submit proposals

170 Survey instruments

1. Equipment calibration: In accordance with manufacturer's recommendations.
2. Site use calibration: To BS 7334-1, -3, -4, -5 and -8.
3. Calibration: Use only persons accredited by the United Kingdom Accreditation Service (UKAS).
4. Calibration compliance: Submit evidence prior to use.

180 Competence

1. Skill and experience: Appropriate for the type of work.
   1.1. Evidence: Submit prior to commencement.

190 Protection

1. Protect the following: Existing areas

Investigation

220 Site reconnaissance

1. Examine available information, carry out a study and submit a report to include the following:
2. Scope of study: Photographic survey, risk assessment
3. Features to be included: All areas of the project
4. Specific requirements as to method: Submit proposals for extent of subsequent investigations if requried

250 Trial pits

1. Purpose: Visual examination and sampling from ground level
2. Standard: In accordance with BS 5930
3. Locations: Within the library as instructed by the structural engineer
4. Full depth: 1.0 m
5. Plan dimensions: 1.0 m square
6. Protection: Submit proposals
7. Backfill material: As dug material
8. Reinstatement: As existing

Field tests

275 Information

1. General: For each test record, supply the following:
   1.1. Project name and reference.
   1.2. Date and time of test.
   1.3. Weather conditions.
   1.4. Soil type and description
   1.5. Location and details of sample, including exploratory hole number and position, depth, ground level, water level.
2. In situ photographs:
3. Feature encountered: Provide description and state depth of …….

Sampling - Not Used

Laboratory tests - Not Used

Ω End of Section

C20
Demolition

To be read with preliminaries/ general conditions.

5 Desk study/ survey

1. Scope: Before starting deconstruction/ demolition work, examine available information, and carry out a survey of:
   1.1. the structure or structures to be deconstructed/ demolished,
   1.2. the site on which the structure or structures stand, and
   1.3. the surrounding area.
2. Report and method statements: Submit, describing:
   2.1. Form, condition and details of the structure or structures, the site and the surrounding area.
      2.1.1. Extent:
   2.2. Type, location and condition of features of historical, archaeological, geological or ecological importance.
   2.3. Type, location and condition of adjoining or surrounding premises that might be adversely affected by removal of the structure or structures or by noise, vibration and/ or dust generated during deconstruction/ demolition.
   2.4. Identity and location of services above and below ground, including those required for the Contractor's use, and arrangements for their disconnection and removal.
   2.5. Form and location of flammable, toxic or hazardous materials, including lead-based paint, and proposed methods for their removal and disposal.
   2.6. Form and location of materials identified for reuse or recycling, and proposed methods for removal and temporary storage.
   2.7. Proposed programme of work, including sequence and methods of deconstruction/ demolition.
   2.8. Details of specific pre-weakening required.
   2.9. Arrangements for protection of personnel and the general public, including exclusion of unauthorized persons.
   2.10. Arrangements for control of site transport and traffic.
   2.11. Special requirements:
3. Format of report:

10 Extent of deconstruction/ demolition

1. General: Subject to retention requirements specified elsewhere, deconstruct/ demolish structures down to As per specification.

20 Features to be retained

1. General: Keep in place and protect the following: As per specificaiton.

25 Location of services

1. Services affected by deconstruction/ demolition work: Locate and mark positions.
2. Mains services marking: Arrange with the appropriate authorities for services to be located and marked.
   2.1. Marking standard: In accordance with National Joint Utilities Group 'Guidelines on the positioning and colour coding of underground utilities' apparatus'.

30 Services disconnection arranged by contractor

1. General: Arrange with the appropriate authorities for disconnection of services and removal of fittings and equipment owned by those authorities prior to starting deconstruction/ demolition.

31 Services disconnection arranged by employer

1. General: The Employer will arrange with the appropriate authorities for disconnection of services and removal of fittings and equipment owned by those authorities prior to deconstruction/ demolition, as follows: …….
2. Timing: Do not start deconstruction/ demolition until disconnections are completed.

32 Disconnection of drains

1. General: Locate, disconnect and seal disused foul and surface water drains.
2. Sealing: Permanent, and within the site.

35 Live foul and surface water drains

1. Drains and associated manholes, inspection chambers, gullies, vent pipes and fittings
   1.1. Protect and ensure normal flow during deconstruction/ demolition work.
   1.2. Make good any damage arising from deconstruction/ demolition work.
   1.3. Leave clean and in working order at completion of deconstruction/ demolition work.
2. Other requirements:

40 Service bypass connections

1. General: Provide as necessary to maintain continuity of services to occupied areas of the site on which the deconstruction/ demolition is taking place and to adjoining sites/ properties.
2. Minimum notice to adjoining owners and all affected occupiers: 72 hours, if shutdown is necessary during changeover.

45 Services to be retained

1. Damage to services: Give notice, and notify relevant service authorities and/ or owner/ occupier regarding damage arising from deconstruction/ demolition.
2. Repairs to services: Complete as directed, and to the satisfaction of the service authority or owner.

50 Workmanship

1. Standard: Demolish structures in accordance with BS 6187.
2. Operatives
   2.1. Appropriately skilled and experienced for the type of work.
   2.2. Holding, or in training to obtain, relevant CITB Certificates of Competence.
3. Site staff responsible for supervision and control of work: Experienced in the assessment of risks involved and methods of deconstruction/ demolition to be used.

55 Site hazards

1. Precautions: Prevent fire and/ or explosion caused by gas and/ or vapour from tanks, pipes, etc.
2. Dust: Reduce airborne dust by periodically spraying deconstruction/ demolition works with an appropriate wetting agent. Keep public roadways and footpaths clear of mud and debris.
   2.1. Lead dust: Submit method statement for control, containment and clean-up regimes.
3. Site operatives and general public: Protect from health hazards associated with vibration, dangerous fumes and dust arising during the course of the Works.

71 Dangerous openings

1. General: Provide guarding at all times, including outside of working hours. Illuminate during hours of darkness.
2. Access: Prevent access by unauthorized persons.

76 Asbestos-containing materials – unknown occurrences

1. Discovery: Give notice immediately of suspected asbestos-containing materials when discovered during deconstruction/ demolition work. Avoid disturbing such materials.
2. Removal: Submit statutory risk assessments and details of proposed methods for safe removal.

78 Unforeseen hazards

1. Discovery: Give notice immediately when hazards, such as unrecorded voids, tanks, chemicals, are discovered during deconstruction/ demolition.
2. Removal: Submit details of proposed methods for filling, removal, etc.

85 Site condition at completion

1. Debris: Clear away and leave the site in a tidy condition.

86 Site surface at completion

1. Levels: Grade the site to follow the levels of adjacent areas.

90 Contractor's property

1. Components and materials arising from the deconstruction/ demolition work: Property of the Contractor except where otherwise provided.
2. Action: Remove from site as work proceeds where not to be reused or recycled for site use.

91 Employer's property

1. Components and materials to remain the property of the Employer: As per the specification
2. Protection: Maintain until these items are removed by the Employer or reused in the Works, or until the end of the Contract.
3. Specific limitations:

95 Recycled materials

1. Materials arising from deconstruction/ demolition work: Can be recycled or reused elsewhere in the project, subject to compliance with the appropriate specification and in accordance with any site waste management plan.
2. Evidence of compliance: Submit full details and supporting documentation.
    2.1. Verification: Allow adequate time in programme for verification of compliance.

Ω End of Section

F10
Brick/ block walling

Clauses

33 Clay common brickwork

1. Description: To external infill panels
2. Bricks: To BS EN 771-1.
   - 2.1. Manufacturer: Contractor's choice
     - 2.1.1. Product reference: Contractor's choice
   - 2.2. Size: 215 x 102 x 65 mm.
   - 2.3. Water absorption: Less than 20%
   - 2.4. Configuration: Frogged
   - 2.5. Recycled content: Contractor's choice
   - 2.6. Additional requirements: Fix to existing openings using crocodile ties
3. Mortar: As section Z21.
   - 3.1. Standard: As specification
   - 3.2. Mix: As specification
4. Bond: Half lap stretcher

36 Concrete common blockwork

1. Description: To inner face of external wall infill panels
2. Blocks: To BS EN 771-3.
   - 2.1. Manufacturer: Contractor's choice
   - 2.2. Product reference: Contractor's choice
   - 2.3. Configuration: Group 1
   - 2.4. Compressive strength: 7.3 N/mm²
   - 2.5. Freeze/ thaw resistance: Not to be left exposed
   - 2.6. Recycled content: None permitted
   - 2.7. Work sizes (length x width x height): To suit opening
   - 2.8. Special shapes: None
   - 2.9. Additional requirements: Fix to existing opening using crocodile ties
3. Mortar: As section Z21.
   - 3.1. Standard: As specification
   - 3.2. Mix: As specification
4. Bond: Half lap stretcher

51 Basic workmanship

1. Bond where not specified: Half lap stretcher.
2. Mortar joints: Fill all vertical joints. Lay bricks, solid and cellular blocks on a full bed.
3. AAC block thin mortar adhesive and gypsum block adhesive joints: Fill vertical joints. Lay blocks on a full bed.
4. Clay block joints
   - 4.1. Thin layer mortar: Lay blocks on a full bed.
   - 4.2. Interlocking perpends: Butted.

5. Quoins and advance work: Rack back.
6. Locations for equal levelling of cavity wall leaves
   6.1. Every course containing vertical twist type ties or other rigid ties.
   6.2. Every third tie course for double triangle/ butterfly ties.
   6.3. Courses in which lintels are to be bedded.
7. Lift height (maximum) for walling using cement gauged or hydraulic lime mortar: 1.2 m above any other part of work at any time.
8. Daily lift height (maximum) for walling using cement gauged or hydraulic lime mortar: 1.5 m for any one leaf.
9. Lift height (maximum) for walling using thin layer mortar: 1.3 m above any other part of work at any time.

55 Facework

1. Commencement of facework: Not less than 150 mm below finished level of adjoining ground or external works level.
2. Brick/ block selection: Do not use units with damaged faces or arrises.
3. Cut masonry units: Where cut faces or edges are exposed cut with table masonry saw.
4. Coursing brickwork and concrete blockwork: Evenly spaced using gauge rods. To produce satisfactory junctions and joints with built-in elements and components.

60 Alterations/ Extensions

1. Coursing: Line up with existing work.
2. Block bonding new walls to existing: Unless agreed otherwise cut pocket requirements as follows:
   2.1. Width: Full thickness of new wall.
   2.2. Depth (minimum): 100 mm.
   2.3. Vertical spacing: As follows:
   2.4. Brick to brick: 4 courses high at 8 course centres.
   2.5. Block to block: Every other course.
   2.6. Pocket joints: Fully filled with mortar.
3. New and existing facework in the same plane: Bonded together at every course to achieve continuity of bond and coursing.
4. Support of existing work: Fully consolidate joint above inserted lintel or masonry with semidry mortar to support existing structure.

66 Fire stopping

1. Avoidance of fire and smoke penetration: Fit tightly between cavity barriers and masonry. Leave no gaps.

90 Cracked bricks in existing facework

1. Replacement: Prior to repointing adjacent cracked joints, cut out and replace with matching sound bricks to approval.
2. Jointing mortar: As section Z21.
   2.1. Standard: As specification
   2.2. Mix: As specification

Ω End of Section

G20
Carpentry/ timber-framing/ first fixing

Clauses

2 Timber procurement

1. Timber (including timber for wood-based products): Obtained from well-managed forests/ plantations in accordance with:
   1.1. The laws governing forest management in the producer country or countries.
   1.2. International agreements such as the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES).

5 Structural softwood

1. Description: FOR JOISTS, PURLINS AND RAFTERS
2. Grading standard: To the appropriate BS EN 14081-1-compliant standard.
   2.1. Grade: GS to BS 4978
3. Strength class to BS EN 338: C16
4. Treatment: Organic solvent impregnation to NBS section Z12 and Wood Protection Association Commodity Specification C8, service life: 40 years

10 Ungraded softwood

1. Description: FOR INTERNAL NONSTRUCTURAL USE
2. Quality of timber: Free from decay, insect attack (except pinhole borers) and with no knots wider than half the width of the section.
3. Surface finish: Regularized
4. Treatment: CCA impregnation to NBS section Z12 and Wood Protection Association Commodity Specification C5, service life: 40 years

15 Plywood

1. Description: FOR BOXING AND INFILLS
2. Standard: To an approved national standard.
3. Service class to BS EN 1995-1-1: Class 1
4. Use class to BS EN 335: Use Class 2
5. Nominal thickness: To suit the location
6. Appearance class to BS EN 635: I
7. Bonding quality to BS EN 314-2: Class 1
8. Finish: Sanded

30 Selection and use of timber

1. Timber members damaged, crushed or split beyond the limits permitted by their grading: Do not use.

32 Notches, holes and joints in timber

1. Notches and holes: Position in relation to knots or other defects so that the strength of members will not be reduced.
2. Scarf joints, finger joints and splice plates: Do not use without approval.

35 Processing treated timber

1. Cutting and machining: Carry out as much as possible before treatment.
2. Extensively processed timber: Retreat timber sawn lengthways, thicknessed, planed, ploughed, etc.
3. Surfaces exposed by minor cutting/ drilling: Treat with two flood coats of a solution recommended by main treatment solution manufacturer.

40 Moisture content

1. Moisture content of wood and wood-based products at time of installation: Not more than:
   1.1. Covered in generally unheated spaces: 24%.
   1.2. Covered in generally heated spaces: 20%.
   1.3. Internal in continuously heated spaces: 20%.

41 Bolt/ screw assemblies

1. Description: AS REQURIED
2. Designation: Contractors choice or as directed by Structural Engineer
3. Size: As shown on drawings
4. Coating applied by manufacturer: As advised by the Structural Engineer
5. Nuts and washers: Material grade and finish to suit bolts
6. Washer dimensions: Diameter/ side length of washers in contact with timber faces to be minimum 3 times bolt diameter, with a thickness not less than 0.25 times bolt diameter.

43 Bolted joints

1. Bolt spacings (minimum): To BS EN 1995-1-1, section 8.5.
2. Holes for bolts: Located accurately and drilled to diameters as close as practical to the nominal bolt diameter and not more than 2 mm larger.
3. Washers: Placed under bolt heads and nuts that would otherwise bear directly on timber. Use spring washers in locations which will be hidden or inaccessible.
4. Bolt tightening: So that washers just bite the surface of the timber. Ensure that at least one complete thread protrudes from the nut.
   4.1. Checking: At agreed regular intervals. Tighten as necessary.

50 Additional supports

1. Provision: Position and fix additional studs, noggings and/ or battens to support edges of sheet materials, and wall/ floor/ ceiling-mounted appliances, fixtures, etc. shown on drawings.
2. Material properties: Timber to be of adequate size and have the same treatment as adjacent timber supports.

55 Joists generally

1. Centres: Equal, and not exceeding designed spacing.
2. Bowed joists: Installed with positive camber.
3. End joists: Positioned about 50 mm from masonry walls.

70 Trimming openings

1. Trimmers and trimming joists: Not less than 25 mm wider than general joists.

85 Vertical restraint straps

1. Type: As per Structural Engineer Design

2. Manufacturer: Contractor's choice
   2.1. Product reference: Contractor's choice
3. Material/ finish: As per Structural Engineer Design
4. Size
   4.1. Cross section: Not less than As per Structural Engineer Design.
   4.2. Length: As per Structural Engineer Design
5. Centres: Not more than As per Structural Engineer Design.

Ω End of Section

J41
Reinforced bitumen membrane roof coverings

To be read with preliminaries/ general conditions.

15 Roofing generally

1. Substrates: Secure, clean, dry, smooth and free from frost, contaminants, voids and protrusions.
2. Preliminary work: Complete including:
   2.1. Grading to correct falls.
   2.2. Formation of upstands, kerbs, box gutters, sumps, grooves, chases and expansion joints.
   2.3. Fixing of battens, fillets and anchoring plugs/ strips.
3. Moisture content and stability of substrate: Must not impair roof integrity.
4. Adverse weather: Do not lay coverings in high winds, wet or damp conditions or in extremes of temperature unless effective temporary cover is provided over working area.
5. Unfinished areas of roof: Keep dry. Protect edges of laid membrane from wind action.
6. Completed coverings: Firmly attached, fully sealed, smooth, weatherproof and free-draining.

41 Making good existing reinforced bitumen membrane roof covering

1. Existing items to be removed: Cut out for new sun pipes
2. Dust, dirt, debris, moss, plants and grease: Remove.
3. New materials and accessories: Compatible with existing.
4. Blisters: Star-cut, dry out and rebond.
5. Defective areas of bitumen membrane: Cut back to substrate and dry out. Patch level with existing covering with layers of matching bitumen membrane lapped minimum 100 mm onto existing membrane.
6. Cracked and split bitumen membrane: Cut back to substrate 150 mm wide at cracks and splits and dry out. Insert 150 mm wide strip of matching bitumen membrane, bonded to substrate at edges only. Fully bond a layer of bitumen membrane over strip, lapped minimum 100 mm onto existing bitumen membrane at edges.
7. Stress failure at edge trims: Cut back bitumen membrane to substrate. Secure ends of edge trims. Patch level with existing surface with layers of matching bitumen membrane.
8. Detached bitumen membrane at upstands: Repair, readhere and protect with additional layer of matching bitumen membrane if necessary.
9. Defects at penetrations: Cut out, clean, prime and reseal.

50 Laying reinforced bitumen membranes generally

1. Pour-and-roll bonding
   1.1. Bonding compound: Hot and fluid when bitumen membranes are laid.
   1.2. Application: Spread evenly so that a small quantity is squeezed out at each edge.
   1.3. Bond: Full over whole surface, with no air pockets.
   1.4. Excess compound at laps
      1.4.1. First and intermediate layers: Spread out.
      1.4.2. Top layer/ capsheet: Remove.
2. Torch-on bonding
   2.1. Bond: Full over whole surface, with no air pockets.
   2.2. Excess compound at laps of top layer/ capsheet: Leave as continuous bead.
3. Laps

3.1. Direction of laying: Unrolled up the slope.

3.2. Where practicable, install so that water drains over and not into laps..

3.3. Side and end laps:

3.4. Head and side laps: Offset.

4. Intermediate and top layer/ capsheet: Fully bond.
5. Successive layers: Apply without delay. Do not trap moisture.
6. Strips of bitumen membrane for 'linear' details: Cut from length of roll.
7. Completed coverings: Firmly attached, fully sealed, smooth, weatherproof and free-draining.

55 Nailing first layer of reinforced bitumen membranes

1. Fasteners: Aluminium, extra-large head clout nails
2. Setting out: Unroll, align and cut to length and work from one end. Minimize wrinkles.
3. Fixing centres

3.1. General area: Maximum 150 mm grid centres.

3.2. Perimeter of roof and at all side and head laps: 50 mm.

70 Skirtings and upstands

1. Angle fillets: 50 x 50 mm, bitumen-bonded
2. Venting first layer of membrane: Stop at angle fillet. Fully bond in bitumen for 300 mm strip around perimeters. Overlap onto upstand with strips of BS 8747, Class S1P1 reinforced bitumen membrane fully bonded with 75 mm lap onto first layer, except where subsequent two layers are of high-performance polyester-based membrane.
3. Other layers of membrane: Carry in staggered formation up upstand, with each layer fully bonded. Where practicable carry capsheet over top of upstand.
4. Upstands

4.1. At ends of rolls: Form with bitumen membrane carried up without using separate strip.

4.2. Elsewhere: Form with matching strips of bitumen membrane, maintaining laps.

4.3. Additional fixing of bitumen membranes: As recommended by bitumen membrane manufacturer

Ω End of Section

K10
Gypsum board dry linings/ partitions/ ceilings

To be read with preliminaries/ general conditions.

15 Lining on timber

1. Description: Plasterboard Infill and Boxings
2. Substrate: 50mm x 50mm timber frame
3. Fire performance
   - 3.1. Reaction to fire: To BS EN 13501-1, Class B-s3, d2 or better
   - 3.2. Fire resistance of complete lining assembly: To BS EN 13501-2, REI 30 or better
4. Linings: 12.5 mm gypsum fibre Wallboard or Fireline plasterboard
   - 4.1. Fixing: Contractor's choice
5. Finishing: Skim coat plaster
   - 5.1. Primer/ Sealer: As recommended by board manufacturer for vapour control
6. Accessories: Metal beads/ stops recommended by board manufacturer
7. Other requirements: Fire-stopping around service penetrations as section P12

25 Ceiling lining on timber

1. Description: Plasterboard Ceilings
2. Substrate: 50mm x 150mm Joists at 400mm centres
3. Fire performance
   - 3.1. Reaction to fire: To BS EN 13501-1, Class B-s3, d2 or better
   - 3.2. Fire resistance of complete ceiling assembly: To BS EN 13501-2, REI 30 or better
4. Linings: 12.5 mm gypsum fibre board - British Gypsum Wallboard or similar approved
   - 4.1. Fixing: Contractor's choice
5. Finishing: Skim coat plaster
   - 5.1. Primer/ Sealer: As recommended by board manufacturer for vapour control
6. Accessories: Metal beads/ stops recommended by the board manufacturer
7. Other requirements: Fire-stopping around services as section P12
   Tape all joints

35 Wall lining system (metal framing)

1. Description: New Internal Partitions
2. Manufacturer: British Gypsum or similar approved
   - 2.1. Product reference: Gypwall Single Frame Partition
3. Wall: As above
4. Cavity between wall and back of lining: 100mm partition
   - 4.1. Framing centres: 600 mm
   - 4.2. Bracket centres (maximum): 600 mm
5. Fire performance
   - 5.1. Reaction to fire: To BS EN 13501-1, Class B-s3, d2 or better
   - 5.2. Fire resistance of complete wall lining assembly: To BS EN 13501-2, REI 30 or better
6. Fire separation
   - 6.1. Cavity fire barriers: As per P10 flexible cavity barrier

7. Insulation: Glass mineral wool to BS EN 13162; density not less than 30 kg/m³
   7.1. Recycled content: Contractor's choice
   7.2. Thickness: To suit partition
8. Linings: 12.5 mm gypsum fibre Wallboard or Fireline plasterboard
   8.1. Screw centres: As per manufacturers recommendations
9. Access units: Not required
10. Finishing: Skim coat plaster
    10.1. Primer/ Sealer: As recommended by board manufacturer for improved moisture resistance
11. Accessories: Metal beads/ stops recommended by board manufacturer
12. Other requirements: Fire-stopping around services as section P12
    Tape all joints
    All as per manufacturer's recommendations

Installation

60 Ceilings

1. Sequence: Fix boards to ceilings before installing dry lined walls and partitions.
2. Orientation of boards: Fix with bound edges at right angles to supports and with ends staggered in adjacent rows.
3. Two layer boarding: Stagger joints between layers.

61 Metal framing for partitions/ wall linings

1. Setting out: Accurately aligned and plumb.
   1.1. Frame/ Stud positions: Equal centres to suit specified linings, maintaining sequence across openings.
   1.2. Additional studs: To support vertical edges of boards.
2. Fixing centres at perimeters (maximum): 600 mm.
3. Openings: Form accurately.
   3.1. Doorsets: Use sleeved or boxed metal studs and/ or suitable timber framing to achieve strength grade requirements for framing assembly and adequately support weight of door.
   3.2. Services penetrations: Allow for associated fire-stopping.

62 Metal furrings for wall linings

1. Setting out: Accurately aligned and plumb.
   1.1. Vertical furring positions: Equal vertical centres to suit specified linings, maintaining sequence across openings. Position adjacent to angles and openings.
   1.2. Additional vertical furrings: To support vertical edges of boards and at junctions with partitions.
   1.3. Horizontal furring positions: To provide continuous support to edges of boards.
2. Adhesive bedding to furrings
   2.1. Dabs: Length 200 mm (minimum). Located at ends of furrings and thereafter at 450 mm (maximum) centres.
   2.2. Junctions with partitions: Continuous bed with no gaps across cavity.

65 Dry lining generally

1. General: Use fixing, jointing, sealing and finishing materials, components and installation methods recommended by board manufacturer.
2. Standard:

3. Gypsum plasterboard to BS EN 520.
4. Gypsum fibre board to BS EN 15283-2.
5. Evidence of compliance: Submit Declaration of Performance (DoP).
6. Cutting gypsum boards: Neatly and accurately without damaging core or tearing paper facing.
7. Cut edges: Minimize and position at internal angles wherever possible. Mask with bound edges of adjacent boards at external corners.
8. Two layer boarding: Stagger joints between layers.
9. Finishing: Neatly to give flush, smooth, flat surfaces free from bowing and abrupt changes of level.

67 Skim coat plaster finish

1. Plaster type: Multipurpose Thistle Plaster
   1.1. Thickness: 2-3 mm.
2. Joints: Fill and tape except where coincident with metal beads.
3. Finish: Tight, matt, smooth surface with no hollows, abrupt changes of level or trowel marks.

69 Installing beads/ stops

1. Cutting: Neatly using mitres at return angles.
2. Fixing: Securely using longest possible lengths, plumb, square and true to line and level, ensuring full contact of wings with substrate.
3. Finishing: After joint compounds/ plasters have been applied, remove surplus material while still wet from surfaces of beads exposed to view.

70 Additional supports

1. Framing: Accurately position and securely fix to give full support to:
   1.1. Partition heads running parallel with, but offset from main structural supports.
   1.2. Fixtures, fittings and service outlets. Mark framing positions clearly and accurately on linings.
   1.3. Board edges and lining perimeters, as recommended by board manufacturer to suit type and performance of lining.

75 New wet laid bases

1. Dpcs: Install under full width of partitions/ freestanding wall linings.
   1.1. Material: Bituminous sheet or plastics.

85 mineral wool insulation

1. Fitting insulation: Closely butted joints and no gaps. Use fasteners to prevent slumping or displacement.
2. Services
   2.1. Electrical cables overlaid by insulation: Size accordingly.
   2.2. Ceilings: Cut insulation around electrical fittings, etc.

86 Cavity fire barriers within partitions/ Wall linings

1. Metal framed systems
   1.1. Material: Rockwool Intumescent cavity barriers or similar approved to achieve specified fire resistance
   1.2. Installation: Form accurately and fix securely with no gaps to provide a complete barrier to smoke and flame.

2. Adhesive fixed wall lining systems
   2.1. Material: Adhesive compound.
   2.2. Installation: Form in a continuous line with no gaps to provide a complete barrier to smoke and flame.

87 Sealing gaps and air paths

1. Sealing: Apply sealant to perimeter abutments and around openings as a continuous bead with no gaps.
2. Application: To clean, dry and dust free surfaces as a continuous bead with no gaps.
   2.1. Gaps greater than 6mm between floor and underside of gypsum board: After sealing, fill with joint compound.

88 Fire-stopping at perimeters of dry lining systems

1. Material: Tightly packed mineral wool or intumescent mastic/ sealant.
2. Application: To perimeter abutments to provide a complete barrier to smoke and flame.

90 Seamless jointing

1. Cut edges of boards: Lightly sand to remove paper burrs.
2. Filling and taping: Fill joints, gaps and internal angles with jointing compound and cover with continuous lengths of tape, fully bedded.
3. Protection of edges/ corners: Reinforce external angles, stop ends, etc. with specified edge/ angle bead.
4. Finishing: Feather out jointing compound to give a flush, smooth, seamless surface.
5. Nail/ screw depressions and minor indents: Fill with jointing compound to give a flush surface.
6. Minor imperfections: Remove by light sanding.

91 Vertical joints

1. Joints: Centre on studs.
   1.1. Partitions: Stagger joints on opposite sides of studs.
   1.2. Two layer boarding: Stagger joints between layers.

92 Horizontal joints

1. Surfaces exposed to view: Horizontal joints not permitted. Seek instructions where height of partition/ lining exceeds maximum available length of board.
2. Two layer boarding: Stagger joints between layers by at least 600 mm.
3. Edges of boards: Support using additional framing.
   3.1. Two layer boarding: Support edges of outer layer.

93 Fixing gypsum board to metal framing/ Furrings

1. Partitions/ Wall linings: Fix securely and firmly at the following centres (maximum):
   1.1. Single layer boarding: To all framing at 300 mm centres. Reduce to 200 mm centres at external angles.
   1.2. Multi-layer boarding: Face layer at 300 mm centres, and previous layers around perimeters at 300 mm centres.
2. Ceilings: 230 mm. Reduce to 150 mm at board ends and at lining perimeters.
3. Position of screws from edges of boards (minimum): 10 mm.
   3.1. Screw heads: Set in a depression. Do not break paper or gypsum core.

94 Fixing gypsum board to timber

1. Fixing to timber: Securely at the following centres (maximum):
   1.1. Nails: 150 mm.
   1.2. Screws to partitions/ wall linings: 300 mm. Reduce to 200 mm at external angles.
   1.3. Screws to ceilings: 230 mm.
2. Position of nails/ screws from edges of boards (minimum)
   2.1. Bound edges: 10 mm.
   2.2. Cut/ unbound edges: 13 mm.
3. Position of nails/ screws from edges of timber supports (minimum): 6 mm.

Finishing

97 Level of dry lining across joints

1. Sudden irregularities: Not permitted.
2. Joint deviations: Measure from faces of adjacent boards using methods and straightedges (450 mm long with feet/ pads) to BS 8212, clause 3.3.5.
   2.1. Tapered edge joints
      2.1.1. Permissible deviation (maximum) across joints when measured with feet resting on boards: 3 mm.
   2.2. External angles
      2.2.1. Permissible deviation (maximum) for both faces: 4 mm.
   2.3. Internal angles
      2.3.1. Permissible deviation (maximum) for both faces: 5 mm.

98 Repairs to existing gypsum board

1. Performance of repairs must match original specified performances.
2. Filling small areas with broken cores: Cut away paper facing, remove loose core material and fill with jointing compound.
   2.1. Finish: Flush, smooth surface suitable for redecoration.
3. Large patch repairs: Cut out damaged area and form neat hole with rectangular sides. Replace with matching gypsum board.
   3.1. Fixing: Use methods to suit type of dry lining, ensuring full support to all edges of existing and new gypsum board.
   3.2. Finishing: Fill joints, tape and apply jointing compound to give a flush, smooth surface suitable for redecoration.

Ω End of Section

L10
Windows/ rooflights/ screens/ louvres

To be read with preliminaries/ general conditions.

30 PVC-U windows

1. Standard: Non-fire and/ or smoke-rated windows to BS EN 14351-1 and BS 7412
2. Manufacturer: Contractor's choice
   - 2.1. Product reference: Contractor's choice to match adjacent areas
   - 2.2. Colour/ Texture: White
3. Thermal performance (U-value maximum): 1.2 W/m²K
4. Acoustic performance rating: Not required
5. Fire performance
   - 5.1. Fire resistance: Manufacturer's standard
   - 5.2. Reaction to fire: Manufacturer's standard
   - 5.3. Fire egress: Manufacturer's standard
6. Glazing details: Insulating glass units incorporating low-emissivity glass, argon-filled
   - 6.1. Beading: Internal
7. Ironmongery/ accessories: Locking handle, restrictor stays, trickle vents
8. Fixing: Manufacturer's standard
   - 8.1. Fastener spacing: When not pre-drilled or specified otherwise, position fasteners 150-250 mm from ends of each jamb, adjacent to each hanging point of opening lights, but no closer than 150 mm to a transom or mullion centre line, and at maximum 600 mm centres.

48 Daylight pipe

1. Description: Sun pipes to library roof
2. Manufacturer: Monodraught
   - 2.1. Product reference: Monodraught Sun Pipes
3. Components:
   - 3.1. Pipe: Aluminium, silvered internally
     - 3.1.1. Diameter: 535mm
     - 3.1.2. Length: To suit roof depth
   - 3.2. Bends: None
   - 3.3. Roof terminal: Polycarbonate dome (opal)
   - 3.4. Ceiling terminal: Double-glazed diffuser (ref: Contemporary)
4. Typical U-value: As manufacturer
5. Fire performance: As manufacturer
6. Accessories: Roof flashing to suit inverted warm roof
7. Fixing: In accordance with manufacturer's instructions

65 Priming/ sealing

1. Wood surfaces inaccessible after installation: Prime or seal as specified before fixing components.

75 Sealant joints

1. Sealant

1.1. Manufacturer: Contractor's choice or as recommended by the window and sun pipe manufacturer

1.1.1. Product reference: Contractor's choice

1.2. Colour: White

1.3. Application: As section Z22 to prepared joints. Finish triangular fillets to a flat or slightly convex profile.

80 Ironmongery

1. Fixing: In accordance with any third party certification conditions applicable. Assemble and fix carefully and accurately using fasteners with matching finish supplied by ironmongery manufacturer. Do not damage ironmongery and adjacent surfaces.
2. Checking/ adjusting/ lubricating: Carry out at completion and ensure correct functioning.

Ω End of Section

L20
Doors/ shutters/ hatches

General

110 Evidence of performance

1. Certification: Provide independently certified evidence that all incorporated components comply with specified performance requirements.

112 Timber procurement

1. Timber (including timber for wood-based products): Obtain from well managed forests and/ or plantations in accordance with:
   1.1. The laws governing forest management in the producer country or countries.
   1.2. International agreements such as the 'Convention on International Trade in Endangered Species of wild fauna and flora (CITES)'.
2. Documentation: Provide either in accordance with chain of custody certification scheme requirements:
   2.1. Documentary evidence (which has been or can be independently verified) regarding the provenance of all timber supplied, or
   2.2. Evidence that suppliers have adopted and are implementing a formal environmental purchasing policy for timber and wood-based products.

115 Fire-resisting and smoke control pedestrian doors/ door assemblies/ doorsets

1. UKCA/ UKNI/ CE marked fire-resisting and smoke control pedestrian doorsets: To BS EN 16034 and in conjunction with BS EN 13241, BS EN 14351-1 and BS EN 14351-2.
2. Door products: As defined in BS EN 12519.
3. Evidence of fire performance: Provide certified evidence, in the form of a product conformity certificate, directly relevant fire test report or engineering assessment, that each door/ door assembly/ doorset supplied will comply with the specified requirements for fire-resisting and/ or smoke control if tested to BS 476-22, BS EN 1634-1, BS EN 1634-3 or is UKCA/ UKNI/ CE marked to BS EN 16034. Specified values should not be a combination of both standards. Such certification must cover door and frame materials, glass and glazing materials and their installation, essential and ancillary ironmongery, hinges and seals.
4. Components, assemblies or sets will be marked to the relevant UKCA/ UKNI/ CE marking European product standard (hEN), national product standard and/ or third-party certification rating.

120 Non-fire-resisting pedestrian doors/ door assemblies/ doorsets

1. Provide certified evidence, in the form of a product conformity certificate or engineering assessment, that each pedestrian door/ doorset/ assembly supplied will comply with the specified requirements to BS EN 14351-1. Such certification must cover door and frame materials, glass and glazing materials and their installation, essential and ancillary ironmongery, hinges and seals.
2. Components and assemblies will be marked to the relevant UKCA/ UKNI/ CEI marking European product standard (hEN), national product standard and/ or third-party certification rating.

150 Site dimensions

1. Procedure: Before starting work on designated items take site dimensions, record on shop drawings and use to ensure accurate fabrication.

170 Control samples

1. Procedure
   1.1. Finalize component details.
   1.2. Fabricate one of each of the following designated items as part of the quantity required for the project.
   1.3. Obtain approval of appearance and quality before proceeding with manufacture of the remaining quantity.
2. Designated items:

Products

230 Wood flush doors

1. Description: FIRE-RESISTING
2. Manufacturer: Howdens or similar approved
   2.1. Product reference: Heyford Fire Door Set
3. Facings: Ash Veneer
4. Finish as delivered: Full factory finish
5. Glazing/ infill details: Clear fire-resisting glazing - Howden ref 16G to kitchen only
6. Fire performance
   6.1. Fire resistance: 30 minutes
   6.2. Smoke leakage: Manufacturer's standard
   6.3. Reaction to fire: To BS EN 13501-1, Class B or better
7. Other requirements: Signage and ironmongery as per specification

410 Wood doorsets

1. Description: FIRE-RESISTING
2. Manufacturer: Howdens or similar approved
   2.1. Product reference: Heyford Ash Veneer Door Sets
3. Door leaf:
4. Core: Manufacturer's choice
5. Thickness: 40mm
6. Facings: Ash Veneer
7. Lippings: As per manufacturer
8. Finish as delivered: Full factory finish
9. Frame and architraves
   9.1. Type: As manufacturer
10. Finish as delivered: Full factory finish
11. Glazing/ infill details: Clear fire-resisting glazing to kitchen door - ref 16G
12. Beading: As manufacturer
13. Ironmongery: As per specification
14. As ironmongery schedule
15. Perimeter seals: Fire and smoke seal
16. Fire performance
    16.1. Fire resistance: 30 minutes
    16.2. Reaction to fire: To BS EN 13501-1, Class B or better

17. Other requirements: Signage as per specification
18. Fixing: Built-in with cramps

480 Doorsets

1. Description: GLASS REINFORCED PLASTIC to rear elevation
2. Manufacturer: Contractor's choice
   2.1. Product reference: Submit proposals
3. Door leaf:
   3.1. Finish as delivered: Polyester powdercoated
4. Frame and architraves:
   4.1. Finish as delivered: Polyester powdercoated
5. Glazing/ infill details: Not applicable
6. Ironmongery: As per specification
7. Perimeter seals: EPDM weatherseal
8. Fire performance
   8.1. Fire resistance: Not required
   8.2. Smoke leakage: Not required
   8.3. Reaction to fire: Not required
9. Thermal performance (U-value maximum): 0.7 W/m²K
10. Other requirements: None
11. Fixing: Built-in with cramps

Execution

710 Protection of components

1. General: Do not deliver to site components that cannot be installed immediately or placed in clean, dry, floored and covered storage.
2. Stored components: Stacked on level bearers, separated with spacers to prevent damage by and to projecting ironmongery, beads, etc.

730 Priming/ sealing

1. Wood surfaces inaccessible after installation: Primed or sealed as specified before fixing components.

750 Fixing doorsets

1. Timing: After associated rooms have been made weathertight and the work of wet trades is finished and dried out.

760 Building in

1. General: Not permitted unless indicated on drawings.

780 Damp-proof courses in prepared openings

1. Location: Correctly positioned in relation to door frames. Do not displace during fixing operations.

790 Fixing of wood frames

1. Spacing of fixings (frames not predrilled): Maximum 150 mm from ends of each jamb and at 600 mm maximum centres.

800 Fixing of loose thresholds

1. Spacing of fixings: Maximum 150 mm from each end and at 600 mm maximum centres.

809 Fire-resisting and smoke control doors/ door assemblies/ doorsets/ roller shutters and curtains – accredited installer

1. Installation: By a firm currently registered under a third-party-accredited fire door installer scheme in accordance with instructions supplied with the product conformity certificate, test report or engineering assessment.

810 Fire-resisting and smoke control doors/ door assemblies/ doorsets/ roller shutters and curtains – contractor installed

1. Gaps between frames and supporting construction: Filled as necessary in accordance with requirements for certification and/ or door/ doorset manufacturer's instructions.

811 Fire-resisting and smoke control doorsets, industrial, commercial and garage doors

1. Installation: By manufacturer or their approved installers, in accordance with requirements of BS EN 16034 and in conjunction with BS EN 13241, including the Declaration of Performance (DoP) certification for the UKCA/ UKNI/ CE marked doorset.

820 Sealant joints

1. Sealant
    1.1. Manufacturer: Contractor's choice
        1.1.1. Product reference: Contractor's choice
    1.2. Colour: White
    1.3. Application: As section Z22 to prepared joints. Triangular fillets finished to a flat or slightly convex profile.

830 Fixing ironmongery generally

1. Fasteners: Supplied by ironmongery manufacturer.
    1.1. Finish/ corrosion resistance: To match ironmongery.
2. Holes for components: No larger than required for satisfactory fit/ operation.
3. Adjacent surfaces: Undamaged.
4. Moving parts: Adjusted, lubricated and functioning correctly at completion.

840 Fixing ironmongery to fire-resisting door assemblies

1. General: All items fixed in accordance with door leaf manufacturer's recommendations ensuring that integrity of the assembly, as established by testing, is not compromised.
2. Holes for through fixings and components: Accurately cut.
    2.1. Clearances: Not more than 8 mm unless protected by intumescent paste or similar.
    2.2. Lock/ latch cases for fire doors requiring > 60 minutes integrity performance: Coated with intumescent paint or paste before installation.

850 Location of hinges

1. Primary hinges: Where not specified otherwise, positioned with centre lines 250 mm from top and bottom of door leaf.
2. Third hinge: Where specified, positioned …… .

3. Hinges for fire-resisting doors: Positioned in accordance with door leaf manufacturer's recommendations.

860 Installation of emergency exit devices

1. Standard: Unless specified otherwise, install panic bolts/ latches in accordance with BS EN 1125.

Ω End of Section

L40
General glazing

To be read with preliminaries/ general conditions.

10 Workmanship and positioning generally

1. Glazing
   1.1. Generally: In accordance with BS 6262 series.
   1.2. Integrity: Wind and watertight under all conditions. Make full allowance for deflections and other movements.
2. Glass
   2.1. Standards: Generally to BS 952 and to the relevant parts of:
      2.1.1. BS EN 572 for basic soda lime silicate glass.
      2.1.2. BS EN 1096 for coated glass.
      2.1.3. BS EN 12150-2 for thermally toughened soda lime silicate glass.
      2.1.4. BS EN ISO 12543 for laminated glass.
   2.2. Quality: Free from scratches, bubbles and other defects.
   2.3. Dimensional tolerances: Panes/ sheets to be accurately sized.
   2.4. Material compatibility: Glass/ plastics, surround materials, sealers primers and paints/ clear finishes to be compatible. Comply with glazing/ sealant manufacturers' recommendations.
   2.5. Protection: Keep materials dry until fixed. Protect insulating glass units and plastics glazing sheets from the sun and other heat sources.

20 Removal of glass/ Plastics for reuse

1. Existing glass/ plastics, glazing compound, beads, etc.: Remove carefully, avoiding damage to frame, to leave clean, smooth rebates free from obstructions and debris. Clean glazing, beads and other components that are to be reused.
2. Deterioration of frame/ surround: Submit report on defects revealed by removal of glazing.
   2.1. Affected areas: Do not reglaze until instructed.

30 Preparation

1. Surrounds, rebates, grooves and beads: Clean and prepare before installing glazing; ensure compliance with any certified installation requirements.

55 Bead-fixed insulating glass units

1. Description: To new rear window
2. IGU: As clause 60.
   2.1. Perimeter taping: Do not use.
3. Surround/ bead: PVC-U
   3.1. Preparation: Sealant primer
   3.2. Bead location: Inside
   3.3. Bead-fixing: As per manufacturer
4. Glazing system: Preformed gasket sections supplied by window manufacturer
5. Thermal performance (U-value maximum): 1.2 W/m²K
6. Glazing installation
   6.1. Insulating unit: Located centrally in surround using setting and location blocks.
   6.2. Gaskets and beads: Installed as recommended by frame manufacturer.

6.2.1. Gasket fit at corners: Tight, without gaps.

6.3. Drainage and ventilation holes: Unobstructed.

Ω End of Section

M10
Cement based levelling/ wearing screeds

To be read with preliminaries/ general conditions.

7 Proprietary quick drying levelling screeds

1. Description: TO GROUND FLOOR
2. Substrate: Precast concrete planks
3. Screed manufacturer: Contractor's choice
   3.1. Product reference: Contractor's choice
4. Screed construction: Fully bonded, as clause 30
5. Thickness
   5.1. Nominal: To suit underfloor heating requirements
   5.2. Maximum: As above
6. Mix
   6.1. Cement: Manufacturer's standard
   6.2. Proportions (cement:sand): Manufacturer's standard.
7. Finish: Smooth floated finish, as clause 70
   7.1. To receive: Vinyl sheet flooring as above
8. Other requirements: Movement joints, as clause 460

21 Suitability of substrates

1. General
   1.1. Suitable for specified levels and flatness/ regularity of finished surfaces. Consider permissible minimum and maximum thicknesses of screeds.
   1.2. Sound and free from significant cracks and gaps.
2. Concrete strength: In accordance with BS 8204-1, Table 2.
3. Cleanliness: Remove plaster, debris and dirt.
4. Moisture content: To suit screed type. New concrete slabs to receive fully or partially bonded construction must be dried out by exposure to the air for minimum six weeks.

22 Proprietary levelling/wearing screeds

1. General: Materials, mix proportions, mixing methods, minimum/ maximum thicknesses and workmanship must be in accordance with recommendations of screed manufacturer.
2. Standard: In accordance with BS 8204-3

30 Fully bonded construction

1. Preparation: Generally in accordance with BS 8204-1.
2. Removing mortar matrix: Shortly before laying screed, expose coarse aggregate over entire area of hardened base.
3. Texture of surface: Suitable to accept screed and achieve a full bond over complete area.
4. Bonding coat:

46 Proprietary polymer modified screeds

1. Cement types: In accordance with BS 8204-3.
2. Sand: To BS EN 13139:

2.1. Grading limits:

3. Aggregates: In accordance with BS 8204-3.

47 Admixtures

1. Standards; In accordance with BS 8204-1, Table 1.
2. Calcium chloride: Do not use in admixtures.

50 Mixing

1. Water content: Minimum necessary to achieve full compaction, low enough to prevent excessive water being brought to surface during compaction..
2. Mixing: Mix materials thoroughly to uniform consistency in a suitable forced action mechanical mixer. Do not use a free fall drum type mixer.
3. Consistency: Use while sufficiently plastic for full compaction.
4. Ready-mixed retarded screed mortar: Use within working time and site temperatures recommended by manufacturer. Do not retemper.

52 Compaction

1. General: Compact thoroughly over entire area.
2. Screeds over 50 mm thick: Lay in two layers of equal thickness. Roughen surface of compacted lower layer then immediately lay upper layer.

55 Joints in levelling screeds

1. Laying screeds: Lay continuously using 'wet screeds' between strips or bays. Minimize defined joints.
2. Daywork joints: Form with vertical edge.

60 Joints in polymer modified wearing screeds

1. Bay sizes (maximum):
2. Location of bay joints: Over construction/ movement joints in base slab.

70 Smooth floated finish

1. Finish: Even texture with no ridges or steps.

85 Finishing generally

1. Timing: Carry out all finishing operations at optimum times in relation to setting and hardening of screed material.
2. Prohibited treatments to screed surfaces
   2.1. Wetting to assist surface working.
   2.2. Sprinkling cement.

90 Curing

1. General: Prevent premature drying. Immediately after laying, protect surface from wind, draughts and strong sunlight. As soon as screed has set sufficiently, closely cover with polyethylene sheeting.
2. Curing period (minimum): As soon as screed has set sufficiently, closely cover with polyethylene sheeting for …….
3. Drying after curing: Allow screeds to dry gradually. Do not subject screeds to artificial drying conditions that will cause cracking or other shrinkage related problems.

Ω End of Section

M20
Plastered/ rendered/ roughcast coatings

Types of coating

160 Proprietary silicone render

1. Description: To new masonry infill panels
2. Substrate: Keyed common bricks as section F10
   2.1. Preparation: Rake out joints for key
3. Manufacturer: EWI
4. Undercoats
   4.1. Product reference: > EWI 301 Water based primer
   > EWI 225 Premium Basecoat
   > EWI Orange 66645 Fibreglass Mesh
   > EWI 333 Top Coat Primer
   > EWI 075 Silicone Render
   > Including 10mm PVC Mesh Stop Beads to all perimeters and edges
   4.2. Thickness (excluding dubbing out and keys): As recommended by manufacturer
5. Final coat
   5.1. Product reference: As above
   5.2. Thickness: As manufacturer's recommendations
   5.3. Finish: Smooth
6. Accessories: Stop beads as required

220 Multicoat proprietary plaster

1. Description: To areas of repair
2. Substrate: Plasterboard and existing plaster
   2.1. Preparation: Bonding agent recommended by plaster manufacturer
3. Manufacturer: British Gypsum or similar approved
4. Undercoats
   4.1. Product reference: Contractor's choice
   4.2. Thickness (excluding dubbing out): As manufacturer's recommendations
5. Final coat
   5.1. Product reference: Contractor's choice
   5.2. Thickness: As manufacturer's recommendations
   5.3. Finish: Smooth
6. Accessories: Beads and stops

280 Gypsum plaster skim coat on plasterboard

1. Plasterboard: 12.5 mm
   1.1. Preparation: Bonding agent recommended by plaster manufacturer
2. Plaster: Board finish/ finish plaster to BS EN 13279-1.
   2.1. Manufacturer: British Gypsum or similar approved
      2.1.1. Product reference: Contractor's choice
   2.2. Thickness: 3mm
   2.3. Finish: Smooth.

3. Accessories: Beads and stops if required

General

421 Scaffolding

1. General: Prevent putlog holes and other breaks in coatings.

Materials and marking of mortar

430 Ready-to-use cement gauged mortars

1. Time and temperature limitations: Use within limits prescribed by mortar manufacturer
   1.1. Retempering: Restore workability with water only within prescribed time limits.

438 Cements for mortars

1. Cement: To BS EN 197-1.
   1.1. Types: Portland cement, CEM I.
2. Portland slag cement, CEM II.
3. Portland fly ash cement, CEM II.
   3.1. Strength class: 32.5, 42.5 or 52.5.
4. White cement: To BS EN 197-1.
   4.1. Type: Portland cement, CEM1.
   4.2. Strength class: 52.5.
5. Sulfate resisting Portland cement: To BS EN 197-1.
   5.1. Strength class: 42.5.

440 Sand for cement gauged mortars

1. Standard: To BS EN 13139.
   1.1. Grading: 0/2 or 0/4 (CP or MP); Category 2 fines.
2. Colour and texture: Consistent. Obtain from one source.

449 Admixtures for cement gauged mortars

1. Suitable admixtures: Select from:
   1.1. Air entraining (plasticizing) admixtures: To BS EN 934-2 and compatible with other mortar constituents.
   1.2. Other admixtures: Submit proposals.
2. Prohibited admixtures: Calcium chloride and any admixture containing calcium chloride.

450 Chloride content of mortars

1. Chloride content (maximum): 0.1% by dry mass.

495 Mixing

1. Render mortars (site prepared)
   1.1. Batching: By volume. Use clean and accurate gauge boxes or buckets.
   1.2. Mix proportions: Based on damp sand. Adjust for dry sand.
   1.3. Lime:sand: Mix thoroughly. Allow to stand, without drying out, for at least 16 hours before using.
2. Mixes: Of uniform consistence and free from lumps. Do not retemper or reconstitute mixes.

3. Contamination: Prevent intermixing with other materials.

497 Cold weather

1. General: Do not use frozen materials or apply coatings on frozen or frost bound substrates.
2. External work: Avoid when air temperature is at or below 5°C and falling or below 3°C and rising. Maintain temperature of work above freezing until coatings have fully hardened.
3. Internal work: Take precautions to enable internal coating work to proceed without detriment when air temperature is below 3°C.

Preparing substrates

510 Suitability of substrates

1. Soundness: Free from loose areas and significant cracks and gaps.
2. Cutting, chasing, making good, fixing of conduits and services outlets and the like: Completed.
3. Tolerances: Permitting specified flatness/ regularity of finished coatings.
4. Cleanliness: Free from dirt, dust, efflorescence and mould, and other contaminants incompatible with coatings.

527 Raking out for key

1. Joints in existing masonry: Rake out to a depth of 13 mm (minimum).
   1.1. Dust and debris: Remove from joints.

531 Roughening for key

1. Substrates: Roughen thoroughly and evenly.
   1.1. Depth of surface removal: Minimum necessary to provide an effective key.

541 Bonding agent application

1. General: Apply evenly to substrate to achieve effective bond of plaster/ render coat. Protect adjacent joinery and other surfaces.

551 Removal and renewal of existing plaster/ render

1. Location and extent: Agree, at least on a provisional basis, before work commences. Minimize extent of removal and renewal.

566 Removing defective existing plaster

1. Plaster for removal: Detached, soft, friable, badly cracked, affected by efflorescence or otherwise damaged.
   1.1. Hollow, detached areas:
2. Stained plaster:
3. Removing defective plaster. Cut back to a square, sound edge.
4. Faults in substrate (structural deficiencies, damp, etc.): Submit proposals.
5. Cracks
   5.1. Fine hairline cracking/ crazing: Leave.
   5.2. Other cracks:
6. Dust and loose material: Remove from exposed substrates and edges.

568 Existing damp affected plaster/ render

1. Plaster affected by rising damp: Remove to a height of 300 mm above highest point reached by damp or 1 m above dpc, whichever is higher.
2. Perished and salt contaminated masonry
   2.1. Mortar joints: Rake out.
   2.2. Masonry units: Submit proposals.
3. Faults in substrate (structural deficiencies, additional sources of damp, etc.): Submit proposals.
4. Drying out substrates: Establish drying conditions. Leave walls to dry for as long as possible before plastering.
5. Dust and loose material: Remove from exposed substrates and edges.

Backings/ beads/ joints

600 Additional framing supports for backings

1. Framing: Accurately position and securely fix to give full support to fixtures, fittings and service outlets.
2. Support board edges and perimeters: As recommended by board manufacturer to suit type and performance of board.

605 Gypsum plasterboard backings

1. Type: To BS EN 520 Type A.
   1.1. Core density (minimum): 650 kg/m³.
2. Exposed surface and edge profiles: Suitable to receive specified plaster finish.

610 Fixing plasterboard backings to timber

1. Fixings, accessories and installation methods: As recommended by board manufacturer.
2. Fixing: At the following centres (maximum):
   2.1. Nails: 150 mm.
   2.2. Screws to partitions/ walls: 300 mm. Reduce to 200 mm at external angles.
   2.3. Screws to ceilings: 230 mm.
3. Position of nails/ screws from edges of boards (minimum)
   3.1. Bound edges: 10 mm.
   3.2. Cut/ unbound edges: 13 mm.
4. Position of nails/ screws from edges of supports (minimum): 6 mm.
5. Nail/ screw heads: Set below surface. Do not break paper or gypsum core.

612 Joints in plasterboard backings

1. Ceilings
   1.1. Bound edges: At right angles to supports and with ends staggered in adjacent rows.
   1.2. Two layer boarding: Stagger joints between layers.
2. Partitions/ walls
   2.1. Vertical joints: Centre on studs. Stagger joints on opposite sides of studs.
      2.1.1. Two layer boarding: Stagger joints between layers.
   2.2. Horizontal joints
      2.2.1. Two layer boarding: Stagger joints between layers by at least 600 mm. Support edges of outer layer.
3. Joint widths (maximum): 3 mm.

630 Beads/ stops for internal use

1. Standard: In accordance with BS EN 13914-2, Table 2.
2. Material: Plastics/ PVC

636 Beads/ stops for external use

1. Standard: In accordance with BS EN 13914-1, Table 4.
2. Material: Galvanized steel to BS EN 13658-2

640 Beads/ stops generally

1. Location: External angles and stop ends except where specified otherwise.
2. Corners: Neat mitres at return angles.
3. Fixing: Secure, using longest possible lengths, plumb, square and true to line and level, ensuring full contact of wings with substrate.
   3.1. Beads/ stops for external render: Fix mechanically.
4. Finishing: After coatings have been applied, remove surplus material while still wet, from surfaces of beads/ stops exposed to view.

646 Crack control at junctions between dissimilar solid substrates

1. Locations: Where defined movement joints are not required. Where dissimilar solid substrate materials are in same plane and rigidly bonded or tied together.
2. Crack control materials
   2.1. Isolating layer: Building paper to BS 1521.
   2.2. Metal lathing: Internally: Galvanized steel plain expanded metal with spacers
3. Installation: Fix metal lathing over isolating layer. Stagger fixings along both edges of lathing.
4. Width of installation over single junctions
   4.1. Isolating layer: 150 mm.
   4.2. Lathing: 300 mm.
5. Width of installation across face of dissimilar substrate material (column, beam, etc. with face width not greater than 450 mm)
   5.1. Isolating layer: 25 mm (minimum) beyond junctions with adjacent substrate.
   5.2. Lathing: 100 mm (minimum) beyond edges of isolating layer.

659 Plasterboard joints

1. Joints and angles (except where coincident with metal beads). Reinforce with continuous lengths of jointing tape.

673 Plasterboard over conduits/ service chases

1. General: Prevent cracking over conduits and other services.
2. Services chased into substrate: Isolate from coating by covering with galvanized metal lathing, fixed at staggered centres along both edges.

Mouldings/ decorative plasterwork - Not Used

Internal plastering

710 Application generally

1. Application of coatings: Firmly and in one continuous operation between angles and joints. Achieve good adhesion.

2. Appearance of finished surfaces: Even and consistent. Free from rippling, hollows, ridges, cracks and crazing.
    2.1. Accuracy: Finish to a true plane, to correct line and level, with angles and corners to a right angle unless specified otherwise, and with walls and reveals plumb and square.
3. Drying out: Prevent excessively rapid or localized drying out.

715 Flatness/ surface regularity

1. Sudden irregularities: Not permitted.
2. Deviation of plaster surface: Measure from underside of a straight edge placed anywhere on surface.
    2.1. Permissible deviation (maximum) for plaster not less than 13 mm thick: 3 mm in any consecutive length of 1800 mm.

718 Junction of new plasterwork with existing

1. New plasterwork: Finish flush with original face of existing plasterwork to form a seamless junction.

720 Dubbing out

1. General: Correct substrate inaccuracies.
2. New smooth dense concrete and similar surfaces: Dubbing out prohibited unless total plaster thickness is within range recommended by plaster manufacturer.
3. Thickness of any one coat (maximum): 10 mm.
4. Mix: As undercoat.
5. Application: Achieve firm bond. Allow each coat to set sufficiently before the next is applied. Cross scratch surface of each coat.

725 Undercoats generally

1. General: Rule to an even surface. Cross scratch to provide a key for the next coat.
2. Undercoats on metal lathing: Work well into interstices to obtain maximum key.
3. Undercoats gauged with Portland cement: Do not apply next coat until drying shrinkage is substantially complete.

742 Thin coat plaster

1. Preparation for plasters less than 2 mm thick: Fill holes, scratches and voids with finishing plaster.

777 Smooth finish

1. Appearance: A tight, matt, smooth surface with no hollows, abrupt changes of level or trowel marks. Avoid water brush, excessive trowelling and over polishing.

External rendering

810 Application generally

1. Application of coatings: Firmly and in one continuous operation between angles and joints. Achieve good adhesion.
2. Appearance of finished surfaces: Even and consistent. Free from rippling, hollows, ridges, cracks and crazing.
    2.1. Accuracy: Finish to a true plane, to correct line and level, with angles and corners to a right angle unless specified otherwise, and with walls and reveals plumb and square.
3. Drying: Prevent excessively rapid or localized drying out.

815 Flatness/ surface regularity of rendering to receive ceramic tiles

1. Sudden irregularities: Not permitted.
2. Deviation of render surface: Measure from underside of a 2 m straight edge placed anywhere on surface.
   2.1. Permissible deviation (maximum): 3 mm.

820 Dubbing out rendering

1. General: Correct substrate inaccuracies.
2. Thickness of any one coat (maximum): 16 mm.
   2.1. Total thickness (maximum): 20 mm, otherwise obtain instructions.
3. Mix: As undercoat.
4. Application: Achieve firm bond. Allow each coat to set sufficiently before the next is applied. Comb surface of each coat.

840 Undercoats generally

1. General: Rule to an even surface. Comb to provide a key for the next coat. Do not penetrate the coat.
2. Undercoats on metal lathing: Work well into interstices to obtain maximum key.

856 Final coat – plain floated finish

1. Finish: Even, open texture free from laitance.

880 Curing and drying

1. General: Prevent premature setting and uneven drying of each coat.
2. Curing coatings: Keep each coat damp by covering with polyethylene sheet and/ or spraying with water.
   2.1. Curing period (minimum):
   2.2. Final coat: Hang sheeting clear of the final coat.
3. Drying: Allow each coat to dry thoroughly, with drying shrinkage substantially complete before applying next coat.
4. Protection: Protect from frost and rain.

Ω End of Section

M50
Rubber/ plastics/ cork/ lino/ carpet tiling/ sheeting

Types of covering

150 Particle-based enhanced wet area polyvinyl chloride (PVC) sheets Type A

1. Description: - PVC
2. Location: Library - all areas
3. Base: Existing concrete
   3.1. Preparation: Remove existing carpet and sheet vinyl and apply a levelling screed
4. Flooring roll
   4.1. Standard: To BS EN 14041.
      4.1.1. Evidence of compliance: Submit.
   4.2. Material: Sheet vinyl
   4.3. Manufacturer: Altro
      4.3.1. Contact details
         4.3.1.1. Address: Works Road
         Letchworth Garden City
         Hertfordshire
         SG6 1NW
         4.3.1.2. Telephone: +44 (0)1462 489516
         4.3.1.3. Web: www.altro.co.uk
         4.3.1.4. Email: enquiries@altro.com
      4.3.2. Product reference: See below
   4.4. BS EN ISO 10874 class: See below
   4.5. Slip potential
      4.5.1. Slip resistance value (SRV) (minimum)/ Pendulum test value (PTV) (minimum) to BS 7976-1, -2 and -3: See below
      4.5.2. Surface roughness (Rz) (minimum) to BS 1134: See below
5. Seam welding: Hot welding with complimentary coloured rod
6. Accessories: Edging trim for thresholds if required
7. Finishing: As recommended by manufacture
8. Other requirements: None

150 Particle-based enhanced slip-resistant polyvinyl chloride (PVC) sheets Type B

1. Flooring roll
   1.1. Manufacturer: Altro
      1.1.1. Contact details
         1.1.1.1. Address: Works Road
         Letchworth Garden City
         Hertfordshire
         SG6 1NW
         1.1.1.2. Telephone: +44 (0)1462 489516
         1.1.1.3. Web: www.altro.co.uk
         1.1.1.4. Email: enquiries@altro.com

1.1.2. Product reference: Altro Classic™ 25

1.2. Use class: To BS EN ISO 10874, class 34/ 43.

1.3. Slip potential

1.3.1. Slip resistance value (SRV) (minimum)/ Pendulum test value (PTV) (minimum): PTV ≥45.

1.4. Width: 2000 mm.

1.5. Thickness: 2.5 mm.

1.6. Colour and pattern: TBC

1.7. Accessories: Threshold strips as required, infill panel to inspection chamber

195 Floor finish materials specification

1. Minimum BRE 'Green Guide to Specification Online' rating: Contractor's choice

General requirements

210 Workmanship generally

1. Base condition after preparation: Rigid, dry, sound, smooth and free from grease, dirt and other contaminants.
2. Finished coverings: Accurately fitted, tightly jointed, securely bonded, smooth and free from air bubbles, rippling, adhesive marks and stains.

220 Samples

1. Covering samples: Before placing orders, submit representative sample of each type.

230 Control samples

1. General: Complete areas of finished work in approved locations as follows, and obtain approval of appearance before proceeding: …… .

251 Layout – seams in roll materials

1. Setting out: Minimise occurrences of seams and cross seams.
2. Cross seams: Not permitted in following locations: at perimeter edges.

330 Commencement

1. Required condition of works prior to laying materials
   1.1. Building is weathertight and well dried out.
   1.2. Wet trades have finished work.
   1.3. Paintwork is finished and dry.
   1.4. Conflicting overhead work is complete.
   1.5. Floor service outlets, duct covers and other fixtures around which materials are to be cut are fixed.
2. Notification: Submit not less than 48 hours before commencing laying.

340 Conditioning

1. Prior to laying: Condition materials by unpacking and separating in spaces where they are to be laid. Maintain resilient flooring rolls in an upright position. Unroll carpet and keep flat on a supporting surface.
2. Conditioning time and temperature (minimum): As recommended by manufacturer with time extended by a factor of two for materials stored or transported at a temperature of less than 10°C immediately prior to laying.

350 Environment

1. Temperature and humidity: Before, during and after laying, maintain approximately at levels which will prevail after building is occupied.
2. Ventilation: Before during and after laying, maintain adequate provision.

360 Floors with underfloor heating

1. Commencement of laying: Not before a period of 48 hours after heating has been turned off.
2. Post laying start up of heating system: Slowly return heating to its operative temperature not less than 48 hours after completing laying.

Preparing bases

410 New bases

1. Suitability of bases and conditions within any area: Commencement of laying of coverings will be taken as acceptance of suitability.

420 Existing bases

1. Notification: Before commencing work, confirm that existing bases will, after preparation, be suitable to receive coverings.
2. Suitability of bases and conditions within any area: Commencement of laying of coverings will be taken as acceptance of suitability.

430 New wet laid bases

1. Base drying aids: Not used for at least four days prior to moisture content testing.
2. Base moisture content test: Carry out in accordance with BS 5325, Annexe A or BS 8203, Annexe A.
    2.1. Locations for readings: In all corners, along edges, and at various points over area being tested.
3. Commencement of laying coverings: Not until all readings show 75% relative humidity or less.

440 Substrates to receive thin coverings

1. Trowelled finishes: Uniform, smooth surface free from trowel marks and other blemishes. Abrade suitably to receive specified floor covering material.

470 Bases from which existing floor coverings have been removed

1. Substrate: Clear of covering and as much adhesive as possible. Skim with smoothing underlayment compound to give smooth, even surface.

Laying coverings

620 Colour consistency

1. Finished work in any one area/ room: Free from banding or patchiness.

640 Adhesive fixing generally

1. Adhesive type: As specified, as recommended by covering/ underlay, manufacturer or as approved.
2. Primer: Type and usage as recommended by adhesive manufacturer.
3. Application: As necessary to achieve good bond.

4. Finished surface: Free from trowel ridges, high spots caused by particles on the substrate, and other irregularities.

650 Seams

1. Patterns: Matched.
2. Joints: Tight without gaps.

680 Seam welding coverings

1. Commencement: At least 24 hours after laying, or after adhesive has set.
2. Joints: Neat, smooth, strongly bonded, flush with finished surface.

720 Doorways

1. Joint location: On centre line of door leaf.

780 Trafficking after laying

1. Covering types: All areas
2. Traffic free period: Until adhesive is set

Completion

820 Finishing

1. Description: VINYL FLOORING
2. Cleaning operations
   2.1. Wash floor with water containing neutral (pH 6-9) detergent. If necessary, lightly scrub heavily soiled areas.
   2.2. Rinse with clean water, removing surplus to prevent damage to adhesive. Allow to dry.
3. Emulsion polish: Two coats of a type recommended by covering manufacturer.

880 Waste

1. Spare covering material: Retain suitable material for patching. On completion submit pieces for selection. Hand over selected pieces to Employer.

Ω End of Section

M60
Painting/clear finishing

Coating systems

110 Emulsion paint

1. Description: TO INTERNAL PLASTERED SURFACES
2. Manufacturer: Dulux Trade or similar approved as noted below
   2.1. Product reference: Submit proposals
3. Surfaces: Existing and new plaster
   3.1. Preparation: Remove all loose and defective coatings, ensure all surfaces are clean and dry
4. Initial coats: Mist coat to all new plaster
5. Number of coats: 1
6. Undercoats: As recommended by manufacturer
   6.1. Number of coats: 1
7. Finishing coats: Matt vinyl
   7.1. Number of coats: 1

110 Water-based finishing coats Type B

1. Description: TO INTERNAL PLASTERED SURFACES
2. Manufacturer: Dulux Trade, brand of AkzoNobel
   2.1. Contact details
      2.1.1. Address: AkzoNobel Decorative Paints
      Wexham Road
      Slough
      Berkshire
      SL2 5DS
      2.1.2. Telephone: +44 (0)333 222 7070
      2.1.3. Web: www.duluxtradepaintexpert.co.uk
      2.1.4. Email: project.support@akzonobel.com
3. Surfaces: Existing and new plaster
   3.1. Preparation: Remove all loose and defective coatings, ensure all surfaces are clean and dry
4. Initial coats: Mist coat to all new plaster
5. Number of coats: 1
6. Undercoats: As recommended by manufacturer
   6.1. Number of coats: 1
7. Finishing coats: Matt vinyl
   7.1. Number of coats: 1

130 Gloss paint

1. Description: TO INTERNAL EXPOSED SOFTWOOD AND METALWORK
2. Manufacturer: Dulux Trade as noted below or similar aproved
   2.1. Product reference: Contractor's choice
3. Surfaces: Previously decorated and new timber
   3.1. Preparation: Degrease and provide key, ensure all surfaces are clean and dry, remove all loose and defective coatings

4. Initial coats: As recommended by manufacturer
   4.1. Number of coats: 1
5. Undercoats: As recommended by manufacturer
   5.1. Number of coats: 1
6. Finishing coats: Full gloss
   6.1. Number of coats: 1

130 Water-based finishing coats Type A

1. Description: TO INTERNAL EXPOSED SOFTWOOD AND METALWORK
2. Manufacturer: Dulux Trade, brand of AkzoNobel
   2.1. Contact details
      2.1.1. Address: AkzoNobel Decorative Paints
      Wexham Road
      Slough
      Berkshire
      SL2 5DS
      2.1.2. Telephone: +44 (0)333 222 7070
      2.1.3. Web: www.duluxtradepaintexpert.co.uk
      2.1.4. Email: project.support@akzonobel.com

170 Masonry coating

1. Description: TO EXTERNAL RENDERED WALLS
2. Manufacturer: Dulux Trade or similar approved as noted below
   2.1. Product reference: Contractor's choice
3. Surfaces: New cement render
   3.1. Preparation: Brush down to remove surface contaminants, ensure surfaces are clean and dry, remove loose and spalled material
4. Initial coats: Silicon borne primer
   4.1. Number of coats: 1
5. Undercoats: As recommended by manufacturer
   5.1. Number of coats: 1
6. Finishing coats: Silicate masonry paint
   6.1. Number of coats: 1

170 Water-based finishing coats Type A

1. Description: TO EXTERNAL RENDERED WALLS
2. Manufacturer: Dulux Trade, brand of AkzoNobel
   2.1. Contact details
      2.1.1. Address: AkzoNobel Decorative Paints
      Wexham Road
      Slough
      Berkshire
      SL2 5DS
      2.1.2. Telephone: +44 (0)333 222 7070
      2.1.3. Web: www.duluxtradepaintexpert.co.uk
      2.1.4. Email: project.support@akzonobel.com

Generally

210 Coating materials

1. Manufacturers: Obtain materials from any of the following:
2. …….
3. Selected manufacturers: Submit names before commencement of coating work.

215 Handling and storage

1. Coating materials: Deliver in sealed containers, labelled clearly with brand name, type of material and manufacturer's batch number.
2. Materials from more than one batch: Store separately. Allocate to distinct parts or areas of the work.

220 Compatibility

1. Coating materials selected by contractor
   1.1. Recommended by their manufacturers for the particular surface and conditions of exposure.
   1.2. Compatible with each other.
   1.3. Compatible with and not inhibiting performance of preservative/fire-retardant pretreatments.

240 Surfaces not to be coated

1. Existing external areas not affected by these works.

250 Surfaces to be cleaned but not coated

1. Existing external areas not affected by these works.

280 Protection

1. 'Wet paint' signs and barriers: Provide where necessary to protect other operatives and general public, and to prevent damage to freshly applied coatings.

300 Control samples

1. Sample areas of finished work: Carry out, including preparation, as follows:
2. Types of coating Location
3. Approval of appearance: Obtain before commencement of general coating work.

320 Inspection by coating manufacturers

1. General: Permit manufacturers to inspect work in progress and take samples of their materials from site if requested.

321 Inspection of work stages

1. Programme for inspections: As per contractor's programme
2. Inspection: Give prior notice when each stage is ready for inspection.

Preparation

400 Preparation generally

1. Standard: In accordance with BS 6150.
2. Refer to any pre-existing CDM Health and Safety File.
3. Refer to CDM Construction Phase Plan where applicable.

4. Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
5. Preparation materials: Types recommended by their manufacturers and the coating manufacturer for the situation and surfaces being prepared.
6. Substrates: Sufficiently dry in depth to suit coating.
7. Efflorescence salts: Remove.
8. Dirt, grease and oil: Remove. Give notice if contamination of surfaces/ substrates has occurred.
9. Surface irregularities: Remove.
10. Joints, cracks, holes and other depressions: Fill flush with surface, to provide smooth finish.
11. Dust, particles and residues from preparation: Remove and dispose of safely.
12. Water based stoppers and fillers
    12.1. Apply before priming unless recommended otherwise by manufacturer.
    12.2. If applied after priming: Patch prime.
13. Oil based stoppers and fillers: Apply after priming.
14. Doors, opening windows and other moving parts
    14.1. Ease, if necessary, before coating.
    14.2. Prime resulting bare areas.

420 Fixtures and fittings

1. Removal: Before commencing work remove: any fixtures that obstruct the works.
2. Replacement: Refurbish as necessary, refit when coating is dry.

425 Ironmongery

1. Removal: Before commencing work: Remove ironmongery from surfaces to be coated.
2. Hinges: Do not remove
3. Replacement: Refurbishment as necessary; refit when coating is dry.

430 Existing ironmongery

1. Refurbishment: Remove old coating marks. Clean and polish.

440 Previously coated surfaces generally

1. Preparation: In accordance with BS 6150, clause 11.5.
2. Contaminated or hazardous surfaces: Give notice of:
    2.1. Coatings suspected of containing lead.
    2.2. Substrates suspected of containing asbestos or other hazardous materials.
    2.3. Significant rot, corrosion or other degradation of substrates.
3. Suspected existing hazardous materials: Prepare risk assessments and method statements covering operations, disposal of waste, containment and reoccupation, and obtain approval before commencing work.
4. Removing coatings: Do not damage substrate and adjacent surfaces or adversely affect subsequent coatings.
5. Loose, flaking or otherwise defective areas: Carefully remove to a firm edge.
6. Alkali affected coatings: Completely remove.
7. Retained coatings
    7.1. Thoroughly clean to remove dirt, grease and contaminants.
    7.2. Gloss-coated surfaces: Provide key.

8. Partly removed coatings
   8.1. Additional preparatory coats: Apply to restore original coating thicknesses.
   8.2. Junctions: Provide flush surface.
9. Completely stripped surfaces: Prepare as for uncoated surfaces.

461 Previously coated wood

1. Degraded or weathered surface wood: Take back to provide suitable substrate.
2. Degraded substrate wood: Repair with sound material of same species.
3. Exposed resinous areas and knots: Apply two coats of knotting.

471 Preprimed wood

1. Areas of defective primer: Take back to bare wood and reprime.

481 Uncoated wood

1. General: Provide smooth, even finish with arrises and moulding edges lightly rounded or eased.
2. Heads of fasteners: Countersink sufficient to hold stoppers/fillers.
3. Resinous areas and knots: Apply two coats of knotting.

490 Previously coated steel

1. Defective paintwork: Remove to leave a firm edge and clean bright metal.
2. Sound paintwork: Provide key for subsequent coats.
3. Corrosion and loose scale: Take back to bare metal.
4. Residual rust: Treat with a proprietary removal solution.
5. Bare metal: Apply primer as soon as possible.
6. Remaining areas: Degrease.

500 Preprimed steel

1. Areas of defective primer, corrosion and loose scale: Take back to bare metal. Reprime as soon as possible.

521 Uncoated steel – manual cleaning

1. Oil and grease: Remove.
2. Corrosion, loose scale, welding slag and spatter: Remove.
3. Residual rust: Treat with a proprietary removal solution.
4. Primer: Apply as soon as possible.

552 Uncoated PVC-U

1. Dirt and grease: Remove. Do not abrade surface.

570 Uncoated masonry/ Rendering

1. Loose and flaking material: remove.

580 Uncoated plaster

1. Nibs, trowel marks and plaster splashes: Scrape off.
2. Overtrowelled ‘polished’ areas: Key lightly.

590 Uncoated plasterboard

1. Depressions around fixings: Fill with stoppers/ fillers

622 Organic growths

1. Dead and loose growths and infected coatings: Scrape off and remove from site.
2. Treatment biocide: Apply appropriate solution to growth areas and surrounding surfaces.
3. Residual effect biocide: Apply appropriate solution to inhibit re-establishment of growths.

Application

711 Coating generally

1. Application standard: In accordance with BS 6150, clause 9.
2. Conditions: Maintain suitable temperature, humidity and air quality during application and drying.
3. Surfaces: Clean and dry at time of application.
4. Thinning and intermixing of coatings: Not permitted unless recommended by manufacturer.
5. Overpainting: Do not paint over intumescent strips or silicone mastics.
6. Priming coats
    6.1. Thickness: To suit surface porosity.
    6.2. Application: As soon as possible on same day as preparation is completed.
7. Finish
    7.1. Even, smooth and of uniform colour.
    7.2. Free from brush marks, sags, runs and other defects.
    7.3. Cut in neatly.
8. Doors, opening windows and other moving parts: Ease before coating and between coats.

720 Priming joinery

1. Preservative treated timber: Retreat cut surfaces with two flood coats of a suitable preservative before priming.
2. End grain: Coat liberally allow to soak in, and recoat.

730 Workshop coating of concealed joinery surfaces

1. General: Apply coatings to all surfaces of components.

731 Site-coating of concealed joinery surfaces

1. General: After priming, apply additional coatings to surfaces that will be concealed when fixed in place.

740 Concealed metal surfaces

1. General: Apply additional coatings to surfaces that will be concealed when component is fixed in place.

770 External doors

1. Bottom edges: Prime and coat before hanging doors.

800 Glazing

1. Etched, sand blasted and ground glass: Treat or mask edges before coating to protect from contamination by oily constituents of coating materials.

810 Water-repellent

1. Application: Liberally flood surface, giving complete and even coverage.

Ω End of Section

N13
Sanitary appliances and fittings

To be read with preliminaries/ general conditions.

10 WC cisterns Type A

1. Standard: To Defra WC suite performance specification or equivalent approved by the relevant water company.
2. Type: Close-coupled cistern
   - 2.1. Material: Plastics
   - 2.2. Colour: White
3. Pan:
   - 3.1. Standards: To BS EN 33 and BS EN 997, Class 2
   - 3.2. Manufacturer: Armitage Shanks
     - 3.2.1. Contact details
       - 3.2.1.1. Address: Armitage
Old Road
Rugeley
Staffordshire
WS15 4BT
       - 3.2.1.2. Telephone: +44 (0)870 122 8822
       - 3.2.1.3. Web: www.idealspec.co.uk
       - 3.2.1.4. Email: info@thebluebook.co.uk
     - 3.2.2. Product reference: Carlton
4. Material: Vitreous china, white
5. Seat: To BS 1254 and Kitemarked, colour to match pan
6. Pan connector: To BS 5627, colour to match pan
7. Flushing arrangement: Cistern manufacturer's standard
   - 7.1. Operating control: Lever handle, chrome-plated
   - 7.2. Flush volume: As recommended by the manufacturer
8. Accessories: Overflow connector

24 Washbasin manual water supply sets Type A

1. Description: Tap to WC wash hand basin
2. Type: Mixer bib tap
3. Manufacturer: Armitage Shanks
   - 3.1. Contact details
     - 3.1.1. Address: Armitage
Old Road
Rugeley
Staffordshire
WS15 4BT
     - 3.1.2. Telephone: +44 (0)870 122 8822
     - 3.1.3. Web: www.idealspec.co.uk
     - 3.1.4. Email: info@thebluebook.co.uk
   - 3.2. Product reference: Submit proposals
4. Material: Chromium-plated

5. Size: Submit proposals

25 Sinks

1. Description: - KITCHEN
2. Type: Sit on
3. Manufacturer: Howdens, in conjunction with kitchen supply
   3.1. Product reference: Submit proposals
4. Size: As drawing
5. Material: Stainless steel
6. Colour: Self-coloured
7. Tap holes: Two tap holes
8. Taps: Pillar
   8.1. Material: Chromium-plated
   8.2. Size: ¾ -inch BSP
   8.3. Water supply temperature (maximum): No requirement
9. Wastes: Chain and plug
   9.1. Standards: To BS EN 274-1, -2 and -3.
   9.2. Manufacturer: Contractor's choice
      9.2.1. Product reference: Contractor's choice
   9.3. Size: To suit sink
   9.4. Material: Plastics, chrome-plated
   9.5. Tail: Slotted
10. Traps: Bottle
    10.1. Standards: To BS EN 274-1, -2 and -3.
    10.2. Manufacturer: Contractor's choice
       10.2.1. Product reference: Contractor's choice
11. Accessories: None

30 Wash troughs Type A

1. Type: Wash Hand Basin to WC
2. Manufacturer: Armitage Shanks
   2.1. Contact details
      2.1.1. Address: Armitage
      Old Road
      Rugeley
      Staffordshire
      WS15 4BT
      2.1.2. Telephone: +44 (0)870 122 8822
      2.1.3. Web: www.idealspec.co.uk
      2.1.4. Email: info@thebluebook.co.uk
   2.2. Product reference: Carlton 60
3. Material: Vitreous china to BS EN 14688
4. Colour: White
5. Size: Manufacturers standard
6. Tap holes: One tap hole
7. Taps: Mixer as noted above

7.1. Type: Basin mixer
7.2. Material: Chromium-plated
7.3. Size: ½ -inch BSP
7.4. Water supply temperature (maximum): No requirement

8. Wastes: Chain and plug
9. Traps: DN 30 bottle trap, 75 mm seal
10. Accessories: Concealed support frame

59 Paper towel dispensers

1. Manufacturer: Contractors Choice
   1.1. Product reference: Submit proposals
2. Material: Plastic
3. Finish/ colour: White

60 Toilet roll holders Type A

1. Manufacturer: Armitage Shanks
   1.1. Contact details
      1.1.1. Address: Armitage
      Old Road
      Rugeley
      Staffordshire
      WS15 4BT
      1.1.2. Telephone: +44 (0)870 122 8822
      1.1.3. Web: www.idealspec.co.uk
      1.1.4. Email: info@thebluebook.co.uk
   1.2. Product reference: Contour 21 Toilet Roll Holder For Hinged Support Arm
2. Form: Wall-mounted.
3. Materials: Aluminium.
4. Finish and colour: Stainless steel MY.

63 Glass mirrors

1. Description: Wall Mounted to WC
2. Manufacturer: Contractor's choice
   2.1. Product reference: Contractor's choice
3. Type: 4 mm clear float glass
4. Size: 450mm x 450mm
5. Protective backing: Mirror backing foil.

68 Sealant for pointing

1. Standard: To BS EN ISO 11600
   1.1. Class: F20 HM
2. Type: Silicone
   2.1. Manufacturer: Contractor's choice
      2.1.1. Product reference: Contractor's choice
3. Colour: White

70 Installation generally

1. Standards: In accordance with BS 6465-1, -2 and -3.
2. Assembly and fixing: Fix appliances securely to structure, without taking support from pipelines, level and plumb and so that surfaces designed to fall drain as intended.
3. Fasteners: Non-ferrous or stainless steel.
4. Jointing and bedding compounds: Recommended by manufacturers of appliances, accessories and pipes, to form watertight joints between appliances and backgrounds (except cisterns) and between appliances and discharge pipes.
5. Supply and discharge pipework: Fix before appliances.
6. Timing: Tiled backgrounds, other than splashbacks, complete before fixing appliances. Do not overstress tiles when fixing appliances.
7. On completion: Components and accessories working correctly with no leaks.
8. Labels and stickers: Remove.

71 Removing sanitary appliances and fittings

1. Extent: Complete installation
    1.1. Sanitary appliances: As per specification
        1.1.1. Quantity: 1 No. of each item
        1.1.2. Disposal: Remove from site
    1.2. Water supply fittings: Taps, ballcock, flush valve and syphon
        1.2.1. Quantity: 1 No. of each item
        1.2.2. Disposal: Remove from site
    1.3. Accessories: Toilet paper holder, WC seat, toilet paper dispenser
        1.3.1. Quantity: 1 No. of each
        1.3.2. Disposal: Remove from site

72 Modifying sanitary installations

1. Extent: As required to suit new installation
2. Method: Submit proposals

73 Installing sanitary appliances and fittings

1. Extent
    1.1. Sanitary appliances: As specification
    1.2. Water supply fittings: As specification
    1.3. Accessories: As speoificaition

75 Installing cisterns

1. Cistern operating components: Obtain from cistern manufacturer.
2. Inlet and flushing valves: Match to pressure of water supply.
3. Internal overflows: Into pan, to give visible warning of discharge.
4. External overflows: Fix pipes to falls, and locate to give visible warning of discharge. Agree position.

76 Installing taps

1. Fixing: Secure against twisting.
2. Seal with appliance: Watertight.

3. Positioning: Hot tap to left of cold tap as viewed by user of appliance.

77 Installing wastes and overflows

1. Bedding: Waterproof jointing compound.
2. Fixing: With resilient washer between appliance and backnut.

81 Sealant bedding and pointing

1. Bedding: Bed sinks to top of worktops
2. Pointing: Joints between appliances and walls, and floors

Ω End of Section

P12
Fire-stopping systems

General

10 Fire-stopping to individual services penetrations:

1. Description: Through internal walls
2. Resistance to fire: As fire schedule - 30 minutes
3. Penetration seal: Intumescent sealant / batts / foam -Submit proposals
   3.1. Size: To match wall thickness
4. Gap sealer: As above
5. Capping sealant: Contractor's choice
   5.1. Colour: Contractor's choice

17 Fire performance

1. Description: OF PARTITION WALL TO KITCHEN AND ELECTRICAL CUPBOARD
2. Resistance to fire: To BS EN 13501-2, E30 or better
3. Reaction to fire: To BS EN 13501-1, Class A1
4. Smoke resistance

Products

30 Product certification

1. Certification: For products specified generically, submit evidence of compliance with the specification
2. Acceptable evidence: Third-party certification

34 Intumescent mastic

1. Manufacturer: Rockwool or similar approved product
   1.1. Product reference: Submit proposals

35 Flexible intumescent gap sealer

1. Manufacturer: Rockwool or similar approved product
   1.1. Product reference: Submit proposals
2. Strip width: To suit location

36 Intumescent foam

1. Manufacturer: Rockwool or similar approved product
   1.1. Product reference: Submit proposals

43 Pipe collar

1. Type: Concealed intumescent pipe collar or Insulated wrap pipe collar
2. Manufacturer:
   2.1. Product reference:

43 Pipe collar Type A

1. Type: Concealed intumescent pipe collar or insulated pipe collar

2. Manufacturer: ROCKWOOL Ltd
   2.1. Contact details
      2.1.1. Address: ROCKWOOL Ltd
      14th Floor, Chiswick Tower
      389 Chiswick High Road
      London
      W4 4AJ

      Or similar approved
      2.1.2. Telephone: +44 (0)1656 862621
      2.1.3. Web: https://www.rockwool.com/uk/
      2.1.4. Email: info@rockwool.com
   2.2. Product reference: Submit proposals

47 Sealant

1. Type: Fire-resisting silicone
2. Manufacturer: Contractor's choice
   2.1. Product reference: Contractor's choice

Execution

61 Third-party-certified installer

1. Certification: For the technical competency of the installer of the evidence of compliance with a third-party installation certification scheme
2. Acceptable evidence: FIRAS Installer Certification

62 Workmanship generally

1. Gaps: Seal gaps between building elements and services, to provide fire resistance and resist the passage of smoke
2. Adjacent surfaces: Prevent overrun of sealant or mortar on to finished surfaces

63 Installing flexible intumescent gap sealer

1. Fitting of strips: Compress strips and fit into gap, so that, as they decompress the strips wedge themselves in the void
2. Shrink wrapping: Not applicable
3. Joints
   3.1. Ends of strips: Fit intumescent 'end piece' at both ends of run of stop laminate
   3.2. Joints between strips: Fit two intumescent 'end pieces' at each butt joint

64 Applying intumescent foam

1. New joints: Remove builders' debris, mortar droppings, grease, and other contaminants
2. Old joints: Clean and remove existing sealant from each joint
3. Priming: Lightly moisten substrate with water
4. Application: Fill joint to approximately half its depth, and allow foam to expand to face of joint
5. Trimming: Trim excess foam to give a neat, flush appearance

68 Fixing pipe collars

1. Collar fixing: Contractor's choice

2. Gap around collar: Seal with gap filler and sealant
3. Length of wraps: Project 50 mm from each side of the element

71 Inserting sealant backing material

1. Preparation: Removed debris from service penetration
2. Installation: Insert joint filler to full depth of joint leaving sufficient depth to apply sealant

73 Applying sealants generally

1. Application: As section Z22

74 Applying capping sealant

1. Preparation: De-grease using cleaner recommended by sealant manufacturer
2. Priming: Primer recommended by sealant manufacturer
3. Depth of sealant: tbc
4. Temperature: Do not apply water-based sealants when they could be damaged by frost

Completion

91 Cleaning

1. Masking tapes: Remove
2. Cleaning: Clean off splashes and droppings. Wipe down finishes

92 Inspection

1. Notice for inspection (minimum): Three working days

Ω End of Section

P20
Unframed isolated trims/ skirtings/ sundry items

To be read with preliminaries/ general conditions

110 Softwood

1. Description: BOXING, SKIRTINGS, FRAMEWORK, LININGS
2. Quality of wood and fixing: To BS 1186-3.
   2.1. Species: Contractor's choice
3. Reaction to fire rating: Not applicable
4. Profile: To match existing
   4.1. Finished size: To suit location
5. Finish as delivered: Sanded
6. Fixing: Suitable for location

240 Plywood

1. Description: TRIMS
2. Manufacturer: Contractor's Choice
   2.1. Product reference: Contractor's choice
3. Face ply species: Contractor's choice
4. Bond quality to BS EN 314-2: Class 1
5. Reaction to fire rating: Not applicable
6. Thickness: To suit location
7. Edges: To suit location and match adjacent areas
8. Finish: Prepared and primed, as section M60
9. Support/ Fixing: To suit location

Execution

510 Installation generally

1. Joinery workmanship: As section Z10.
2. Metal workmanship: As section Z11.
3. Methods of fixing and fasteners: As section Z20 where not specified.
4. Straight runs: To be in one piece, or in long lengths with as few joints as possible.
5. Running joints: Location and method of forming to be agreed where not detailed.
6. Joints at angles:
7. Position and level: To be agreed where not detailed.

Ω End of Section

P21
Door/ window ironmongery

Pre-tender

10 Quantities and locations

1. Quantities and locations of ironmongery are as per the specification .
2. Fixing: As sections L10 and L20.

General

120 Ironmongery range selected by Contractor

1. Source: Single co-ordinated range.
2. Notification: Submit details of selected range, manufacturer and/ or supplier.
3. Principal material/ finish: Anodized aluminium,
4. Items unavailable within selected range: Submit proposals.

130 Approved suppliers

1. Source: Obtain ironmongery from one of the following: TBC .
2. Notification: Submit details of selected supplier.

140 Samples

1. General: Before placing orders with suppliers submit labelled samples of the following: …… .
   1.1. Conformity: Retain samples on site for the duration of the Contract. Ensure conformity of ironmongery as delivered with labelled samples.

170 Ironmongery for fire doors

1. Relevant products: Ironmongery fixed to, or morticed into, the component parts of a fire resisting door assembly.
2. Compliance: Ironmongery included in successful tests to BS 476-22 or BS EN 1634-1 on door assemblies similar to those proposed.
   2.1. Certification:
3. Melting point of components (except decorative non-functional parts): 800°C minimum.

180 Strength class or category of duty for door ironmongery

1. Requirement: Internal and external use as specified
2. General: Durability of ironmongery components to be compatible with stated category of duty of each door leaf.
   2.1. Exclusions: Ironmongery with specific duty or 'category of use' defined elsewhere.
   2.2. Documentation: Before placing orders with suppliers submit documentation showing product compliance with stated category of duty.

Door hanging devices - Not Used

Window hanging devices - Not Used

Door operating devices

410 Overhead door closers

1. Description: To fire doors
2. Standard: To BS EN 1154.
3. Manufacturer: Briton or similar approved
   3.1. Product reference: Submit proposals
4. Type: Face fixed
5. Power size: Minimum 3
6. Casing finish: Anodized, to match ironmongery
7. Operational adjustment
   7.1. Variable power: Matched to size, weight and location of doors.
   7.2. Latched doors: Override latches and/ or door seals when fitted.
   7.3. Unlatched doors: Hold shut under normal working conditions.
   7.4. Closing against smoke seals of fire doors: Positive. No gaps.

Door securing devices

515 Door locks

1. Description: To Electrical Cupboard
2. Standard: To BS EN 12209.
3. Manufacturer: Contractor's choice
   3.1. Product reference: Contractor's choice
4. Type: Cylinder mortice lock
5. Backset: 44 mm
6. Material/ finish: Stainless steel faceplate
7. Keying: Not master keyed

571 Emergency exit devices

1. Description: Rear Fire Exit Door
2. Standard: To BS EN 179.
3. Manufacturer: ASSA ABLOY as below or similar approved
   3.1. Product reference: As per specification example
4. Type: Push pad
5. Material/ finish: Satin stainless steel
6. Additional requirements: External locking attachment to be suited with other locks

571 Emergency exit devices Type A

1. Description: To rear fire escape door as above
2. Standard: To BS EN 179.
3. Manufacturer: ASSA ABLOY Opening Solutions UK & Ireland
   3.1. Contact details

3.1.1. Address: ASSA ABLOY UK Ltd
School Street
Willenhall
West Midlands
WV13 3PW

3.1.2. Telephone: +44 (0)1902 364120

3.1.3. Web: www.assaabloy.co.uk

3.1.4. Email: emily.benson@assaabloy.com

586 Privacy indicator bolts

1. Description: To WC
2. Manufacturer: Contractor's choice
   2.1. Product reference: Contractor's choice
3. Type: Knob slide bolt
4. Material/ finish: Satin anodized aluminium
5. Emergency release facility: Required.

Window securing devices - Not Used

Door furniture

610 Lever handles

1. Description: To new internal doors
2. Standard: To BS EN 1906.
3. Manufacturer: ASSA ABLOY as below or similar approved
   3.1. Product reference: Submit proposals
4. Style: Round pattern with return to door
5. Size: 22 mm diameter
6. Material/ finish: Anodized aluminium
7. Mounting: Rectangular sprung plate with hidden screw fixing
8. Additional requirements: None

610 Door lever handle sets Type A

1. Description: To new internal doors as above
2. Standard: To BS EN 1906.
3. Manufacturer: Abloy UK
   3.1. Contact details

3.1.1. Address: Portobello Works
School Street
Willenhall
West Midlands
WV13 3PW

3.1.2. Telephone: +44 (0)1902 364500

3.1.3. Web: www.abloy.co.uk

3.1.4. Email: sales@abloy.co.uk

690 Kick plates

1. Description: To kitchen and WC entrance door

2. Manufacturer: Contractor's choice
   2.1. Product reference: Contractor's choice
3. Size: 150mm deep, with to suit door
4. Material/ finish: Satin stainless steel, grade 1.4401 (316)
5. Mounting: Face fix
6. Additional requirements: Screw heads colour matched to plate

720 Door stops

1. Manufacturer: Contractor's choice
   1.1. Product reference: Contractor's choice
2. Type: Floor mounted black rubber centre fixing
3. Usage: To doors opening against walls other than those fitted with closers with a back check facility

850 Threshold weatherstrip

1. Description: To new external door
2. Manufacturer: Contractor's choice
   2.1. Product reference: Contractor's choice
3. Type: Neoprene wiping strip on door with low profile metal threshold
4. Size: To suit door
5. Material/ finish: Anodized aluminium,

Window furniture

910 Window lever handles

1. Description: To new rear window
2. Manufacturer: Contractor's choice
   2.1. Product reference: Contractor's choice
3. Type: Locking handle
4. Material/ finish: Powder coated steel, to match window
5. Features: Style to match existing

930 Friction restrictor casement stays

1. Description: To new rear window
2. Manufacturer: Contractor's choice
   2.1. Product reference: Contractor's choice
3. Material/ finish: Satin anodized aluminium
4. Features: Style to match existing

Ω End of Section

V90
Electrical systems

General

115 Low-voltage electrical installation

1. Connection to low-voltage supply: Submit design and cost proposals
2. Switchgear: Submit design and cost proposals
3. Cable types
   3.1. Distribution circuit cabling: Submit design and cost proposals
4. Final circuit cabling: Submit design and cost proposals
5. Containment: Submit design and cost proposals
6. Containment accessories: Submit design and cost proposals
7. Small power electrical accessories: Submit design and cost proposals
8. Lighting accessories: Submit design and cost proposals and as per specification
9. Luminaires: Submit design and cost proposals and as per specification
10. Automated lighting controls: Photoelectric control units - external rear light only

System performance

210 Design of low-voltage electrical installation generally

1. Design and detailing: Complete for the electrical installation.
2. Standards: In accordance with BS 7671 and the requirements of the electricity distributor.
3. Distribution circuits
   3.1. Spare capacity: Submit design and cost proposals
   3.2. Conductor sizes (minimum): Submit design and cost proposals
4. Spare capacity of distribution equipment: Submit design and cost proposals
5. Protective devices: Coordinate the selection and adjustment of protective device settings to achieve discrimination throughout the fault level range. Grade so that a fault on any outgoing branch circuit is cleared by the switching device installed in the faulted branch circuit without affecting the other outgoing branch circuits.
6. Final circuits
   6.1. Spare capacity: Submit design and cost proposals
   6.2. Conductor sizes (minimum): Submit design and cost proposals
7. Selection of cables, conduit, trunking and ducting: Submit sizes where not stated
8. Equipment: Provide electrical supplies to equipment requiring power.
9. Proposals: Submit design and cost proposals

235 Arrangement of particular circuits

1. Separation: Divide installation into separately controlled circuits.
   1.1. Separately controlled circuits: External lighting
2. Further subdivision: As required.

240 Design of general lighting system

1. Purpose: Illuminate for study, reading and working
2. Design and detailing: Complete for the general lighting system.

3. Standard: To SLL 'Code for lighting'.
4. Room: All areas
   4.1. Maintained average illuminance: Submit proposals
   4.2. Glare index: Submit proposals
   4.3. Controls: Utilise existing design principles, but allow to provide 2 No. lighting zones to the library
5. Maintenance: Submit proposals for the maintenance/ relamping regime.

250 Design of emergency lighting system

1. Purpose: Escape for life safety in the event of a fire
2. Design and detailing: Complete for the emergency lighting system.
3. Standards
   3.1. Emergency escape lighting: In accordance with BS 5266-1.
   3.2. Escape route, open area, high risk task area and standby lighting: To BS EN 1838 and BS EN 50172.
4. System classification: Submit design and cost proposals
5. Method of testing: Standalone automatic self-test

260 Design of external lighting system

1. Description: External lighting to rear door
2. Purpose: Fire escape and security
3. Design and detailing: Complete for the external lighting system.
4. Standards: To SLL 'Code for lighting', CIBSE 'Lighting Guide 6' and BS 5489-1.
   4.1. Maintained average illuminance: Submit proposal to suit location
   4.2. Minimum illuminance at any point: Submit proposal to suit location
   4.3. Uniformity: To suit location

265 Design and lighting calculations

1. Proposals: Submit drawings, technical information, calculations and manufacturers' literature.
2. Lighting calculations
   2.1. Type: Computer generated point calculations.
3. Submit the following
   3.1. Luminaire layout drawings.
   3.2. Luminaire photometric data including flux fraction ratios and polar intensity curves.
   3.3. Lamp technical information.
   3.4. Maintenance factor calculations, including proposals for luminaire maintenance and lamp replacement.
   3.5. Reflectance values used for all wall, ceiling and floor surfaces.
   3.6. Isolux contour plots for all relevant working planes, horizontal and vertical.
   3.7. Schedule of design and calculated maintained average illuminance values.
   3.8. Schedule of design and calculated uniformity values.

270 Control of external luminaires

1. Individual control: Photoelectric control units and time switch
2. Group control: Not required

275 Small power system design

1. Purpose: Office / Kitchen / General
2. Small power outlets: Provide to serve the building and its equipment.
3. Room: Kitchen and Library

280 Earthing and bonding design

1. Design: Complete the design of the earthing and bonding systems.
2. Earthing, main protective bonding, supplementary bonding and protective conductors: In accordance with BS 7671 and BS 7430.
3. Requirements: Submit proposals.

Products

320 Distribution boards

1. Manufacturer: Contractor's choice if required
   1.1. Product reference: Contractor's choice
2. Standards: To BS EN 61439-1 and BS EN 61439-3.
3. Third-party certification: ASTA certified.
4. Rated operational voltage (Ue): Submit proposals
5. Rated operational frequency: Submit proposals
6. Rating: Submit proposals
7. Number of phases: Submit proposals
8. Incoming devices: Submit proposals
9. Number of outgoing ways: Submit proposals
10. Outgoing devices: Submit proposals
11. Enclosure
    11.1. Ingress protection (minimum): Submit proposals
    11.2. Material: Metal
12. Accessories: Submit proposals

330 Cable trays

1. Description: As required within the ceiling void to suit new lighting, small power and fire alarm system
2. Manufacturer: Submit proposals
   2.1. Product reference: Contractor's choice
3. Standard: To BS EN 61537.
4. Material: Contractor's choice
5. Resistance against flame propagation: Submit proposals
6. Electrical properties
   6.1. Continuity characteristics: Submit proposals
   6.2. Conductivity characteristics: Submit proposals
7. Resistance against corrosion: Submit proposals
8. Temperature properties for transport, storage, installation and application
   8.1. Minimum: Submit proposals
   8.2. Maximum: Submit proposals
9. Mechanical properties

9.1. Cable tray free base area: Contractor's choice
9.2. Resistance to impact: Submit proposals
10. Width: Contractor's choice
11. Features
11.1. Flange type: Contractor's choice
11.2. Segregation: Contractor's choice
11.3. Protective covers: Contractor's choice
12. Accessories and fittings: Factory-made of the same material type, pattern, finish and thickness as cable tray.

335 Cable baskets

1. Description: As required within the ceiling void to suit new lighting, small power and fire alarm system
2. Manufacturer: Contractor's choice
2.1. Product reference: Submit proposals
3. Standard: To BS EN 61537.
4. Material: Submit proposals
5. Resistance against corrosion: Submit proposals
6. Width: Contractor's choice
7. Side height: To fit within ceiling void
8. Features
8.1. Segregation: Contractor's choice
8.2. Protective covers: Contractor's choice
9. Accessories and fittings: Factory-made of the same material type, finish and thickness as cable basket.

350 Cable trunking and cable ducting for wall and ceiling mounting

1. Description: As required if cannot be concealed within wall linings
2. Manufacturer: Contractor's choice
2.1. Product reference: Submit proposals
3. Standards: To BS EN 50085-1 and BS EN 50085-2-1.
4. Installation position: Surface-mounted on the wall
5. Type: Submit proposals
6. Resistance to compression: Submit proposals
7. Resistance to impact: To suit location - low risk
8. Protection by enclosure
8.1. Protection against ingress of solid objects (minimum): To BS EN 60529, IP4X.
8.2. Protection against ingress of water (minimum): To BS EN 60529, IPX1.
8.3. Protection against access to hazardous parts (minimum): To BS EN 60529, IPXX-D.
9. Means of opening access covers: Without tools
10. Sizes: Submit proposals - as small as possible
11. Compartments: Contractor's choice to suit location
12. Accessories and fittings: Factory-made by the cable trunking or ducting manufacturer and of the same material type and finish as the cable trunking or ducting.
12.1. Types: PVC covers

420 Protective conductors

1. Type: Cable conductors with yellow/ green sheath.

435 Fused connection units

1. Manufacturer: Contractor's choice
   1.1. Product reference: Contractor's choice
2. Standard: To BS 1363-4.
3. Control
   3.1. Type: Double-pole, switched
   3.2. Indicator lamp: Required
4. Mounting: Surface
5. Flex outlet: Base entry
6. Ingress protection (minimum): Contractor's choice
7. Cable termination: Contractor's choice
8. Fuse carrier access: Pull out
9. Plate
   9.1. Material: Plastics
   9.2. Finish: Contractor's choice
   9.3. Insert colour: White

440 Standard socket outlets

1. Manufacturer: Contractor's choice to match adjacent areas
   1.1. Product reference: Contractor's choice
2. Standard: To BS EN 1363-2.
3. Arrangement: Twin-gang
4. Control
   4.1. Type: Double-pole, switched
   4.2. Switch position: Submit proposals
   4.3. Indicator lamp: Not required
   4.4. Interlock: Three-pin equal pressure
5. Mounting: Surface
6. Features: Two no. 5 V d.c. 2.2 A USB charger ports
7. Ingress protection (minimum): Contractor's choice
8. Cable termination: Contractor's choice
9. Plate
   9.1. Material: Plastics
   9.2. Finish: Contractor's choice
   9.3. Insert colour: White

455 Lighting switches

1. Manufacturer: Contractor's choice to match adjacent areas
   1.1. Product reference: Contractor's choice
2. Standard: To BS EN 60669-1.
3. Current rating: Submit proposals
4. Actuating method: Rocker bar

5. Poles: Contractor's choice
6. Arrangement: As per the specification
7. Mounting: To match adjacent areas
8. Ingress protection (minimum): Contractor's choice
9. Cable termination: Contractor's choice
10. Plate
    10.1. Material: Plastics
    10.2. Finish: Contractor's choice
    10.3. Insert colour: White

510 General purpose luminaires

1. Description: As per the specification - General lighting including emergency lighting
2. Manufacturer: Hacel, or similar approved
    2.1. Product reference: Infinitas linear LED surface mounted fittings or similar approved
3. Third-party certification: Kitemark-certified
4. Photometric performance: To BS EN 13032-1.
5. Mounting: Ceiling surface
6. Ingress protection (minimum): Contractor's choice
7. Impact protection (minimum): Contractor's choice
8. Lamp: As above
    8.1. Wattage: As above

511 Lamps generally

1. Manufacturer: Hacel, or similar approved
    1.1. Lamps of the same type and rating: Same manufacturer.
2. Standards
    2.1. Compact fluorescent lamps: To BS EN 60901 and BS EN 61199.

530 Self-contained emergency luminaires

1. Manufacturer: Hacel, or similar approved - as per the specification
2. Standards: To BS EN 60598-1 and BS EN 60598-2-22.
3. Luminaire type: Ceiling surface
4. Lamp: As above
    4.1. Wattage: Submit proposals
5. Mode of operation: 1
6. Facilities: A
7. Duration of emergency mode: 60
8. Indicators
    8.1. Charging: Submit proposals
    8.2. Fault: Flashing red light-emitting diodes, or as per manufacturer's standard
9. Test in progress: Flashing green light-emitting diodes, or as per manufacturer's standard
    9.1. Position within luminaire: Readily visible. Fix to luminaire body.
10. Batteries: Submit proposals
11. Legend: To BS EN ISO 7010

580 Earthing and bonding equipment

1. Earth electrodes: In accordance with BS 7430.
2. Electrode type: Contractor's choice
3. Earth clamps: To BS 951.

596 Movement detectors

1. Manufacturer: Contractor's choice
   1.1. Product reference: Contractor's choice
2. Features: Adjustable occupancy sensitivity

Execution

610 Electrical installation generally

1. Standard: In accordance with BS 7671.

615 Installing connection to incoming supply

1. Main switchboard/ distribution board: Connect to main incoming metering equipment.
2. Nature of connection: Liaise with the DNO to ensure the correct size, quantity and type of cable is provided for connection to their equipment.

630 Installing switchgear

1. Orientation: Accurate and square to vertical and horizontal axis. Align adjacent items of switchgear on the same horizontal axis.
2. Clearance in front of switchgear (minimum): 1 m.
3. Labelling: Permanently label each way, identifying circuit function, rating and cable size.
4. Padlock identification: Stamp padlock describing its function.

645 Installing cable tray

1. Support: Submit proposals.
2. Access: Provide space encompassing cable trays to permit access for installing and maintaining cables.
3. Supports and fasteners: Avoid contact between dissimilar metals. Use corrosion- resistant components in locations where moisture may occur.
4. Cutting: Along an unperforated line. Minimize. Make good edges. Treat surface as the tray.
5. Earth protection: Ensure that, where utilized, tray jointing pieces are properly fixed and provide satisfactory continuity between the separate sections of containment.

650 Installing cable basket

1. Support: Submit proposals.
2. Access: Provide space encompassing cable basket to permit access for installing and maintaining cables.
3. Supports and fasteners: Avoid contact between dissimilar metals. Use corrosion- resistant components in locations where moisture may occur.
4. Earth protection: Ensure that, where utilized, basket jointing pieces are properly fixed and provide satisfactory continuity between the separate sections of containment.

655 Installing steel conduit and fittings

1. Fixing: Fix securely. Fix boxes independently of conduit.

2. Conduit drainage: Provide drainage outlets at lowest points.
3. Location: Position vertically and horizontally in line with equipment served and parallel with building lines. Locate where accessible.
4. Jointing
   4.1. Number of joints: Minimize.
   4.2. Lengths of conduit: Maximize.
   4.3. Cut ends: Remove burrs, and plug during construction works.
   4.4. Movement joints in structure: Manufactured expansion coupling.
   4.5. Threaded steel conduits: Tightly screw to ensure electrical continuity, with no thread showing.
   4.6. Conduit connections to boxes and items of equipment, other than those with threaded entries: Earthing coupling/ male brass bush and protective conductor.
   4.7. Changes of direction:
5. Connections to boxes, trunking, equipment and accessories: Screwed couplings, adaptors, connectors and glands: Attach, rubber bushes at open ends.
6. Mounting and support:
7. Earth protection: Ensure that satisfactory continuity is maintained between the separate sections of conduit, equipment and accessories.

660 Installing PVC conduit and fittings

1. Fixing
   1.1. Spacing of conduit saddles (maximum): 0.9 m on horizontal, 1.25 m on vertical. Reduce spacing in areas of high ambient temperature in accordance with manufacturer's instructions.
   1.2. Fix boxes independently of conduit.
   1.3. At fittings and changes of direction: Fit conduit saddles 150 mm either side.
   1.4. Thermal expansion: Allow for expansion couplings in accordance with manufacturer's recommendations.
2. Conduit drainage: Provide drainage outlets at lowest points.
3. Location: Position vertically and horizontally in line with equipment served, and parallel with building lines. Locate where accessible.
4. Jointing
   4.1. Number of joints: Minimize.
   4.2. Lengths of conduit: Maximize.
   4.3. Cut ends: Remove burrs.
   4.4. Movement joints in structure: Manufactured expansion coupling.
   4.5. Adhesive: Use water- resistant solvent cement to form watertight joints. Use water- resistant lubricant sealant at expansion couplers.
5. Changes of direction:
6. Connections to boxes, trunking, equipment and accessories: Use threaded adaptors.
7. Mounting and support:

670 Installing trunking/ ducting systems

1. Positioning: Accurate with respect to equipment served and parallel with other services, and where relevant, floor level and other building lines.
2. Access: Provide space encompassing cable trunking to permit access for installing and maintaining cables.
3. Jointing

3.1. Number of joints: Minimize.

3.2. Lengths of trunking/ ducting: Maximize.

3.3. Steel systems: Mechanical couplings. Do not weld. Fit a copper link at each joint to ensure that satisfactory electrical continuity is maintained between the separate sections of trunking, equipment and accessories.

4. Movement: Fix securely. Restrain floor-mounted systems during screeding.
5. Junctions and changes of direction: Proprietary jointing units.
6. Cable entries: Fit grommets, bushes or liners.
7. Internal fire barriers: Provide to maintain integrity of fire compartment.
8. Protection: Fit temporary blanking plates. Prevent ingress of screed and other extraneous materials.
9. Service outlet units: Fit when cables are installed.

680 Cable routes

1. Cables generally: Conceal wherever possible.

1.1. Concealed cable runs to wall switches and outlets: Align vertically or horizontally with the accessory.

2. Exposed cable runs: Submit proposals.

2.1. Orientation: Straight, vertical and/ or horizontal and parallel to walls.

3. Distance from other services running parallel: 150 mm minimum.

3.1. Heating pipes: Position cables below.

685 Installing cables

1. General: Install cables neatly and securely. Protect against accidental damage, adverse environmental conditions, mechanical stress and deleterious substances.
2. Timing: Do not start internal cabling until building enclosure provides permanently dry conditions.
3. Jointing: At equipment and terminal fittings only.
4. Cables passing through walls: Sleeve with conduit bushed at both ends.
5. Cables surrounded or covered by thermal insulation: Derate accordingly.
6. Cable guards: Fit where cables are vulnerable to mechanical damage

690 Installing cables in plaster

1. Protection: Cover with galvanized steel cable capping nailed to substrate

695 Installing cables in vertical trunking/ ducts

1. Support: Pin racks or cleats at each floor level or at 5 m vertical centres, whichever is less.
2. Heat barrier centres (maximum): 5 m.
3. Heat barriers: Required except where fire resisting barriers are not provided.

700 Installing cables in accessible roof spaces

1. Cables running across ceiling joists: Fix to timber battens which are secured to joists.

705 Installing armoured cable

1. Temperature: Do not start installation if cable or ambient temperature is below 0°C, or has been below 0°C during the previous 24 hours.
2. Joints and terminations: Use qualified cable jointers, using jointing materials, components and installation techniques recommended by the cable manufacturer and the jointing accessory manufacturer.

3. Earthing: Bond armour to equipment and main earthing system.
4. Connections to apparatus: Moisture proof, sealed glands and shrouds.

710 Installing PVC-sheathed cable

1. Temperature: Do not install cables if ambient temperature is below 5°C.

715 Installing MICC cable

1. Bending: Do not corrugate sheath.
2. Sealing cable ends: Fit terminations as soon after cable installation as practicable. Temporarily seal open cable ends to prevent the ingress of moisture where terminations are not fitted immediately.
3. Testing: Test each length immediately after fixing. Repeat test 24-48 hours later.
4. Terminations: To BS EN 60702-2.
5. Connection to equipment and boxes: Fit shrouded glands.

725 Final connections

1. Size: Determine.
2. Cable: Heat resisting white flex.
3. Length: Allow for equipment removal and maintenance.

730 Installing multigang switches

1. General: Connect switches so that there is a logical relationship with luminaire positions. Fit blanks to unused switch spaces.
2. Segregation: Internally segregate each phase with phase barriers and warning plates.

735 Installing luminaires

1. Location: As drawing , but subject to final design layout approval
2. Orientation: Submit proposals
3. Supports: Adequate for weight of luminaire.

740 Installing emergency luminaires

1. Permanent electrical supplies: Derive from adjacent local lighting circuit.
2. Charge indicator: Position in a conspicuous location.

745 Installing external luminaires

1. Locations: Submit proposals.
2. Seals: Check for particle ingress and clean.

760 Equipment labelling

1. Electrical equipment: Install labels indicating purpose.
2. Voltage warning notices
    2.1. Location: Apply to equipment in a position where it can be seen prior to gaining access to live parts when the voltage within exceeds 230 V.
    2.2. Format: To BS EN ISO 7010, functional reference number, W012, include warnings of the voltage present.
3. Distribution boards: Card circuit chart within a reusable clear plastic cover. Fit to the inside of each unit. Include typed information identifying the outgoing circuit references, their device rating,

cable type, size, circuit location and details. Label each outgoing way corresponding to the circuit chart.

4. Sub-main cables: Label at both ends with circuit reference using proprietary cable marker sleeves.

Completion

810 Final fix

1. Accessory faceplates, luminaires and other equipment: Fit after completion of building painting.

820 Cleaning

1. Electrical equipment: Clean immediately before handover.
2. Equipment not supplied but installed and electrically connected: Clean immediately before handover.

830 Inspection and testing generally

1. Standard: In accordance with BS 7671.
2. Notice before commencing tests (minimum): 24 hours.
3. Labels and signs: Fix securely before system is tested.
4. Certificates: Submit.
   4.1. Number of copies: 2

860 Inspection and testing of emergency lighting systems

1. Standard: In accordance with BS 5266-1.
2. Certificate of testing: Submit.
   2.1. Standard:
   2.2. Number of copies:
3. System log book: To BS 5266-1.

870 Inspection and testing of external lighting systems

1. Switching: Check correct operation of photoelectric control units, time switches and other switching devices over at least one switching cycle.
2. Orientation: Adjust luminaires to achieve optimal performance.
3. Additional requirements:

880 Documentation

1. Timing: Submit at practical completion.
2. Contents
   2.1. Full technical description of each system installed.
   2.2. Manufacturers' operating and maintenance instructions for fittings and apparatus including relamping instructions for luminaire types. Identify hazardous lamps that require specialist disposal.
   2.3. Recommended frequency of testing and inspection, both for electrical safety and for matters such as the corrosion and security of lighting columns and luminaire fixings.
   2.4. Manufacturers' guarantees and warranties.
   2.5. As-installed drawings showing circuits and their ratings and locations of fittings and apparatus.
   2.6. List of normal consumable items.

Ω End of Section

Specification created using NBS Chorus

SECTION C SCHEDULE OF WORKS

SECTION C - SCHEDULE OF WORKS

ITEM	DESCRIPTION	Unit/Qty	Rate	£
	GENERAL ITEMS			
1.0	**GENERAL**			
1.01	The property is a single storey detached building, of traditional masonry construction, a solid floor and flat roof with mineral felt covering. It is used as a public library and incorporates a kitchen, WC and storage areas. The scope of the works is to undertake a full internal refurbishment, with internal space adaptations and works to the external fabric as summarised below: > Full strip out (subject to limitations noted below) > Removal of internal walls, and the installation of new beams to support the roof structure > Construct internal wall to form new kitchen area, and provide fixtures to the same > Provide sink to new kitchen with hot and cold water supply and drainage connections > Form new opening to the rear elevation and provide new rear external fire escape > Remove and infill windows and existing door to the rear and side elevations and provide render external finish > Protect and retain the reception desk > Form new services cupboard to boiler and electrical distribution board > Refurbish the WC area > Provide sun pipes within the flat roof structure > New lighting and electrical adaptations > Heating adaptations, including provision of underfloor heating > New carpet and vinyl flooring > Leave ready for decoration and installation of fixtures and fittings by others > No external works are proposed other than as noted above and localised making good	Note		
1.02	The property will be vacant for the full duration of the contract.	Note		
1.03	To be read in conjunction with sections A - C and appendices.	Note		
1.04	Contractor to ensure that their sub-Contractors are provided with all relevant drawings (sized at correct scale), specification or extracts and to ensure that they understand the full extent of the works required. Any anomalies to be advised to the Contract Administrator (CA) and clarification sought. Otherwise works deemed to have been included to the CA preference whether shown or drawing or within specification.	Note		
1.05	Each item contained in the following Schedule of Works is to be priced separately . Lump sum prices inserted against a group of items will not be accepted. Every item in this specification is to be completed.	Note		
1.06	Where items have been identified with the term “Provisional" or "Provisionally allow”, etc. the Contractor is to note that these items of work may not be instructed. They must be allowed in the tendered programme. Works to these items are not to be carried out without the written notification by the CA.	Note		
1.07	When submitting the tender, the Form of Tender must be completed together with the priced excel schedule and issued via email to ensure a valid submission. This must be in the format issued with the tender to prevent formatting issues. Scope of Works for Tendering	Note		
1.08	The following schedule identifies the scope of the works for pricing purposes. It is to be read in conjunction with the drawings and specification taking on board all consequential works as an experienced Contractor to carry out the complete item.	Note		
1.09	If the Contractor is unclear about any item these are to be raised with the CA via email during the tender period. Following this request the CA with circulate a tender clarification to all those tendering. Otherwise it will be deemed that all works are included whether separately described on the drawings or in specification and no issues raised during construction will be considered as a variation.	Note		
1.10	Mechanical and electrical performance information to be read in conjunction with performance specification and drawings. The Contractor will be responsible for the complete detailed design. Note the M&E drawings are indicative only of the Client's intent. The Contractor must provided the following for review and comment: - Copy of PI insurance for design from main Contractor and sub Contractors - Detailed drawings showing position of fixtures fittings and components together with service routes - Product literature - Calculations - Builders work **Site Set Up / Health & Safety**	Note		
1.11	The Contractor shall at all times apply the principles embodied in the Construction (Design & Management) Regulations 2015 together with other Health and Safety legislation and will be the Principle Contractor for the project.	Note		
1.12	The Contractor should also report any observed defects in the construction and services or around the site that may constitute a hazard.	Note		
1.13	The Contractor is to ensure that all employees, sub-Contractors are inducted onto site by the site manager and that they have read and signed the Health & Safety file and attend weekly updates / toolbox talks in line with the company H&S policy/procedures.	Note		

ITEM	DESCRIPTION	Unit/Qty	Rate	£
1.14	Contractor to issue to Principle Designer all reports from their health and safety advisor whether in house (or consultant) and where issues raised advise what action has been taken to remedy.	Note		
	Asbestos			
1.15	Refer to Pre Construction Information Pack and Asbestos Report.	Note		
1.16	Prior to commencement of the works. Allow to appoint an UKAS accredited asbestos specialist to carry out a Refurbishment & Demolition Survey to the areas where the existing building materials will be disturbed.	Item		
1.17	Allow the Provisional Sum of £2,500.00 (+VAT) to appoint an UKAS accredited asbestos removal company to remove and/ or encapsulate any asbestos containing materials (ACMs) that are identified within the Refurbishment & Demolition Survey and are at risk of disturbance by this project, as per the recommendations of this survey report. This sum is also to include for the appointment of a UKAS accredited asbestos specialist to undertake asbestos monitoring and testing in conjunction with these removal works and any subsequent unforeseen areas as noted below. **This sum is to be carried forward to the tender summary.**	Provisional Sum		**£2,500.00**
1.18	Any further materials that the Contractor suspects of containing asbestos based materials must be notified to the CA immediately and will be addressed within the above Provisional Sum			
1.19	All asbestos removal is to be undertaken by an HSE Licensed and / or competent trained Contractor or personnel, in accordance with The Control of Asbestos Regulations 2012	Note		
	Compound / Signage / Protection			
1.20	The Contractor's compound is to be enclosed and secured with Heras fencing. Signage clearly identifying the site together with the appropriate locational and site safety information attached. All Contractor's personnel and visitors must sign in at the site office / desk.	Note		
1.21	The Contractor shall provide sufficient signage at the entrance and around the site to publicise the works. The signs will state the Contractors name and site contact numbers, the nature and anticipated contract period of the works. The Contractor to avoid the spreading out of materials, non containment of rubbish and muck on roads. Any issues to be cleared up immediately.	Note		
	Parking			
1.22	The contractor will have access to the full site of Fair Oaks Library. There is provision for 1 No. parking space to the right hand side of the access ramp, but it is possible that this area will be required for a skip and the site compound. The contractor is therefore to organise alternative parking as necessary, but with consideration to the local neighbourhood and the parking restrictions. No parking will be permitted on the adjacent road kerbs, public footpaths, double yellow lines, nor will any obstruction to the adjacent road junction and shops be permitted. Access must be maintained at all times to the public highway and footpaths.	Note		
	Deliveries			
1.23	Deliveries and clearance of skips/waste materials to be from site compound having due regard to locality/highway in order not to cause inconvenience or block road. A banksman to be in attendance. Contractor to assess route to identify restrictions, advising employees, sub-Contractors and those delivering materials giving clear instructions.	Note		
	High Level Access/Protection			
	General Protection / Security			
1.24	The Contractor shall provide everything necessary to preserve and maintain the stability of the building, the security and protection from the weather.	Note		
1.25	It is imperative that the Contractor removes only parts of the building which can be completed that day to ensure that the site is kept fully secured at all times.	Note		
1.26	Maintain security to site and building and do not compromise. Ensure that the site is secured at the end of each working day, weather by boarding over windows and doors or opened up areas etc.	Note		

ITEM	DESCRIPTION	Unit/Qty	Rate	£
	Site Rules			
	Access/Nuisance			
1.27	The Contractor must ensure that his employees are restricted to those areas in which work is being undertaken at all times.	Note		
1.28	Working hours are not limited, however noisy working hours are between 9am - 4:30pm with consideration for the local residents.	Note		
	Induction			
1.29	Contractor to put in place a site induction setting out the site rules, health and safety requirements, fire strategy and signing in book. Observe site rules in documentation provided. Anyone new to site should be met and Contractor to induct including consultants and Client representatives.	Note		
1.30	Contractor to ensure mobile signal or make enquires to set up web calling facility for the duration of the project. This is to be reviewed as part of the Contractors site set up to ensure contact with the site can be made at all times.	Note		
	Finishing Stages/Housekeeping			
	Protection			
1.31	Once finishes are being installed the Contractor shall take all necessary precautions to protect the property by use of clean, quality dust sheets, protective sheeting to protect floors on access routes and to prepare all surfaces according to good practice and to clear away rubbish on a daily basis. Where these are laid on trafficked routes they must be taped down and secured.	Note		
	Cleaning			
1.32	Time must be allowed during the day to keep works and work areas clean. This includes the external areas.	Note		
1.33	Finishing trades must be planned and their works should not commence until they can have a clean dust free environment with sufficient time to maintain quality.	Note		
1.34	Floor finishes must not be laid until decorations are complete or must be completely protected. If subsequent access is required the Contractor must lay 'protective sheeting fixed and taped to provide full coverage to protect floor finishes.	Note		
	Making good			
1.35	Allowance should be made to remove and reinstate any fixtures and fittings and to make good any damage to the structure, decorations, fixtures and fittings resulting from that particular works.	Note		
	Damage			
1.36	The Contractor will be directly responsible for any damage caused as a result of the works. Any damage to roads, pavements, railings, gates, walls etc. must be made good at the Contractors own expense and to the satisfaction of the CA / Client.	Note		
	Snagging			
1.37	The Contractor is reminded that snagging is their responsibility and this is to be appropriately resourced with the CA / Client invited to inspect once the Contractor is satisfied with the works.	Note		
	Storage			
1.38	No liability will be accepted for loss or damage to any materials or equipment. The site storage and welfare areas are to be located in the site compound.	Note		
	Carried to collection			**£2,500.00**
2.0	**CONSTRUCTIONLINE**			
2.01	Register on Constructionline obtaining Silver membership (www.constructionline.co.uk). Contractors already a member should price this item as zero and insert membership number below. Membership number….....	Item		
	Carried to collection			**£0.00**

ITEM	DESCRIPTION	Unit/Qty	Rate	£
3.0	**SITE ACCESS AND SCAFFOLDING**			
	Site Access			
3.01	The location of the property sits at the junction of Campbell Way and Summerlands Road. The Contractor is expected to give priority to vehicles using these areas and the adjacent shopping areas and/or his suppliers/Contractors and park accordingly.	Note		
3.02	Allow for necessary control measures to reduce risk of vehicle/personnel collision when entering or exiting site. NOTE: This item should be accompanied by a draft Risk Assessment/Method Statement that is to be submitted with the tender. This RA/MS will be fully developed once Contractor has been appointed.	Item		
	Scaffolding			
3.03	Ensure scaffolding and platforms comply with all relevant regulations, Health & Safety Regulations and the preliminaries of this document.	Note		
3.04	Generally design, supply, erect, adapt as necessary as works progress, strike upon completion and remove from site all necessary temporary support, scaffolding, towers, ladders, hop-ups, platforms, MEWP, internal netting and access as necessary to complete the works safely in particular with regard to working at height. Any ties to be removed completely and to be made good in mortar coloured to match existing. Any damage caused by scaffolding erection, adapting, striking or use will be made good at the Contractor's expense.	Item		
3.05	The Principal Contractor shall be responsible for the final design of the scaffolding including any ladder beams etc. to be designed by appropriately qualified engineer.	Item		
	Carried to collection			**£0.00**
	EXTERNAL WORKS			
4.00	**ROOF**			
4.01	Prior to the commencement of any works to the roof areas, carry out a visual inspection of the roof condition and advise the CA of any areas of concern. It has been noted from the structural assessment that there is corrosion to an intermediate steel beam within the roof void adjacent to the left hand side elevation, and thus this is an area of concern for water ingress.	Item		
4.02	Allow the Provisional Sum of **£1,500.00** +VAT for localised roofing repairs, to be expended only upon the direction of the CA and following the above assessment. **This sum is to be carried forward to the Tender Summary**	**Provisional Sum**		**£1,500.00**
4.03	Allow to sweep the roof areas in the direct vicinity of the new sun pipes and prepare ready for installation	Item		
4.04	Allow to neatly cut back the existing roof covering to form new minimum 550mm openings for the 7 No. new sun pipes. Exact positions to be agreed on site prior to cutting out.	Item		
4.05	The existing ceiling joists are 50mm x 150mm at 400mm centres and run from the front to the rear of the building. In the locality of the new sun pipes supply and fit new 50mm x 150mm softwood timber trimmers securely fixed to the existing roof joists. For pricing purposes allow the Provisional Quantity of 15.5 lm of timber trimmers, which allows for timber trimmers to the complete perimeter of all sun pipe locations. This sum will be adjusted following an on site assessment	Item		
4.06	Supply and install 7 No. Monodraught 530mm sun pipes (or similar approved product) as supplied by www.monodraught.com. Product details to be as follows: - Product Size: Provide 530mm (535mm sun pipe diameter / 530mm opening) - Include for all necessary end pipes and fixings - Diffuser: Provide Contemporary (flat) style monoprism polycarbonate - Bezel: Provide White satin	Item		
4.07	Allow for adaptations to the existing roof covering to accommodate this installation and the associated flashing details.	Item		
4.08	Carry out a water test upon completion to ensure fully water tight.	Item		
4.09	In conjunction with the above works fully overhaul and clean the existing rainwater goods. Clear out gutters, downpipes and surface gullies, with all debris to be bagged and disposed from site. Notify any areas of defects of concern to the CA. Repairs for which will be covered by the general contingency sum if instructed.	Item		
	Carried to collection			**£1,500.00**

ITEM	DESCRIPTION	Unit/Qty	Rate	£
5.00	**EXTERNAL WALLS**			
5.01	To the locations shown on drawing J0053288/05 infill 3 No. redundant windows and 1 No. redundant external door opening.	Item		
5.02	To the redundant window areas remove all fixings, tile cills, brick on edge cill detail and all boxing to the window heads. Clean all recesses, and make good any areas of disturbed waterproof membrane	Item		
5.03	To the redundant door area remove all fixings and the boxing to the door head. Retain the brick on edge detail below the external door threshold and protect the damp proof membrane. Fully cut out and remove the adjacent ramp. Clean all recesses, and make good any areas of disturbed waterproof membrane	Item		
5.04	Protect the adjacent areas including the soffit and fascia boards to the flat roof, and the damp proof membrane at low level. In the event that these areas are damaged they are to be made good to match existing, and the damp proof membrane must be fully lapped with the existing areas to prevent water ingress.	Item		
5.05	Infill the openings using 7.3N dense concrete blockworks (100mm) to the inner face of the openings, to ensure a flush final finish with the adjacent areas.	Item		
5.06	Supply and install to the wall cavity minimum 100mm thick Rockwool medium dense (0.470 W/mK) or similar approved product, securely fixed to fully in fill the cavity, using cavity ties to support the batts as recommended by the manufacturer	Item		
5.07	To the outer leaf of the infill areas, supply and lay red stock bricks in stretcher bond, and leave ready to receive a render finish.	Item		
5.08	To the outer face of the brickwork infill panels supply and apply a render finish as follows and as supplied by EWI Store render products: https://ewistore.co.uk/buyers-guide-for-render-onto-brick/, or using similar approved products and all to manufacturer's recommendations: > EWI 301 Water based primer > EWI 225 Premium Basecoat > EWI Orange 66645 Fibreglass Mesh > EWI 333 Top Coat Primer > EWI 075 Silicone Render > Including 10mm PVC Mesh Stop Beads to all perimeters and edges.	Item		
5.09	All block and brickwork to be laid using a 4:1 sand/cement mortar mix and fixed to the adjacent structure using crocodile wall ties or similar approved.	Item		
5.10	Allow a **Provisional Sum of £400** to undertake repointing repairs to brick work, to only be expended following a site inspection and instruction from the CA. **To be carried forward to the Tender Summary**	**Provisional Sum**		**£400.00**
	Carried to collection			**£400.00**
6.00	**EXTERNAL DECORATION**			
6.01	To the newly rendered wall surfaces prepare in accordance with the manufacturer's recommendations. Apply a mist coat and two finishing coats of Dulux masonry paint. Colour to be confirmed, but allow for 1 No. colour choice.	Item		
6.02	Make good any disturbed areas and carry out localised redecoration to match adjacent areas	Item		
	Carried to collection			**£0.00**

ITEM	DESCRIPTION	Unit/Qty	Rate	£
7.00	**DOORS AND WINDOWS**			
7.01	To the rear elevation carefully remove the window to the existing kitchen area, remove the tiled cill, but retain the existing brick on edge cill detail. Clean the recess and allow for localised repairs to the existing water proof membrane and brickwork.	Item		
7.02	To this location supply and install 1 No. UPVC thermally broken casement window, with a five chamber profile, and external UPVC cill to overhang the brick on edge detail. Glazing to be formed from two layers of 4mm obscure laminated glass, and a 20mm air gap and spacer bars, internally beaded. Window to fully comply with Part L of the Building regulations and BS EN 1279-2. The window layout is to be subdivded into 3 No. equal panels, each incorporating a minimum 300mm casement fanlight window. Opening windows to incorporate powder coated lockable handles to match the colour of the window frame. Window colour: White. As supplied by www.windowsanddoors.co.uk or similar approved supplier. Proposed window layout and design to be provided to the client for final sign off before order is placed for manufacture. The contractor will retain specification and design compliance, and measurement responsibility for the new window.	Item		
7.03	To the rear elevation, in the location shown on the tender drawings, form a new opening to form a new external fire exit. Neatly cut opening and quoin all areas of damage using new bricks neatly cut to match the adjacent areas. Allow to adapt the existing low level damp proof membrane to suit the new opening and supply and install a new damp proof membrane to the sides and head of the opening.	Item		
7.04	To this location supply and install 1 No. new CATNIC steel lintel, as per the structural engineer's drawing reference FOC/SOLID/xx/xx/DR/S/01/P01. For pricing proposes allow to install CATNIC CG 70/100 lintel, the final installation of which will be confirmed once the cavity size has been confirmed. Lintel to be fully supported off the surrounding brick wall to a minimum bearing of 150mm, and as per the manufacturer's recommendations.	Item		
7.05	To this location supply and install 1 No. single leaf fire escape door set complete with frame and all necessary fixings. Door to be Glass Reinforced Plastic (GRP) composite with polyurethane foam core, non glazed and incorporate reinforced framing, and threshold cill. To the external elevation supply and install 1 No. knob operated outside access device with eurocylinder as per the example below, with 3 No. sets of keys. To the inner face of the door supply and install 1 No. push pad panic latch set as per the example below. All to be fully compliant with Part B and Part L of the Building Regulations. .  30769 Knob Operated - Outside Access Device (OAD) With Euro Cylinder - Suitable For Use With FD30 / FD60 Fire Doors  30768 Push Pad Panic Latch Set - For Single Fire Escape Exit Doors - Suitable For Use With FD30 / FD60 Fire Doors	Item		
	Carried to collection			**£0.00**
8.00	**DRAINAGE & EXTERNAL AREAS**			
8.01	To the front right hand side elevation there is provision to install a new kitchen sink. The foul drainage connection for which is proposed to traverse through the external wall to the new sink location and to connect to the existing foul drainage inspection chamber that is located adjacent to the front elevation access ramp.	Item		
8.02	Allow to supply and install a sealed yard gully adjacent to the front elevation in the locality of the kitchen sink waste pipework.	Item		
8.03	Prior to commencement of works, allow to lift all inspection chamber and gully covers and report back to the CA on the depth and condition of the visible drainage system.	Item		

ITEM	DESCRIPTION	Unit/Qty	Rate	£
8.04	From the location noted above excavate a trench to a maximum depth of 1000mm and minimum width of 400mm, and lay new 100mm foul drainage pipework to the approximate locations shown on drawing J0053288/05. Allow to supply and install 1 No. new round sealed inspection chamber to a maximum diameter of 400mm, where the drainage run changes direction, and connect into the existing foul drainage inspection chamber.	Item		
8.05	NOTE: The above specification clause may be subject to amendment following the site assessment and Approved Inspector inspection, for which any design changes will be covered by the general contingency sum.	Item		
8.06	All drainage to be laid on a bed of a bed of pea shingle or fine gravel to a minimum depth of 10mm, and once laid and tested the drainage pipe should be fully encased by good quality gravel with a maximum stone size of 40mm to a minimum surrounding depth of 100mm. Allow to back fill all areas with MOT Type 1 aggregate, well compacted, and to a minimum depth of 150mm	Item		
8.07	In conjunction with the above works, prior to any excavations carry out a full services assessment and CAT scan of this and the surrounding areas. Do not commence any excavations if this assessment shows any services in the direct locality of these works. Notwithstanding the services assessment, unforeseen services may be with this area, and thus care should be taken at all times, with a localised hand dig being undertaken before any excavators are used.	Item		
8.08	Carefully remove localised areas of block paving and the flower bed top soil to accommodate these works, and store on site for later reuse.	Item		
8.09	Upon completion of the pipework installation reinstate the block paving laying the pavers on a minimum 30mm bed of sand and laid to match the existing pattern and falls. To the flower bed reinstate the stored top soil and supply new clean top soil to provide a total minimum depth of 100mm.	Item		
8.10	To the location of the removed access ramp to the redundant external door, make good the disturbed area to the same specification as above, and supply and install new block paving to match as close as possible the surrounding areas.	Item		
8.11	To the location of the new rear fire escape door, supply and install a step to accommodate the difference between the internal floor level and the external ground level. Step to be formed of red engineering bricks laid on a 1:2:4 mix 100mm concrete base, and with concrete paving slabs laid directly into the brickwork. Maximum overall size 600mm x 1200mm	Item		
8.12	To address unforeseen below ground features that may affect the installation of the drainage and rear exit step allow a **Provisional Sum of £500.00.**	Provisional Sum		**£500.00**
	Carried to collection			**£500.00**
	INTERNAL WORKS			
9.00	**STRIP OUT / DEMOLITION**			
9.01	Undertake strip out and cart away from site to a registered disposal facility or centre everything to facilitate works within this specification, making good any damage and disturbed surfaces. Strip out works include, but are not limited to the following: NOTE: All books, shelving, and notices will be removed by the library prior to project commencement.	Item		
9.02	The internal partition walling between areas 1, 3 and 4, complete with skirting board.	Item		
9.03	The internal partition walling between areas 1 and 3, complete with skirting board	Item		
9.04	The internal cupboard to area 3, including all fixings, shelving and boarding.	Item		
9.05	All carpets, sheet vinyl and linings/underlays ensuring floors are clear of any loose material and adhesive. All floors are to be left with the exposed concrete slab in sound condition and ready to receive floor finishes.	Item		
9.06	All existing kitchen units, cupboards, work tops and white goods, unless noted below. Allow to cap the services ready for new fittings.	Item		
9.07	Redundant drainage connections to area 3. Cap and conceal within the adjacent building structure.	Item		
9.08	Existing sanitary ware, wall tiles, grout and adhesive and associated fittings within the toilet including all fixtures, fittings and the towel rail. Allow to cap the services ready for new fittings.	Item		
9.09	Internal doors and frames to areas 5 and 3	Item		

ITEM	DESCRIPTION	Unit/Qty	Rate	£
9.10	Redundant electrical fittings and sockets. Light fittings and cabling throughout that cannot be reused and obstruct the works, and strip back to the distribution board. Cap off all redundant services and allow for concealment within the adjacent areas.	Item		
9.11	Redundant mechanical services. Radiators and low level heating coils which cannot be reused and obstruct the works, and remove redundant pipe work back to the source avoiding any dead legs.	Item		
9.12	Fire alarm fittings and cabling that cannot be reused and obstruct the works	Item		
9.13	Retain and protect the following: - Existing fixtures, fittings and finishes unaffected by the works - Existing services unaffected by the works - The reception desk - Any retained shelving (NOTE: The library staff will remove all shelving, brackets and wall supports	Item		
	Carried to collection			**£0.00**
10.00	**FLOOR**			
10.01	Undertake work in accordance with materials and workmanship preambles.	Note		
10.02	Allow to install a new self levelling floor screed where the internal partitions, external door and floor mounted fittings are removed, and feather edge flush to the adjacent areas, ready to receive new floor finishes.	Item		
10.03	Allow to install a new self levelling floor screed to the toilet, electrical store and kitchen ready to receive new sheet vinyl flooring.	Item		
10.05	To the entrance area supply and lay Heckmondwike Battleship/Hippo barrier matting. Colour to be advised, but laid with ribs running left to right. All in accordance with the manufacturer's recommendations.	Item		
10.06	To all other areas, including the library, kitchen, electrical store and WC supply and lay Altro Classic 25 Anti Slip vinyl flooring, In accordance with manufacturers requirements. Colour to be confirmed, but one colour to be used throughout.	Item		
	Carried to collection			**£0.00**
11.00	**INTERNAL WALLS**			
11.01	Where internal walls are removed allow to quoin all cut edges	Item		
11.02	To the locations shown on drawing J0053288/05. (kitchen and electrical store) construct a full height 100mm deep lightweight partition using British Gypsum Gypwall Single Frame partition system: Specification A206003 EN, incorporating 48 S 50 "C" studs at 600mm centres with two layers of 12.5mm British Gypsum Wallboard, or British Gypsum Fireline plasterboard to achieve a minimum fire rating of 30 minutes (or similar approved product). Fully infilled with acoustic insulation, all services penetrations to be sealed with intumescent sealant or foam, tape all joints, fix in accordance with manufacturer's instructions, including secure head and floor fixings.	Item		
11.03	To the location shown on drawing J0053288/05 (Electrical Store) infill the recess where the electrical distribution board was located and infill with a minimum 50mm x 50mm softwood timber frame, clad with 12.5mm British Gypsum Wallboard or Fireline plasterboard (or similar approved product) and left ready for new plaster finish. It is permitted to use any remaining sections of the British Gypsum Single Frame partition system noted below to infill this area., as long as the sections are or significant size and suitability.	Item		
11.04	Allow to form 2 No. single width door openings to the locations shown with the new partitions.	Item		
11.05	To all areas where plaster surfaces have been disturbed and chases formed to a depth greater than 5mm, make good with a hardwall plaster repair, incorporating 12.5mm multi purpose plaster base coat, followed by a skim layer of thistle finish plaster suitable for the substrate.	Item		
11.06	To all areas of minor damage and new board finishes prepare in accordance with the manufacturer's recommendations and apply a skim coat of thistle multi finish plaster to suit the substrate, feather in to the adjacent areas and leave ready for decoration.	Item		
11.07	To the location of the toilet wash hand basin supply and lay a single course of white ceramic glazed wall tiles (150mm x 150mm) to finish in line with the basin edge, with white grout.	Item		
11.08	To the location of the kitchen sink, fridge worktop and drainer supply and lay two courses of white ceramic glazed wall tiles (150mm x 150mm) to finish in line with the worktop return above the fridge, and the stainless stell draining board, with white grout.	Item		
11.09	To all new partitions and to the location of the infilled external door, supply and install new softwood timber skirting boards to match the style and design of the adjacent areas. Allow to make good and adapt all existing skirting boards where disturbed or damaged by the adaptation works. Prime and leave ready for decoration.	Item		
	Carried to collection			**£0.00**

ITEM	DESCRIPTION	Unit/Qty	Rate	£
12.00	**STRUCTURAL STEELWORK**			
12.01	Refer to Structural Engineer's drawing FOC/SOLID/xx/xx/DR/S/01/P01 NOTE: Welding works are required to the beam connections. For which RAMS and a Hot Works Permit will be required.	Note		
12.02	Supply and install 1 No. new 152x 152 x 37mm UC steel beam to the location shown on drawing FOC/SOLID/xx/xx/DR/S/01/P01, (between areas 4, 3 and 1) and as per the drawing notes and sections.	Item		
12.03	Supply and install 1 No. new 152x 152 x 30mm UC steel beam to the location shown on drawing FOC/SOLID/xx/xx/DR/S/01/P01, (between areas 1 and 3) and as per the drawing notes and sections. Provide predrilled 14mm diameter holes @ 400mm centres to the new 152x152x30 UC beam between areas 1 and 3, as per Structural Engineer's specification.	Item		
12.04	Supply and install 3 No. new 440mm x 215mm x 100mm C35 precast concrete padstones, to the locations shown on drawing FOC/SOLID/xx/xx/DR/S/01/P01, and as per the drawing notes and sections	Item		
12.05	Supply and install wall straps and M12 HAS fixing rods to the locations shown on drawing FOC/SOLID/xx/xx/DR/S/01/P01, and as per the drawing notes and sections	Item		
12.06	To the location between areas 1 and 3, it has been noted that the existing ceiling joists are supported in a staggered arrangement over the existing internal wall. Supply and install timber packers and timber joist brackets to this location, as per drawing FOC/SOLID/xx/xx/DR/S/01/P01, and as per the drawing notes and sections	Item		
12.07	To the location shown on drawing FOC/SOLID/xx/xx/DR/S/01/P01, allow to break through the existing floor to a maximum depth of 1000mm, to form a temporary trial pit to a maximum size of 500mm x 500mm for a structural engineer assessment of the foundations to this area. These works are to be undertaken prior to any partition demolition or steelwork installation. Allow to make good all disturbed areas to match existing and adjacent areas.	Item		
12.08	To the location shown on drawing FOC/SOLID/xx/xx/DR/S/01/P01, it has been identified that there is an area of possible water ingress that has caused corrosion to the existing internal supporting beam. Allow to attend on the structural engineer to inspect this area when the roof inspection is undertaken, and allow to apply a rust inhibitor to all areas of damage (allow $2m^2$)	Item		
	Carried to collection			**£0.00**
13.00	**CEILINGS**			
13.01	All ceilings are to be formed of painted plaster, with a British Gypsum Wallboard backing (or similar approved). Allow to cut back and adapt the existing ceiling to suit the location of the new partitions, new sun pipes and new lighting.	Item		
13.02	Allow to infill all areas where the original ceiling has been removed in conjunction with the demolition works and removal of the existing services using British Gypsum Wallboard or similar approved product.	Item		
13.03	Allow to apply a new skim finish to all ceiling areas using multi finish thistle plaster and leave ready for decoration.	Item		
	Carried to collection			**£0.00**
14.00	**SANITARYWARE**			
	Toilet Area			
14.01	Undertake work in accordance with materials and workmanship preambles.	Note		
14.02	Supply & fit 1 No. new Carlton close coupled WC as supplied by Armitage Shanks (or similar approved) with a S or P trap to suit the current drainage layout. Include for WC seat, flush controls, float valve and all necessary fixings,. Also include for an necessary adaptations to the existing above ground drainage connections to suit this WC.	Item		
14.03	Supply & fit 1 No. new Carlton 60 wall hung wash hand basin as supplied by Armitage Shanks (or similar approved) fixed to the existing drainage system.. Include for all necessary wall brackets, chrome finish mixer tap and plug with a chain. Also include for an necessary adaptations to the existing above ground drainage connections to suit this was hand basin.	Item		
14.04	Allow to supply and install 1 No. toilet roll holder. Exact position to be agreed on site.	Item		

ITEM	DESCRIPTION	Unit/Qty	Rate	£
14.05	Allow to supply and install 1 No. paper towel holder. Exact position to be agreed on site	Item		
14.06	Allow to supply and install 1 No. rectangular mirror (450mm x 450mm) above the wash hand basin, secured with screws and chrome finish dome screw covers. Exact height to be agreed on site	Item		
	Kitchen			
14.07	To the new kitchen supply and install the following kitchen units and fittings as supplied by Howdens www.howdens.com and from the Greenwich White Gloss range, and to the layout shown on the Ground Floor Plan: > 1 No. 1000mm wide double kitchen base unit with sink recess, and including end panels to sink edge > 1 No. 500mm wide single wall unit > 1 No. stainless steel sink with side drainer > 3 No. Greenwich white gloss doors to suit the above cupboards > T bar brushed stainless steel effect handles to all doors - positioned horizontally to base unit, and vertically to wall unit > 3mm think laminated worktop with a square nosed edge, including brushed aluminium edge trim to the exposed sink end, for pricing purposes allow to install Howdens 3mm x 22mm Storm Grey Marble Laminate Worktop (ref: WOK0960)	Item		
14.08	Allow for all necessary fixings and adaptions to suit any discrepancies in the alignment of the existing walls.	Item		
	Carried to collection			**£0.00**
15.00	**DOORS AND WINDOWS**			
15.01	To the electrical cupboard supply and hang 1 No. flush finish FD30 fire door, new door set (Howden Heyford Ash Veneer Pre Finished Flush Fire Door or similarly approved), including all frames and architraves and fire stopping, to achieve a fully compliant door set. No door closer is required, but supply and install a "fire door keep shut" sign.	Item		
15.02	To the kitchen entrance supply and hang 1 No. partially glazed FD30 fire door, new door set (Howden Heyford Ash Veneer 16G Pre Glazed Fire Door or similarly approved), including all frames and architraves and fire stopping, to achieve a fully compliant door set. Include to install a Briton 1110 overhead door closer (silver) and a "fire door keep shut" sign. Note: When constructing the new partition to this location allow enough tolerance for the location of this door closer, to avoid undue damage to the adjacent wall area.	Item		
15.03	To the WC allow to supply and hang 1 No. flush finish FD30 fire door, new door set (Howden Heyford Ash Veneer Pre Finished Flush Fire Door or similarly approved), including all frames and architraves. No door closer is required, but supply and install a "WC" sign. The new WC door will open inwards, therefore allow for all necessary adjustments to suit this new arrangement.	Item		
15.04	To the 3 No. new doors supply and install new hinges, and lever door handles, to match the adjacent areas as close as possible, and as per the materials and workmanship section of the specification.	Item		
15.05	To the kitchen and WC doors supply and install kick plates to both sides of each door to a maximum height of 150mm and to match the width of the doors. Colour to be brushed anodised aluminium.	Item		
15.06	To the kitchen and electrical store doors allow to supply and install a Euro cylinder lock with 2 No. sets of keys. These locks do not need to be suited.	Item		
15.07	To the WC door allow to supply and install an indicator lock	Item		
15.08	Allow to ease and adjust all remaining windows and doors.	Item		
15.08	Provide 2 No. black floor mounted door stops to be fitted behind the kitchen and new WC doors.	Item		
	Carried to collection			**£0.00**
16.00	**INTERNAL DECORATION**			
16.01	Undertake work in accordance with materials and workmanship preambles generally and specifically with reference to section M60.	Note		
16.02	Thoroughly prepare in accordance with best trade practice and redecorate all plastered walls throughout the property. Apply thinned first coat followed by two full coats. Product: Dulux Trade Durable Flat Matt (or similar approved supplier) Apply in accordance with manufacturer's guidelines. Colour: White.	Item		

ITEM	DESCRIPTION	Unit/Qty	Rate	£
16.03	Thoroughly prepare in accordance with best trade practice and redecorate joinery throughout the property which was previously decorated. Apply two full coats with thinned first coat on new surfaces. Product: Dulux Trade Quick Dry Gloss (or similar approved supplier) Apply in accordance with manufacturer's guidelines. Colour: White.	Item		
16.04	Thoroughly prepare in accordance with best trade practice and redecorate metal radiators and associated visible pipework throughout the property. Apply two full coats Product: Dulux Trade Once Gloss for metal (or similar approved supplier) Apply in accordance with manufacturer's guidelines. Colour: White	Item		
	Carried to collection			**£0.00**
	MECHANICAL AND ELECTRICAL			
	DESIGN RESPONSIBILITY It must be noted that the below mechanical and electrical schedule shows the design intent only and must not be considered a complete design. The main contractor will be expected to appoint a specialist designer to complete the final design, the cost for which should be included within the tender sum. The specialist design is to be submitted to the Project Manager for review against the design principles, but the main contractor will retain design responsibility, which can be discharged to his specialist. All specialist designers are to be fully competent and all designs are to be fully in accordance with current legislation, British Standards and Industry Best Practice. Upon completion of the project the main contractor is to submit As Built drawings of the electrical and mechanical installations, in addition to a Building Regulations Part P Certificate for any new electrical installations or adaptions, a Gas Safety Certificate for the boiler and any gas supply adaptations, and all associated warranties and guarantees. Such documentation is to be provided both electronically and in paper copy in conjunction with the O&M manual and H&S File issue.	Note		
17.00	**ELECTRICAL**			
	LIGHTING			
17.01	Following the removal of the lighting throughout the property, allow to design, supply and install new Hacel Infinitas linear LED surface mounted linear light fittings with emergency lighting to the approximate locations shown on the GA plan, and as per manufacturers design and instructions, all relevant current legislation, BS 7611:2018 and building regulations, Fully test and commission. Final lighting design to be undertaken by the contractor and signed off by the CA prior to order.	Item		
17.02	The lighting to the main library area is to incorporate two zones and is to be operated by two way switches positioned adjacent to the external doors.	Item		
17.03	The lighting to the kitchen is to be controlled by a single gang switch located adjacent to the entrance door on the kitchen side.	Item		
17.04	The lighting to the WC is to be controlled by a single gang switch located adjacent to the entrance door on the WC side, allow for any necessary adaptations to suit the repositioning of the door opening.	Item		
17.05	To the electrical store design, supply and install 1 No. surface mounted LED fitting, to be operated by a PIR detector connected to the door jamb.	Item		
17.06	Adjacent to the rear fire escape, supply and install Axyl Slim wall mounted external light, as supplied by Thorn (or similar approved product). Colour: Black. To be operated by a PIR detector. Exact position to be agreed on site.	Item		
17.07	Above the external doors, supply and install illuminated running man fire escape signage such as Thorn Voyager Sigma (or similar approved product), to be installed fully in accordance with all relevant legislation and Building Regulations	Item		
17.08	For the purposes of tendering allow the **Provisional sum of £500.00** for variations to the light fittings. Although the design principle of linear surface mounted fittings is specified, there may be client variations to replace the standard linear light fittings with linear finings incorporating spot lighting.	**Provisional Sum**		**£500.00**
	SMALL POWER			
17.09	Allow to retain al power sockets within their existing locations, but to supply and install new brushed steel cover plates	Item		
17.10	Where power sockets are positioned to the areas where walls are to be adapted / removed. Remove all power sockets that obstruct the works and securely cap off the supply cables.	Item		

ITEM	DESCRIPTION	Unit/Qty	Rate	£
17.11	To the kitchen design, supply and install small power as follows: - 1 No. below worktop fused socket for the fridge -1 No. double power socket above the worktop to the fridge for a microwave and kettle, and also incorporating 2 No. USB charging points. - 1 No. double power socket at skirting height to the location of the removed external door Power sockets to this area to incorporate white PVC covers	Item		
	FIRE ALARM			
17.12	Allow to adapt the existing fire alarm system to suit the new room layouts. Fully test and commission	Item		
	SECURITY ALARM			
17.13	No adaptation works are to be carried out to the security alarm by the main contractor. The client will appoint the specialist security supplier to disconnect and then later reinstate to suit the new room layouts.	Note		
	GENERAL			
17.14	Allow to reconfigure the existing distribution boards to suit the new installations.	Item		
17.15	All wiring is to be clipped appropriately with metal ties to avoid sagging in the event of a fire, and where possible is to be concealed within the wall and ceiling voids.	Item		
17.16	All Earth bonding as required to comply with current regulations.	Item		
17.18	A copy of the existing electrical safety certificate is included within the Appendix. If following a review of this document and the proposed works the contractor and his specialist consider that adaptions / replacement will be required to the existing distribution board, they are to include such works within the tender sum, but are to highlight this inclusion.	Item		
17.19	Include to allow for a full assessment of existing and proposed electrical loads, and if it is deemed that the existing distribution board will require an extension / replacement to suit the final design then this should be included within the tender sum and a note included to that effect.	Item		
17.20	Allow for all necessary BWIC	Item		
17.21	**Relocate Distribution Board** Provide an additional sum **(not to be carried forward to the Tender Sum**) to disconnect the existing distribution board and associated control switches, and to relocate the same within the kitchen against the front right hand side corner at high level. Allow for all associated BWIC, including to supply and install a timber framed boxing with double skin plasterboard lining and a hinged access panel with magnetic catches and D handle. Also allow to infill the are wall recess to the existing location of the distribution board, and to make good this and the surrounding areas as per the specification above. **The cost of these works is as follows : £ .....**	Note		£0.00
	Carried to collection			**£500.00**
18.0	**MECHANICAL**			
	GENERAL			
18.01	Allow to carry out a full review of the existing heating and hot water systems and provide a condition and suitability assessment to the CA. A copy of the latest Gas Safety certificate is included within the Appendix.	Item		
	HEATING			
18.02	Heating is provided via skirting heating coils and wall mounted radiators. Where possible adapt the existing heating systems to suit the new room layouts.	Item		
18.03	To the new kitchen cut back and remove the skirting heating coils and supply and install 1 No. double skin Stelrad (or similar approved) white panel radiator with TRV and located against the rear elevation wall. Exact location to be agreed on site. Size to be designed by the contractor. New pipework is to be copper and is to be run through the ceiling void, and then dropped down to skirting height in the rear left hand side kitchen corner (adjacent to the entrance door)	Item		
18.04	To the locality of the new rear fire escape cut back and remove the skirting heating coils and supply and install 1 No. double skin Stelrad (or similar approved) white panel radiator with TRV and located against the right hand side partition wall to the kitchen.. Exact location to be agreed on site. Size to be designed by the contractor. New pipework is to be copper and is to be run through the ceiling void, and then dropped down to skirting height in the front right side corner (adjacent to the partition to the front library area)	Item		
18.05	To the WC remove the existing radiator and supply and install 1 No. chrome towel rail with TRV. Towel rail to located against the front elevation wall. Exact location to be agreed on site. Size to be designed by the contractor. New pipework is to be copper and is to be run through the ceiling void, and then dropped down to skirting height in the front right side corner (adjacent to the entrance door)	Item		
18.06	Allow to bleed and flush through the existing heating system before recommissioning	Item		
18.07	Allow for all necessary BWIC	Item		

ITEM	DESCRIPTION	Unit/Qty	Rate	£
18.08	**Relocate Boiler** Provide an additional sum **(not to be carried forward to the Tender Sum**) to disconnect the existing boiler and associated control switches, and to relocate the same within the kitchen against the rear right hand side corner at high level. Allow for all associated BWIC, including to supply and install a wall mounted kitchen cupboard unit, to match the specification above, adapted to suit the boiler size. Allow to from a new opening through the right hand side external wall and direct the flue through this opening. Also allow to infill and repair the wall to the existing location of the boiler, including where the flue is removed, and to make good this and the surrounding areas as per the specification above. **The cost of these works is as follows : £ .....**	Note		£0.00
18.09	**Underfloor Heating** Provide an additional sum **(not to be carried forward to the Tender Sum**) to disconnect and fully remove the existing heating systems to the library areas (excluding the kitchen, electrical store and WC). To all areas supply and install an electrical coil underfloor heating system complete with all necessary controls, thermostats, cabling, insulation and laid fully in accordance with the manufacturer's recommendations. Product choice to be presented to CA before purchasing the product. Product choice to be https://www.theunderfloorheatingstore.com/ or similar approved, product to be designed by a specialist, and design to be submitted to the CA for review. Allow for all necessary electrical adaptions, and to include the loading of this installation within the loading assessment of the distribution board as noted above. Allow for all associated BWIC, including to cut back the existing floor screed, to supply and lay a new floor screed in accordance with the underfloor heating suppliers recommendations, and to adjust all doors and the height of the existing inspection chamber cover to suit this new finished floor level. Allow to also make good all disturbed areas as per the specification above. **The cost of these works is as follows : £ .....**	Note		£0.00
	HOT WATER			
18.10	Hot water is supplied by over the sink instantaneous water heaters to the existing kitchen and WC.	Note		
18.11	To the WC retain the existing instantaneous water heater. Clean and overhaul for continued use.	Item		
18.12	To the redundant kitchen remove the instantaneous water heater in conjunction with the demolition works.	Item		
18.13	To the new kitchen design, supply and install a new under counter instanteous water heater to provide a hot water supply to the kitchen sink.	Item		
	Carried to collection			**£0.00**
19.0	**SUNDRY ITEMS**			
19.01	Test and commission all newly installed mechanical and electrical systems and ensure compliance. On completion, self certify that the installation complies with the relevant building regulations, and issue certificate of compliance.	Item		
19.02	Clear site of all remaining tools, access, materials, rubbish/debris/spoil, skips, welfare, protection etc. Undertake a full builders clean inside and out including cleaning all glazing, surfaces, floor coverings. Reinstate any damage caused, including to hard surfacing.	Item		
19.03	Jet wash all paths and hard standings and ensure drainage is clear and free flowing.	Item		
19.04	Allow 1 hour user training/instruction of the installed systems generally, particularly the mechanical and electrical installation.	Item		
19.05	Sparkle clean inside and windows inside and out.	Item		
19.06	Undertake own snagging and ensure the refurbishment works are as far as practical defect free before offering to CA for snagging. Handover all documentation and guarantees as listed in the preliminaries including building control completion certificate. Give Client / CA 1 weeks notice for handover meeting.	Item		
19.07	Allow to contact and liaise with the Approved Inspector in respect of this project.	Item		
	Carried to collection			**£0.00**
20.0	**CONTINGENCY**			
20.00	Allow a contingency of £10,000 for unforeseen works. Sum only to be expended by the Contractor Administrator.	Item	10,000.00	**£10,000.00**
	Carried to collection			**£10,000.00**

ITEM	DESCRIPTION	Unit/Qty	Rate	£
	COLLECTION PAGE			
	GENERAL ITEMS			
1.00	GENERAL			£2,500.00
2.00	CONSTRUCTION LINE			£0.00
3.00	SITE ACCESS AND SCAFFOLDING			£0.00
	EXTERNAL WORKS			
4.00	ROOF			£1,500.00
5.00	EXTERNAL WALLS			£400.00
6.00	EXTERNAL REDECORATION			£0.00
7.00	DOORS AND WINDOWS			£0.00
8.00	DRAINAGE & EXTERNAL AREAS			£500.00
	INTERNAL WORKS			
9.00	STRIP OUT / DEMOLITION			£0.00
10.00	FLOOR			£0.00
11.00	INTERNAL WALLS			£0.00
12.00	STRUCTURAL STEELWORK			£0.00
13.00	CEILINGS			£0.00
14.00	SANITARYWARE			£0.00
15.00	DOORS AND WINDOWS			£0.00
16.00	INTERNAL DECORATION			£0.00
	MECHANICAL & ELECTRICAL			
	DESIGN RESPONSIBILITY			
17.00	ELECTRICAL			£500.00
18.00	MECHANICAL			£0.00
	COMPLETION AND HANDOVER			
19.00	SUNDRY ITEMS			£0.00
20.00	CONTINGENCY			**£10,000.00**
	TOTAL			**£15,400.00**

DAYWORK RATES

Labour Rates

Schedule of All-In Labour Rates (Normal Working Hours)	
Trade	**Rate Per Hour (Including Overheads and Profit)**
Groundworker	£
Concreter	£
Bricklayer	£
Carpenter	£
Plasterer	£
Electrician	£
Plumber / Heating Engineer	£
General Roofer	£
Glazier	£
Wall / Floor Tiler	£
Carpet Layer	£
General Floorer	£
Painter and Decorator	£
Ceiling Fixer	£
Labourer	£
Out of Hours Working	
The percentage increase required on the above rates for work executed outside of the normal working hours is……	……..%

Material and Plant Rates

Charges for MATERIALS to be in accordance with formal invoices from the nominated supplier/merchant plus a percentage increase required on the invoiced sum for main contractor's overheads and profit of……	……..%
Charges for items of PLANT to be in accordance with formal invoices from the nominated hire firm/supplier plus a percentage increase required on the invoiced sum for main contractor's overheads and profit of……	……..%

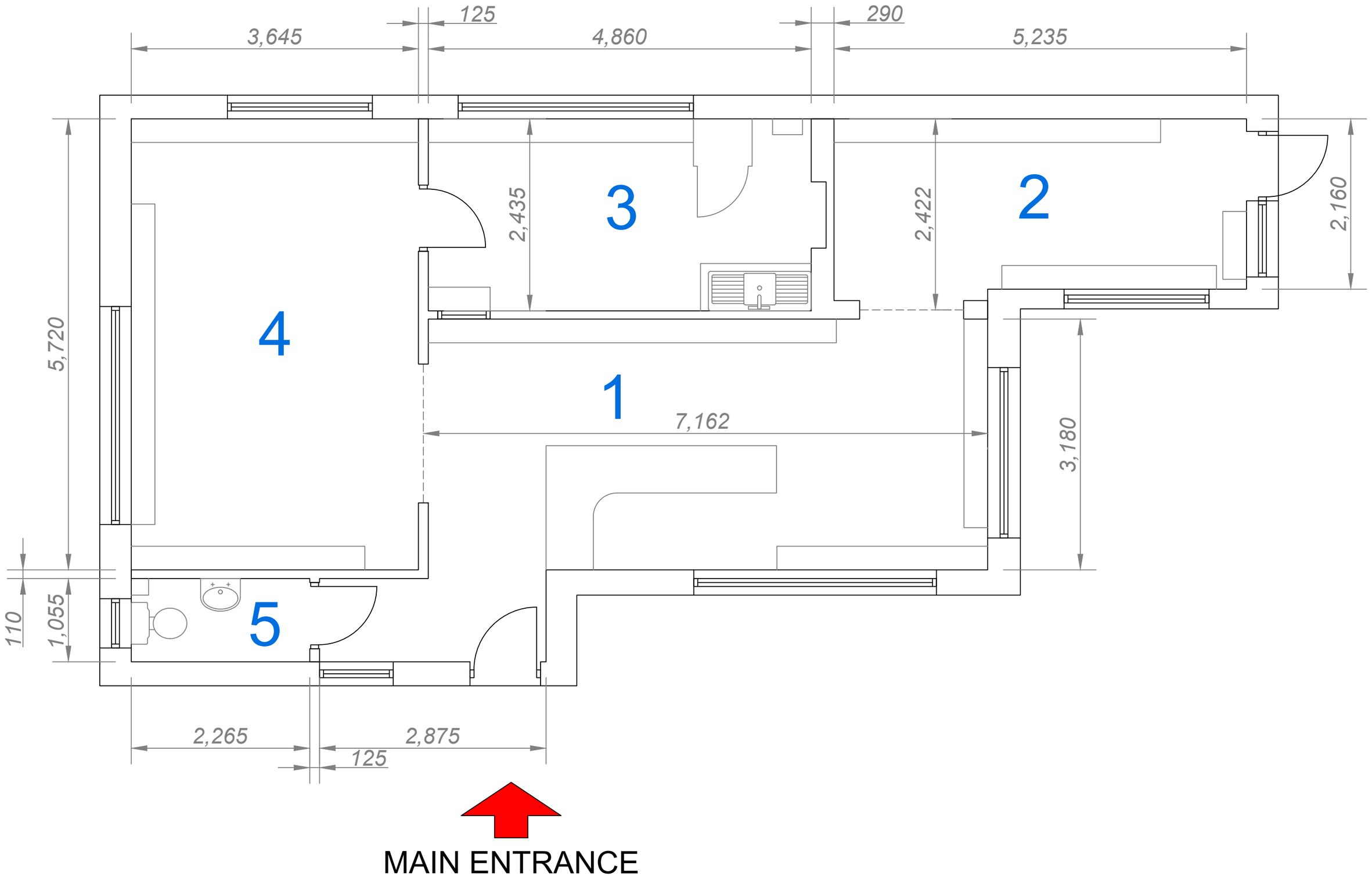
Specialist Sub-contractor's Invoices

Charges for services of Specialist Sub-contractors is to be in accordance with formal invoices from each Sub-contractor plus 2.5% Main Contractor's Discount (MCD) and a percentage increase required on the invoiced (inclusive of MCD) sum for main contractor's overheads and profit of……	……..%

GENERAL SUMMARY

Specification Section	£	P
Preliminaries Total		
Preambles Total		
Schedule of Works Total		
Total Carried to Form of Tender		

APPENDIX 1: DRAWINGS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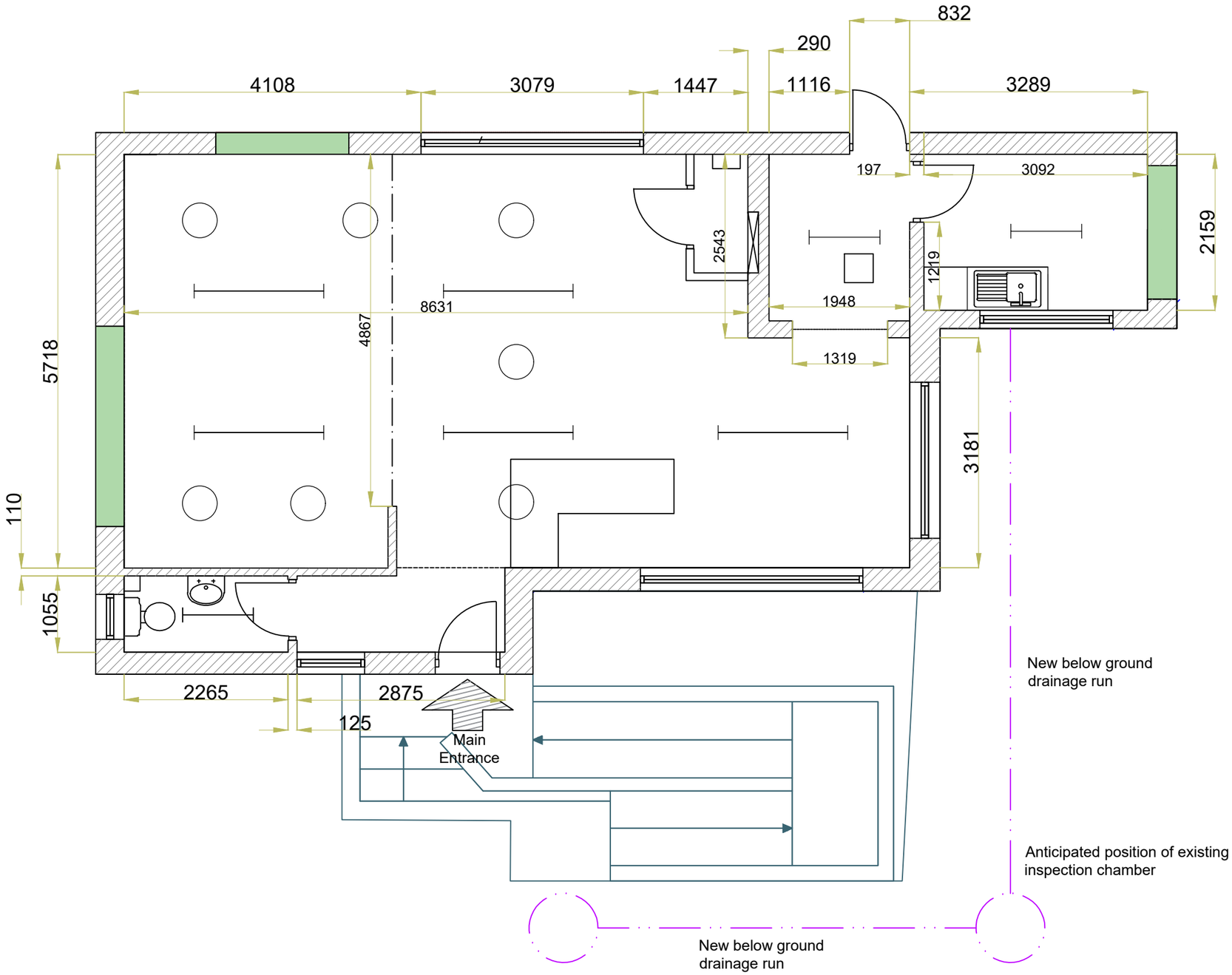
125
4,860
290
5,235
2,435
2,422
2,160
5,720
4
3
2
1
7,162
3,180
110
1,055
5
2,265
125
2,875
MAIN ENTRANCE

Note to Builder / Contractor: Do not scale to ascertain dimensions.
(This is not applicable to Planners).



Revision	Date	Description	By	Check
-	-	-	-	-

Client
FAIR OAK & HORTON HEATH PARISH COUNCIL

PARISH COUNCIL

Project Title
FAIR OAK LIBRARY

2 CAMPBELL WAY

Drawing Title
FAIR OAK

EASTLEIGH

SO50 7AX

Scale
Drawn by AG
Date 16/03/2022 Checked by RA
Job No. J0053288 Drg. No. 05 Rev. 1

Architecture & Building Consultancy

Mayfield House, 256 Banbury Road, Oxford OX2 7DE

T: 01865 255155
F: 01865 310653
E: architecture@carterjonas.co.uk

www.carterjonas.co.uk

Carter Jonas

APPENDIX 2: ASBESTOS REPORT

Asbestos Register

Hampshire
County Council

www.hants.gov.uk

PRELIMINARY INVESTIGATION

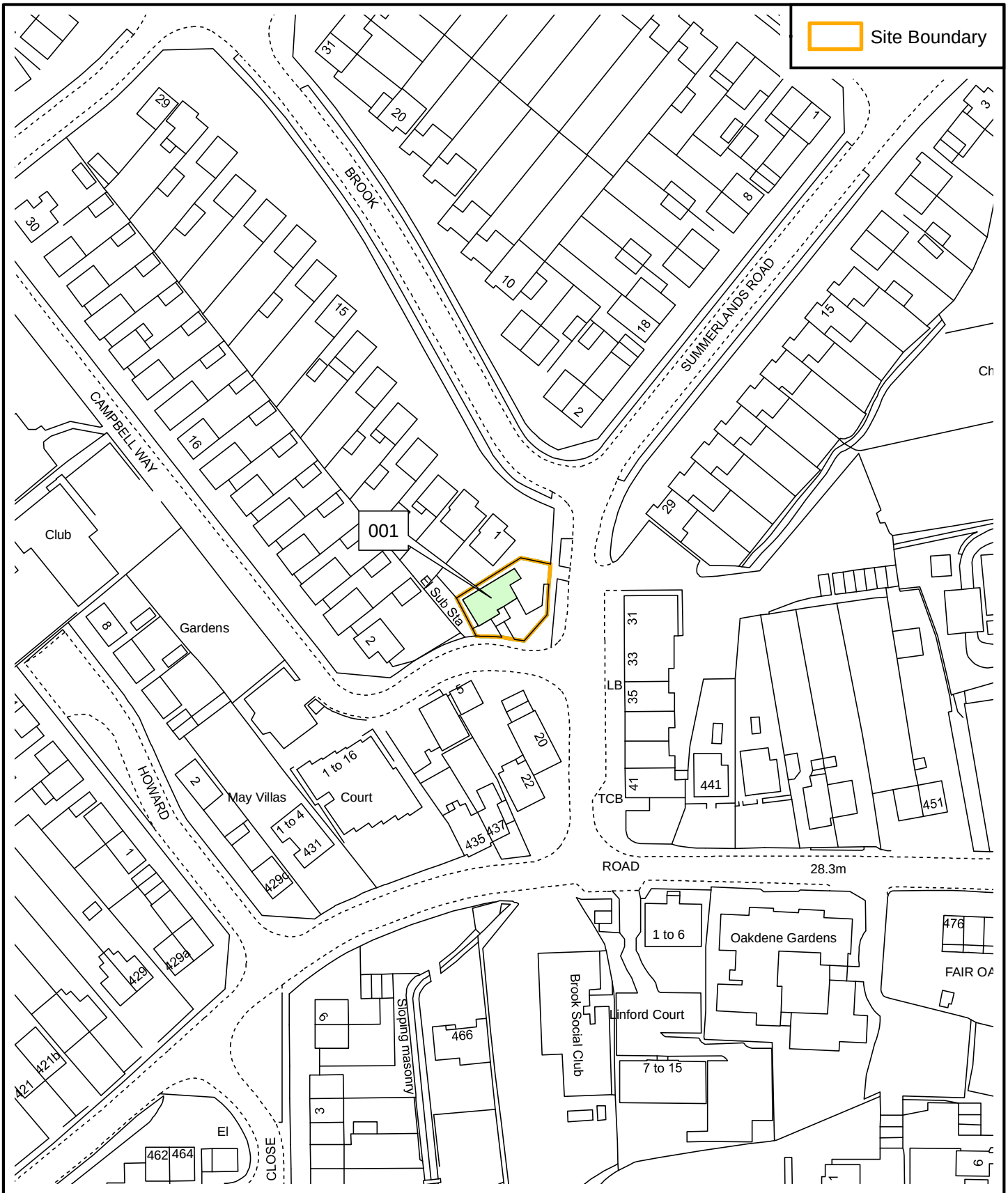
The information is being provided to you in order that you can bring it to the attention of all contractors, caretakers, maintenance operatives, etc, who need to undertake work on the buildings, so as they can take appropriate precautions when carrying out maintenance and construction work.

There is always a need for caution, as hidden parts of the structure may be disturbed by work, and if asbestos is present in such hidden parts, the preliminary survey will not have detected it.

It is our advice that if materials suspected of containing asbestos are to be worked on or likely to be disturbed by contractors, caretakers and maintenance operatives, etc, then a more comprehensive investigation must be made as part of the planning process before any work is undertaken.

We are instructing contractors, before undertaking any work or disturbing materials, to check the site copy of the material survey. Could you please ensure that this is made available.

Where you occupy a building(s) or any part of a site with others, please make sure that you keep each other informed and co-ordinate any work which may involve asbestos.



1:1250

Hampshire County Council

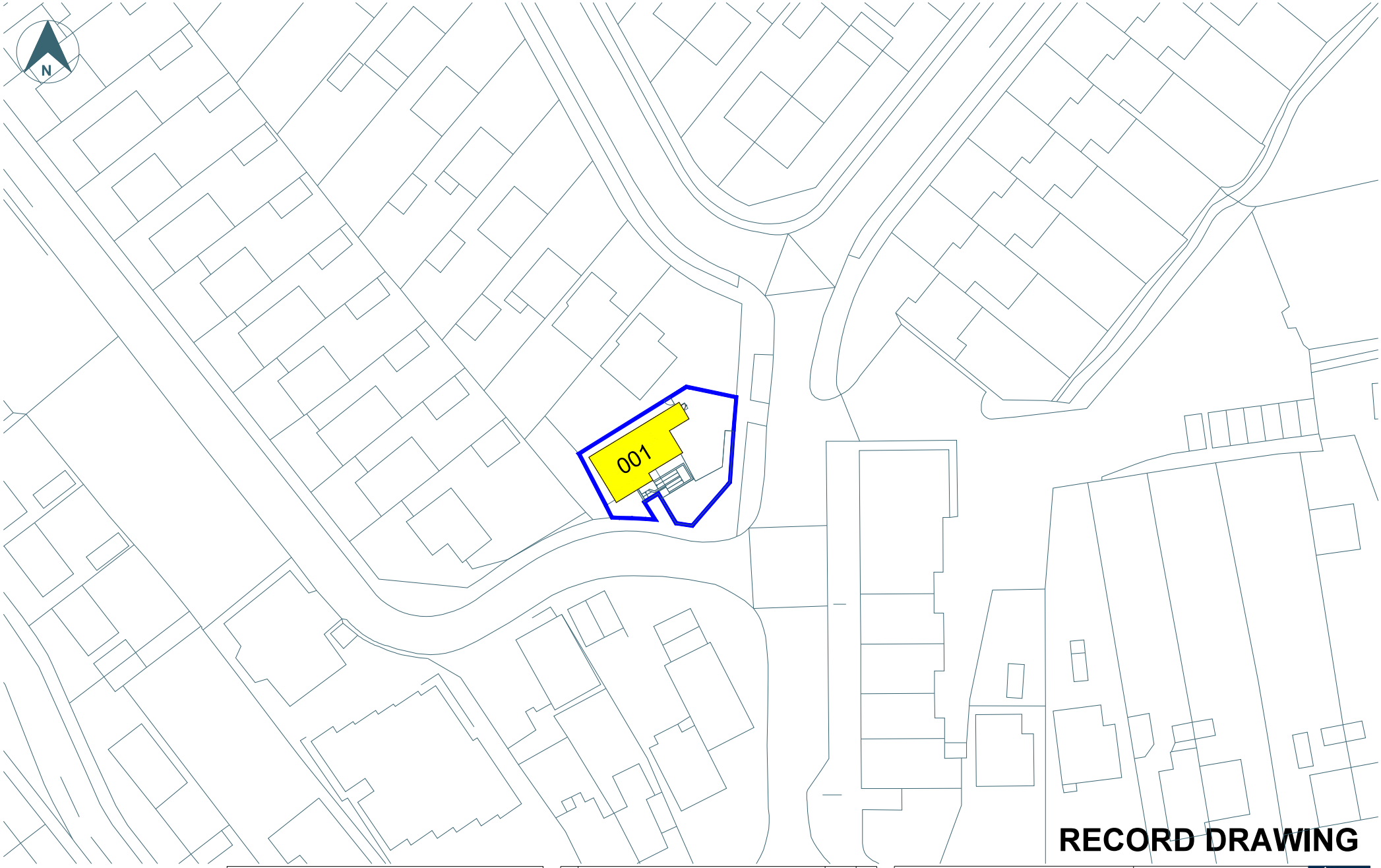
PROPERTY SERVICES	HCC SITE BUILDING PLAN 10008000693	1 of 1

Site: **FAIR OAK LIBRARY**
Address: **CAMPBELL WAY FAIR OAK EASTLEIGH SO50 7AX**

File Ref: **09L/19**
Cost Centre: **L1210**
Term Contract Area: **WEST**
OS Grid Ref: **SU49251865**

Permanent Buildings Last Amended: **11/08/1987**

Plan Produced: July 2018



RECORD DRAWING

Hampshire
County Council

HCC Property Services,
Three Minsters House,
76 High Street, Winchester SO23 8UL.
Tel: (01962) 847801

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REV	DESCRIPTION	DATE	BY
A	Initial Supply	05/12/11	CC
B	Specification Update	27/01/12	CC
C	HSS amendments added.	12/06/19	HJP

PROJECT
Fair Oak Library
Eastleigh, SO50 7AX
10008000693

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SCALE	DATE	DRAWN.	CHKD.	DRAWING No.	REVISION
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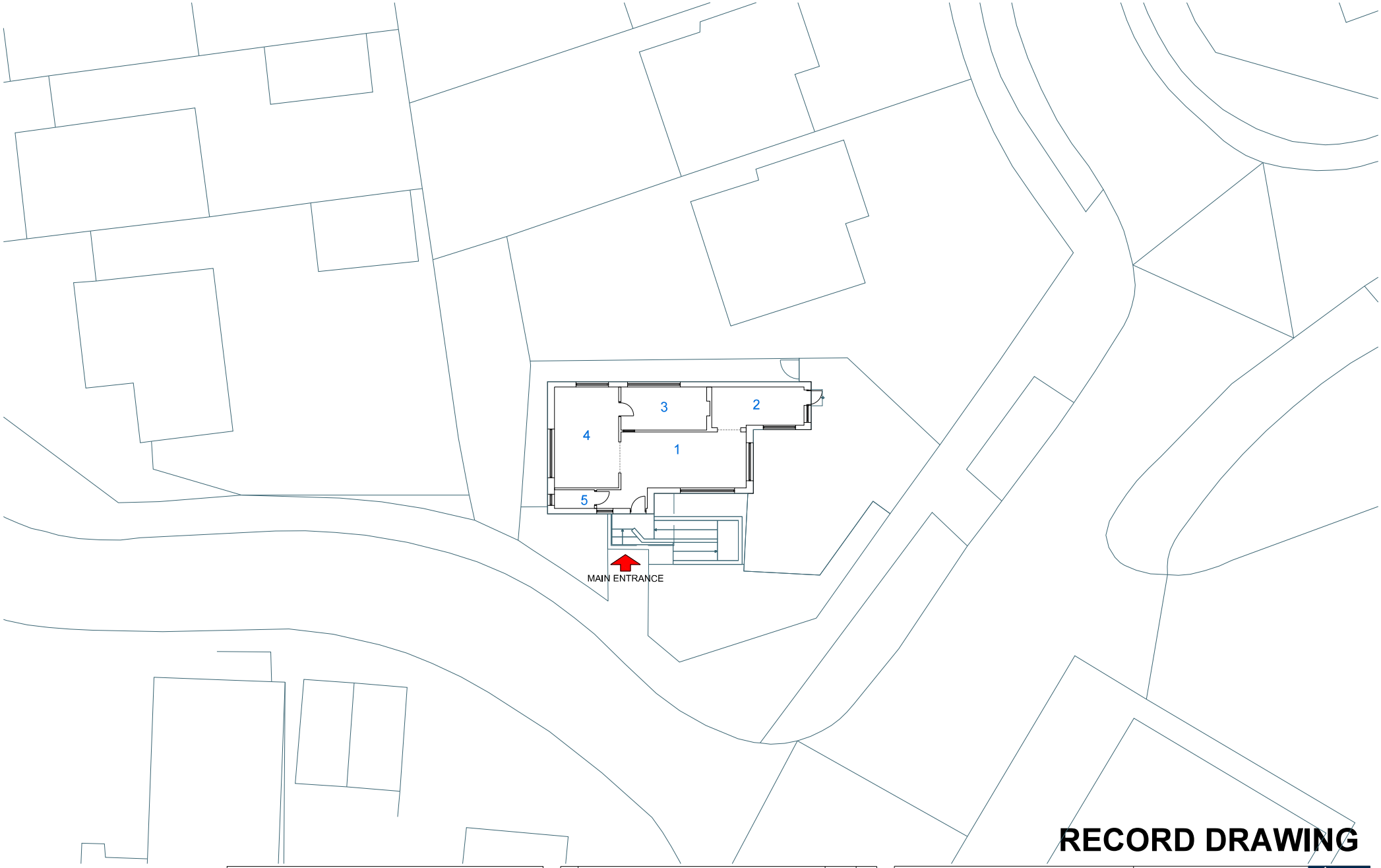

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A	Initial Supply	05/12/11	CC
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PROJECT
Fair Oak Library
Eastleigh, SO50 7AX
10008000693

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SCALE	DATE	DRAWN.	CHKD.	DRAWING No.	REVISION
1:100@A1 1:200@A3	27/01/12	CADCAP	ARB	**01_Rec/002** FILE REF. *10008000693-FairOakLibrary.dwg*	**C**

Hampshire County Council

Site Asbestos Register as at 09-Dec-19

Site:	Fair Oak Library	**Unit:**	Library		
Reference:	10008000693	**Unit Reference:**	10501453	**Building No:**	001

This register is a list of the asbestos we have found to date in the accessible areas of this building and is designed to inform those undertaking routine maintenance. It normally excludes ducts (floors and walls), floor tiles, hidden floor coverings, ceiling voids, textured coatings (Artex), putty to windows etc.

If you are undertaking refurbishment works or works in areas we have not yet accessed or any area that is not specifically mentioned, you must request a survey through Property Services beforehand. See Manager's Guide for more information. If an area is marked that Access is Restricted, do not enter

Room Title	Rm No.	Position	Details	Material Inspected	Asbestos	Access Restricted?
Location: Internal						
NON-FICTION LIBRARY	001	Below Windows	Panel to area 003	Insulating Board	NOT DETECTED	
NON-FICTION LIBRARY	001	Under Carpet/Lino		Not Detected	NOT DETECTED	
NON-FICTION LIBRARY	001	Vent		Not Accessed	DO NOT DISTURB	
NON-FICTION LIBRARY	001	Other Surfaces		Not Detected	NOT DETECTED	
FICTION LIBRARY	002	Electrical Box		Not Accessed	DO NOT DISTURB	
FICTION LIBRARY	002	Floor Duct		Not Accessed	DO NOT DISTURB	
FICTION LIBRARY	002	Under Carpet/Lino	Wood panel	Not Detected	NOT DETECTED	
FICTION LIBRARY	002	Vent		Not Detected	NOT DETECTED	
FICTION LIBRARY	002	Other Surfaces		Not Detected	NOT DETECTED	
STAFF ROOM	003	Boiler		Not Detected	NOT DETECTED	
STAFF ROOM	003	Below Windows	Panel to area 001	Insulating Board	NOT DETECTED	
STAFF ROOM	003	Cupboard	Fixed ceiling and coving	Textured Coating	NOT DETECTED	
STAFF ROOM	003	Electrical Box		Not Detected	NOT DETECTED	
STAFF ROOM	003	Lino	In cupboard beneath sink	Vinyl Flooring	NOT DETECTED	
STAFF ROOM	003	Under Carpet/Lino		Not Detected	NOT DETECTED	
STAFF ROOM	003	Under Sink	Sealant to underside of plug	Bitumen Product	NOT DETECTED	
STAFF ROOM	003	Under Sink	Pad	Bitumen Product	NOT DETECTED	
STAFF ROOM	003	Other Surfaces		Not Detected	NOT DETECTED	
CHILDRENS LIBRARY	004	Heater	Low level	Not Accessed	DO NOT DISTURB	

"Do not Disturb" - asbestos containing materials are present / suspected to be present.

"Not Detected" - material does not contain asbestos.

Ref: Client Report Landscape

Hampshire County Council

Site Asbestos Register as at 09-Dec-19

Site:	Fair Oak Library	**Unit:**	Library		
Reference:	10008000693	**Unit Reference:**	10501453	**Building No:**	001

This register is a list of the asbestos we have found to date in the accessible areas of this building and is designed to inform those undertaking routine maintenance. It normally excludes ducts (floors and walls), floor tiles, hidden floor coverings, ceiling voids, textured coatings (Artex), putty to windows etc.

If you are undertaking refurbishment works or works in areas we have not yet accessed or any area that is not specifically mentioned, you must request a survey through Property Services beforehand. See Manager's Guide for more information. If an area is marked that Access is Restricted, do not enter

Room Title	Rm No.	Position	Details	Material Inspected	Asbestos	Access Restricted?
CHILDRENS LIBRARY	004	Under Carpet/Lino		Not Detected	NOT DETECTED	
CHILDRENS LIBRARY	004	Vent		Not Accessed	DO NOT DISTURB	
CHILDRENS LIBRARY	004	Other Surfaces		Not Detected	NOT DETECTED	
TOILET	005	Inside Boxing	Adjacent to toilet	Not Accessed	DO NOT DISTURB	
TOILET	005	Under Carpet/Lino	Wood panel	Not Detected	NOT DETECTED	
TOILET	005	Vent		Not Detected	NOT DETECTED	
TOILET	005	Water Heater		Not Accessed	DO NOT DISTURB	
TOILET	005	Other Surfaces		Not Detected	NOT DETECTED	
Location: External						
EXTERNAL	N/A	Damp Proof Course	To area 002	Bitumen Product	NOT DETECTED	
EXTERNAL	N/A	Damp Proof Course	To rest of external	Bitumen Product	NOT DETECTED	
EXTERNAL	N/A	Fascia	Highest level - overclad above entrance canopy	Insulating Board	DO NOT DISTURB	
EXTERNAL	N/A	Roof Felt		Bitumen Product	NOT DETECTED	
EXTERNAL	N/A	Vent	Various	Not Accessed	DO NOT DISTURB	
EXTERNAL	N/A	Other Surfaces		Not Detected	NOT DETECTED	

"Do not Disturb" - asbestos containing materials are present / suspected to be present.

"Not Detected" - material does not contain asbestos.

Ref: Client Report Landscape

APPENDIX 3: ELECTRICAL SAFETY TEST CERTIFICATE

Hampshire County Council
Periodic Inspection & Test Report

Fair Oak Library
Cambell Way
Eastleigh
Hants
SO50 7AX

REF No: 10008000693
Test Date: 18th October 2019

Contents

Hampshire County Council

Site Overview

SITE DETAILS

Site Name:	Fair Oak Library	Site Reference:	10008000693
Date Tested:	18/10/2019	Contractor:	SSE Contracting

SUPPLY DETAILS

Supply type:	230V, 50 Hz, SP+N	
Supply method:	Underground	
Supply rating:	Unknown	
Supply cable type & size:	Unknown	
Metering arrangement:	Inline	210013407
Supply condition:	Satisfactory	
Earthing Classification:	TN-S	
Earth fault current:	4.6kA	
External earth fault loop impedance:	0.10Ω	

MAIN SWITCHGEAR & DISTRIBUTION

Supply tails, type and size:	Tails	35mm²
Main switchboard type:	MCB	
Main switchboard manufacturer:	Wylex	
Main switchboard approx age:	30 years	
Main switchboard condition:	Satisfactory	
Distribution system condition:	Satisfactory	
Distribution cable type(s):	PVC	

EARTHING AND BONDING

		Size
Main earthing conductor:	Satisfactory	25mm²
Incoming metallic services bonding: Water	Satisfactory	10mm²
Incoming metallic services bonding: Gas	Satisfactory	10mm²
Incoming metallic services bonding:	N/A	
Earth bar provided:	No	
Lightning protection system installed, extent:	N/A	

SSE Contracting

Hampshire County Council

Electrical Installation Overview

Ref: 264303/989825/1

Client Details

Client	**Hampshire County Council**
Address	HCC Processing Centre PO Box 652 The Castle Winchester Hants
Post Code	SO23 3NP

Installation Tested

Occupier	**Hampshire County Council**
Address	Fair Oak Library Campell Way Fair Oak Eastleigh
Post Code	SO50 7AX
Area Tested	Property Ref: 10008000693

Condition Report Defect Summary

Satisfactory Improvement recommended as detailed in Section 4 of this Condition Report

Code 1 (C1)	**0**	Danger present. Risk of injury. Immediate remedial action required
Code 2 (C2)	**0**	Potentially dangerous - urgent remedial action required
Code 3 (C3)	**3**	Improvement recommended
Further Investigation	**0**	Further Investigation required without delay
No Code		General Observations made by the Inspector regarding the Installation
Note		In order to attain a "Satisfactory" result there must be no C1, C2 defects or items requiring "Further Investigation"

Equipment Types

Manufacturer	Number	%
Bill	1	33%
Hager	2	67%
Total	3	100%

Overcurrent Types

BS No.	Number	%
60898	12	92%
88	1	8%
Total	13	100%

Wiring Types

Wiring Type	Number	%
A	13	100%
Total	13	100%

Hampshire County Council

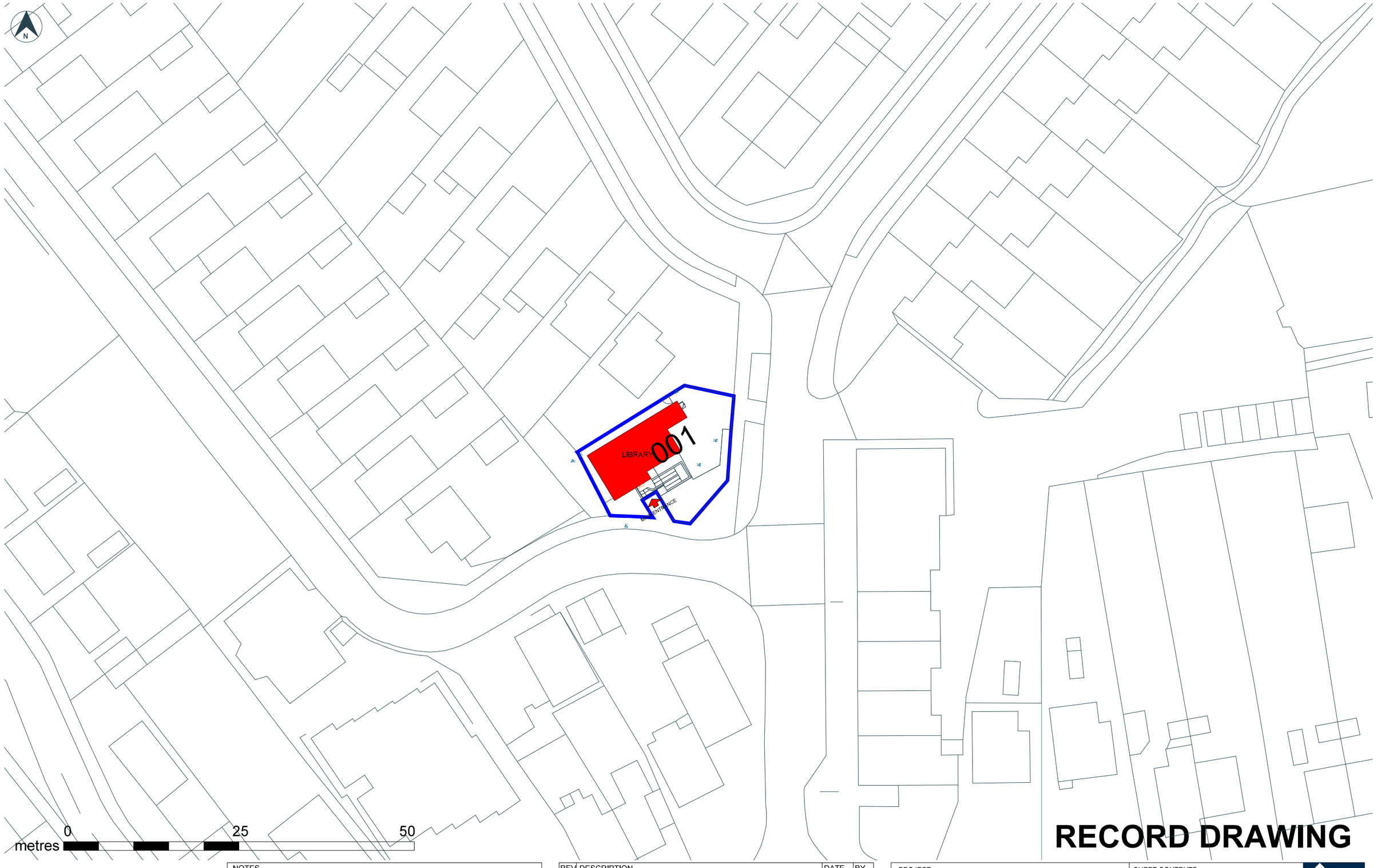
List of Buildings Tested per Site

SITE DETAILS

Property Name:	Fair Oak Library	Unique Reference:	10008000693
Date Tested:	18/10/2019	Contractor:	SSE Contracting

Unit Ref	Building No.	Description	Floor	Status	
10501453	501280	Library	76m^2	P	

SSE Contracting



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REV	DESCRIPTION	DATE	BY
00	Initial Supply	05/12/11	CC
01	Specification Update	27/01/12	CC

PROJECT
Fair Oak Library
Eastleigh, SO50 7AX
10008000693

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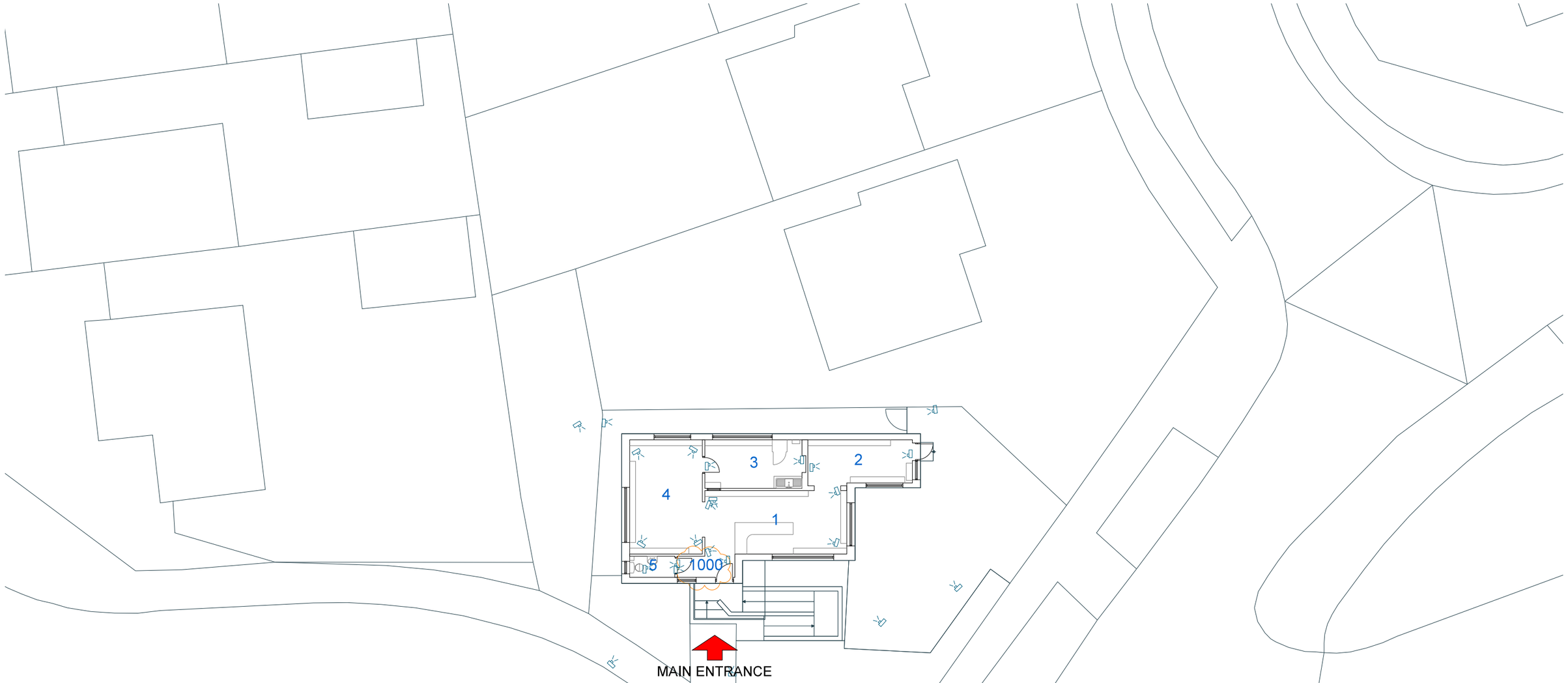
Property Services

SCALE	DATE	DRAWN.	CHKD.	DRAWING No.	REVISION
1:250@A1 1:500@A3	27/01/12	CADCAP	ARB	**01_Rec/001** FILE REF. *10008000693-FairOakLibrary.dwg*	**01**



0 5 10 15 20
metres

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00	Initial Supply	05/12/11	CC
01	Specification Update	27/01/12	CC

PROJECT
Fair Oak Library
Eastleigh, SO50 7AX
10008000693

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SCALE	DATE	DRAWN.	CHKD.	DRAWING No.	REVISION
1:100@A1 1:200@A3	27/01/12	CADCAP	ARB	**01_Rec/002** FILE REF. *10008000693-FairOakLibrary.dwg*	**01**

Hampshire County Council

This report is not valid if the serial number has been defaced or altered **264303/989825/1**

CONDITION REPORT FOR AN ELECTRICAL INSTALLATION

A. DETAILS OF THE CLIENT

Client: Hampshire County Council

Address: HCC Processing Centre
PO Box 652 The Castle
Winchester
Hants
Post Code: SO23 3NP

B. PURPOSE OF THE REPORT

Purpose for which this report is required: To assess the condition of the electrical installation

C. DETAILS OF THE INSTALLATION

Occupier: Hampshire County Council

Address: Fair Oak Library
Campell Way
Fair Oak
Eastleigh
Post Code: SO50 7AX

	Domestic	Commercial	Industrial
Description of premises:		X	
Other: (Please state)			

Estimated age of electrical installation: Unknown years

Evidence of alterations: No

If yes, estimated age: years

Date of previous inspection: Unknown

Electrical Installation Certificate No or previous Periodic Report No: Unknown

Records of installation available: No

Records held by: Unknown

D. EXTENT OF THE INSTALLATION AND LIMITATIONS OF THE INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

Property Ref: 10008000693

Agreed limitations, if any, on the inspection and testing:

This Inspection and Test has been carried out in accordance with BS7671 as amended. Cables concealed within Trunking and Conduits, or Cables and Conduits concealed under floors, in inaccessible roof spaces and generally within the fabric of the Building have not been inspected.

End of Global Limitations

Operational limitations including reasons:

Any operational restrictions imposed are identified in Section 5, Part F of this Report.

These Limitations apply to the whole installation tested, specific limitations will be associated with the Equipment they refer to within Section F "Observations and Recommendations For Action to Be Taken"

E. DECLARATION

I/we, being the person(s) responsible for the inspection and testing of the electrical installation (as indicated by my/our signatures below, particulars of which are described above), having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations and the attached schedules, provide an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations of the inspections.

INSPECTION, TESTING AND ASSESSMENT BY

Signature:

Name: G Corke

Position: Inspection and Test Engineer

Date: 18 October 2019

REPORT REVIEWED AND CONFIRMED BY

Signature:

Name: Lee Moore

Date: 12 November 2019

Hampshire County Council

Fair Oak Library, Campell Way
Property Ref: 10008000693

G. SCHEDULES AND ADDITIONAL PAGES

Schedule of Items Inspected and Schedules of Items Tested:

Additional pages, including additional source(s) data sheets:

Schedule of Circuit Details for the Installation: Equipment Report(s): 1 to 3

Schedule of Test Results for the Installation: Equip Report(s): 1 to 3

The pages identified here form an essential part of this report. The report is valid only if accompanied by all the schedules and additional pages identified.

H. DETAILS OF INSPECTION AND TEST COMPANY

Trading Title: SSE Contracting

Address: Solent Park
Walton Road
Portsmouth
Hants

Post Code: PO6 1UJ

Telephone number: 02392 276452

Fax Number: 023 92624561

I. SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System Type(s)

TN-S	X
TN-C-S	
TN-C	
TT	
IT	

Number and Type of Live Conductor

a.c.	X	d.c.			
1-phase (2 wire)	X	1-phase (3 wire)		2-pole	
2-phase (3 wire)				3-pole	
3-phase (3 wire)		3-phase (4 wire)		other	
Other					

Nature of Supply Parameters

Nominal voltage(s): U (1)	230	V	U_0 (1)	230 V
Nominal frequency, f (1)	50	Hz		
Prospective fault current I_{pf} (2)(3)	4.6	kA		
External earth fault loop impedance Z (3)(4)	0.10	Ω		
Number of supplies	1			

Notes:
(1) by enquiry
(2) by enquiry or by measurement
(3) where more than one supply, record the higher or highest values
(4) by measurement

Characteristics of Primary Supply Overcurrent Protection Device(s)

BS(EN)	Lim	
Type	Lim	
Nominal current rating	Lim	A
Short-circuit capacity	Lim	kA

J. PARTICULARS OF INSTALLATION REFERRED TO IN THE CERTIFICATE

Means of Earthing

Supplier's facility	X	Type (eg rods, tape etc)		
Installation earth electrode		Electrode resistance, R		(Ω)

Details of Installation earth Electrode (where applicable)

Location:

Method of measurement:

Main Switch or Circuit Breaker

** (applicable only where an RCD is suitable and used as a main circuit breaker)*

Type: BS(EN)	5419	Voltage rating	230	V
No of Poles	2	Current rating, I_n	60	A
Supply conductors material	Copper	RCD operating current, $I_{\Delta n}$*	NA	mA
Supply conductors csa	35 mm²	RCD operating time (at I_Δ)*	NA	ms

Maximum Demand (load): Lim A per phase

Method of Protection against Indirect Contact: A.D.S.

Main Protective Conductors

Type	Req'd	Size mm	Material	Verified	Location
Main Earthing Conductor	Y	25	Copper	Y	Intake (002)
Water Service	Y	10	Copper	Y	WC (005)
Gas Service	Y	10	Copper	Y	Meter Box (0)

Where a number of sources are available to supply the installation, and where the data given for the primary source may differ from other sources, a separate sheet must be provided which identifies the relevant information relating to each additional source.

K. CONDITION REPORT INSPECTION SCHEDULE

Where observations are made, the inspector will have entered one of the following codes against each observation to indicate the action (if any) recommended:

Code 1 *Requires immediate attention. Defect passed directly to Term Maintenance Contractor for immediate rectification. No action required by Property Occupiers.*

Code 2 *Requires remedial work to correct defect. Hampshire County Council action these defects. No action required by Property Occupiers.*

Code 3 *Recommendations. Items considered by Hampshire County Council for future works and improvements to electrical installation. Property Occupiers to note these items if electrical works carried out in areas covered by Code 3 defects.*

Code FI Further investigation. Items that could not be determined at the time of the Inspection and Test. Hampshire County Council analyse these items to determine appropriate remedial action required. Property Occupiers informed if action is required.

Code L *Limitation. Extent and Restrictions on site imposed on Inspection and Test. Hampshire County Council agree Limitations in line with standard industry practice. No action required by Property Occupiers.*

Code O *Observation. Items noted for additional information on the electrical installation. These do not affect the immediate safety of the electrical installation. No action required by Property Occupiers.*

Relevant legislation/regulations are referenced in brackets ( ).

Schedule of Items Requiring Inspection - Detailed	Defect Code
ELECTRICAL INTAKE EQUIPMENT	
• Service cable (ESQSC)	
• Service head (ESQSC)	
• Distributor's earthing arrangements (ESQSC)	
• Meter tails - Distributor/Consumer (ESQSC)	
• Metering equipment (ESQSC)	
• Isolator (ESQSC)	
Note: Where inadequacies in distributor's equipment are encountered, it is the responsibility of the person ordering the report to inform the appropriate authority	
PRESENCE OF ADEQUATE ARRANGEMENTS FOR PARALLEL OR SWITCHED ALTERNATIVE SOURCES	
• Adequate arrangements where a generating set operates as a switched alternative to the public supply (551.6)	
• Adequate arrangements where a generating set operates in parallel with the public supply (551.7)	
AUTOMATIC DISCONNECTION OF SUPPLY	
Main earthing/bonding arrangements (411.3; Chap 54)	
1. Presence of distributor's earthing arrangement or presence of installation earth electrode arrangement (542.1.2.1; 542.1.2.2) (542.1.2.3)	
2. Adequacy of earthing conductor size (542.3; 543.1.1)	
3. Adequacy of earthing conductor connections (542.3.2)	
4. Accessibility of earthing conductor connections (543.3.2)	
5. Adequacy of main protective bonding conductor sizes (544.1)	
6. Adequacy and location of main protective bonding conductor connections (543.3.2; 544.1.2)	
7. Accessibility of all protective bonding connections (543.3.2)	
8. Provision of earthing/bonding labels at all appropriate locations (514.13)	
• FELV - requirements satisfied (411.7; 411.7.1)	
OTHER METHODS OF PROTECTION	
• Non-conducting location (418.1)	
• Earth-free local equipotential bonding (418.2)	
• Electrical separation (Section 413; 418.3)	
• Double insulation (Section 412)	

Schedule of Items Requiring Inspection - Detailed

Occupier **Hampshire County Council**
Installation Address **Fair Oak Library, Campell Way**
Specific Location **Property Ref: 10008000693**

Schedule of Items Requiring Inspection - Detailed	Defect Code
● Reinforced insulation (Section 412)	
DISTRIBUTION EQUIPMENT	
● Adequacy of working space/accessibility to equipment (132.12; 513.1)	
● Security of fixing (134.1.1)	
● Condition of insulation of live parts (416.1)	
● Adequacy/security of barriers (416.2)	
● Condition of enclosure(s) in terms of IP rating etc (416.2)	
● Condition of enclosure(s) in terms of fire rating etc (421.1.6; 421.1.201; 526.5)	C3
● Enclosure not damaged/deteriorated so as to impair safety (621.2(iii))	
● Presence and effectiveness of obstacles (417.2)	
● Presence of main switch(es), linked where required (537.1.2; 537.1.4)	
● Operation of main switch(es) (functional check) (612.13.2)	
● Manual operation of circuit-breakers and RCDs to prove disconnection (612.13.2)	
● Confirmation that integral test button/switch causes RCD(s) to trip when operated (functional check) (612.13.1)	
● RCD(s) provided for fault protection - include RCBOs (411.4.9; 411.5.2; 531.2)	
● RCD(s) provided for additional protection, where required - includes RCBOs (411.3.3; 415.1)	
● Presence of RCD six monthly test notice at or near equipment, where required (514.12.2)	
● Presence of diagrams, charts or schedules at or near equipment, where required (514.9.1)	
● Presence of non-standard (mixed) cable colour warning notice at or near equipment, where required (514.14)	
● Presence of alternative supply warning notice at or near equipment, where required (514.15)	
● Presence of next inspection recommendation label (514.12.1)	
● Presence of other required labelling (Section 514)	
● Examination of protective device(s) and base(s); correct type and rating (no signs of unacceptable thermal damage, arcing or overheating) (411.3.2; 411.4,.5, .6; Sections 432, 433)	
● Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.2)	
● Protection against mechanical damage where cables enter equipment (522.8.1; 522.8.11)	
● Protection against electromagnetic effects where cables enter ferromagnetic enclosure (521.5.1)	
DISTRIBUTION CIRCUITS	
● Identification of conductors (514.3.1)	
● Cables correctly supported throughout their run (522.8.5)	
● Condition of insulation of live parts (416.1)	
● Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	
● Suitability of containment systems for continued use (including flexible conduit) (Section 522)	
● Cables correctly terminated in enclosures (Section 526)	
● Confirmation that conductor connections, (refer to Extent and Limitations) including connections to busbars, are correctly located in terminals and are tight and secure (526.1)	
● Examination of cables for signs of unacceptable thermal or mechanical damage/deterioration (421.1; 522.6)	
● Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)	
● Adequacy of protective devices: type and rated current for fault protection (411.3)	
● Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	

Schedule of Items Requiring Inspection - Detailed

Occupier **Hampshire County Council**
Installation Address **Fair Oak Library, Campell Way**
Specific Location **Property Ref: 10008000693**

Schedule of Items Requiring Inspection - Detailed	Defect Code
● Coordination between conductors and overload protective devices (433.1; 533.2.1)	
● Cable installation methods/practices with regard to the type and nature of installation and external influences (Section 522)	
● Where exposed to direct sunlight, cable of a suitable type (522.11.1)	
● Cables concealed under floors, above ceilings, in walls/partitions less than 50 mm from a surface, and in partitions containing metal parts (522.6.204)	
1. installed in prescribed zones. (refer to Extent and Limitations) (522.6.202)	
2. incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (refer to Extent and Limitations) (522.6.204)	
● Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	
● Band II cables segregated/separated from Band I cables (528.1)	
● Cables segregated/separated from non-electrical services (528.3)	
● Condition of circuit accessories (621.2(iii))	
● Suitability of circuit accessories for external influences (512.2)	
● Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.2)	
● Adequacy of connections, including cpc's, within accessories and to fixed and stationary equipment (refer to Extent and Limitations and Scope of Works) (Section 526)	
● Presence, operation and correct location of appropriate devices for isolation and switching (537.2)	
● General condition of wiring systems (621.2(ii))	
● Temperature rating of cable insulation (522.1.1; Table 52.1)	
FINAL CIRCUITS	
● Identification of conductors (514.3.1)	
● Cables correctly supported throughout their run (522.8.5)	
● Condition of insulation of live parts (416.1)	
● Non-sheathed cables protected by enclosure in conduit, ducting or trunking (521.10.1)	
● Suitability of containment systems for continued use (including flexible conduit) (Section 522)	
● Adequacy of cables for current-carrying capacity with regard for the type and nature of installation (Section 523)	
● Adequacy of protective devices: type and rated current for fault protection (411.3)	
● Presence and adequacy of circuit protective conductors (411.3.1.1; 543.1)	
● Coordination between conductors and overload protective devices (433.1; 533.2.1)	
● Wiring system(s) appropriate for the type and nature of the installation and external influences (Section 522)	
Cables concealed under floors, above ceilings, (refer to Extent and Limitations) in walls/partitions, adequately protected against damage (522.6.204)	
1. installed in prescribed zones (refer to Extent and Limitations) (522.6.202)	
2. incorporating earthed armour or sheath, or run within earthed wiring system, or otherwise protected against mechanical damage by nails, screws and the like (refer to Extent and Limitations) or (522.6.201; 522.6.203)	
Provision of additional protection by 30 mA RCD	
1. *for circuits used to supply mobile equipment not exceeding 32 A rating for use outdoors (411.3.3)	
2. *for all socket-outlets of rating 32 A or less unless exempt (411.3.3)	C3
3. *for cables concealed in walls at a depth of less than 50 mm (522.6.202, .203)	
4. *for cables concealed in walls/partitions containing metal parts regardless of depth *Note: Older installations designed prior to BS 7671:2008 may not have been provided with RCDs for additional protection. RCD protection required on all circuits in Domestic installations (522.6.203)	

Schedule of Items Requiring Inspection - Detailed

Occupier **Hampshire County Council**
Installation Address **Fair Oak Library, Campell Way**
Specific Location **Property Ref: 10008000693**

Schedule of Items Requiring Inspection - Detailed	Defect Code
5. *for final circuits supplying luminaires within domestic (household) premises (411.3.4)	
● Provision of fire barriers, sealing arrangements and protection against thermal effects (Section 527)	
● Band II cables segregated/separated from Band I cables (528.1)	
● Cables segregated/separated from non-electrical services (528.3)	
● Termination of cables at enclosures - identify/record numbers and locations of items inspected (Section 526)	
1. Connections under no undue strain (526.6)	
2. No basic insulation of a conductor visible outside enclosure (526.8)	
3. Connections of live conductors adequately enclosed (526.5)	
4. Adequately connected at point of entry to enclosure (glands, bushes etc.) (522.8.5)	
● Condition of accessories including socket-outlets, switches and joint boxes (621.2(iii))	
● Suitability of accessories for external influences (512.2)	
● Single-pole switching or protective devices in line conductors only (132.14.1; 530.3.2)	
ISOLATION AND SWITCHING	
Isolators (537.2)	
1. Presence and condition of appropriate devices (537.2.2)	
2. Acceptable location (537.2.1.5)	
3. Capable of being secured in the OFF position (537.2.1.2)	
4. Correct operation verified (612.13.2)	
5. Clearly identified by position and/or durable marking (537.2.2.6)	
6. Warning label posted in situations where live parts cannot be isolated by the operation of a single device (514.11.1; 537.2.1.3)	
Switching off for mechanical maintenance (537.3)	
1. Presence and condition of appropriate devices (537.3.1.1)	
2. Acceptable location (537.2.4)	
3. Capable of being secured in the OFF position (537.3.2.3)	
4. Correct operation verified (612.13.2)	
5. Clearly identified by position and/or durable marking (537.3.2.4)	
Emergency switching/stopping (537.4)	
1. Presence and condition of appropriate devices (537.4.1.1)	
2. Readily accessible for operation where danger might occur (537.4.2.5)	
3. Correct operation verified (537.4.2.6)	
4. Clearly identified by position and/or durable marking (537.4.2.7)	
Functional switching (537.5)	
1. Presence and condition of appropriate devices (537.5.1.1)	
2. Correct operation verified (537.5.1.3; 537.5.2.2)	
CURRENT-USING EQUIPMENT (PERMANENTLY CONNECTED)	
● Condition of equipment in terms of IP rating etc (416.2)	
● Equipment does not constitute a fire hazard (Section 421)	
● Enclosure not damaged/deteriorated so as to impair safety (621.2(iii))	
● Suitability for the environment and external influences (512.2)	
● Security of fixing (134.1.1)	
● Cable entry holes in ceiling above luminaires, sized or sealed so as to restrict the spread of fire	

Schedule of Items Requiring Inspection - Detailed

Occupier **Hampshire County Council**
Installation Address **Fair Oak Library, Campell Way**
Specific Location **Property Ref: 10008000693**

Schedule of Items Requiring Inspection - Detailed	Defect Code
● Recessed luminaires (downlighters)	
1. Correct type of lamps fitted	
2. Installed to minimise build-up of heat by use of "fire rated" fittings, insulation displacement box or similar (421.1.2)	
3. No signs of overheating to surrounding building fabric (559.4.1)	
4. No signs of overheating to conductors/terminations (526.1)	
PART 7 SPECIAL INSTALLATIONS OR LOCATIONS	
Note: If any special installations or locations are present, the items Inspected will be based on the Requirements of Guidance Note 7 relavant to the Special Installation or Location	
Locations containing a Bath or Shower	
Swimming Pools and Other Basins	
Rooms and Cabins containing Sauna Heaters	
Construction and Demolition site installations	
Agricultural and Horticultural installations	
Conducting locations with restricted movement	
Electrical installations in Caravan/Camping Parks and similar locations	
Marinas and similar locations	
Medical locations	
Exhibition Shows and Stands	
Solar Voltaic (PV) Power Supply Systems	
Mobile or Transportable Units	
Electrical installations in Caravans and Motor Caravans	
Operating and Maintenance Gangways	
Temporary Electrical Installations – Amusement Devices, Fairgrounds, Amusements Parks & Circuses	
Heating Cables and Embedded Heating Systems	
Outdoor Lighting Installations	
Extra Low Voltage Lighting Installations	
Electric Vehicle Charging Installations	
Onshore Units of Electrical Shore Connections for Inland Navigation Vessels	

Hampshire County Council

N. EQUIPMENT SCHEDULE AND TEST RESULTS

Fair Oak Library, Campell Way

Property Ref: 10008000693

TESTING CONTRACTOR	SSE Contracting

TESTED BY	G Corke

DATE	19-Oct-19

HCC ASSET NUMBER	[1] 011636
EQUIPMENT NAME	Main Switch
LOCATION	Library
VISIO ROOM REFERENCE	2

EQUIPMENT TYPE	Switch Fuse
MANUFACTURER	Bill
MODEL	SP&N 1 way
RATING	60 A

MEASURED Zs (Ω)	0.10
MEASURED Ip (kA)	4.6
SUPPLY CABLE SIZE (mm²)	35
SUPPLY CABLE TYPE	PVC/PVC Tails

FED FROM	
ASSET NO	Origin of Supply
NAME	Origin of Supply
CIRCUIT	

CIRCUIT DETAILS													TEST RESULTS											
DETAILS				CONDUCTOR		CPC		PROTECTIVE DEVICE					IMPEDANCES (Ω)			INSULATION RES. (MΩ)					RCD TIMES (ms)			
CCT REF	CIRCUIT DESIGNATION	POINTS	MAX DISC TIME (s)	CABLE TYPE	SIZE (mm²)	CABLE TYPE	SIZE (mm²)	BS/EN No	TYPE	RATING (Amps)	RCD RATING (mA)	MAX Zs (Ω)	r1	R1+R2	R2	L/L	L/E	Test Voltage (DC)	POLARITY	Zs (Ω)	x1	x5	Fn Chk	AFDD
1/	DB 1 (3)	1	5	A	16	A	6	88	GG	60	-	0.79	-	0.08	-	200	200	500	P	0.14	-	-	-	-

CODES FOR TYPES OF CIRCUIT WIRING								
A	B	C	D	E	F	G	H	O (State Type)
PVC/PVC Cables	PVC Cables Metalic Conduit	PVC Cables Non-Metalic Conduit	PVC Cables Metalic Trunking	PVC Cables Non-Metalic Trunking	PVC/SWA Cables	XPLE/ SWA Cables	Mineral Insulated Cables	

TEST INSTRUMENT DETAILS			
Earth Loop Tester	1017	Insulation Tester	1029
RCD Tester	5909		

Hampshire County Council

N. EQUIPMENT SCHEDULE AND TEST RESULTS

Fair Oak Library, Campell Way

Property Ref: 10008000693

TESTING CONTRACTOR	SSE Contracting

TESTED BY	G Corke

DATE	19-Oct-19

HCC ASSET NUMBER	[2] 011637
EQUIPMENT NAME	DB 1
LOCATION	Office
VISIO ROOM REFERENCE	3

EQUIPMENT TYPE	Distribution Board
MANUFACTURER	Hager
MODEL	SP&N 9 ways
RATING	100 A

MEASURED Zs (Ω)	0.14
MEASURED Ip (kA)	3.2
SUPPLY CABLE SIZE (mm²)	16
SUPPLY CABLE TYPE	PVC T+E

FED FROM	
ASSET NO	011636
NAME	Main Switch
CIRCUIT	1

CIRCUIT DETAILS													TEST RESULTS											
DETAILS				CONDUCTOR		CPC		PROTECTIVE DEVICE					IMPEDANCES (Ω)			INSULATION RES. (MΩ)					RCD TIMES (ms)			
CCT REF	CIRCUIT DESIGNATION	POINTS	MAX DISC TIME (s)	CABLE TYPE	SIZE (mm²)	CABLE TYPE	SIZE (mm²)	BS/EN No	TYPE	RATING (Amps)	RCD RATING (mA)	MAX Zs (Ω)	r1	R1+R2	R2	L/L	L/E	Test Voltage (DC)	POLARITY	Zs (Ω)	x1	x5	Fn Chk	AFDD
1/	DB 2 (3)	1	5	A	16	A	16	60898	B	40	-	1.1	-	0.03	-	200	200	500	P	0.16	-	-	-	-
2/	Sockets FCU & External Light (1.0)	7	0.4	A	2X2.5	A	2X1.5	60898	B	32	-	1.38	0.12	0.45	-	200	200	500	P	0.60	-	-	-	-
3/	Sockets & FC (3)	3	0.4	A	2X2.5	A	2X1.5	60898	B	16	-	2.75	-	0.32	-	200	200	500	P	0.56	-	-	-	-
4/	Sockets & FCU (4)	4	0.4	A	2.5	A	1.5	60898	B	16	-	2.75	-	0.31	-	200	200	500	P	0.51	-	-	-	-
5/	Lights (1,2,4)	8	0.4	A	1.5	A	1	60898	B	10	-	4.38	-	0.66	-	200	200	500	P	0.79	-	-	-	-
6/	Switch Fuse Boiler (3)	2	0.4	A	1.5	A	1	60898	B	10	-	4.38	-	0.22	-	200	200	500	P	0.36	-	-	-	-
7/	Lights & Smoke Alarm (1000,1,3,4,5)	6	0.4	A	2X1.5	A	2X1	60898	B	10	-	4.38	-	0.72	-	200	200	500	P	0.89	-	-	-	-
8/	Lights (4,1)	5	0.4	A	1.5	A	1	60898	B	10	-	4.38	-	0.81	-	200	200	500	P	1.01	-	-	-	-

CODES FOR TYPES OF CIRCUIT WIRING								
A	B	C	D	E	F	G	H	O (State Type)
PVC/PVC Cables	PVC Cables Metalic Conduit	PVC Cables Non-Metalic Conduit	PVC Cables Metalic Trunking	PVC Cables Non-Metalic Trunking	PVC/SWA Cables	XPLE/ SWA Cables	Mineral Insulated Cables	

TEST INSTRUMENT DETAILS			
Earth Loop Tester	1017	Insulation Tester	1029
RCD Tester	5909		

Hampshire County Council

N. EQUIPMENT SCHEDULE AND TEST RESULTS

Fair Oak Library, Campell Way

Property Ref: 10008000693

TESTING CONTRACTOR	SSE Contracting

TESTED BY	G Corke

DATE	19-Oct-19

HCC ASSET NUMBER	[3] 011638
EQUIPMENT NAME	DB 2
LOCATION	Office
VISIO ROOM REFERENCE	3

EQUIPMENT TYPE	Distribution Board
MANUFACTURER	Hager
MODEL	SP&N 4 ways
RATING	100 A

MEASURED Zs (Ω)	0.16
MEASURED Ip (kA)	3.3
SUPPLY CABLE SIZE (mm²)	16
SUPPLY CABLE TYPE	PVC T+E

FED FROM	
ASSET NO	011637
NAME	DB 1
CIRCUIT	1

CIRCUIT DETAILS													TEST RESULTS											
DETAILS				CONDUCTOR		CPC		PROTECTIVE DEVICE					IMPEDANCES (Ω)			INSULATION RES. (MΩ)					RCD TIMES (ms)			
CCT REF	CIRCUIT DESIGNATION	POINTS	MAX DISC TIME (s)	CABLE TYPE	SIZE (mm²)	CABLE TYPE	SIZE (mm²)	BS/EN No	TYPE	RATING (Amps)	RCD RATING (mA)	MAX Zs (Ω)	r1	R1+R2	R2	L/L	L/E	Test Voltage (DC)	POLARITY	Zs (Ω)	x1	x5	Fn Chk	AFDD
1/	Sockets (1,3)	6	0.4	A	2X2.5	A	2X1.5	60898	B	32	-	1.38	0.30	0.32	-	200	200	500	P	0.56	-	-	-	-
2/	Power Contactor & Time Clock (3)	2	0.4	A	1.5	A	1	60898	B	6	-	7.34	-	0.02	-	200	200	500	P	0.18	-	-	-	-
3/	FCU Curtain Heater (4)	1	0.4	A	2.5	A	1.5	60898	B	16	-	2.75	-	0.40	-	200	200	500	P	0.56	-	-	-	-
4/	FCU Curtain Heater (2)	1	0.4	A	2.5	A	1.5	60898	B	16	-	2.75	-	0.44	-	200	200	500	P	0.60	-	-	-	-

CODES FOR TYPES OF CIRCUIT WIRING								
A	B	C	D	E	F	G	H	O (State Type)
PVC/PVC Cables	PVC Cables Metalic Conduit	PVC Cables Non-Metalic Conduit	PVC Cables Metalic Trunking	PVC Cables Non-Metalic Trunking	PVC/SWA Cables	XPLE/ SWA Cables	Mineral Insulated Cables	

TEST INSTRUMENT DETAILS			
Earth Loop Tester	1017	Insulation Tester	1029
RCD Tester	5909		

R. ABBREVIATIONS

Abbreviation	Meaning	Abbreviation	Meaning
-	The item has been considered but is not applicable	**ADS**	Automatic Disconnection of Supply
AFDD	Arc Fault Detection Device	**BBC**	Busbar Chamber
BS3036	Rewirable Fusible Link	**BS3871**	Miniature Circuit Breaker
BS88/BS1361	General Purpose Cartridge Fuses	**BSEN60898**	Miniature Circuit Breaker
BSEN60947-2	Moulded Case Circuit Breaker	**BSEN61009**	Combined MCB/RCD
C	Continuity Confirmed by Earth Loop Impedance Tester	**C/W**	Copper Wire
CON	Concentric	**CPC**	Circuit Protective Conductor
CS	Cable Sheath	**DB**	Distribution Board
EEBADS	Earthed Equipotential Bonding and Automatic Disconnection of Supply	**F**	Fail
FELV	Functional extra low voltage	**FP200**	Fire Retardant Cable
INA	Information Not Available	**IP2X**	Protection against approach by fingers
ISO	Isolator Switch	**L or LIM**	Limitation of Test
LS	Lead Sheathed Cable	**MCB**	Miniature Circuit Breaker BS3871, BSEN60898
MCCB	Moulded Case Circuit Breaker	**Method**	Refer to BS7671 Appendix 4 Table 4A2 for full list of Reference Methods
MF	Metal Conduit/Trunking System Provides main C.P.C.	**MI/MICC**	Mineral Insulated Copper Conductor Cables
NA	Not Applicable	**P**	Pass
PELV	Protective extra low voltage	**PFC**	Prospective Fault Current
PILSWA	Paper Insulated Lead Steel Wire Armour	**PVC/PVC**	PVC Insulated PVC Sheathed Singles (tails)
RCBO	Residual Current Breaker with Overcurrent Protection	**RCCB**	Residual Current Circuit Breaker
RCD	Residual Current Device	**S**	PVC Insulated Single Cable
SELV	Separated extra low voltage	**SL**	Solid Link
SP+N	Single Pole and Neutral	**SPD**	Surge Protection Device
SWA	Steel Wire Armoured Cable	**SWF**	Switched Fuse
T	PVC Insulated Twin Cable	**T+E**	PVC Insulated Twin and Earth Cable
TP+N	Triple Pole and Neutral	**TRS**	Tough Rubber Sheathed Cable
U	Unknown	**V/VIR**	Vulcanised Indian Rubber Insulated Cable (singles)
VOCB	Voltage Operated Circuit Breaker		

L. INSTALLATION SCHEDULE

LIGHTING AND SMALL POWER OUTLETS

LOCATION	VISIO NO	LIGHTING		SOCKETS		13A SPUR	20A D.P. SW.	OTHER
		Lgt	Sw	Sgl	Dbl			
Library	1	6	2		6	3		3 x 4ft T8 Fluorescents, 3 x Spot Lights
Library	2	2						2 x 4ft T8 Fluorescents
Office	3	1	1		4	1	1	1 x 5ft T8 Fluorescent, 1 x Time Clock, 1 x Contactor
Childs Library	4	5			4	2		3 x 4ft T8 Fluorescents
WC	5	1	1			1		1 x 60W Bayonet
Library Entrance	1000	2	1					1 x 4ft T8 Fluorescent, 1 x Spot Light
Outside	0	3						3 x 2D
TOTALS		**20**	**5**		**14**	**7**	**1**	

CONFIRMATION		
COMPLETED BY	**NAME**	**DATE**
SSE Contracting	**G Corke**	**18/10/2019**

F. OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedules of inspection and test results, and subject to the limitations:

There are no items adversly affecting electrical safety or: [ ]

The following observations and recommendations are made: [X]

Item No	Equip No	Asset No		Code
1	[1]	011636	The fire rating of the enclosure is inadequate. Plastic enclosure (2).	3
2	[2]	011637	Socket outlets rated up to 32A are not protected by a 30mA RCD. Circuits 2. 3 & 4 (3)	3
3	[3]	011638	Socket outlets rated up to 32A are not protected by a 30mA RCD. Circuit 1 (3).	3

Where observations are made, the inspector will have entered one of the following codes against each observation to indicate the action (if any) recommended:

Code 1 *Requires immediate attention. Defect passed directly to Term Maintenance Contractor for immediate rectification. No action required by Property Occupiers.*

Code 2 *Requires remedial work to correct defect. Hampshire County Council action these defects. No action required by Property Occupiers.*

Code 3 *Recommendations. Items considered by Hampshire County Council for future works and improvements to electrical installation. Property Occupiers to note these items if electrical works carried out in areas covered by Code 3 defects.*

Code FI Further investigation. Items that could not be determined at the time of the Inspection and Test. Hampshire County Council analyse these items to determine appropriate remedial action required. Property Occupiers informed if action is required.

Code L *Limitation. Extent and Restrictions on site imposed on Inspection and Test. Hampshire County Council agree Limitations in line with standard industry practice. No action required by Property Occupiers.*

Code O *Observation. Items noted for additional information on the electrical installation. These do not affect the immediate safety of the electrical installation. No action required by Property Occupiers.*

G. SUMMARY OF THE INSPECTION

General condition of the installation

Improvement recommended as detailed in Section 4 of this Condition Report

Date of the inspection: 18 October 2019

Hampshire County Council

No Code 2 Defects

SSE Contracting

Hampshire County Council

Fair Oak Library, Campell Way
Property Ref: 10008000693

DISTRIBUTION BOARD CHART

EQUIPMENT NAME	LOCATION	HCC ASSET NUMBER	MEASURED Zs (Ω)	0.10
Main Switch	Library (2)	[1] 011636	MEASURED Ip (kA)	4.6

MANUFACTURER	RATING/MODEL	FED FROM	
Bill	60 A SP&N 1 way	ASSET NO	Origin of Supply
		NAME	Origin of Supply
		CIRCUIT	

CIRCUIT DETAILS			PROTECTIVE DEVICE			CONDUCTOR		CPC	
CCT REF	CIRCUIT DESIGNATION	NO. POINTS	BS/EN No	RATING (Amps)	TYPE	CABLE TYPE	SIZE (mm²)	CABLE TYPE	SIZE (mm²)
1/	DB 1 (3)	1	88	60	GG	A	16	A	6

MODIFICATION HISTORY

Chart last modified by: G Corke
Date: 19-Oct-19
Works: Inspection + Test
Revision: 264303/989825/1

CODES FOR TYPES OF CIRCUIT WIRING								
A	B	C	D	E	F	G	H	O (State Type)
PVC/PVC Cables	PVC Cables Metalic Conduit	PVC Cables Non-Metalic Conduit	PVC Cables Metalic Trunking	PVC Cables Non-Metalic Trunking	PVC/SWA Cables	XPLE/ SWA Cables	Mineral Insulated Cables	

Hampshire County Council

Fair Oak Library, Campell Way
Property Ref: 10008000693

DISTRIBUTION BOARD CHART

EQUIPMENT NAME	LOCATION	HCC ASSET NUMBER	MEASURED Zs (Ω)	0.14
DB 1	Office (3)	[2] 011637	MEASURED Ip (kA)	3.2

MANUFACTURER	RATING/MODEL	FED FROM	
Hager	100 A SP&N 9 ways	ASSET NO	011636
		NAME	Main Switch
		CIRCUIT	1

CIRCUIT DETAILS			PROTECTIVE DEVICE			CONDUCTOR		CPC	
CCT REF	CIRCUIT DESIGNATION	NO. POINTS	BS/EN No	RATING (Amps)	TYPE	CABLE TYPE	SIZE (mm²)	CABLE TYPE	SIZE (mm²)
1/	DB 2 (3)	1	60898	40	B	A	16	A	16
2/	Sockets FCU & External Light (1.0)	7	60898	32	B	A	2X2.5	A	2X1.5
3/	Sockets & FC (3)	3	60898	16	B	A	2X2.5	A	2X1.5
4/	Sockets & FCU (4)	4	60898	16	B	A	2.5	A	1.5
5/	Lights (1,2,4)	8	60898	10	B	A	1.5	A	1
6/	Switch Fuse Boiler (3)	2	60898	10	B	A	1.5	A	1
7/	Lights & Smoke Alarm (1000,1,3,4,5)	6	60898	10	B	A	2X1.5	A	2X1
8/	Lights (4,1)	5	60898	10	B	A	1.5	A	1

MODIFICATION HISTORY

Chart last modified by: G Corke
Date: 19-Oct-19
Works: Inspection + Test
Revision: 264303/989825/1

CODES FOR TYPES OF CIRCUIT WIRING								
A	B	C	D	E	F	G	H	O (State Type)
PVC/PVC Cables	PVC Cables Metalic Conduit	PVC Cables Non-Metalic Conduit	PVC Cables Metalic Trunking	PVC Cables Non-Metalic Trunking	PVC/SWA Cables	XPLE/ SWA Cables	Mineral Insulated Cables	

Hampshire County Council

Fair Oak Library, Campell Way
Property Ref: 10008000693

DISTRIBUTION BOARD CHART

EQUIPMENT NAME	LOCATION	HCC ASSET NUMBER	MEASURED Zs (Ω)	0.16
DB 2	Office (3)	[3] 011638	MEASURED Ip (kA)	3.3

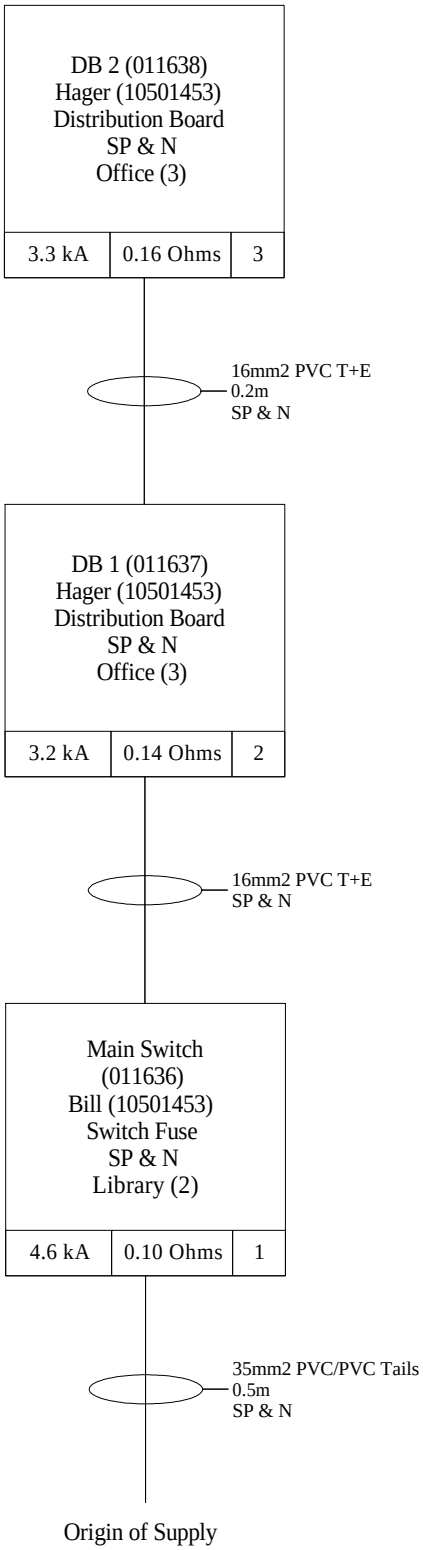
MANUFACTURER	RATING/MODEL	FED FROM	
Hager	100 A SP&N 4 ways	ASSET NO	011637
		NAME	DB 1
		CIRCUIT	1

CIRCUIT DETAILS			PROTECTIVE DEVICE			CONDUCTOR		CPC	
CCT REF	CIRCUIT DESIGNATION	NO. POINTS	BS/EN No	RATING (Amps)	TYPE	CABLE TYPE	SIZE (mm²)	CABLE TYPE	SIZE (mm²)
1/	Sockets (1,3)	6	60898	32	B	A	2X2.5	A	2X1.5
2/	Power Contactor & Time Clock (3)	2	60898	6	B	A	1.5	A	1
3/	FCU Curtain Heater (4)	1	60898	16	B	A	2.5	A	1.5
4/	FCU Curtain Heater (2)	1	60898	16	B	A	2.5	A	1.5

MODIFICATION HISTORY

Chart last modified by: G Corke
Date: 19-Oct-19
Works: Inspection + Test
Revision: 264303/989825/1

CODES FOR TYPES OF CIRCUIT WIRING								
A	B	C	D	E	F	G	H	O (State Type)
PVC/PVC Cables	PVC Cables Metalic Conduit	PVC Cables Non-Metalic Conduit	PVC Cables Metalic Trunking	PVC Cables Non-Metalic Trunking	PVC/SWA Cables	XPLE/ SWA Cables	Mineral Insulated Cables	



Whilst every effort has been taken to ensure the accuracy of this drawing, verification of all circuit details should be carried out before any form of isolation or alteration is undertaken.

SSE Contracting

Single / Three Phase Colour Code

RED	L1	BROWN
YELLOW	L2	BLACK
BLUE	L3	GRAY
BLACK	N	BLUE
GREEN / YELLOW		GREEN / YELLOW

This Drawing should be read in conjunction with Inspection & Test Report No 264303 / 989825/1

SSE Contracting
Robert Brown House
Pipers Way
Thatcham
Berkshire

JOB TITLE:

Hampshire County Council
Fair Oak Library
Campell Way
Fair Oak
Eastleigh

DRAWING TITLE:

SUB MAIN SCHEMATIC DIAGRAM
Property Ref: 10008000693

SCALE:	PRINT DATE:	
N.T.S.	12/11/19	
DRAWN BY:	CHECKED BY:	APPROVED BY:
SEC	SEC	

DRAWING NUMBER:

264303 / 989825/1

Hampshire County Council

SITE CHECK SHEET			
SITE DETAILS			
Site Name:	Fair Oak Library	Site Reference:	10008000693
Date Tested:	18/10/2019	Contractor:	SSE Contracting
LABELLING			
	Existing labelling removed		✓
	Asset numbers fixed		✓
	Electrocution warning labels fixed		✓
	Main switch label fixed		✓
	Harmonised colour labels fixed		✓
	Existing distribution board schedules removed		✓
	New distribution board schedules fixed		✓
	Schematic drawing fixed		✓
TESTING			
	Distribution terminals checked for tightness		✓
	Conductors identified correctly		✓
	Cable routes checked for external influences / heat etc.		✓
	Switched devices in phase conductors		✓
	Equipment and accessories correctly connected		✓
	Fire barriers present		✓
	Protection against direct and indirect contact		✓
	Voltage segregation		✓
	Isolators and switches correctly located and installed		✓
	Protective devices confirmed		✓
	Operation of all devices used for isolation and switching		✓
	Verify all interlock mechanisms		✓
	Operation of all RCD's		✓
	Operation of all circuit breakers		✓
	Missing grommets and blanks fitted		✓
	(Code 3) Labels fixed and circuit isolated		✓
Verification			
The following tasks/information have been completed as noted above at the site as listed.			
Signed:	pp G Corke	Date:	13/11/2019
Print:	G Corke		

SSE Contracting

CERTIFICATE OF CALIBRATION

Issued By UK Test Instruments Limited
Date of Issue 12 September 2019 **Certificate Number BIH49422**

ACUTEST
Test Instrument Specialists

Acutest (Bristol)
61 Mcrae Road
Eden Office Park, Ham Green
Bristol
BS20 0DD

Approved Signatory

T. Boardman ☐ P. Hewitt ☐ M. Porritt ☐ M. Uy ☐ A. Digpal-Race ☑

Customer : SSE Enterprise Contracting (Solent Park)
Cost Centre 012,,Solent Park, Walton Road. Corsham
Portsmouth, Hampshire,PO6 1UJ

Date Received : 09 September 2019

Instrument :

System ID :	M717-1360	Job Number :	BJ48794-1
Description :	Check Box	Ref. Number :	Y20,598
Manufacturer :	Megger	Site:	
Model Number :	MTB7671	Location:	012
Serial Number :	070707/1360		
Procedure Version	V2.0		

Environmental Conditions

Temperature :	22°C ± 1°C	Mains Voltage :	236V ± 10V
Relative Humidity :	59%RH ± 10%RH	Mains Frequency :	50Hz ± 1Hz

Comments

No adjustment was made unless stated.
Instrument was allowed to stabilise for at least 12 hours before calibration.

Traceability Information

Instrument Description	*Serial Number*	*Certificate Number*	*Cal. Date*	*Cal. Period*
Multifunction (ASCL129)	Y27-0435	BIH48338	03/06/2019	52
CEM DT-5505 Insulation Tester (ASCL143	09119785	BIH48336	31/05/2019	52

Calibrated By : Alex Digpal-Race **Date of Calibration : 12 September 2019**

This certificate complies with the requirements of BS EN ISO 10012:2003

CERTIFICATE OF CALIBRATION

AS FOUND RESULTS

Test Title	Tolerance	Applied Value	Reading	Pass / Fail
Megger MTB7671 Check Box				
General Condition	---	---		PASS
Test Leads Check	---	---		PASS
Continuity Resistance R (+200mA)				
Continuity	25mΩ	0.5Ω	0.51Ω	PASS
Continuity	250mΩ	5.0Ω	5.10Ω	PASS
Volts Continuity	---	---		PASS
Current Continuity	---	---		PASS
Insulation M Ohms (RISO)				
250V Range				
250V Voltage	---	---		PASS
Insulation Test	180kΩ	9.0MΩ	9.00MΩ	PASS
Insulation Test	1.8MΩ	90.0MΩ	89.00MΩ	PASS
500V Range				
500V Voltage	---	---		PASS
Insulation Test	180kΩ	9.0MΩ	9.00MΩ	PASS
Insulation Test	1.8MΩ	90.0MΩ	89.00MΩ	PASS
1000V Range				
1000V Voltage	---	---		PASS
Insulation Test	180kΩ	9.0MΩ	9.13MΩ	PASS
Insulation Test	1.8MΩ	90.0MΩ	90.30MΩ	PASS
Loop Resistance (Rloop)				
Mains loop resistance				
Loop Resistance	160mΩ	0.80Ω	0.74Ω	PASS
Mains loop + 1R resistance				
Loop Resistance	360mΩ	1.80Ω	1.63Ω	PASS
Mains loop + 180R resistance				
Loop Resistance	9Ω	180.00Ω	183.00Ω	PASS
RCD Tests				
10mA Test Current				
Trip Time @ 10mA	4ms	40ms	40ms	PASS
30mA x5 Test Current				
Trip Time 30mA x5	2ms	10ms	9ms	PASS
100mA Test Current				
Trip Time	8ms	40ms	40ms	PASS

CERTIFICATE OF CALIBRATION

END OF TEST DATA

Uncertainties

P34-574

6 Monthly check of Loop Impedance Tester:	Instrument Make:	Model Number:	Serial Number:	Calibration Date:	Re-calibration Due:
	MEGGAR	LTW 3.5	1017 20007	—	—

Current user/Owner:	GRAHAM CORNE.	To be checked every:	6	Months

CHECK DATE	Loop Impedance Readings						PFC Readings (kA)			TESTED BY
	Volts displayed	Base Loop (ohms)		Base Loop + 1 ohm. (ohms)		Base Loop + 180 ohm. (ohms)	at base loop	at Base loop + 1 ohm	at base loop +180 ohm	
19/9/19	241	0.57		1.57		178.1	0.55	0.15	0.001	G. CORNE All readings should be + / - 5% of instrument accuracy.
										All readings should be + / - 5% of instrument accuracy.
										All readings should be + / - 5% of instrument accuracy.
										All readings should be + / - 5% of instrument accuracy.
										All readings should be + / - 5% of instrument accuracy.
										All readings should be + / - 5% of instrument accuracy.
										All readings should be + / - 5% of instrument accuracy.

CHECK BOX USED:	Instrument Make:	Model Number:	Serial Number:	Calibration Date:	Re-calibration Due:
	Megger	MTB 7671	70707/1360	04/09/18	04/09/19

Y20641

6 Monthly check of Residual Current Device:	Instrument Make:	Model Number:	Serial Number:	Calibration Date:	Re-calibration Due:
	MEGGER	RCD T320	10051015904	—	—

Current user/Owner:	GRAHAM CORNE	To be checked every:	6	Months

CHECK DATE	VOLTAGE Volts displayed	Phase shift 0/180	Trip Times at 10mA			Trip Times at 30mA			Trip Times at 100mA			Tested By:
			0.5 x IΔn	1.0 x IΔn	5 x IΔn	0.5 x IΔn	1.0 x IΔn	5 x IΔn	0.5 x IΔn	1.0 x IΔn	5 x IΔn	
Test Parameters:			>1999mS	40ms at 0° 50ms at 180°	10ms at 0° 20ms at 180°	>1999mS	40ms at 0° 50ms at 180°	10ms at 0° 20ms at 180°	>1999mS	40ms at 0° 50ms at 180°	10ms at 0° 20ms at 180°	
19-9-18	242	0	>1999	40.2	10.2	>1999	40.2	10.2	>1999	40.2	10.2	G. CORNE
		180	>1999	50.2	20.2	>1999	50.2	20.2	>1999	50.2	10.2	All readings should be + / - 3% of test parameters
		0										
		180										All readings should be + / - 3% of test parameters
		0										
		180										All readings should be + / - 3% of test parameters
		0										
		180										All readings should be + / - 3% of test parameters
		0										
		180										All readings should be + / - 3% of test parameters

CHECK BOX USED:	Instrument Make:	Model Number:	Serial Number:	Calibration Date:	Re-calibration Due:
	Megger	MTB7671	70707/1360	04/09/18	04/09/19

P34529

INSTRUMENT INTERNAL CALIBRATION (CHECK BOX) RECORD.

6 Monthly check of Insulation Resistance tester:	Instrument Make:	Model Number:	Serial Number:	Calibration Date:	Re-calibration Due:
	MEGGER	MIT320	090209/1029	—	—

Current user/Owner:	GRAHAM CORNE

To be checked every:	6	Months

CHECK DATE	VOLTAGE	CONTINUITY OHM				INSULATION MegOhm					TESTED BY
	Volts displayed	I TEST Green LED = (√)	V TEST Green LED = (√)	0.5Ω (Ω)	5Ω (Ω)	250V 0.25MΩ	500V 0.5MΩ	1kV 1.0 MΩ	9MΩ	90MΩ	
19-9-19	246	2.02	>100.0	0.61	5.71	0.25	0.50	1.0	9.03	89.3	G. Corne
											All readings should be + / - 3% of test parameters
											All readings should be + / - 3% of test parameters
											All readings should be + / - 3% of test parameters
											All readings should be + / - 3% of test parameters
											All readings should be + / - 3% of test parameters
											All readings should be + / - 3% of test parameters
											All readings should be + / - 3% of test parameters

CHECK BOX USED:	Instrument Make:	Model Number:	Serial Number:	Calibration Date:	Re-calibration Due:
	Megger	MTB7671	070707/1360	04/09/18	04/09/19

Hampshire County Council

Fair Oak Library, Campell Way
Property Ref: 10008000693

M. INDEX OF EQUIPMENT

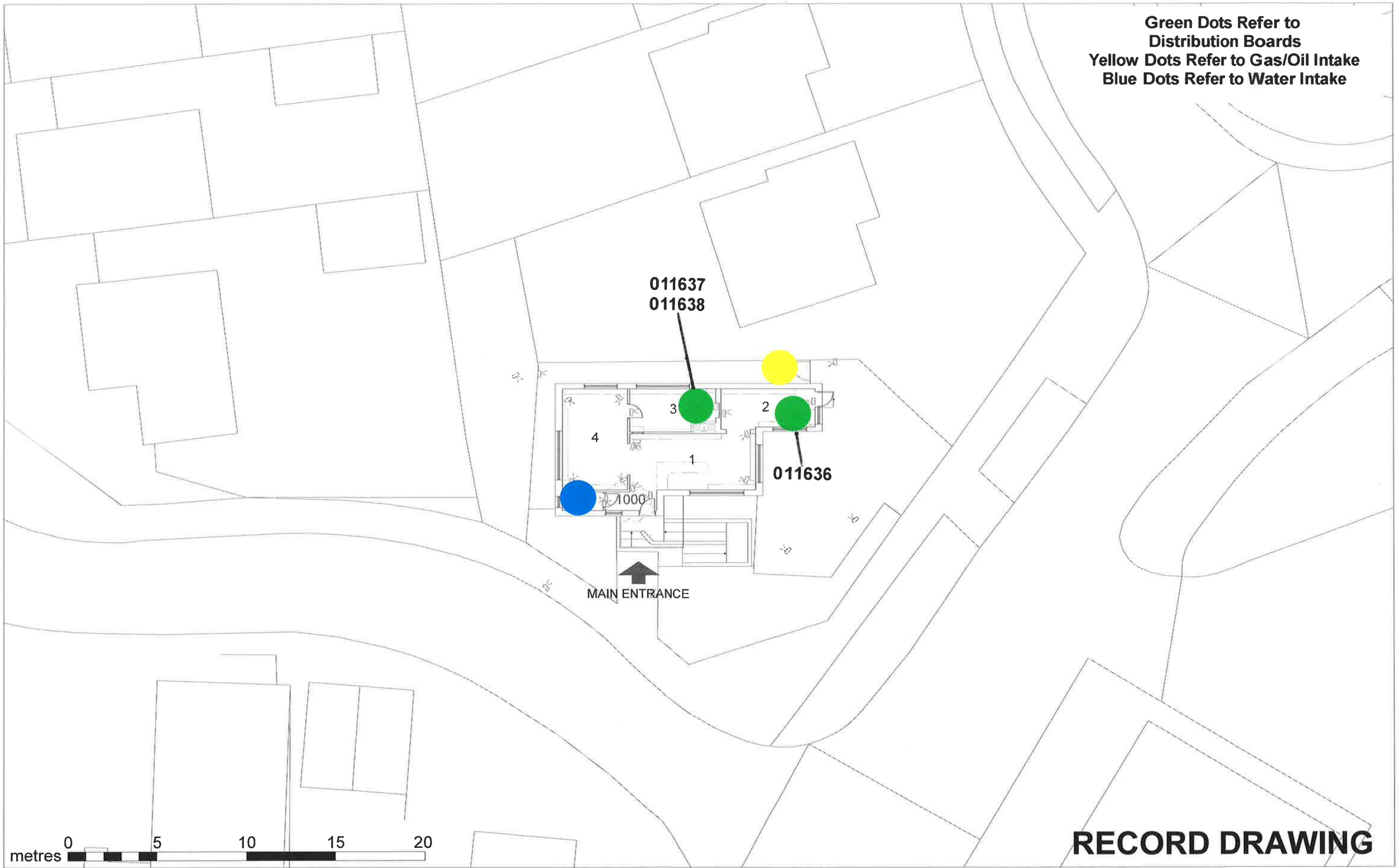
Report No	Asset No.	Name	Location	Fed from	
[1]	011636	Main Switch	Library		Origin of Supply
[2]	011637	DB 1	Office	[1]	Main Switch (011636)
[3]	011638	DB 2	Office	[2]	DB 1 (011637)

Hampshire County Council

No Code 2 Defects

SSE Contracting

Green Dots Refer to
Distribution Boards
Yellow Dots Refer to Gas/Oil Intake
Blue Dots Refer to Water Intake



RECORD DRAWING

Hampshire
County Council

HCC Property Services,
Three Minsters House,
76 High Street, Winchester SO23 8UL.
Tel: (01962) 847801

NOTES

1 This drawing is © copyright Hampshire County Council 2011. No unauthorised reproduction permitted. All rights reserved.

2 No dimensions are to be scaled from this drawing

3 This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. (100019180), (2011)

REV	DESCRIPTION	DATE	BY
00	Initial Supply	05/12/11	CC
01	Specification Update	27/01/12	CC

PROJECT
Fair Oak Library
Eastleigh, SO50 7AX
10008000693

SHEET CONTENTS
Property Records
Ground Floor
Page 2 of 2

HCC Property Services

SCALE	DATE	DRAWN.	CHKD.	DRAWING No.	REVISION
1:100@A1 1:200@A3	27/01/12	CADCAP	ARB	**01_Rec/002** FILE REF. *10008000693-FairOakLibrary.dwg*	**01**

D8.12 Declaration of Conformity

Hampshire County Council Test & Inspection for:

Site Name: Fair Oak Library

Site Address: Campell Way, Eastleigh

The Periodic Test & Inspection Report for the above site has been audited, checked and the information and data contained within the report is accurate and correct. The report conforms to the Hampshire County Council format.

Signed: 

Print Name: D Neal

Position: Inspection & Test Manager

Company: SSE Contracting

Date 12/11/2019

Hampshire County Council

Fair Oak Library

Property Ref: 10008000693

REPORT AUDIT SHEET
ELECTRICAL TESTING AND INSPECTION
2019

SITE DETAILS	Fair Oak Library	Interim ☐	Final ☒
Date:	13/11/2019	Contractor:	SSE Contracting
		Auditor	L Moore

Item No		Satisfactory	Un Satisfactory	N/A
1	Format to HCC Specification	☒	☐	☐
2	Index Correct	☒	☐	☐
3	Number of points match DB schedule to equipment schedule and installation schedule	☒	☐	☐
4	Schematic matches DB schedules	☒	☐	☐
5	Descriptions on DB schedules and main schematic use correct room identification and asset numbers	☒	☐	☐
6	Code 1's all listed and match reports sent by e-mail	☐	☐	☒
7	Schedule of defects on Visio plan	☒	☐	☐
8	Does summary overview match DB schedule and main schematic	☒	☐	☐
9	All rooms listed on equipment schedule and installation schedule	☒	☐	☐
10	Fire alarms, intruder alarms, lifts, paging systems etc - listed	☐	☐	☒
11	Budget costs listed and reasonable	☒	☐	☐
12	Site check sheet signed	☒	☐	☐
13	Instrument calibration certificates included	☒	☐	☐

SITE REPORT AUDIT
ELECTRICAL TESTING AND INSPECTION

Comments:

Item No	

APPENDIX 4: GAS SAFETY TEST CERTIFICATE

Serial No
MAGSS 171632

LANDLORD/HOMEOWNER GAS SAFETY RECORD

This record can be used to document the outcomes of the checks and tests required by The Gas Safety (Installation and Use) Regulations. Some of the outcomes are as a result of visual inspection only and are recorded where appropriate. Unless specifically recorded no detailed inspection of the flue lining, construction or integrity has been performed. Registered Business/engineer details can be checked at www.gassaferegister.co.uk or by calling 0800 408 5500.

GAS safe REGISTER

Details of Registered Business

Gas Safe Register No 209191
Registered Engineer's Name
Gas Safe Register Licence Number 3778515
Business
Address
N. J. BRYAN
Heating & Plumbing Engineer
11 Weavills Road
Bishopstoke, Eastleigh
Tel: 023 8069 4231
Vat No: 568 7686 66
Postcode
Contact No

Details of Site

Name (Mr/Mrs/Miss/Ms)
Address Flat one Liberty
Sandlakes Rd
Flat one
Postcode
Contact No

Details of Customer/Landlord (or agent where appropriate)

Name (Mr/Mrs/Miss/Ms)
Address [illegible] [illegible]
[illegible]
Postcode
Contact No

Number of Appliances tested One

Appliance Details

	Location of	Type	Manufacturer	Model	Owned by Landlord/Homeowner Yes/No	Inspected Yes/No	Type of flue
1	office	Combi	Worcester	15i [illegible]	Yes	Yes	R/S
2							
3							
4							

Inspection Details

	Operating pressure in mbar and/ or heat input kW/h or Btu/h	Operation of safety device(s) Pass/Fail/NA	Ventilation satisfactory Yes/No	Visual condition of the flue and termination Pass/Fail/NA	Flue operation checks Pass/Fail/NA	Combustion analyser reading (if applicable)	Appliance serviced Yes/No	CO Alarm fitted Yes/No	CO Alarm tested (if fitted) Pass/Fail/NA	SAFE TO USE Yes/No
1	17	Pass	Yes	Pass	Pass	9.8 [illegible]	Yes	Yes	Pass	Yes
2										
3										
4										

Defect(s) Identified

	Defect(s) Identified	GIUSP classification eg. AR, ID	Warning/Advisory Record insert form serial No*
1			
2			
3			
4			

Remedial Action Taken numbering should correspond to defects above.

1	
2	
3	
4	

Details of Work carried out

* Refer to separate Warning/Advisory Record

select as appropriate and relevant

Outcome of gas installation pipework visual inspection?	Pass / Fail / NA
Outcome of gas supply pipework visual inspection?	Pass / Fail / NA
Is the Emergency Control Valve access satisfactory?	Pass / Fail
Outcome of gas tightness test?	Pass / Fail / NA
Is the Protective Equipotential bonding satisfactory?	Pass / Fail

Record issued by: Signature [signature]
Print Name N Bryan
Received by: Signature Tenant/Landlord/Homeowner/Agent
Date appliance(s)/flue(s) checked 23/6/21

ATTENTION
Next safety check due by: 6/22

Do not forget to re-order your pads using reference GSR LGSR PAD2 at www.gassafetyshop.co.uk

Top Copy – Landlord/Homeowner/Managing Agent Green Copy – Tenant Yellow Copy – Registered Business

APPENDIX 5: FIRE RISK ASSESSMENT

Fire Risk Assessment

Completed on 26/07/21

For – **Fair Oak Library**

By Charlie Kemp

FireCare, Security & Electrical Ltd

This report is broken down into six sections

Section 1 – Introduction

Section 2 – General information

Section 3 – The review

Section 4 – Schedule of Responsibilities

Section 5 – The process and legal information

Section 6 – Article Extracts from the RRO 2005

Section 1 – Introduction

Your Fire Risk Assessment (FRA)

The importance of a FRA is crucial to the business for many reasons. Failure to comply with the findings within this report may leave you open to prosecution from varies agencies, personal litigation claims and business insurances being made invalid. Prosecutions through the courts are running in some cases up to hundreds of thousands of £pounds, imprisonment and civil claims in their £millions. These cases have been brought against responsible persons **whether or not** there has been a fire or if anyone has been injured.

Every year countless lives are lost or people injured, buildings damaged, businesses close or business disrupted by fire or false alarms. These costs in some cases are never estimated but in most cases the cost of complying with legislation is more cost effective than the costs of a prosecution, bad publicity, loss of customers or the cost of a real fire.

We may recommend certain actions in this report which will require you to employ 'competent' persons to carry out work, it is your responsibility to ensure all tradesmen both internally and those brought in from the outside of the company are 'competent'. We would always recommend you request evidence of this competency in the form of certificates, and or, any CPD training. In the case of alarms, emergency lights and extinguishers, third party accreditation schemes such as BAFE, UKAS or any other accreditation scheme where third part accreditation/compliance is regularly monitored. Failure to employ competent persons, may lead to prosecution, so it is vital that all work is managed.

Through this report certain actions may be recommended in relation to the fire safety systems, however it is equally important that the management of a Fire Policy and strategy is equally as important as the safety systems themselves. There is little point having the best fire system in the world, if staff are not trained, regularly updated, risks are not managed and emergencies planned for. This report is a snapshot on the day of the assessment, regular reviews must occur, or if any material changes occur with the building, the volume of staff, changes in escape routes, changes in work practices, then the risk assessment must be reviewed.

In this report:

We have relied on information supplied to us at the time of the assessment by the responsible person or their representative and that this information is true and representative of the facts and are not misleading.

We have assumed all relevant building regulations were applied at the time of construction and any time after for additional works carried out. If this is not the case this must be identified.

We have not looked in roof spaces, eaves or other hidden areas except those pointed out to us or those areas that have been identified as having a specific fire risk attached to it.

We have no control over the ongoing management of the premises, once the report has been completed we are leaving the actions and requirements to be completed by onsite responsible persons and management and we cannot be held responsible for the failure to implement significant findings. The decision to allow the premises to be used for its present purpose, remains with the responsible person.

We have not had full access to the premises or an opportunity to test for fire protection or sufficient fire separation. Our observations have been based on visual observation only, and without appropriate surveys being carried out.

We have considered the Regulatory Reform (Fire Safety) Order 2005 when completing this report, however third-party enforcement agencies, such as local authorities or building control may have additional requirements which have not been considered in this report.

The Risk Assessment was completed on the date detailed on the first page of this report, subsequent changes to the premises, subsequent faults in equipment, or deterioration in the premises and testing requirements have not been included in this report and must be part of management reviews and also if necessary further completion of additional risk assessments.

Section 2 – General information

Findings - Action Points Time Periods

Immediate - these actions must be completed immediately, **Short Term** – these actions must be completed within the next month – 3 months
Medium Term – these actions must be completed in the next 3 – 6 months, **Long Term –** these items must be completed 6 – 12 months

<table>
<tr><td colspan="2">This is the Fire Risk Assessment for</td><td>Fair Oak Library</td></tr>
<tr><td colspan="2">The Responsible Person is</td><td>Mell Stephens</td></tr>
<tr><td colspan="2">The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the Responsible Person in undertaking the preventive and protective measures (i.e., relevant general fire precautions) is:</td><td>Martin Johnson</td></tr>
<tr><td colspan="2">Fire safety at the premises is managed by?</td><td>Martin Johnson</td></tr>
<tr><td>Address of Premises</td><td>Fair Oak Library, 2 Campbell Way, Fair Oak, Eastleigh, Hampshire, SO50 7AX</td><td rowspan="4">What actions occur in the case of an activation?

Single Stage Evacuation of one building – This is a total evacuation to an Assembly Point outside the building

The recommended evacuation time is 2.5 minutes to a protected area or final exit.

– Action Point</td></tr>
<tr><td>Previous FRA’s completed by and Date</td><td>None</td></tr>
<tr><td>Is the Responsible person fully aware of their responsibilities and duties?</td><td>Yes</td></tr>
<tr><td>Does the company have a fire log book correctly filled out by the company and all servicing/maintenance companies?

Actions

1. Ensure fire log is suitable and sufficient to record down all information on the building such as extinguisher servicing, alarm servicing, alarm tests, emergency light checks when fitted fire door checks when fitted, evacuation drills etc. This must be filled in by onsite staff/ volunteers and also every time an engineer visits</td><td>No fire log book was available on site.</td></tr>
</table>

site and action must be taken to ensure details are updated regularly. **2.** The checks that are required and must be completed by trained staff / fire wardens and then recorded in the fire log book by the fire panel area: • Weekly checks of fire alarms, testing a different detector each week. • Monthly checks of fire doors when fitted, emergency lights when fitted, fire extinguishers, and signage. **3.** Staff must be trained in what to inspect and how to do it for example what to check on a fire door. **Action Point: 1, 2, 3** Time to complete: **Short** Completed by:		
Overall risk rating of the business	**Low Risk**	
Signed: (Employer)		Date:
Subject to review, monitoring and revision by a **competent** person, **or**:	**FireCare, Security & Electrical Ltd**	Every: 12 months

Section 3 – The Review including pictures

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their Fire Risk Assessment. You have a duty to implement the suggested changes detailed below within a 'reasonable' time period for the safety and security of staff and buildings. **(RRO Article 9 – please read Article 9 section later in this report)**

Main Use of Building	This is a detached building used as a library. The building consists of a single toilet, 3 areas with books and reception desk and a rear kitchenette/ staff area which houses the main boiler.
Hours occupied?	Mon-9.30am-1pm Tues-2pm-6pm Wed-9.30am-6pm Thurs-2pm-6pm Fri-9.30am-1pm Sat-9.30-1pm
Number of staff in total employed?	Unknown number of volunteers
Total number of staff at one time?	3 on average.
Number of visitors or guests occupying the building at any time?	Various per week
Persons at risk **Disabled (sight, hearing, mobility, learning)** **Lone Workers and their locations** **Young Persons Employed**	 None **- Action Point** None **– Action Point** None **– Action Point**
Previous fire loss experience	None

General	Comments
Building	
Constructed from?	Brick built, solid walls and flat roof
Age of building?	1930, s
Floor Levels?	1
Total Volume of fire exits from the building?	2
Total Volume of exit doors?	2
Outbuildings	Nil
Is the building in a good state of repair?	Yes
Can the structure be fully assessed to ensure it is compliant with current fire regulations?	On a fire risk assessment, it is not possible to assess the full fire integrity of the building. This includes assessment under ceiling structures, voids, lofts, roof spaces, basements, lifts, risers etc. **If you are** concerned about the fire integrity of the building it is recommended a full structural survey is completed on the building by a structural survey specialist to ensure that it is compliant with current fire regulations. **Action Point 4** Time to complete: **Long** Completed by:
Are there any lift shafts in the building and are they fitted with fire retardant materials?	No lift fitted in the building
Is the building occupied by other tenants – if so on what floors?	No
Are higher risk areas of ancillary accommodation sufficiently separated from the remainder of the building by fire resisting construction?	Yes
Is the building a tall building or in the open and does it require lightning protection?	No

Smoking	Compliant	Non-Compliant	TBC	N/A
Is there a company policy on smoking?	✓			
Are these locations suitable and being correctly managed?	✓			
Comments This is a no smoking building and there were no signs of smoking debris, in or around the building. **Action Point**				

Electrical	Compliant	Non-Compliant	TBC	N/A
Are all electrical installations checked as per current BS 7671: 2008 standards 3/5 years for fixed wire, light fittings, sockets, fuse boards etc.?			**?**	
Are combustible items located next to light fittings increasing the chance of a fire starting?	✓			
Are all electrical items PAT tested?			**?**	
Controls in place for persons bringing in electrical items into the building (staff, contractors etc.)	✓			
Extension leads rolled out?	✓			
Is appropriate safe handling of extension leads reducing overloading of extension leads being applied?	✓			
Are extensions and flexes run in safe places where they will not be damaged?	✓			
Are they free from dust and fluff build up?	✓			
Is the main intake room and switch gear kept clear?	✓			
Are switch/fuse book covers in place?	✓			
Are all cables securely fixed with metal clips or other metal structures to prevent cables draping down in a fire situation causing potential injury or preventing escape?	✓			
Comments Electrical safety of a building is crucial with electrical fires causing a large percentage of all fire in buildings. It was unclear if the electrical safety certificate had been completed to current standards and recommendations with BS 7671: 2008 states that all buildings must have working electrical installation being carried out every 3 or 5 years depending on the wiring and use of the building.				

To compliment the hard-wired electrical systems onsite PAT testing is recommended. City and Guilds guidelines C&G 2377 recommend PAT testing as detailed below:

PAT testing is required as follows

For all stationery and IT equipment:

24 months - formal visual inspection by a competent person, recording down each item
60 months – combined test and visual inspection, recording down each item

Action Point

All buildings must have working electrical installation and supply, to ensure your electrical installation is suitably maintained, an electrical hard-wired safety check is recommended every 3 or 5 years and it is recommended that a safety certificate is obtained. This activity needs to be completed by a trained electrician. It is recommended once complete the safety certificate is stored with the fire log book. (Please note that all items identified on the electrical certificate must also be completed by the times specified by the electrician to comply with the legislation)				
Time to complete:	**Medium**	**Completed by:**	**Date:**	**Action No: 5**
All Portable Electrical Appliances must be tested, it is recommended that this must be completed by a company that tests to C&G 2377 standards **PAT testing is required as follows for all stationery and IT equipment:** 24 months - formal visual inspection by a competent person, recording down each item 60 months – combined test and visual inspection, recording down each item				
Time to complete:	**Medium**	**Completed by:**	**Date:**	**Action No: 6**

Gas/Oil	Compliant	Non-Compliant	TBC	N/A
Are gas appliances and installations being correctly checked as per current regulations?			?	
Are gas appliances in a good state of repair?	✓			
Are gas appliances fixed to the wall or on hard standing?	✓			
Are gas boilers well ventilated?	✓			

Comments

On inspection it was not clear if the gas appliances in the building had been inspected and serviced by a gas safe engineer. All appliances must be checked including heaters, boilers and cooking appliances.

Action Point

Gas appliances are to be checked every 12 months to meet current gas safety regulations, by a gas safe engineer and suitable gas safety certificates obtained. (This is not a servicing document only) It is recommended once complete the gas safety certificate is kept with the fire log book.

Time to complete: **Short** **Completed by:** **Date:** **Action No: 7**

Cooking				
Is cooking occurring in this building?	**No**			
	Compliant	Non-Compliant	TBC	N/A
Are cooking appliances maintained and ductwork cleaned regularly?				✓
Are wet chemical extinguishers available for cooking with deep fat fryers?				✓
No water extinguishers fitted in a kitchen where frying or deep fat fryers are being used?				✓

Comments

No cooking was noted onsite at the time of inspection.

Action Point

Arson	Compliant	Non-Compliant	TBC	N/A
Are any measures considered and being adopted to reduce arson?	✓			
Are any other security measures in place? Security fencing, lights, gates, security-controlled entrance etc.	✓			
Are there any other examples of arson being committed in the surrounding areas?				✓
Is waste/rubbish being effectively stored away from the buildings?	✓			
Comments Arson is still a common cause of fires in the UK, this includes both external and internal damage from intruders. Any form of security device such intruder alarm, CCTV, high security shutter or locks fitted to windows and doors reduce the opportunist arsonist. **Action Point**				

General Housekeeping	Compliant	Non-Compliant	TBC	N/A
Is the building being generally kept in a clean and tidy condition?	✓			
Are combustible materials being kept clear from sources of ignition?	✓			
Waste packaging reduced?	✓			
Are limited combustible materials being stored?	✓			
Are fire protection materials still in place on seating / chairs in the building?	✓			
Comments Combustible items are not just those generally regarded as highly combustible, such as foam or polystyrene, but all materials, which will readily catch fire such as cardboard, paper, cotton, linen etc. Reducing fire loading down is crucial in a building and the guidance is for excess combustibles and flammable liquids to be either be removed or reduced to as low as possible to reduce the risk of fire spreading. **Action Point**				

Hazardous/highly flammable Materials	Compliant	Non-Compliant	TBC	N/A
Are hazardous/highly flammable materials kept on site stored in a secure location, fire resisting cabinet?				✓
Comments No hazardous or volumes of highly flammable items were noted onsite at the time of inspection. **Action Point**				

Fire Exits	Compliant	Non-Compliant	TBC	N/A
Are there sufficient fire exits for the size of the building and the users of the building?	✓			
Internal doors having a minimum of 750mm clearance including furniture?	✓			
All final doors unlocked or locked by a one-handed fastening and no keys used and clear of obstruction at all times?		×		
Comments ***The Regulatory Reform Fire Safety Order 2005 - Emergency routes and exits Article 14.*** *— (1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.* *(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—* *(a) emergency routes and exits must lead as directly as possible to a place of safety;* *(b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;* *(c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time; (* *d) emergency doors must open in the direction of escape;* *(e) sliding or revolving doors must not be used for exits specifically intended as emergency exits;* *(f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;*				

Internal doors must have a space around the opening of the door to a minimum of 750mm to allow for suitable travel through the door and for access and egress of those with less mobility, it was noted that a chair was directly in the doorway of the side fire exit from the library and this area should be kept clear at all times.

Action Point

Fire exits must have a space around the opening of the door to a minimum of 750mm to allow for suitable travel through the door and for access and egress of those with less mobility at all times.

Time to complete: **Medium** **Completed by:** **Date:** **Action No: 8**

Fire Doors	Compliant	Non-Compliant	TBC	N/A
A door or shutter, together with its frame and furniture provided for the passage of people, air or goods which, when closed is intended to restrict the passage of fire and / or smoke to a predetermined level of performance – BS 476 standards.				
Are the fire doors kept to a good standard?		×		

Comments

Fire doors are installed in buildings to protect high risk areas or to create compartments in the building, both for the protection of persons within the building. A suitably fitted fire door slows down the transfer of smoke, heat and fire around the building allowing for a speedier escape or to protect persons who may be restricted from leaving the building.

The kitchenette area at the rear of the library should be fitted with a FD30s fire door to provide suitable compartmentation with the boiler and main electrics being located in this area.

Technical guidance on fitting fire doors

a) Doors must be hung on not less than 3 x 100mm steel hinges with steel screws and shall fit flush to the frame (this will require alteration to the frame to accommodate the extra thickness of the fire door) with a maximum 3mm gap at all edges.
b) The rebates against which the door closes to a minimum 25mm by screwing and gluing a timber stop in close abutment.
c) Combined intumescent and cold smoke seals of the blade or brush type to comply with BS 476, Part 8, 1972. Must be fitted to the sides and head of the doors or the frame
d) The gap between the door and the frame must be approximately 3mm to ensure the cold smoke will work when required and restrict the flow of smoke and fumes around the building.
e) Doors must close effectively to the door frame with any self-closing device.

Action Point

A fire doors FD30s must be fitted to the building as listed above and must be fitted as specified in the technical information to create suitable Compartmentation in the building.

Time to complete: **Medium** **Completed by:** **Date:** **Action No: 9**

Safe exiting	Compliant	Non-Compliant	TBC	N/A
Corridors free from combustible materials?	✓			
Escape routes not through areas of higher risk?	✓			
Are all floors, stairways and pathway surfaces in good condition and free from trip hazards?	✓			
Are exits, hallways, doors and gangways suitable width at least width of at least 750mm.	✓			
Reasonable travel distances where there are alternative means of escape?	✓			
Adequate provision of exits?	✓			
Are the escape routes available for use and suitably maintained?	✓			
Is the fire-resisting construction protecting escape routes in sound condition?	✓			
Are all fire exits easily and immediately openable?	✓			
Can escape be made from a protected area within 2.5 mins?	✓			
Are exit routes and outside exits doors flat or ramped so wheelchairs can be used in an emergency?	✓			

Comments

Article 14 of The Regulatory Reform Fire Safety Order 2005 advises –

(1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.

(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—

(a) emergency routes and exits must lead as directly as possible to a place of safety;
(b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;
(c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;
(d) emergency doors must open in the direction of escape; (e) sliding or revolving doors must not be used for exits specifically intended as emergency exits;
(f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency

Action Point

Restricting the spread of fire	Compliant	Non-Compliant	TBC	N/A
Are wall and ceiling surface linings of good standard and condition?	✓			
Is there adequate fire compartmentation?		×		
Comments The lack of a compliant fire door fitted to the kitchenette area breaks the fire compartmentation in the building. Compartmentation is created with products that will last at least 30 minutes in a fire situation, the ceiling times, plastered walls and fire doors all create these compartments in a building. Compartments are not only utilized to save lives but also to protect parts of the building from the impacts of a fire. A small amount of work is required to create suitable compartmentation as detailed on the fire doors. **Action Point**				

Emergency Lighting	Compliant	Non-Compliant	TBC	N/A
Are emergency lights fitted and are they sufficient for the building?		×		
Is there sufficient coverage on the main escape routes?		×		
Does each fire compartment have at least 2 emergency lights?		×		
Within 2 meters of safety signs (escape route signs)?		×		
Toilets, showers and changing rooms which have no natural lighting or which have multiple closet facilities?				✓
Near fire and first aid equipment, extinguishers, call points?		×		
Near high risk task areas to allow safety of operation? Machinery, kitchens, examination and treatment rooms, plant and switch rooms, by distribution boards, reception areas?		×		
Inside & outside Exit doors?		×		
Illuminate side and rear escape routes to a place of total safety?		×		
Are emergency lights being regularly serviced if fitted?			?	
Comments **Article 14 of The Regulatory Reform Fire Safety Order 2005 advises –**				

(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—

(h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

The Emergency Lighting system must be provided across the premises to BS5266 standards or another acceptable recognised standard and engineers must service the equipment to a minimum of 12 monthly intervals to these standards. Please be aware these standards can be amended from time to time.

Emergency lights are fitted to a building to provide lighting in the case of a failure of normal electrical lights in hours of darkness or low-level lighting. Emergency lights have battery backups switching to battery in the case of a failure of the internal lights and must provide lighting throughout the building along all work areas and escape routes, to exit doors and outside of exit doors.

The following areas **appeared** to have insufficient emergency lights fitted as per BS5266 standards. Lack of suitable emergency lights can reduce the speed of escape or to make safe a work activity from these areas (This list is not exhaustive and a full review must be carried out): -

- The rear kitchenette area where the boiler and main fuse boards are located.
- The library area from the kitchenette which will form part of the escape route.
- Inside and outside the 2 fire exits to also cover the extinguishers fitted in these locations, fire exit signs and the steps outside.
- Between the reception area and the side library area which will form part of the escape route towards the side fire exit.

It is an acceptable deviation to BS5266 standards to only have a 1-hour emergency light drain down test in this building due to the use of the building and it is unlikely to need to be reoccupied in a fire situation as no sleeping risks or vulnerable persons are onsite.

Action Point

Further investigation must be made to the areas listed above to ensure sufficient emergency lights are in place, if not, further emergency lights fitted to ensure suitable emergency lighting in the building in the hours of darkness or darkened areas with no natural light as required under BS5266 standards.

Time to complete: **Medium** **Completed by:** **Date:** **Action No: 10**

Similar to fire extinguishers any emergency device utilized for fire safety must be subject to regular maintenance and certification to confirm compliance to the current BS5266 standards, emergency lights must be inspected and serviced at least annually and suitable certification provided when fitted.				
Time to complete:	**Short**	**Completed by:**	**Date:**	**Action No: 11**
It is an acceptable deviation to BS5266 standards to only have a 1-hour emergency light drain down test in this building due to the use of the building and it is unlikely to need to be reoccupied in a fire situation as no sleeping risks or vulnerable persons are onsite. Servicing companies must carry out a 1 hour drain only to emergency lights.				
Time to complete:	**Medium**	**Completed by:**	**Date:**	**Action No: 12**

Fire Detection Systems	Compliant	Non-Compliant	TBC	N/A
Is an adequate electrical fire alarm fitted?	✓			
Is this fire alarm being serviced at least every 6 months to BS5839 standards?			?	
Are fire detectors fitted and are they adequate for the premises?	✓			
Are detectors installed covering escape routes, staff rooms and offices?	✓			
Are sounders located within all compartments?	✓			
Are sounders/bells the same across the whole site?	✓			
Will sounders or bells provide sufficient decibel levels for all areas?	✓			
Are heat detectors located in kitchens instead of smoke alarms?	✓			

Comments; Article 13 – The Regulatory Reform (Fire Safety) Order 2005

Fire-fighting and fire detection

13. *— (1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—*

(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms;

The Fire Alarm system must be provided across the premises to L5 level of BS5839 standards or another acceptable recognised standard and engineers must service the equipment to a minimum of 6 monthly intervals to these standards. Please be aware these standards can be amended from time to time.

An L5 fire alarm system a non-prescriptive system in which the protected area(s) and or the location of detectors is designed and specified to satisfy a specific fire risk objective. In this case the building has been fitted with hardwired interlinked detectors which can be heard in all areas and provide detection in all areas to the building.

Staff/ volunteers should test the alarms weekly and record this in the fire log book when provided noting any defects. Staff/volunteers can test the audible sounds of the detectors but not the functionality of the detectors and they should be tested with cosmetic smoke by a servicing company every 6 months and a service plan should be implemented.

Action Point

Staff/ volunteers should test the alarms weekly and record this in the fire log book when provided noting any defects. Staff/volunteers can test the audible sounds of the detectors but not the functionality of the detectors and they should be tested with cosmetic smoke by a servicing company every 6 months and a service plan should be implemented.

Time to complete: **Medium** **Completed by:** **Date:** **Action No: 13**

Fire Fighting	Compliant	Non-Compliant	TBC	N/A
Is there sufficient firefighting equipment available for the risks on site?		×		
At least 2 Class A combustible extinguishers and Co2 per floor level?	✓			
Is the correct type of equipment being used?		×		
Have they been serviced to BS5306 part 3 standards in the last 12 months?	✓			
Are extinguishers located in prominent positions, ideally not inside rooms but on main corridors, at exit doors or outside rooms or cupboards?	✓			
Are extinguishers free from obstruction?	✓			
Are extinguishers fitted less than 1m to grab handle for all extinguishers over 4kg in weight?		×		
Is there suitable electrical coverage every 10m?	✓			
Is a powder extinguisher fitted to cover boilers in the building?		×		
Are extinguishers fitted more than 1m from a heat source?	✓			
Are extinguishers wall hung or on stands, except schools where stands cannot be used?	✓			
Advice given to carry out H & S assessment where a powder extinguisher has been fitted?	✓			

Comments

Article 13 – The Regulatory Reform (Fire Safety) Order 2005

Fire-fighting and fire detection

13. *— (1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—*

(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarm

The Firefighting equipment must be provided across the premises to BS5306 standards or another acceptable recognised standard and engineers must service the equipment to a minimum of 12 monthly intervals to these standards. Please be aware these standards can be amended from time to time.

The foam extinguishers located at the 2 fire exits were higher than 1m to grab handle, they must be no more than 1m to grab handle due to manual handling requirements and the ensure damage is not caused to extinguishers or injury to persons dropping accidentally from height.

BS5306 standards require a powder extinguisher to be fitted near a gas boiler and a powder extinguisher must be fitted at the boiler area. A health and safety assessment must be completed by all persons in the vicinity of a powder extinguisher and their health assessed understanding the impacts on the use of powder extinguishers.

Action Point

Extinguishers must not be fitted greater than 1m to grab handle and the extinguishers must be lowered and must be noted by your current servicing company.				
Time to complete:	**Short**	**Completed by:**	**Date:**	**Action No: 14**
As per BS5306 standards all gas boilers must have a powder extinguisher fitted and a further 2kg powder must be fitted at the boiler area. A health and safety assessment must be completed by all persons in the vicinity of a powder extinguisher and their health assessed understanding the impacts on the use of powder extinguishers.				
Time to complete:	**Short**	**Completed by:**	**Date:**	**Action No: 15**

Signage	Compliant	Non-Compliant	TBC	N/A
Have all the following signs been installed to indicate emergency devices, escape routes onsite or fire doors as per BS5499 standards?				
No smoking	✓			
Fire Extinguisher ID signs?	✓			
Fire Exit Signs?		×		
Fire Exit Keep Clear?	✓			
Fire Action Notices?	✓			
Assembly point/s?		×		

Comments

Article 14 of The Regulatory Reform Fire Safety Order 2005 advises –

(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—

(g) emergency routes and exits must be indicated by signs

and

Article 13 of The Regulatory Reform (Fire Safety) Order 2005

13. *— (1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—*

(b) any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.

The following signs must be fitted to comply with BS5499 standards, where possible being made from photoluminescent materials: -

- The fire exit sign should be removed from the rear fire exit door and a new hanging sign attached to the ceiling, a green running man with the words fire exit and the arrow pointing downwards in this case because of the steps outside this fire exit.
- The fire assembly point sign should be removed from the side fire exit door and fitted in the car park area away from the building in a suitable area.

Action Point

The signs detailed above must be fitted as detailed within BS5499 standards, ideally these signs would be made from photoluminescent materials being illuminated in low level lighting.

Time to complete: **Short** **Completed by:** **Date:** **Action No: 16**

Management	Compliant	Non-Compliant	TBC	N/A
Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.				
Is a suitable fire safety management policy in place for securing the effective management of fire safety at the premises? (see information in the comments section)	✓			
Is a suitable and sufficient evacuation procedure in place? (see information in the comments section)	✓			
Are there suitable arrangements for summoning the fire and rescue service?	✓			
Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	✓			
Has this been communicated to staff recently?	✓			
Are staff aware of this and regularly updated?	✓			
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	✓			
Are suitable arrangements in place to contact other contractors, agency staff/ general public in the event of an evacuation?	✓			
Does the company have an effective induction process for all staff and contractors?	✓			
Is the Risk Assessment being reviewed annually?			?	
Have all actions been completed from previous FRA?				✓
Will staff be advised of the comments/actions raised on the fire risk assessment?			?	
Is the customer aware alterations, changes to floor plans etc. require further risk assessments?	✓			

Comments

Article 11 of The Regulatory Reform Fire Safety Order 2005 advises –

(1) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

(2) The responsible person must record the arrangements referred to in paragraph (1) where— (a) he employs five or more employees;

Therefore, all premises must have suitable and sufficient fire policy, this is a document created or signed off by The Responsible Person and it details for example, the importance of fire safety, who is responsible in the various buildings (nominated staff), who are the fire wardens and any staff training, the importance of the fire risk assessment and what it covers, reporting of any risks identified by staff, reporting of any incidents, any dangerous working practices or substances and how they are managed and controlled, etc. This is not a full list but must cover eventualities and desired risk management by The Responsible Person. This document must be reviewed annually and shared with staff ideally annually.

Article 4 of The Regulatory Reform Fire Safety Order 2005 advises –

In this Order "general fire precautions" in relation to premises

(a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises
(b) measures in relation to the means of escape from the premises;
(c) measures for securing that, at all material times, the means of escape can be safely and effectively used;
(d) measures in relation to the means for fighting fires on the premises;
(f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—
(i) measures relating to the instruction and training of employees; and (ii) measures to mitigate the effects of the fire.

Article 15 of The Regulatory Reform Fire Safety Order 2005 also advises –

(1) The responsible person must—

(a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons;

As detailed above in Articles 4 and 15 all premises must have a fire evacuation procedure completed by the organisation, the more complicated the building or the higher risk activities or personnel within the building (e.g. sleeping risks, young children, working with production lines or higher risk activities) the more detailed the evacuation procedure. The evacuation procedure must detail what must be carried out on either noticing a fire or on activation of the fire alarm. It must cover what activities are required to be completed (see also firefighting plan in the next section), but it must also detail escape routes, fire exits and who must use those fire exits (larger buildings and volume of staff utilizing designated escape routes and exit doors).

The evacuation procedure must work closely in line with fire drills and the firefighting plan, testing all eventualities, e.g. blocked escape routes, persons trapped in a building and their activities, assisting vulnerable persons or those physically or mentally impaired, fighting fires when safe to do so and how this will be managed. This list is not exhaustive, the evacuation procedure must be reviewed at least annually, changes to activities or structures in the building and then after each fire evacuation or drill to ensure it is up to date and relevant and if it requires changing, must be changed immediately and communicated to all staff and especially to those staff that have any activities at the time of a fire or fire alarm activation.

Article 8 of The Regulatory Reform Fire Safety Order 2005 advises –

1) The responsible person must—

(a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and
(b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

Article 9 – Risk assessment of The Regulatory Reform Fire Safety Order 2005 advises

Risk assessment 9. —

(1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

(2) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date

As per articles 8 and 9 above a suitable and sufficient fire risk assessment must be in place, this must be completed by a competent person and any fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date as detailed above. There is no definition of regularly but **annually** is generally accepted to be best practice as stipulated by The Chief Fire Officers association.

The risk assessment stipulates specific time periods for actions to be completed and these should be adhered to from this risk assessment making sure The Responsible Person is not left open to prosecution under Article 8 and other Articles of The Regulatory Reform Fire Safety Order.

The significant findings from the fire risk assessment must be shared with staff as detailed under **Article 9 of The Regulatory Reform Fire Safety Order 2005**.

Action Point

The time periods for actions on this or previous risk assessments must be adhered to ensure the building is safe, relevant persons are protected and The Responsible Person is not left open to prosecution.				
Time to complete:	**Short**	**Completed by:**	**Date:**	**Action No: 17**
The Risk assessment must be reviewed at least annually or immediately if any material changes occur to the building including structural changes etc. and these must be risk assessed following completion of the work.				
Time to complete:	**Long**	**Completed by:**	**Date:**	**Action No: 18**
The significant finding from this assessment must be shared with staff as per Article 9 of The Regulatory Reform (Fire Safety) Order 2005.				
Time to complete:	**Short**	**Completed by:**	**Date:**	**Action No: 19**

Fire Training and Drills	Compliant	Non-Compliant	TBC	N/A
Are all new staff trained on Basic Fire Awareness training when they join the company?			?	
Are all staff trained yearly Basic Fire Awareness?			?	
Have a suitable volume of fire wardens been specifically appointed and trained?			?	
Does this cover operating the fire warning system?			?	
Fighting fires with portable extinguishers?			?	
Emergency plans?			?	
Are fire evacuation exercises carried out at suitable intervals ensuring these are unannounced, scenarios used to test all the skills of a fire warden and that post evacuation exercise to check the fire evacuation plan?			?	
Are records available of all staff training?			?	

Comments

A suitable firefighting plan should be designed including the practical application of extinguishers as required under Article 13 of The Regulatory Reform (Fire Safety) Order 2005.

Article 21 of The Regulatory Reform (Fire Safety) Order 2005 advises

Training 21. *— (1) The responsible person must ensure that his employees are provided with adequate safety training—*

(a) at the time when they are first employed; and (b) on their being exposed to new or increased risks because of—

(i) their being transferred or given a change of responsibilities within the responsible person's undertaking; (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the responsible person's undertaking; (iii) the introduction of new technology into the responsible person's undertaking; or (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the responsible person's undertaking.

(2) The training referred to in paragraph (1) must—

(a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises; (b) be repeated periodically where appropriate; (c) be adapted to take account of any new or changed risks to the safety of the employees concerned;

Article 13 of The Regulatory Reform Fire Safety Order 2005 advises –

Responsible persons are required to take measures for fire-fighting in the premises (e.g. the drawing up of a suitable fire-fighting plan) where necessary for the purpose of safeguarding relevant persons in case of fire. Such measures as are taken will be tailored to the circumstances of the premises. Responsible persons shall nominate a sufficient number of their employees to implement those measures and ensure that they are adequately trained and equipped to carry out their responsibilities. This provision must complement rather than replace fire and rescue authorities' fire-fighting role.

The intention of the Order was to:
"… make it clear that firefighting equipment must be considered as a possible means of reducing a risk of fire spreading, providing protection and for providing assistance to others … It must also be considered as a possible means of mitigating the detrimental effects of a fire."

Nominated relevant persons must be able to tackle a fire if it is safe to do so and they know how to do it safely. They must not put themselves at risk to fight fire; their personal safety remains the priority. **Nonetheless this priority must not be used by responsible persons to avoid compliance with this requirement**.
by training an adequate number of employees to undertake first aid fire-fighting duties and inherent in that training must be the teaching of employees to recognise when first-aid fire-fighting is or is not safe to implement.

Fire drills should be completed at least annually and recorded inside the fire log book.

Staff and wardens must then receive annual refresher training as detailed in BS9999 standards to ensure their skills and knowledge are retained. At the time of inspection there had been no training for staff/ volunteers.

It is recommended that fire drills are practiced at least every 12 months and must be unannounced to all staff including wardens and include the involvement of staff activating the fire alarms, blocking escape routes, selecting the correct extinguishers, evacuation within set timed parameters, building sweeps and coordination at assembly points and accounting for staff.

If the fire drills are completed effectively then they can be again completed annually. If, however the drill is not successful and staff and wardens do not complete their tasks effectively, a full review must occur including a post evacuation investigation and The Responsible Person advised.

Staff/wardens must be advised of failures and retrained if necessary and the drill repeated until it can be successfully completed following all requirements of a fire drill as detailed above

Records of staff trained in fire procedures and practical application of extinguishers were not available at the time of inspection.

Action Point

A suitable volume of Wardens (sufficient enough to cover holidays, sickness and absences from the office) must be appointed and retrained every 12 months as per British Standards 9999, they must have specific duties to carry out to assist the responsible person and they must practice their duties on a regular basis, including evacuations				
Time to complete:	**Short**	**Completed by:**	**Date:**	**Action No: 20**
A suitable firefighting plan must be designed with a suitable volume of competent persons trained and appointed to fight a fire and trained in the practical applications of extinguishers, these staff/ volunteers are often called fire wardens or marshals. Their role is to complement the fire services activities and reduce the risk of a fire spreading injuring persons and causing unnecessary damage.				
Time to complete:	**Short**	**Completed by:**	**Date:**	**Action No: 21**
It is recommended that fire drills are practiced at least every 12 months and must be unannounced to all staff/ volunteers including wardens and include the involvement of staff/ volunteers activating the fire alarms, blocking escape routes, selecting the correct extinguishers, evacuation within set timed parameters, building sweeps and coordination at assembly points and accounting for staff. If the fire drills are completed effectively then they can be again completed annually. If, however the drill is not successful and staff and wardens do not complete their tasks effectively, a full review must occur including a post evacuation investigation and The Responsible Person advised. Staff/wardens must be advised of failures and retrained if necessary and the drill repeated until it can be successfully completed following all requirements of a fire drill as detailed above.				
Time to complete:	**Medium**	**Completed by:**	**Date:**	**Action No: 22**
Records must be available of all fire trained staff/ volunteers, ideally this would be recorded and kept with the fire log book.				
Time to complete:	**Short**	**Completed by:**	**Date:**	**Action No: 23**

Photographic Information in relation to Fire Risk Assessment					
Action Point No:	**8**	Action Point No:	**10**	Action Point No:	**10**
					

Action Point No:	**14**	Action Point No:	**14**	Action Point No:	**16**
					

Section 4 – Schedule of responsibilities

Routine tests/inspections	Daily – escape route checks ensuring they are clear and fire exit doors open fully Weekly – Fire Alarm test Monthly – Extinguishers, emergency lights, fire doors, safety signs • All inspection/tests must be recorded in your fire log book
Means of escape	Kept clear at all times including buildup of materials on corridors, deliveries and trip hazards. All fire doors must be kept closed and not held open unless with a mechanical device, all door wedges or other items holding doors must be removed immediately.
	All doors must be able to be opened with one simple movement, no keys. All security doors must have a failsafe system of automatically opening if the alarm goes off, or a power failure. This includes both internal doors and final exit doors such as sliding and rotating doors
Escape lighting	All escape routes now must have emergency lights fitted and natural light cannot be relied up. These lights must clearly illuminate the escape route and escape doors both internally and externally. These lights must ideally be serviced annually to BS5266 standards.
Fire Alarm	If fitted, must be serviced every 6 months to BS5839 standards, documentation from service provider must confirm this.
Fire Extinguishers	All workplaces require firefighting equipment, which must be free from obstruction at all times and in easily locatable positions and identified by location signs. They must be serviced annually to comply with BS5306 standards and labels on extinguishers and certificates from servicing company must confirm this.
Training	All employees and contractors must be trained in premises fire safety and precautions and regularly retrained, BS9999 states all staff must receive annual refresher training. Records of training must be recorded in the fire log book. The company must appoint employees to assist them in the roles (Fire Wardens/Marshalls) This must be a suitable volume to cover holidays, sickness, lunch breaks etc. These staff must receive regular refresher training BS9999 states these staff must receive annual refresher training. Records of training must be recorded in the fire log book.

Signage	Various signs are required in the workplace, the escape route must be clearly signed indicating the route to the closest fire exit no matter where you are in a building. Other signs include fire extinguisher location signs, fire call point signs, no smoking signs and fire door keep clear signs.
Physical or Sensory impaired individuals	Procedures must be in place to ensure these individuals can safely access and egress from the building. This includes visitors, temporary staff, permanent staff and those who may be temporarily impaired due to accidents and sickness. A PEEP would be required in most cases.
Policies/Plans	A fire Policy and evacuation policy must be documented. This must be regularly updated and communicated to staff. The findings of the Fire Risk Assessment must also be communicated to staff.

Requirements of an emergency plan

An emergency plan must be documented and communicated to staff on a regular basis and must include the following:	• What must staff do if they discover a fire • How will people be warned of a fire • The correct method of raising the alarm or warning people, including location of call points • Location of firefighting equipment and who is trained to use it • The action to be taken on hearing the alarm • The duties of any specific staff members • How and when the premises must be evacuated • Details of escape routes, plans if possible • Arrangements for ensure guests/customers egress safely • Arrangements for any persons who are disabled or predetermined PEEPs in place • Arrangements for calling the fire brigade • Location of assembly points • Roll call if necessary • Who will liaise with fire brigade and management (senior) • Procedures for detailing any hazardous or highly flammable items and their locations • Who will maintain this plan and how often reviewed? • Details of the importance of fire doors ensuring they are kept shut at all times • The importance of ensuring evacuation and escape routes are clear at all times • The importance of keeping firefighting equipment clear at all times • The importance of all staff being responsible for their actions.

Section 5 – The process and legal information

This Assessment

This Fire Risk Assessment (FRA) has been completed in line with current legislation in particular the Regulatory Reform (Fire Safety) Order 2005 (RRO). Within the RRO responsibilities have been passed to a 'Responsible person' within the organisation to undertake certain key responsibilities.

As detailed under the RRO Article 3, The 'Responsible person' could be several individuals in a building however in general terms the person is either/or:

- **The Business owner**
- **The Director with delegated authority**
- **The MD**
- **The Chief Executive**
- **The property Owner/Landlord**
- **Those in charge of a building**

Complications arise when there are several 'Responsible person' with a building such as the landlord and subsequent tenants and in the case of contractors working on site, the responsible person for the contractor. These responsibilities extend to the premises and the staff alike even if the individuals are you employed by you directly. These responsibilities extend to the following duties

- Carry out a suitable Fire Risk assessment completed by a competent person. (Competency is judged by expert knowledge, qualifications and experience)
- Means of fighting fire
- Means of detecting fire and advising staff through alarms
- Development of a Fire Policy
- Development of Evacuation Procedures
- Maintaining Evacuation routes, lights and signs
- Training and Instruction on basic fire awareness and hazards within the workplace and communication of the processes and procedures.
- Provide sufficiently trained staff to assist the Responsible Person with these evacuation procedures (Fire Wardens)
- Employ one or more competent people to assist the 'Responsible person' with their duties

- Maintaining all equipment.
- Carrying out an FRA review on a regular basis or when risks within a building change.

This report will specifically refer to the duties required from the customer, however action points maybe advised to liaise with other 'Responsible persons' within a premise.

Competent Persons

The role of a competent person/s cannot be underestimated. A competent person is not a member of staff with limited experience or knowledge. Competency is judged by expert knowledge, experience and qualifications and in some cases takes many years to amass.

- A competent person is required to assist the 'Responsible person' with carrying out the FRA, assisting in writing a Fire Policy, evacuation plan and assisting with training of staff and fire wardens.
- Competent persons are also required to service fire protection equipment such as Fire Alarms, emergency lights and Extinguishers and fire blankets.
- Competent persons may also be required to assist the 'Responsible person' with fire evacuation drills on their request.

The Report

This assessment follows a stringent Risk Assessment of the premises detailed on page 1 of the FRA. The risk assessment is designed to:

- **To Identify** all factors which may cause harm to people, property and/or the environment during or as a result of a fire.
- **To consider** the likelihood of that harm actually happening and the possible consequences that could come from it
- **To enable** the responsible person to plan, implement and monitor the preventative and protective measures to ensure risks are as low as reasonably practicable at all times.

The report is structured in the following way:

1. An introduction of the building including its use
2. The report is then broken-down identifying risks around the building, and making necessary comments on them, recording down any significant findings.

3. The last section of the report refers to Actions that we recommend need to be undertaken by the responsible person to remedy these significant findings, to ensure they are compliant with current legislation. Each action point will have a specific prioritisation and timescale and have a specific section to sign when this action is completed.

Prioritisation of Actions

Each action will be given a prioritisation to ensure the Responsible person has some sort of schedule to work to. Our classifications are immediate, short, medium and long term and are detailed below:

1. **Immediate** - these actions must be completed immediately where possible, risks that present a clear and present risk of fire and injury to persons, or are so quick to implement they need no thought.
2. **Short Term** – these actions must be completed within the next 3 months where possible, there are risks that present a risk of fire and injury to persons.
3. **Medium Term** – these actions must be completed in the next 3 - 6 months as they are less serious than short term risks, however still require work to be completed in a timely fashion to reduce the risks to property and injury to persons.
4. **Long Term** – these actions must be completed in the next 6 – 12 months and are of a less serious nature but still represent risks that need further action.

Review of Fire Safety Risks

Legislation changes on a regular basis and so does the use and internal risks within a premises, therefore it is essential that FRA's are reviewed on a regular basis, we will always recommend an FRA is reviewed no longer than 12 months. This is also a requirement as specified under article 9 of the Regulatory Reform (Fire Safety) Order 2005. However, in certain situations this review period may change to a reduced time period.

Examples of this include:

- Change of use of a building
- Change of building materials used in construction
- Building of new or extension works to an existing premises
- Bringing in new materials/equipment onto the premises especially hazardous or flammable materials
- Changing the flow of a building
- Sharing of a premises

The Responsible person must ensure risks are managed on an ongoing basis and not left to the next review period. If you have any doubts about changing risks or are planning changes to a building, we would suggest you inform us at the earliest possible opportunity.

- This report does not detail information in relation to the construction of the building and how it will perform in a fire, it identifies general day to day risks in the business. If this is required it is recommended is full structural survey is completed.
- This report covers injury to individuals and does not consider the impact to the building

The Hierarchy of legislation

The Hierarchy of the regulations in relation to fire and fire protection are detailed high level as follows:

Health & Safety at Work Act 1974

↓

Regulatory Reform (Fire Safety) Order 2005

↓

British Standards BS5306
British Standards BS9999

Section 6 – Relevant Articles – The Regulatory Reform (Fire Safety) Order 2005

Article 3 – Meaning of "responsible person"

The Regulatory Reform (Fire Safety) Order 2005

Meaning of "responsible person" 3. *In this Order "responsible person" means—*

(a) in relation to a workplace, the employer, if the workplace is to any extent under his control; (b) in relation to any premises not falling within paragraph (a)—

(i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or (ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

Article 4 – Meaning of "general fire precautions"

The Regulatory Reform (Fire Safety) Order 2005

Meaning of "general fire precautions" 4. *—(1) In this Order "general fire precautions" in relation to premises means, subject to paragraph (2)—*

(a) measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises; (b) measures in relation to the means of escape from the premises; (c) measures for securing that, at all material times, the means of escape can be safely and effectively used; (d) measures in relation to the means for fighting fires on the premises; (e) measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and (f) measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—

(i) measures relating to the instruction and training of employees; and (ii) measures to mitigate the effects of the fire.

(2) The precautions referred to in paragraph (1) do not include special, technical or organisational measures required to be taken or observed in any workplace in connection with the carrying on of any work process, where those measures —

(a) are designed to prevent or reduce the likelihood of fire arising from such a work process or reduce its intensity; and (b) are required to be taken or observed to ensure compliance with any requirement of the relevant statutory provisions within the meaning given by section 53(1) of the Health and Safety at Work etc 1974.

(3) In paragraph (2) "work process" means all aspects of work involving, or in connection with—

(a) the use of plant or machinery; or (b) the use or storage of any dangerous substance.

Article 5 – Duties under this Order

The Regulatory Reform (Fire Safety) Order 2005

Duties under this Order 5. *—(1) Where the premises are a workplace, the responsible person must ensure that any duty imposed by articles 8 to 22 or by regulations made under article 24 is complied with in respect of those premises. (2) Where the premises are not a workplace, the responsible person must ensure that any duty imposed by articles 8 to 22 or by regulations made under article 24 is complied with in respect of those premises, so far as the requirements relate to matters within his control. (3) Any duty imposed by articles 8 to 22 or by regulations made under article 24 on the responsible person in respect of premises shall also be imposed on every person, other than the responsible person referred to in paragraphs (1) and (2), who has, to any extent, control of those premises so far as the requirements relate to matters within his control. (4) Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to—*

(a) the maintenance or repair of any premises, including anything in or on premises; or (b) the safety of any premises,

that person is to be treated, for the purposes of paragraph (3), as being a person who has control of the premises to the extent that his obligation so extends. (5) Articles 8 to 22 and any regulations made under article 24 only require the taking or observance of general fire precautions in respect of relevant persons.

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(a) the maintenance or repair of any premises, including anything in or on premises; or (b) the safety of any premises,

that person is to be treated, for the purposes of paragraph (3), as being a person who has control of the premises to the extent that his obligation so extends. (5) Articles 8 to 22 and any regulations made under article 24 only require the taking or observance of general fire precautions in respect of relevant persons.

Article 9 – Risk assessment

The Regulatory Reform (Fire Safety) Order 2005

Risk assessment 9. *—(1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order. (2) Where a dangerous substance is or is liable to be present in or on the premises, the risk assessment must include consideration of the matters set out in Part 1 of Schedule 1. (3) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if—*

(a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions,

and where changes to an assessment are required as a result of any such review, the responsible person must make them. (4) The responsible person must not employ a young person unless he has, in relation to risks to young persons, made or reviewed an assessment in accordance with paragraphs (1) and (5). (5) In making or reviewing the assessment, the responsible person who employs or is to employ a young person must take particular account of the matters set out in Part 2 of Schedule 1. (6) As soon as practicable after the assessment is made or reviewed, the responsible person must record the information prescribed by paragraph (7) where—

(a) he employs five or more employees; (b) a licence under an enactment is in force in relation to the premises; or (c) an alterations notice requiring this is in force in relation to the premises.

(7) The prescribed information is—

(a) the significant findings of the assessment, including the measures which have been or will be taken by the responsible person pursuant to this Order; and (b) any group of persons identified by the assessment as being especially at risk.

(8) No new work activity involving a dangerous substance may commence unless—

(a) the risk assessment has been made; and (b) the measures required by or under this Order have been implemented.

Article 12 – Elimination or reduction of risks from dangerous substances

The Regulatory Reform (Fire Safety) Order 2005

Elimination or reduction of risks from dangerous substances 12. *—(1) Where a dangerous substance is present in or on the premises, the responsible person must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable. (2) In complying with his duty under paragraph (1), the responsible person must, so far as is reasonably practicable, replace a dangerous substance, or the use of a dangerous substance, with a substance or process which either eliminates or reduces the risk to relevant persons. (3) Where it is not reasonably practicable to eliminate risk pursuant to paragraphs (1) and (2), the responsible person must, so far as is reasonably practicable, apply measures consistent with the risk assessment and appropriate to the nature of the activity or operation, including the measures specified in Part 4 of Schedule 1 to this Order to—*

(a) control the risk, and (b) mitigate the detrimental effects of a fire.

(4) The responsible person must—

(a) arrange for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances; and (b) ensure that any conditions necessary pursuant to this Order for ensuring the elimination or reduction of risk are maintained.

Article 13 – Fire-fighting and fire detection

The Regulatory Reform (Fire Safety) Order 2005

Fire-fighting and fire detection

13. *—(1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—*

(a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and (b) any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.

(2) For the purposes of paragraph (1) what is appropriate is to be determined having regard to the dimensions and use of the premises, the equipment contained on the premises, the physical and chemical properties of the substances likely to be present and the maximum number of persons who may be present at any one time.

(3) The responsible person must, where necessary—

(a) take measures for fire-fighting in the premises, adapted to the nature of the activities carried on there and the size of the undertaking and of the premises concerned; (b) nominate competent persons to implement those measures and ensure that the number of such persons, their training and the

equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned; and (c) arrange any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.

(4) A person is to be regarded as competent for the purposes of paragraph (3)(b) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the measures referred to in that paragraph.

Article 14 – Emergency routes and exits

The Regulatory Reform (Fire Safety) Order 2005

Emergency routes and exits 14. *—(1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. (2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—*

(a) emergency routes and exits must lead as directly as possible to a place of safety; (b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible; (c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time; (d) emergency doors must open in the direction of escape; (e) sliding or revolving doors must not be used for exits specifically intended as emergency exits; (f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency; (g) emergency routes and exits must be indicated by signs; and (h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

Article 15 – Procedures for serious and imminent danger and for danger areas

The Regulatory Reform (Fire Safety) Order 2005

Procedures for serious and imminent danger and for danger areas 15. *—(1) The responsible person must—*

(a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons; (b) nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises; and (c) ensure that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety, unless the person concerned has received adequate safety instruction.

(2) Without prejudice to the generality of paragraph (1)(a), the procedures referred to in that sub-paragraph must—

(a) so far as is practicable, require any relevant persons who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps taken or to be taken to protect them from it; (b) enable the persons concerned (if necessary by taking appropriate steps in the absence of guidance or instruction and in the light of their knowledge and the technical means at their disposal) to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent and unavoidable danger; and (c) save in exceptional cases for reasons duly substantiated (which cases and reasons must be specified in those procedures), require the persons concerned to be prevented from resuming work in any situation where there is still a serious and imminent danger.

(3) A person is to be regarded as competent for the purposes of paragraph (1) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the evacuation procedures referred to in that paragraph.

Article 17 – Maintenance

The Regulatory Reform (Fire Safety) Order 2005

Maintenance 17. *—(1) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.*
(2) Where the premises form part of a building, the responsible person may make arrangements with the occupier of any other premises forming part of the building for the purpose of ensuring that the requirements of paragraph (1) are met.
(3) Paragraph (2) applies even if the other premises are not premises to which this Order applies.
(4) The occupier of the other premises must co-operate with the responsible person for the purposes of paragraph (2).
(5) Where the occupier of the other premises is not also the owner of those premises, the references to the occupier in paragraphs (2) and (4) are to be taken to be references to both the occupier and the owner.

Article 18 – Safety assistance

The Regulatory Reform (Fire Safety) Order 2005

Safety assistance 18. *—(1) The responsible person must, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the preventive and protective measures. (2) Where the responsible person appoints persons in accordance with paragraph (1), he must make arrangements for ensuring adequate co-operation between them. (3) The responsible person must ensure that the number of persons appointed under paragraph (1), the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the premises, the risks to which relevant persons are exposed and the distribution of those risks throughout the premises. (4) The responsible person must ensure that—*

(a) any person appointed by him in accordance with paragraph (1) who is not in his employment—

(i) is informed of the factors known by him to affect, or suspected by him of affecting, the safety of any other person who may be affected by the conduct of his undertaking; and (ii) has access to the information referred to in article 19(3); and

(b) any person appointed by him in accordance with paragraph (1) is given such information about any person working in his undertaking who is—

(i) employed by him under a fixed-term contract of employment, or (ii) employed in an employment business,

as is necessary to enable that person properly to carry out the function specified in that paragraph.

(5) A person is to be regarded as competent for the purposes of this article where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the preventive and protective measures. (6) Paragraph (1) does not apply to a self-employed employer who is not in partnership with any other person, where he has sufficient training and experience or knowledge and other qualities properly to assist in undertaking the preventive and protective measures. (7) Paragraph (1) does not apply to individuals who are employers and who are together carrying on business in partnership, where at least one of the individuals concerned has sufficient training and experience or knowledge and other qualities—

(a) properly to undertake the preventive and protective measures; and (b) properly to assist his fellow partners in undertaking those measures.

(8) Where there is a competent person in the responsible person's employment, that person must be appointed for the purposes of paragraph (1) in preference to a competent person not in his employment.

Article 19 – Provision of information to employees

The Regulatory Reform (Fire Safety) Order 2005

Provision of information to employees 19. *—(1) The responsible person must provide his employees with comprehensible and relevant information on—*

(a) the risks to them identified by the risk assessment; (b) the preventive and protective measures; (c) the procedures and the measures referred to in article 15(1)(a); (d) the identities of those persons nominated by him in accordance with article 13(3)(b) or appointed in accordance with article 15(1)(b) ; and (e) the risks notified to him in accordance with article 22(1)(c).

(2) The responsible person must, before employing a child, provide a parent of the child with comprehensible and relevant information on—

(a) the risks to that child identified by the risk assessment; (b) the preventive and protective measures; and (c) the risks notified to him in accordance with article 22(1)(c),

and for the purposes of this paragraph, "parent of the child" includes a person who has parental responsibility, within the meaning of section 3 of the Children Act 1989, for the child. (3) Where a dangerous substance is present in or on the premises, the responsible person must, in addition to the information provided under paragraph (1) provide his employees with —

(a) the details of any such substance including—

(i) the name of the substance and the risk which it presents; (ii) access to any relevant safety data sheet; and (iii) legislative provisions (concerning the hazardous properties of any such substance) which apply to the substance; and

(b) the significant findings of the risk assessment.

(4) The information required by paragraph (3) must be—

(a) adapted to take account of significant changes in the activity carried out or methods or work used by the responsible person; and (b) provided in a manner appropriate to the risk identified by the risk assessment.

Article 21 – Training

The Regulatory Reform (Fire Safety) Order 2005

Training 21. *—(1) The responsible person must ensure that his employees are provided with adequate safety training—*

(a) at the time when they are first employed; and (b) on their being exposed to new or increased risks because of—

(i) their being transferred or given a change of responsibilities within the responsible person's undertaking; (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the responsible person's undertaking; (iii) the introduction of new technology into the responsible person's undertaking; or (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the responsible person's undertaking.

(2) The training referred to in paragraph (1) must—

(a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises; (b) be repeated periodically where appropriate; (c) be adapted to take account of any new or changed risks to the safety of the employees concerned; (d) be provided in a manner appropriate to the risk identified by the risk assessment; and (e) take place during working hours.

Article 22 – Co-operation and co-ordination

The Regulatory Reform (Fire Safety) Order 2005

Co-operation and co-ordination 22. —(1) Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must—

(a) co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order; (b) (taking into account the nature of his activities) take all reasonable steps to co-ordinate the measures he takes to comply with the requirements and prohibitions imposed on him by or under this Order with the measures the other responsible persons are taking to comply with the requirements and prohibitions imposed on them by or under this Order; and (c) take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising out of or in connection with the conduct by him of his undertaking.

(2) Where two or more responsible persons share premises (whether on a temporary or a permanent basis) where an explosive atmosphere may occur, the responsible person who has overall responsibility for the premises must co-ordinate the implementation of all the measures required by this Part to be taken to protect relevant persons from any risk from the explosive atmosphere.

APPENDIX 6: PRE CONSTRUCTION INFORMATION PACK

Carter Jonas

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015
PRE-CONSTRUCTION INFORMATION PACK (PIP)

For works at:

Fair Oak Community Library
Campbell Way, Fair Oak,
Eastleigh SO50 7AX

On Behalf Of:

CARTER JONAS LLP

Dated: September 2022

Project No:
J0053288

1		PRE-CONSTRUCTION INFORMATION
1.1	Project Description including the nature of construction activities involved to complete the work	Internal and external refurbishment including: •Full strip out (subject to limitations noted below) •Removal of internal walls, and the installation of new beams to support the roof structure •Construct internal wall to form new kitchen area, and provide fixtures to the same •Provide sink to new kitchen with hot and cold water supply and drainage connections •Form new opening to the rear elevation and provide new rear external fire escape •Remove and infill windows and existing door to the rear and side elevations and provide render external finish •Protect and retain the reception desk •Form new services cupboard to boiler and electrical distribution board •Refurbish the WC area •Provide sun pipes within the flat roof structure •New lighting and electrical adaptations •Heating adaptations, including provision of underfloor heating •New carpet and vinyl flooring •Internal and partial external redecoration •Leave ready for installation of fixtures and fittings by others •No external works are proposed other than as noted above and localised making good
	(attach F10 details)	
1.2	**Clients Name**	Fair Oak and Horton Heath Parish Council
1.3	Clients Address	2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL
1.4	Clients Telephone Number	023 8069 2403
	Clients email	clerk@fairoak-pc.gov.uk
1.5	**Principal Designer**	Carter Jonas LLP
		Mayfield House
		256 Banbury Road
		Oxford
		OX2 7DE
1.6	Telephone Number - Office	01865 404474
	Email	judith.lane@carterjonas.co.uk
	Mobile Number	07760 869372
1.7	**Principal Contractor**	**To be confirmed**
1.8	Planned Start & Completion Dates	To be confirmed by the contractor
1.9	Programme of Works:	To be confirmed by the contractor
1.1	Anticipated time of award of contract	TBC
1.11	Time allowed for Principal Contractor to prepare the Construction Phase Plan	Present to the Employer/ Client no later than two weeks before commencement of work on site.
1.12	Time Principal Contractor allowed to mobilise before start on site	TBC Approx 4 weeks
1.03	Phased sections of work and any interim completion dates	No
1.14	Will the structure be used as a workplace? Workplace (Health, Safety & Welfare) Regulations 1992.	No
1.15	Details of other significant Designers	Structural Engineer: SOLID Address: 12 Albion Street, Chipping Norton, Oxfordshire, OX7 5BJ Telephone:01608 690 858 Contact: Alex Harris Email: alex@solid-engineering.co.uk
	Architect / Designer	Carter Jonas LLP
	Mechanical & Electrical Consultant Engineer	Carter Jonas LLP
	Project Manager	Roll filled by Contract Administrator (Carter Jonas)
1.16	Details of person who will provide client's site supervision	Contractors site manager will be responsible for on site health and safety and day to day management. Contract Administrator (Carter Jonas) to undertake periodic site visits. These visits are to monitor progress and workmanship and are not health and safety inspections.
1.17	List and location of existing records and plans, Health & safety file(s) etc.	Existing plans located in Appendix 5. There is no existing Health and Safety file.
	Historic maps, plans or records	None
1.18	Form of Contract to be used	JCT Intermediate Building Contract With Contractors Design 2016 Edition

2	CLIENTS CONSIDERATIONS & MANAGEMENT REQUIREMENTS
2.1	Details of the structure & organisation of the Client's team for the project
	See Section 1
2.2	Minimum requirement of the Principal Contractor's H&S structure and organisation expected during the project
	Refer to Preliminaries
2.3	Safety goals / targets for the project.
	1. Safety Inductions before site working commences (and therefore held daily)
	2. Daily Health & Safety Inspections, recording & display of results
	3. Regular submission of near-miss forms
	4. Weekly publication or display of safety information and/or records
	5. Energy saving targets and results
	6. Sickness and any injuries on site
2.4	Minimum review periods for monitoring & review
	Refer to Preliminaries
2.5	Requirements for Permit to Work procedures or authorisation requirements
	Refer to Preliminaries
2.6	Security of the Site
	Refer to Preliminaries
2.7	Activities on or adjacent to the site during the works
	Largely residential properties, but with a small commercial centre opposite, and an electrical substation adjacent to the rear of the site.
2.8	Method Statements where specific approval or advance notice is required (not for approval purposes) Principal Contractor to ensure that these are clearly considered by direct reference to the Designer's Risk Assessment. In addition to the requirements within the Designers Schedule of Works / Specification documents, Risk Assessments and Method Statements are required for the following: All MS to be specific not generic.
	· Working at height including fall-safe systems for temporary use during works
	· Temporary works including ensuring structural support/stability to buildings during partial demolition before reconstruction.
	· Scaffolding access to the roofs and loading out / storage areas on scaffold.
	· Scaffold erection, alteration, checking and dismantling
	· Removal and disposal of materials from the site
	· Emergency escape in case of Fire & liaison with adjacent occupiers
	· Lifting materials up to the roof and work areas
	· Permit to Work systems and controls.
	· Demolition works including recycling materials, disposal and safe working
	· Removal of Asbestos if identified in the R&D survey found to concealed areas
	· Excavating around possible services - Water, BT, Gas and electrical cables
	· Environmental clean of site prior to works starting where there may be bird droppings or graffiti that obstructs the works
	· Working around neighbouring properties
	· Site security and out of hours security. Ensuring minimal contact with other neighbouring occupiers
	· Site set up, toilets, rest room, offices, meeting room and Welfare provisions
	· Structural steel delivery, storage and erection. Working with steelwork and site alteration
	· Hot works and welding
	· Site storage and materials handling
	· Wet weather working
	· Excavations and support
	· Site induction and ongoing communication
	· Excavations and temporary works
	· Emergency rescue system for works at height
	· Working around trees on site. Tree roots and potential instability and damage to trees
2.9	Details that will affect any ongoing design of any structure to be used as a workplace
	Not applicable
2.10	Client Site Rules to be incorporated into the Contractor's Site Rules
	Refer to Preliminaries

2.11	Site hoarding requirements
	Refer to Preliminaries
2.12	Special access arrangements & segregation of workplace
	Refer to preliminaries and site access plan location in Appendix 3
2.13	Security arrangements of adjacent premises
	Not applicable
2.14	Site transport, deliveries, loading & unloading, waiting arrangements or vehicle movement restrictions including delivery time restrictions
	Not applicable, but to be mindful of the deliveries to the adjacent commercial area and the limitations for parking.
2.15	Client permit to work systems
	Refer to preliminaries, and Hot Work Permit for welding and roofing felt installation (subject to client approval as noted below)
2.16	Fire Precautions
	Except with the CA's express written dispensation, 'Hot Work' shall not be permitted on or within six metres of any building and the Contractor must allow for alternative methods of work. ('Hot Work' is defined as being all operations involving flame, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat or having naked flames).
2.17	Emergency procedures and means of escape
	Refer to preliminaries
2.18	Positive pressure or ventilation requirements
	Not applicable
2.19	Restrictions on hours of working by client
	Refer to preliminaries
2.20	Areas "out of bounds"
	None
2.21	Smoking and parking restrictions
	No smoking; Parking refer to Preliminaries
2.22	Areas client has designated as "Confined spaces"
	None
2.22	Site requirements from statutory bodies or adjacent owners
	None
2.23	Restrictions on noise, vibration and other environmental nuisances
	Refer to preliminaries
2.24	Site access and egress
	Refer to preliminaries
2.25	Storage & unloading arrangements, restrictions and areas / compounds
	Contractor to assess at tender stage
2.26	Site Offices, Contractors and engineer/supervisors, including parking
	Contractor to assess at tender stage
2.27	Details of welfare facilities, services or connections available for the Principal Contractor's use and any associated restrictions or requirements
	Refer to preliminaries
2.28	Site boundaries restrictions and issues
	Contractor to assess at tender stage
2.29	Arrangements for liaison between Client & Stakeholder parties
	Regular site meetings to review progress and other matters arising from administration of the Contract on a fortnightly basis.

2.30	Site Specific Rules for Client
	i All drops to be securely fenced or otherwise protected.
	ii Warning signage to be used at the access into the contractors vehicle park to the site, and around site as necessary.
	iii Access platforms and scaffolding to be securely tied, stable and of sound construction with all relevant safeguards in place.
	iv The site is to be kept clean and free from rubbish, debris and spillages.
	v Accidents and dangerous occurrences to be recorded by the main contractor for possible future use. A site Accident Book should be used. This is obtainable from HSE, Stock Code 0717626032 at £4.75.
	vi PPE is to be worn as required by law.
	vii Site traffic is to be controlled and supervised to prevent injury. Contractor to erect signage as necessary to ensure safe site access and exit
	viii Smoking and the use of radios are not permitted on site unless agreed with Client.
	ix Burning of materials on site in not permitted unless agreed with Client.
	x No alcohol or drugs are allowed on site, other than medically prescribed drugs.
	xi Authorised personnel only to be admitted on site.
	xii Debris to be removed from site as the work progresses. No storage of debris on site. Licensed tips to be used for all waste materials arising from the site. Contractor to keep all tickets of all waste disposed off site for inspection
	xiii Hard hats and protective equipment including protective clothing to be worn at all times in appropriate situations.
2.31	Site Security
	The Principal Contractor will be responsible for site security. The security of the work area, including all materials will be the sole responsibility of the Principal Contractor. The premises are to be left in a safe condition at the end of each working day and secured at nights/weekends. All necessary lighting and signage to be provided to ensure safety. Temporary roadways and paths to be kept clean and in good condition throughout the contract.
2.32	Emergency Procedures –.
	Arrangements for dealing with and minimising the effects of injuries, fire and other dangerous occurrences must be in place and a policy document available to all workers on site
2.33	Adjacent Land not to be used without specific permission
	No access or storage or use of adjacent land without prior written permission
2.34	There will be no hot working.
	Unless Hot Work Permits issued and all matters arising carried out in strict accordance with requirements of permits. Contractor to issue and control.
2.35	There will be no live working on electrical circuits
2.36	Client Details - The Principal Contractor will be required to provide additional details for site inspection on the
	1 - Correct induction and training of all directly employed staff (and sub-contractors), including first aiders, on the Health & Safety procedures on site. The Principal Contractor will be held liable if this induction training is not carried out and enforced on site, by his appointed workforce.
	2 - Site security
	3 - Operatives qualifications - Details required
	4 - Permits to work - Details required
	5 - Accident reporting - Details required
	6 - Equipment and small tools
	7 - PPE
2.37	Local Hospitals Details.
	Southampton General Hospital Tremona Road Southampton SO16 6YD
	A&E reception - 023 8077 7222
	In emergency ring 999
	Approx 10 miles/26 mins
	In emergency ring 999

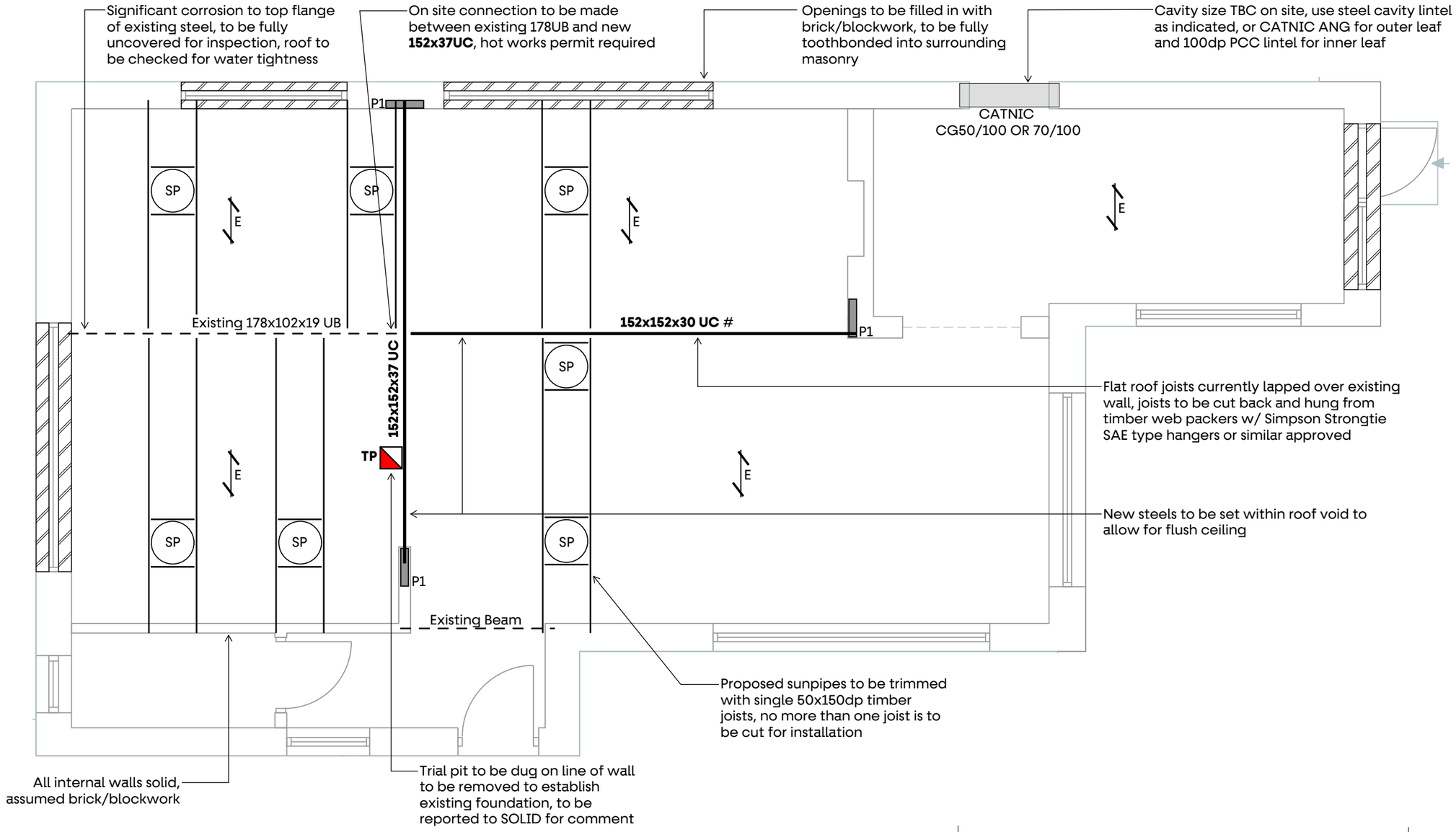
3	ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS
3.1	Safety Hazards, including
3.1.1	Boundaries and access, including temporary access
	To the rear of the site there are neighbouring properties including an electrical sub station. Contractor to assess at tender stage
3.1.2	Traffic conditions on site including pedestrian routes
	Site surrounded by Public Footpaths on one side, public highways on two sides and is opposite a small commercial centre with parking for the shop users. Contractor to assess at tender stage
3.1.3	Traffic systems and restrictions, including narrow roads, low or restricted bridges, weak structures and weight restrictions, waiting & delivery times
	Limited parking and the property is located on the corner of two adjoining roads.
3.1.4	Traffic restrictions affecting unloading, waiting & delivery times
	To be reviewed on site, and as noted above.
3.2	Land use adjacent to the site (esp. dangerous buildings, industrial processes, sensitive structures, shops, hospitals, public buildings, railway lines, busy roads, etc.)
3.2.1	Largely residential, with retail premises across road, and an electrical substation to the rear.
3.3	Existing storage or presence of hazardous materials or substances
3.3.1	See asbestos survey report
3.4	Location and status of existing overhead and buried services and utilities (water, electricity, gas, pumping mains, pressure systems etc.)
3.4.1	Not known
3.5	Ground conditions
3.5.1	Existing ground conditions of structures and any potential instability from excavations, mine workings and buried structures:
	None known
3.5.1	Site investigation reports giving condition of structures (including buildings) and ground conditions
	None available.
3.5.2	Information on underground conditions, ground contamination and the ground water regime
	None
3.5.3	Relevant information regarding weather conditions
	None
3.5.4	Information regarding tides, streams and rivers: water levels (particularly if they vary significantly), rates of flow, dry water courses (look out for watercourses that may be dry most of the time)
	Not applicable
3.6	The potential for ground instability arising from movement on adjacent land or properties
	None known
3.7	History of trespass or vandalism or violence
	The property has been subject to low level vandalism
3.8	Issues arising from the existing structure(s), eg:
	None known
3.8.1	Fragile materials
	None known
3.8.2	Fire damage
	None known
3.8.3	Post tensioned reinforced concrete
	None known
3.8.4	Load Bearing walls or elements and structural ties
	The internal walls are deemed to be load bearing and support the flat roof structure - see structural engineer's proposal for additional beam supports.
3.8.5	Structural instability
	None known
3.8.6	Voids, spalling and trapped substances or liquids
	None known
3.8.7	Previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved)
	None known
3.8.8	Any difficulties relating to plant and equipment in the premises, such as overhead gantries whose height restricts access
	None known
3.8.9	Anchorage points for fall arrest systems
	None known
3.8.10	Any safety hazards or issues arising from the Client's or other occupiers) activities
	None known

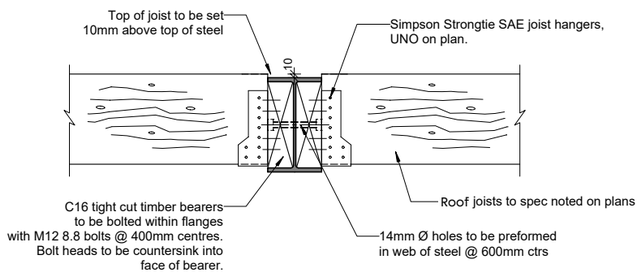
3.9	Health Hazards including
3.9.1	Asbestos present: .
	There is an asbestos register as included in the tender pack, but a full R&D survey is required prior to commencement of the project and as included within the schedule of works
3.9.2	Existing storage or presence of materials hazardous to health
	None known
3.9.3	The presence and location of contaminated land (Surveys may have been done or may need to be carried out. Results of surveys should be included or referenced from here).
	None known
3.9.4	Hazardous materials within or forming a part of the existing structure(s).
	None known
3.9.5	Rot, dust, decay etc. Possible vermin
	None known, but localised wet rot possible within the roof structure due to historic water ingress. Stability of the roof to be assessed prior to access on to the roof areas.
3.9.6	Any health risks or issues arising from Client's (or other occupiers) activities
	None
3.9.7	Residual Health & Safety hazards arising from the nature of previous use (of structure, buildings, land etc.).
	Contractor to be aware of possibly the following (Not exhaustive list);
	Black moulds and spores
	Dry Rot
	Wet Rot
	Dusts from debris
	Vermin and droppings / urine from rodents, bird droppings.

4	SIGNIFICANT DESIGN RISKS
4.1	Design principles and design assumptions for the structure(s) where the knowledge of these principles or assumptions is necessary for the safety of those who will work on or in the structure
	Subject to the provisions of the structural engineers design and the previous comments in respect of load bearing walls, the possible instability to the flat roof areas due to concealed wet rot and the possibility of concealed asbestos products. The design principles and assumptions are that the building is safe to work in, however, these assumptions do not absolve the Principle Contractor's responsibilities prior and during construction.
4.2	Suggested possible work sequences for assembly
	Site assessment and preparation / provision of temporary supports / controlled demolition and opening up works / refurbishment / testing and commissioning
4.3	Arrangements for the co-operations and co-ordination of on-going design work and handling design changes
	Regular site meetings, an RFI (Request for Information) schedule between the PC and the CA, and instructions only form the CA
4.4	Information on significant (including unusual or difficult-to-manage) Health & safety risks identified during design that have not been possible to eliminate by design
	As noted above
4.5	Use of materials or substances with associated significant Health & Safety risks requiring particular precautions
	Hot works to welding and roofing repairs. Working with electricity.
4.6	Specific risks or difficult-to-manage issues inherent in the design where the tenderer (or the Contractor) will be required to state how they will avoid or control them
	Hot works to welding and roofing repairs. Working with electricity. Demolition. Working at height. Working in excavations. Working with floor adhesive.
4.7	Weights of unusual or significant elements intended (or likely) to be lifted into position
	Steel beams as per the structural engineer's design

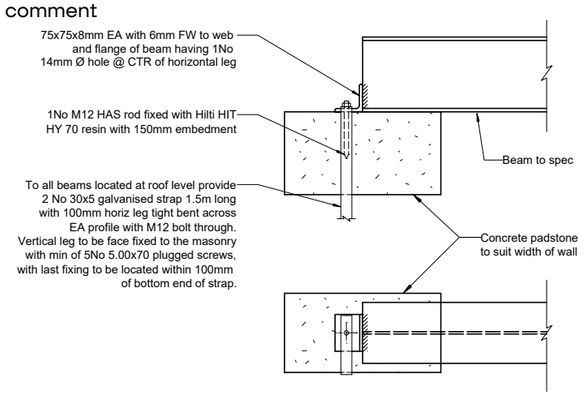
5	**THE HEALTH AND SAFETY FILE**
5.1	H&S File
5.1.1	The Principal Contractor is to liaise with the Principal Designer and all other parties to compile an appropriate Health & Safety File to include all design information and materials found or used during the course of the demolition works.
5.2	Health and Safety Plan
5.2.1	The following information will be required for the Health and Safety Plan on this project: -
5.2.2	The Health and Safety file should include information about all of the following topics, where these may be relevant to the health and safety of any future construction works. The level of detail should be proportionate to the risks likely to be involved in such works.
	(a) A brief description of the works carried out and completed.
	(b) Residual hazards and how they have been dealt with (for example, surveys or other information such as buried services).
	(c) Key structural principles incorporated in the design if the structure (i.e. bracing, sources of substantial stored energy – including pre- or post-tensioned members) and safe working loads for floors and / or roofs, particulate where these may preclude placing scaffold of heavy machinery there.
	(d) Any hazards associated with the material used (for example, hazardous substances, lead paint, special coatings that could be burnt off").
	(e) Information regarding the removal or dismantling of installed plant and equipment (such as lifting arrangements).
	(f) Health and safety information about the equipment provided for cleaning or maintaining the structure.
	(g) The nature, location and marking of significant services, including fire fighting equipment.
	(h) Information and as-built drawings of the structure, its plant and equipment (i.e. the means of safe access to and from service voids, fire doors and compartments).
5.2.3	Typical information would include:
	1.Record or As Constructed drawings from all Designers (Client's & Contractor's) and design criteria and to include as a minimum:
	a. A site plan showing the actual position, size and route of all drainage and services
	b. Architectural, structural and specialist drawings and calculations for all structures
	2. Full contact details of all sub-contractors used including work performed
	3. Full contact details of all suppliers used including materials supplied
	4. Details (specific and common) relating to the structure and materials showing method of construction, fixings, finishes etc.
	5. Details relating to health and safety that may affect future structural alteration works.
	6. Details relating to health and safety that may affect future demolition or dismantling works.
	7. Details relating to health and safety that may affect cleaning and maintenance works.
	8. COSHH statements for materials that may affect health and safety in items 4 – 7 above)
5.2.4	Detail of the structure's equipment and maintenance facilities
5.2.5	Maintenance procedures and requirements for the structure
5.2.6	Manuals produced by Specialist Contractors and suppliers which outline operation and maintenance and service procedures and schedules for all plant and equipment installed as part of the structure, including manufacturers and / or suppliers warranties etc.
5.2.7	Completed copies of Electrical Test Certificates (NICEIC)
5.2.8	As installed drawings and schedules: There may be other specific items not listed below.
	· Electrical power and lighting
	All installed Mechanical & Electrical Services
5.2.9	List of Sub-contractors responsible for service installations, names and contact details including emergency numbers
5.2.10	Completed copies of all Commissioning certificates
5.2.11	Pressure system where applicable
5.2.12	Details relating to health and safety during future demolition or dismantling of services
5.2.13	Details relating to health and safety during future alterations to services
5.2.14	Details relating to operation and maintenance procedures for plant and equipment
5.2.15	Details and locations of utilities and services
5.3	Format of Information
5.3.1	Hardcopies - 2 nr required bound in ring files
5.3.2	Drawings also required on USB and / or CD Rom
5.4	Date for the provision of the information for the H&S file
5.4.1	4 weeks after Practical Completion

APPENDIX 7: STRUCTURAL ENGINEERS DESIGN

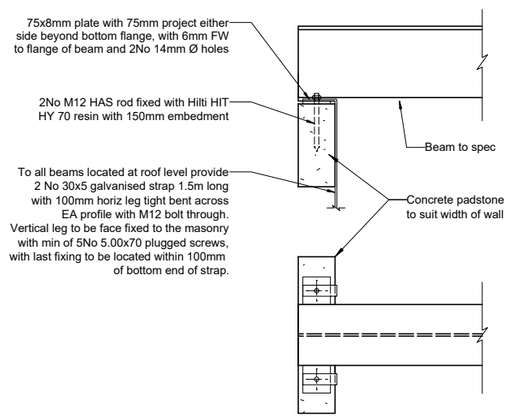




Timber Joist to Web of Steel Connection
NTS



Steel Spanning Parallel to Padstone
NTS



Steel Spanning Perpendicular to Padstone
NTS

NOTES

1. All Structural Engineer's drawings are to be read in conjunction with all relevant Architect's & Services Engineer's drawings and specifications.

This drawing should not be scaled from, this drawing is not to scale.

All steel to be grade S355, with a 75 micron zinc phosphate primer unless noted as galvanised.

Contractor to allow for all necessary specialist designed temporary works to permit the safe installation of proposed structure and to ensure stability of the existing construction at all times.

All insulation, finishes, and fire protection to Architect's specification and details.

E — Denotes span of existing 50x150dp flat roof joists @400cts

\# — Denotes section to have 14mm dia holes @ 400crs to web

P1 — Denotes 440x215x100 C35 precast padstone

Rev	Description	Date	By	Chk
P02	Sunpipe Trimming Added	16.08.22	AGH	AJR
P01	Issue for Comment	08.08.22	AGH	AJR

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Project

Fair Oak
Community Library

Drawing Title

STRUCTURAL LAYOUT

Scale

NTS @ A3

Role

Structural

Status / Stage

S3 - For Review & Comment

Job No

2386A

Ref	Org	Zone	Level	Type	Role	Number	Rev
FOC	SOLID	XX	XX	DR	S	01	P02