

External Fabric Repairs Preliminaries

**Hamson
Barron
Smith**

Thetford British Legion

10 Nov 2017

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A10 PROJECT PARTICULARS

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110 The Project

Name:
Thetford British Legion Building
Nature:
External Fabric Repairs
Location:
Market Place, Thetford, IP24 2DS
Length of contract:
12 weeks

120 Employer (Client)

Name:
Thetford Town Council
Address:
King's House, King Street, Thetford, IP24 2AT
Contact:
Mrs Rosalind Barnett
Telephone:
01842 754038
E-mail:
rosalindbarnett@thetfordtowncouncil.gov.uk

130 Principal Contractor (CDM)

Name:
To be appointed
Address:
TBA
Contact:
TBA
Telephone:
TBA
E-mail:
TBA

140 Architect / Contract Administrator / Principal Designer

Name:
Hamson Barron Smith Ltd
Address:
Townshend House, 30 Crown Road, Norwich, Norfolk, NR1 3DT
Contact:
Mr Richard Leigh
Telephone:
01603 227987 / 07920 450842
E-mail:
richard.leigh@hamsonbarronsmith.com

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A11 TENDER AND CONTRACT DOCUMENTS

£

110 Tender drawings

The tender drawings are:
18-3-6002 HBS-DR-B 01, 02, 03, 04, 05 and 06

115 Drawings

Drawings refers to elevational photographs which have been marked with section references used to describe locations of work. Please note that photographs may be clipped and may not show the full extent of works which can only be determined by site visit and consideration to approximate quantities provided in the schedule of works.

120 Contract drawings

The Contract Drawings: The same as the tender drawings.

A12 THE SITE/ EXISTING BUILDINGS

110 The site

Description:
British Legion meeting rooms and bar. There are no external areas associated with the site.

120 Existing buildings on/ adjacent to the site

Description:
British Legion building is attached to Thetford Guildhall and Carnegie Rooms.

200 Access to the site

Description:
From the Market Place
Limitations:
Cage Lane and Well Street both one way.

210 Parking

Restrictions on parking of the Contractor's and employees' vehicles:
Public car park to front, free for 2 hours. Contractor parking by arrangement only behind the Guildhall.

220 Use of the site

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

230 Surrounding land/ building uses

General: Adjacent or nearby uses or activities are as follows:
Retail, licenced premises, office and public buildings.

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- | | |
|---|----------|
| <p>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:
 Refer to Asbestos Survey Report/Identification drawings
 Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and 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.</p> <p>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:
 Rosalind Barnett</p> | <p>£</p> |
|---|----------|

A13 DESCRIPTION OF THE WORK

- 120 The works**
 Description:
 Roofing work and rainwater goods, stone and brickwork repairs, joinery replacement and decorations.

A20 JCT MINOR WORK BUILDING CONTRACT (MW)

JCT MINOR WORKS BUILDING CONTRACT

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

THE RECITALS

First The Works and the Contract Administrator

The work comprises:
 Roofing work and rainwater goods, stone and brickwork repairs, joinery replacement and decorations.
 Architect/ Contract Administrator: See clause A10/140.

Second Contract documents

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

Third Priced documents

Documents to be priced or provided by the Contractor:
 Priced Schedule of Works.

THE ARTICLES

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<p>3 Architect / Contract Administrator / Principal Designer Architect / Contract Administrator / Principal Designer: See clause A10/140.</p> <p>CONTRACT PARTICULARS</p> <p>Fourth Recital and Schedule 2 Base date Base date: One week before return of tenders</p> <p>Fourth Recital and clause 4.2 Construction industry scheme (CIS) Employer at the Base Date is not a 'contractor' for the purposes of the CIS.</p> <p>Fifth Recital CDM Regulations The project is not notifiable.</p> <p>Sixth Recital Framework agreement Framework agreement: Does not apply Details: - Date: N/A - Title: N/A - Parties: N/A</p> <p>Seventh Recital and Schedule 3 Supplemental provisions Collaborative working: Paragraph 1 applies Health and safety: Paragraph 2 applies Cost savings and value improvements: Paragraph 3 applies Sustainable development and environmental considerations: Paragraph 4 applies Performance indicators and monitoring: Paragraph 5 does not apply Notification and negotiation of disputes: Paragraph 6 applies . Where paragraph 6 applies, the respective nominees of the parties are: - Employer's nominee: Rosalind Barnett - Contractor's nominee: To be appointed Or such replacement as each party may notify to the other from time to time.</p> <p>Article 7 Arbitration Article 7 and Schedule 1 apply</p>	<p>£</p>
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<p>Clause 2.2 Commencement and Completion Date for Commencement of the Works: 12th March 2018 Date for Completion: 8th May 2018</p> <p>Clause 2.10 Rectification period Period: Six months from the date of practical completion.</p> <p>Clause 4.3 Percentage of the total value of the work etc. Percentage: 95 per cent</p> <p>Clause 4.4 Percentage of the total amount to be paid to the Contractor Percentage: 97½ per cent</p> <p>Clause 4.8.1 Supply of documentation for computation of amount to be finally certified Period: One month from the date of practical completion.</p> <p>Clause 5.3.2 Contractor's insurance - injury to persons or property Insurance cover (for any one occurrence or series of occurrences arising out of one event): Not less than £5,000,000</p> <p>Clauses 5.4A, 5.4B and 5.4C Insurance of the works etc - alternative provisions Clause 5.4C (Existing structures insurance by Employer in own name) together with 5.4A (Works insurance by Contractor in Joint Names) applies. applies.</p> <p>Clauses 5.4A.1 and 5.4B.1.2 Percentage to cover professional fees Addition: 15 per cent.</p> <p>Clause 7.2 Adjudication The Adjudicator is: To be confirmed by the appointing body Nominating body: Royal Institution of Chartered Surveyors</p> <p>Schedule 1 paragraph 2.1 Arbitration Appointor of Arbitrator (and of any replacement): President or a Vice president of the: The Royal Institution of Chartered Surveyors</p> <p>THE CONDITIONS</p> <p>Section 1: Definitions and Interpretation</p> <p>Section 2: Carrying out the Works</p>	<p>£</p>
<p>Total for page £</p> <p>To be carried forward to General Summary (page 32)</p>	

<p>Section 3: Control of the Works</p> <p>Section 4: Payment</p> <p>Section 5: Injury, Damage and Insurance</p> <p>Section 6: Termination</p> <p>Section 7: Settlement of Disputes</p> <p>JCT PUBLIC SECTOR SUPPLEMENT Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling. Fair Payment provisions Apply Transparency provisions Apply Building information modelling provisions Do not apply - The BIM protocol Not required</p> <p>EXECUTION The Contract: Will be executed under hand</p>	<p>£</p>
<p>A30 TENDERING/ SUBLETTING/ SUPPLY</p>	
<p>MAIN CONTRACT TENDERING</p>	
<p>110 Scope General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.</p>	
<p>145 Tendering procedure General: In accordance with NBS Guide to Tendering for Construction Projects. Errors: Alternative 2 is to apply.</p>	
<p>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.</p>	
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<p>190 Period of validity Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days Date for possession/ commencement: See section A20.</p> <p>PRICING/ SUBMISSION OF DOCUMENTS</p> <p>210 Preliminaries in the specification The Preliminaries/ General conditions sections (A10-A56 inclusive) must not be relied on as complying with SMM7/ NRM2.</p> <p>250 Priced schedules of work Alterations: Do not alter or qualify the priced schedules of work 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: within one week of request</p> <p>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.</p> <p>550 Health and safety information Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect. Include: - A copy of the contractor's health and safety policy document, including risk assessment procedures. - Accident and sickness records for the past five years. - Records of previous Health and Safety Executive enforcement action. - Records of training and training policy. - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties. Submit: Within one week of request</p>	<p>£</p>
<p>Total for page £</p>	
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<p>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.</p> <p>599 Freedom of Information Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act. Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission. Confidentiality: Maintain at all times.</p> <p>A31 PROVISION, CONTENT AND USE OF DOCUMENTS DEFINITIONS AND INTERPRETATIONS</p> <p>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.</p>	<p>£</p>
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<p>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.</p> <p>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.</p> <p>135 Site equipment Definition: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.</p> <p>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.</p> <p>145 Contractor's choice Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.</p> <p>155 Submit proposals Meaning: Submit information in response to specified requirements.</p>	<p>£</p>
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<p>160</p>	<p>Terms used in specification</p> <p>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.</p> <p>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.</p> <p>Supply and fix: As above, but including supply of products to be fixed. All products to be supplied and fixed unless stated otherwise.</p> <p>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.</p> <p>Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.</p> <p>Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.</p> <p>Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.</p> <p>Refix: Fix removed products.</p> <p>Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.</p> <p>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.</p> <p>System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.</p>	<p>£</p>
<p>170</p>	<p>Manufacturer and product reference</p> <p>Definition: When used in this combination:</p> <ul style="list-style-type: none"> - Manufacturer: The firm under whose name the particular product is marketed. - Product reference: The proprietary brand name and/ or reference by which the particular product is identified. <p>Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.</p>	
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<p>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.</p> <p>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.</p> <p>220 Referenced documents Conflicts: Specification prevails over referenced documents.</p> <p>230 Equivalent products Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.</p> <p>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.</p> <p>250 Currency of documents Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.</p>	<p>£</p>
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<p>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.</p> <p>DOCUMENTS PROVIDED ON BEHALF OF THE EMPLOYER</p> <p>410 Additional copies of drawings/ documents Additional copies: Issued free of charge.</p> <p>460 The specification Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.</p> <p>DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS</p> <p>640 Maintenance instructions and guarantees Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works. Information location: In Building Manual. Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: office hours only</p> <p>A32 MANAGEMENT OF THE WORKS</p> <p>GENERALLY</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>£</p>
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External Fabric Repairs Preliminaries

**Hamson
Barron
Smith**

<p>150 Ownership Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.</p> <p>PROGRAMME/ PROGRESS</p>	£
<p>210 Programme Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:</p> <ul style="list-style-type: none"> - Planning and mobilisation by the Contractor - Subcontractor's work. - Running in, adjustment, commissioning and testing of all engineering services and installations. - Work resulting from instructions issued in regard to the expenditure of provisional sums. - Work by others concurrent with the Contract. <p>Submit one copy</p>	
<p>245 Start of work on site Notice: Before the proposed date for start of work on site give minimum notice of two weeks</p>	
<p>250 Monitoring Progress: Record on a copy of the programme kept on site. Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time. Key Performance Indicators:</p> <ul style="list-style-type: none"> - Details: Not applicable - Record progress against each of the KPIs. If performance against KPI falls short of target, submit proposals for remediation. 	
<p>260 Site meetings General: Site meetings will be held to review progress and other matters arising from administration of the Contract. Frequency: Every month Location: On site Accommodation: Ensure availability at the time of such meetings. Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required. Chairperson (who will also take and distribute minutes): Employer's representative</p>	
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<p>280 Photographs Number of locations: Stonework details Frequency of intervals: Weekly Image format: Digital Number of images from each location: As necessary Other requirements: None</p> <p>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</p> <p>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.</p> <p>430 Proposed instructions Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.</p> <p>A33 QUALITY STANDARDS/ CONTROL STANDARDS OF PRODUCTS AND EXECUTIONS</p> <p>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.</p>	<p>£</p>
<p>Total for page £</p>	
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<p>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.</p> <p>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.</p> <p>135 Quality of execution Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment. Colour batching: Do not use different colour batches where they can be seen together. Dimensions: Check on-site dimensions. Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance. Location and fixing of products: Adjust joints open to view so they are even and regular.</p> <p>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:</p> <ul style="list-style-type: none"> - 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. <p>150 Inspections Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:</p> <ul style="list-style-type: none"> - Date of inspection. - Part of the work inspected. - Respects or characteristics which are approved. - Extent and purpose of the approval. - Any associated conditions. 	<p>£</p>
<p>Total for page £</p>	
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<p>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.</p> <p>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.</p> <p>SAMPLES/ APPROVALS</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>ACCURACY/ SETTING OUT GENERALLY</p> <p>320 Setting out General: Submit details of methods and equipment to be used in setting out the Works. Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding. Inform: When complete and before commencing construction.</p>	<p>£</p>
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<p>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.</p> <p>340 Critical dimensions Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated. Location: Detailed on drawings Where dimensions shown</p> <p>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.</p> <p>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.</p> <p>SERVICES GENERALLY</p> <p>410 Services regulations New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.</p> <p>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.</p>	<p>£</p>
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<p>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.</p> <p>435 Electrical installation certificate Submit: When relevant electrical work is completed. Original certificate: To be lodged in the Building Manual.</p> <p>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: Building Manual</p> <p>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.</p> <p>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.</p> <p>SUPERVISION/ INSPECTION/ DEFECTIVE WORK</p>	<p>£</p>
<p>Total for page £</p>	
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<p>525 Access Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract. Designate: Contract Administrator</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>610 Defective products/ executions Proposals: Immediately any work or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution. Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.</p> <p>WORK AT OR AFTER COMPLETION</p>	<p>£</p>
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<p>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.</p> <p>720 Security at completion General: Leave the Works secure with, where appropriate, all accesses closed and locked. Keys: Account for and adequately label all keys and hand over to Employer with itemized schedule, retaining duplicate schedule signed by Employer as a receipt.</p> <p>730 Making good defects Remedial work: Arrange access with Employer Rectification: Give reasonable notice for access to the various parts of the Works. Completion: Notify when remedial works have been completed.</p> <p>A34 SECURITY/ SAFETY/ PROTECTION</p> <p>120 Execution hazards Common hazards: Not listed. Control by good management and site practice. Significant hazards: The design of the project includes the following: - Hazard: No significant hazards - Precautions assumed: NA - Specification reference: NA - Drawing reference: NA</p>	<p>£</p>
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<p>130 Product hazards Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits. Common hazards: Not listed. Control by good management and site practice. Significant hazards: Specified construction materials include the following: - Hazard: No significant hazards - Material: NA - Specification reference: NA</p> <p>140 Construction phase health and safety plan Submission: Present to the Employer/ Client no later than Two weeks before commencement Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations. Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.</p> <p>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: Do not leave materials, tools or access equipment unattended at any time. Work area must be left secure and safe at the end of each working day.</p> <p>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.</p> <p>170 Occupied premises Extent: Existing buildings will be occupied and/ or used during the Contract as follows: Daily use of British Legion building and occasional use of Guildhall. Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users. Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.</p>	<p>£</p>
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<p>200 Mobile telephones and portable electronic equipment Restrictions on use: None</p> <p>210 Employer's representatives site visits Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site. Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.</p> <p>330 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. Noise levels from the Works: Maximum level: To be suitably minimised at all times dB(A) when measured from N/A 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 of 5pm - 9am - Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.</p> <p>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.</p> <p>350 Pesticides Use: Not permitted.</p> <p>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.</p> <p>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.</p>	<p>£</p>
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<p>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.</p> <p>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').</p> <p>390 Smoking on site Smoking on site: Not permitted.</p> <p>400 Burning on site Burning on site: Not permitted.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>£</p>
<p>Total for page £</p>	

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<p>510 Existing services Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations. Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners. Work adjacent to services: - Comply with service authority's/ statutory undertaker's recommendations. - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners. Identifying services: - Below ground: Use signboards, giving type and depth; - Overhead: Use headroom markers. Damage to services: If any results from execution of the Works: - Immediately give notice and notify appropriate service authority/ statutory undertaker. - Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate. - Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability. Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>£</p>
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External Fabric Repairs Preliminaries

		£
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.	
600	Existing furniture, fittings and equipment Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinststate in original positions. Extent: Before work in each room starts the Employer will remove the following: All furniture	
620	Adjoining property Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.	
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.	
A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING		
130	Method/ sequence of work Specific Limitations: Include the following in the programme: TBA	
		Total for page £
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<p>160 Use or disposal of materials Specific limitations: Off-site disposal only</p> <p>170 Working hours Specific limitations: 8am - 5pm Monday to Friday. No noisy works to commence before 9am. Weekend working permitted by prior arrangement with the Employer only.</p> <p>A36 FACILITIES/ TEMPORARY WORK/ SERVICES GENERALLY</p> <p>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.</p> <p>230 Temporary accommodation Facilities: Sanitary accommodation will be provided for the duration of the Contract as follows: Guildhall/Carnegie Rooms to be agreed with Employer</p> <p>340 Name boards/ advertisements Name boards/ advertisements: Not permitted.</p> <p>420 Lighting and power Supply: Electricity from the Employer's mains may be used for the Works as follows: - Metering: Free of charge - Point of supply: Within works area - Available capacity: 330v - Frequency: 50 Hz. - Phase: Single - Current: Alternating. Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.</p>	<p>£</p>
Total for page £	
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<p>430 Water Supply: The Employer's mains may be used for the Works as follows: - Metering: Free of charge - Source: Within works area - Location of supply point: Within works area - Conditions/ Restrictions: None Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.</p> <p>440 Telephones Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.</p> <p>570 Personal protective equipment General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified: - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 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.</p> <p>A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF</p> <p>110 Management and staff Cost significant items: TBA</p> <p>A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION</p> <p>110 Site accommodation Details: Site accommodation required or made/ not made available by the Employer: See section A36. Cost significant items: TBA</p>	<p>£</p>
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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:
TBA

A54 PROVISIONAL WORK/ ITEMS

590 Contingencies

Provisional sum: Include:
£3,500.00 (Three Thousand Five Hundred Pounds) to be expended in part or in full as directed by the Employer's Representative

Total for page £

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