

APPENDIX A - THE EMPLOYER'S REQUIREMENTS

STUDIO WEST SCHOOL REPLACEMENT HEATING SYSTEM AND HYBRID VENTILATION SYSTEM

DOCUMENT REFERENCE: 328912-02



Issue and Revision Record

Revision	Date	Originator	Checker	Approver	Description
A	20.07.18	AC	SB	KS	Issued for Client Approval
B	29.08.18	AC	SB	KS	Issue on Contracts Finder

Document reference: 328912/002

Information class: Standard

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Section 1 - The Employer's Requirements

1.1 Introduction

This document forms the Employer's Requirements for the procurement, installation, testing and commissioning of the replacement heating system and hybrid ventilation system for Studio West School.

The Employer's Requirements includes an overview of the proposed project and defines the requirements for the quality and specification of the Works, and those elements of the Works to be designed by the Contractor, along with programme and phasing requirements and procedures to be followed up to award of contract and during the Works.

1.2 Project Overview

The project comprises generally of the removal and decommissioning of the existing system and the procurement and installation of a replacement heating system and hybrid ventilation system in accordance with the Contract Drawings and Specification, involving:

- a) The careful strip out, removal and disposal of existing mechanical plant within the boiler plant room, comprising the existing gas booster set, 3no. 960kW Ygnis boilers, pumps, flues, pipework, valves, insulation, fixings, supports etc, 1no. 88kW Hamworthy calorifier and associated MCC/BEMS/Automatic Controls, wiring, containment etc within the existing boiler plant room. Note: there are asbestos containing gaskets and asbestos containing thermal insulation in the plant room which the Contractor shall safely remove along with all identified ACM's within the main school building. There may also be asbestos containing material within the existing chimney, which will require capping by the Contractor. The Contractor's attention is drawn to item 12 of Section 5.2 (Pre-Construction Health and Safety Information), which contains more information on asbestos, and the obligations placed on the Contractor as a result.
- b) The careful strip out, removal and disposal of existing electrical plant within the boiler plant room, comprising the internal lighting/emergency lighting installation, small power installation, MCC panel, redundant circuits, times clocks, outlets and containment. Note the existing section board and distribution board are to remain, subject to satisfactory testing and inspection by the Contractor.
- c) The careful strip out, removal and disposal of the existing heating distribution pipework above/below ceilings within the School, the 73no. fan convectors and 25no. radiators, 2no. hot water calorifiers and 1no temporary hot water heater, along with associated controls, fixings and supports etc. Note: where pipework is installed below floors, and/or areas that are not readily accessible without damaging the building, this shall remain in-situ. The Contractor shall also note the asbestos containing material in the female toilets, central corridor and science store room of the main school building which shall also be safely removed.
- d) The careful strip out, removal and disposal of the external (above ground) heating mains serving the art store and enterprise block which is redundant.

- e) The Contractor shall isolate and disconnect the incoming cold CWS supply and flow pipework to and from Tanks 5 and 6 located on the dining hall roof. The Contractor shall drain the tanks, mark them as disconnected and leave in situ.
- f) Light refurbishment of the boiler plant room consisting of replacement steel fire door c/w ironmongery and escape lighting/signage. New anti-slip floor paint and safety paint, improved combustion ventilation by way of external vegetation clearance and low-level ventilation ductwork, new small power and lighting installation, making good all services penetrations to the structure to the appropriate acoustic and fire standards specified within current building regulations.
- g) Installation of a new gas main from the existing gas meter located within the boiler plant room, c/w new booster set, pipework, valves etc to serve the heating boilers. Note: the Contractor shall undertake invasive exploration to identify whether the 50mm gas branch which appears to serve the fume cupboard within the art store is redundant, if so the contractor shall carefully strip out, remove and dispose of the pipework. If it is not redundant the contractor shall retain the pipework as per drawing MMD-328912-00-00-DR-M-5000.
- h) Installation of two new heating boilers, distribution pipework, radiators, fan convectors, controls etc.
- i) Installation of a new DHW calorifier and associated distribution pipework to connect to existing pipework at locations of 2no calorifiers adjacent male/female wc's with a further connection to the kitchen.
- j) Installation of new hybrid ventilation system to 10no. first floor rooms.
- k) Testing, commissioning, client training, provision of as-built records and seasonal commissioning and maintenance during the defects liability period.

1.3 Contract Drawings and Specification (including form of contract)

The Contract Drawings for the Works are the drawings referenced within clause 00-05-10/165 of the Specification and stated in Third Recitals of the Agreement.

The Specification for the Works is the specification stated in the Fourth Recitals of the Agreement.

1.4 Contractor's Designed Proportion

The Contractor shall be responsible for the design and construction of:

- a) All builders work in connection with the Works, and the making good of all services penetrations to the appropriate acoustic and fire standards as specified within the current building regulations.
- b) An automatic controls system and building management system to control plant/equipment included within the Contract Drawings and Specification. The building management system must provide the school with full functionality via the internet without an annual subscription/service charge.

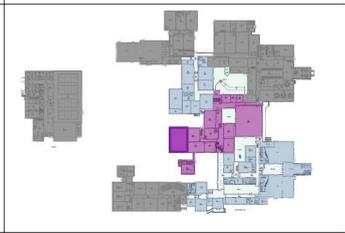
- c) The full boiler flue system and plant room ventilation, including combustion air supply, in accordance with BS5440 and BS6644.
- d) The temporary heating solution associated with its proposed phasing and programme
- e) The safe removal and disposal by a licensed contractor of asbestos containing materials within in the plantroom and the main school building.

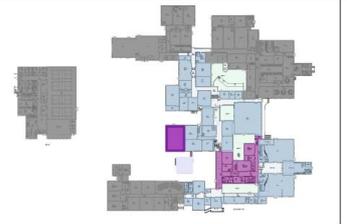
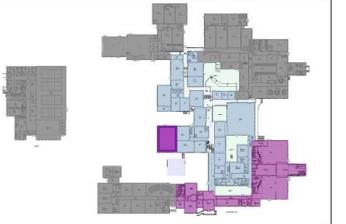
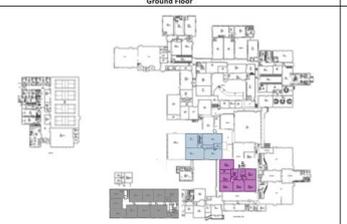
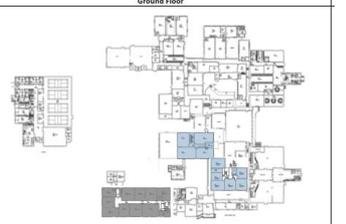
1.5 Programme and delivery process (including phasing)

The Contractor shall have overall responsibility for planning, execution, and completion of the Works, ensuring that the School can operate, deliver its curriculum without disruption or school closure, and safeguard students at all times during the Works.

An indicative phasing plan is outlined below to provide the Contractor with an example of the areas that the School could make available at any phase. Note purple areas could be handed over to the Contractor in a single phase.

The Contractor shall prepare its own phasing plans and programme in conjunction with the Employer and School, demonstrating how the Works will be undertaken whilst allowing the School to operate, and deliver its curriculum without disruption, or school closure, whilst safeguarding students at all times.

Phase 1 Dates TBC by Contractor	Phase 2 Dates TBC by Contractor	Phase 3 Dates TBC by Contractor
School operates within all existing spaces highlighted blue	School decants from all purple spaces e.g. Art and Science	School decants from all purple spaces e.g. Art, Science, ICT and Library
		
Ground Floor	Ground Floor	Ground Floor
		
First Floor	First Floor	First Floor

Phase 4 Dates TBC by Contractor	Phase 5 Dates TBC by Contractor	Phase 6 Dates TBC by Contractor
School decants from all purple spaces e.g. Design Technology and Food Technology	School decants from all purple spaces e.g. Humanities, ICT and Toilets	School decants from all purple spaces e.g. Entrance, Management, Dining and Hall
		
Ground Floor	Ground Floor	Ground Floor
		
First Floor	First Floor	First Floor

1.6 Procedures up to award of contract

The Contractor shall:

- Prepare a master programme for the design, procurement, construction, and commissioning of the Works, and shall control progress against such programme, report on any divergence from it and identify remedial actions to prevent delays or disruption to the Works and School.
- Prepare plans for site logistics, phasing, sequencing, and temporary heating/hot water provision to ensure the School can operate, maintain safeguarding of students, and deliver its curriculum without disruption, or school closure. Where temporary alternative means of escape are needed during phasing/sequencing, the Contractor shall ensure these are provided, maintained in a safe condition, compliant with any requirements and clearly identified and agreed with the Employer and School in advance.
- Procure, execute, and complete all work in a professional and co-ordinated manner, in compliance with the design and specification.
- Procure any design work to be undertaken by specialist subcontractors and/or suppliers employed by the Contractor during RIBA stage 5 “construction”, as defined in section 1.4 of these Employer’s Requirements, the Agreement and the contract drawings and specification.
- Act as Principal Contractor in compliance with the CDM Regulations.
- Become a member of the project team and foster a proactive and positive approach to ensuring the Works are carried out in a manner that allows the School to operate safely and without impacting upon curriculum delivery.
- Obtain all necessary consents in advance of commencing any work. E.g. Asbestos removal.

1.7 Procedures during the Works

The Contractor shall comply with the requirements contained within the Specification for the Works stated in the Fourth Recitals of the Agreement.

Section 2 - The Activity Schedule

2.1 Format required for the activity schedule

Section 3 - The Contractor's Designed Proportion Analysis

3.1 Format required for the CDP analysis

The Contractor shall be responsible for the design and construction of:

- f) All builders work in connection with the Works, and the making good of all services penetrations to the appropriate acoustic and fire standards as specified within the current building regulations.
- g) An automatic controls system and building management system to control plant/equipment included within the Contract Drawings and Specification. The building management system must provide the school with full functionality via the internet without an annual subscription/service charge.
- h) The full boiler flue system and plant room ventilation, including combustion air supply, in accordance with BS5440 and BS6644.
- i) The temporary heating solution associated with its proposed phasing and programme
- j) The safe removal and disposal by a licensed contractor of asbestos containing materials within in the plantroom and the main school building.

Section 4 - The Contractor's Proposals

4.1 Format required for the contractor's proposals

- a) Construction Phase H&S Plan
- b) Programme
- c) Phasing / Sequencing Diagram
- d) Temporary Heating proposal
- e) RIBA Stage 5 drawings associated with the CDP
- f) Testing, commissioning, client training, provision of as-built records and seasonal commissioning and maintenance during the defects liability period.

Section 5 - The Pre-construction Information

5.1 Introduction

5.1.1 Purpose

This document forms the Pre-Construction Information as required by the Construction (Design and Management) Regulations 2015 (CDM 2015 Regulations) and is prepared in accordance with the guidance provided in Paragraphs 105-106 and Appendix 2 of Managing Health and Safety in Construction (L153).

The information is compiled to allow those who need the information in relation to bidding and preparing for the work to decide what resources (including time) will be needed to enable design, planning and construction work to be properly organised and carried out.

The information compiled within this document should be sufficient to ensure that significant risks during the work can be anticipated and planned for. The information provided will concentrate on those issues or hazards, which the Designers and Contractors would not normally expect on a construction site.

In our role as the collator of this information on behalf of the Education and Skills Funding Agency (ESFA), Mott MacDonald Ltd:

1. does not accept any responsibility for the accuracy of information provided by others, and;
2. does not have any liability or responsibility for the methods of construction used throughout the construction process.

Under Regulation 4 of the Construction (Design and Management) Regulations 2015, the Client has a duty to ensure that no works are allowed to commence on site until:

- The Principal Contractor has prepared a construction phase plan which complies with Regulation 12 and Appendix 3;
- He is satisfied that the requirements of Paragraph 137 and 138 (Providing welfare facilities) will be complied with during the construction phase.

5.1.2 Review and Update

This is a live document and as such it will be reviewed and updated as many times as is necessary by the Principal Designer and/or Client. The pre-construction information contained within this document has been collated for the completion of the asbestos removal works. As a minimum, this document will be reviewed and updated following the completion of the asbestos removal, to prepare for the tender and commencement of the main works (intrusive surveys and heating replacement).

5.2 Pre-Construction Health & Safety Information

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
Project Description							
1	Description of Project	General scope of works proposed at the property / structures.	Procurement, installation, testing and commissioning of a replacement heating system and hybrid ventilation system at Studio West School.	Client / Technical Advisor	As soon as EFA agrees scope	October 2016	CLOSED
2	Programme	N/A		Principal Contractor	N/A	N/A	OPEN
Project Directories							
1	Client	Contact details including: name of responsible person, address, telephone number, email address	Studio West School Valerie Wigham West Denton Way Newcastle upon Tyne NE5 2SZ Val.wigham@studiowest.newcastle.sch.uk 0191 481 3710	Client / Technical Advisor	N/A	N/A	CLOSED
2	Structural Engineer	Contact details including: name of responsible person, address, telephone number, email address.	N/A	Principal Contractor / Design organisation	TBA on completion of Tender process		CLOSED

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
3	M&E Engineer	Contact details including: name of responsible person, address, telephone number, email address.	Mott MacDonald David Ridley - Mechanical Engineer 6 th floor Time Central 32 Gallowgate Newcastle upon Tyne NE1 4BF David.ridley1@mottmac.com 0191 222 9554 And Steven Johnson - Electrical Engineer 6 th floor Time Central 32 Gallowgate Newcastle upon Tyne NE1 4BF Steven.johnson@mottmac.com 0191 260 0345	Principal Contractor / Design organisation	TBA on completion of Tender process		CLOSED
4	Principal Contractor	Contact details including: name of responsible person, address, telephone number, email address.	Contact details of the named point of contact for the project.	Client / Technical Advisor	TBA on completion of Tender process		OPEN
5	Principal Designer (post tender)	Contact details including: name of responsible person, address, telephone number, email address.	Contact details of the named point of contact for the project.	Client / Technical Advisor	TBA on completion of Tender process		OPEN
6	Other Relevant Parties	E.g. Environment Agency; HSE; Environmental Health Officer; Building Control; Other Contractors working in the vicinity (if required).	Contact details of the named point of contact for the project including any 3rd party stakeholders. Initially the point of contact for the school in order to arrange access for survey activities.	Client / Technical Advisor	Ongoing	Information already obtained but this is likely to develop as the project progresses.	OPEN

Workplace (Health, Safety & Welfare) Requirements

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
10	Workplace (Health, Safety & Welfare) Requirements	<p>Details of what structure will be used for in operation.</p> <p>Significant workplace (Health, Safety and Welfare) issues relating to the structure.</p>	<p>The designer will be required to consider access arrangements for maintaining and operating the new system. This should take the form of an access and maintenance strategy.</p> <p>Design organisations to consider the regulations with specific focus on the following elements:</p> <ul style="list-style-type: none"> 1 - Maintenance 2 - Ventilation 3 - Temperature 4 - Lighting 5 - Cleanliness and Waste 6 - Floors and traffic Falls or falling debris 7 - Falls or Falling objects. 8 - Organisation of traffic routes 9 - Drinking Water 	Design Team	<p>Technical Notes and design to RIBA Stage 4 to be produced by MM.</p> <p>Will be developed with the school on appointment of Contractor</p>	Operations and maintenance of the replacement heating system needs to be considered within the Design Risk Assessment.	OPEN
Existing Records & Plans							
11	Existing H&S Files	N/A	<p>The only H&S File available for the building is the one completed by Kier as part of the original building refurbishment in 2014.</p> <p>The information contained within this H&S file is limited in terms of the heating systems as they were not included within the original scope of the refurbishment.</p>	Client, Property Owner	May 2018	H&S File for 2014 Studio West refurbishment only.	CLOSED

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
12	Asbestos	Previous survey information and asbestos register, including survey type.	<p>The building is of a CLASP style construction.</p> <p>The following asbestos information is available for the building:</p> <p>Refurbishment & Demolition Survey (scope specific to new central heating pipe runs) - SGS - 14th April 2018;</p> <p>Asbestos Management Plan (Studio West) - Newcastle City Council - 16th October 2017;</p> <p>Re-inspection of Known ACMs - SGS - 01st November 2017;</p> <p>Boiler House Certificate of Reoccupation (removal of debris, ceiling and environmental clean) - Nichol Associated - 11th December 2014;</p> <p>Type 2 Asbestos Survey Report (All Saints College) - BES Consulting - 02nd October 2006.</p> <p>It should be noted that due to large quantities of debris within the Boiler Room, an environmental clean was undertaken in 2014. There has been no further survey undertaken on the Boiler Room following the environmental clean of the debris. It is therefore assumed that asbestos containing materials remain.</p> <p>Once the Stage 4 design is completed and the exact points of interface/connection into the existing mechanical and electrical systems is known, the Principal Contractor will be required to undertake a suitable asbestos survey following the isolation / disconnection of the electrical and/or mechanical systems.</p> <p>It should be noted that due to access limitations (locked doors with no available keys), the Store Room (Ref. 0/22 in SGS 2018 Report) and Printing Room (0/48) we not surveyed and as such should be presumed to contain asbestos until proven otherwise.</p> <p>Asbestos should always be presumed to be present until definitively proven otherwise by a competent person.</p> <p>Principal contractor will need to undertake an asbestos survey of the existing boiler flue chimney.</p>	Principal Contractor	Once the exact interfaces with the existing M&E equipment and penetrations through existing walls is ascertained, there will be a requirement for the Principal Contractor to undertake an R&D asbestos survey of these specific areas. This will require physical isolation of both M&E systems - due prior to main construction works commencing		OPEN
13	Underground Services	N/A	N/A	Technical Advisor			CLOSED
14	Structural Condition	Structural survey of areas of structure that may be affected by project, e.g. for refurbishment.	<p>A building condition survey was undertaken in 2014 by Summers Inman, a copy of this will be provided as part of the tender package.</p> <p>A measured buildings survey of the plantroom has been undertaken by Greenhatch - a copy will be provided to the Principal Contractor.</p>	Technical Advisor	End May 2018		CLOSED

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
15	Drainage	N/A	N/A	Technical Advisor			CLOSED
16	Ground Conditions	N/A	A topographical survey was undertaken in February 2014 by Academy Geomatics as part of the 2014 refurbishment works, this will be provided as part of the tender package.	Technical Advisor	End May 2018	Topo available from 2014 refurbishment	CLOSED
17	Electrical Equipment & Wiring	Electrical equipment and wiring information for existing structures.	<p>As-built drawings are available for the electrical services and will be provided as part of the tender package, however due to the conflicting information these drawings show, compared to visual inspection, it is expected that the Principal Contractor will undertake intrusive surveys to confirm the electrical services / equipment prior to commencing their main works.</p> <p>It should be noted that the following electrical as-builts are not available: LV Schematic; Lightning Protection; External Lighting; CCTV; and Electrical Services within the plant room / boiler room.</p> <p>O&M information from the 2014 refurbishment is limited, however this limited information is currently held by Mott MacDonald and will be provided to the Contractor / Principal Contractor.</p> <p>The following drawings are available for review from the original All Saints College: 3374-00-00-DR-E-201, Revision T01 - Lighting and Emergency Lighting Layout Area 1; 3374-00-00-DR-E-202, Revision T01 - Lighting and Emergency Lighting Layout Area 2; 3374-00-00-DR-E-301, Revision T01 - Small Power and Data Layout Area 1; 3374-00-00-DR-E-302, Revision T01 - Small Power and Data Layout Area 2; 3374-00-00-DR-E-401, Revision T01 - Fire Alarm Layout Area 1; 3374-00-00-DR-E-402, Revision T01 - Fire Alarm Layout Area 2; 3374-00-00-DR-E-501, Revision T01 -Systems Layout Area 1 [Security]; 3374-00-00-DR-E-502, Revision T01 -Systems Layout Area 2 [Security]; 3374-00-00-DR-E-801, Revision P01 - Metering Strategy; 3374-00-00-DR-E-801, Revision T01 - Lighting and Emergency Lighting and Small Power stripping out; and 3374-00-00-DR-E-901, Revision T01 - Schedule of Circuits</p> <p>The interface with the three other adjacent sections within the building cannot be confirmed until an intrusive survey is undertaken</p>	Client / Property Owner / Principal Contractor	Principal Contractor will be required to obtain intrusive surveys of M&E equipment prior to main works commencing	OPEN	

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
18	Mechanical Equipment	Survey of mechanical installations in and around existing structures.	<p>As-built drawings are available for the mechanical services and will be provided as part of the tender package, however due to the conflicting information these drawings show, compared to visual inspection, it is expected that the Principal Contractor will undertake intrusive surveys to confirm the mechanical services / equipment prior to commencing their main works.</p> <p>The following drawings are available for review:</p> <p>3374_00_00_M-DR_101 T01; 3374_00_00_M_DR_201 T01; 3374_00_00_M_DR_201 CP1; 3374-00-00-DR-M-301 T01; 3374_00_00_M_DR_401 T01; 3374_00_00_M_DR_901 T01; 3374-00-00-DR-M-801 P01; 3374-00-00-DR-M-802 P01; 3374-00-00-DR-M-803 P01; LJ6247 M001 As Fitted; LJ6247 M002 As Fitted; LJ6247 M003 As Fitted; LJ6247 M004 As Fitted; and LJ6247 M005 As Fitted.</p> <p>The interface with the three other adjacent sections within the building cannot be confirmed until an intrusive survey is undertaken.</p>	Client / Property Owner / Principal Contractor		Principal Contractor will be required to obtain intrusive surveys of M&E equipment prior to main works commencing	OPEN
Client's Considerations & Management Requirements							
19	Welfare Provision	Information from asbestos removal contractor on their preferred location of welfare	<p>Welfare facilities must be full established and operational prior to construction works commencing, this requirement must be met to enable construction works to commence.</p> <p>The asbestos removal contractor and the Principal Contractor for the main works are to demonstrate in their respective Construction Phase Plan that adequate welfare facilities are available, as listed in Schedule 2 of the CDM Regulations 2015, and should take note of Paragraphs 41-73 of Health and Safety in Construction (HSG150). Any arrangements made will be provided throughout the duration of the works.</p> <p>For the main works the Client has suggested a location for establishing welfare facilities which the Principal Contractor may want to consider. The location (hard-standing area to the west of the plantroom) is accessible via the access road between the leisure centre and the enterprise block.</p>	Contractor / Principal Contractor			OPEN

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
20	Site Hoarding & Security Arrangements	Requirements for fencing round compounds and work areas. Requirement for security provision. Segregation of other parties including the public and other contractors from work areas.	The asbestos removal contractor and Principal Contractor for the main works will be expected to provide, erect and maintain appropriate site security fencing around the construction works/area, without undue disruption to the continued operation of the school. The Principal Contractor and Contractor should liaise with the school regarding site hoarding requirements to ensure appropriate security levels and mitigation of dust, noise and debris from the removal / construction works. Including ensuring that appropriate segregation is implemented between areas within the building and on transiting routes (incl. asbestos removal transiting routes).	Contractor / Principal Contractor			OPEN
21	Permit to Work Systems	Client requirements for permits to work especially relating to restricted access areas. Identified permit to work systems required (e.g. confined spaces; excavations; hot works).	As the works location is within the grounds of an operational school, there will be a requirement for site personnel to be DBS (Disclosure Barring Service) cleared. While the Client has no other specific 'permit to work' system in place, it is expected that, before carrying out any of the following operations the Contractor / Principal Contractor will be responsible for ensuring that any required permits-to-work are raised within their approved system. Conditions of the permit must be properly communicated to all relevant personnel undertaking and supervising the tasks. Permit to Break Ground / Surfaces (buried and hidden services); Permit to Enter or carry out work within a confined space; Hot Works Permit; Permit to energise or de-energise electrical / gas / water equipment.	Contractor / Principal Contractor			OPEN

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
22	Fire Precautions	Existing structure/installation fire procedures. Access and egress for fire appliances and emergency vehicles.	<p>The only fire plan available for the building is dated 2010, conducted for the now non-existent All Saint's College. The fire plan takes into account the building as a whole, however the building has been divided into four separate sections as shown in Figure 01. The Robertson FM section and Enterprise Block are now no longer occupied, however Thomas Bewick (SEN School) is still operational.</p> <p>The Contractor and Principal Contractor will ensure that the interface with the fire arrangements for the entire building (incl. Thomas Bewick) are considered as part of their construction works fire arrangements. The Contractor and Principal Contractor will be required to liaise with all occupiers (incl. Studio West and Thomas Bewick) to ensure that emergency arrangements are fully considered and managed during the phasing of the works.</p> <p>It was noted by Mott MacDonald on 24th April 2018, that the escape plan displayed at the Studio West Reception does not match that of the 2010 fire plan. In addition to this it was noted that the fire exit doors from the science block stair well were manually locked with a standard yale key. There was also a padlock installed by the occupiers on the doors to/from the Robertson/Drama part of the building, blocking a possible escape route through Studio West. This area is currently vacant.</p> <p>The whole building is on the same fire detection system, with a panel in Studio West and another in Thomas Bewick.</p> <p>Mott MacDonald carried out a review of the previous fire risk assessments and have made recommendations to the school.</p>	Client/Property Owner		Fire Plan and fire arrangements are outdated and inaccurate. The TA has informed the building owner and occupiers that there is a contravention of the Regulatory Reform (Fire Safety Order), 2005 - by 28 th May 2018.	OPEN
23	Emergency Procedures & Means of Escape	Existing structure/installation emergency procedures. Access and egress for emergency vehicles.	As above.	Client / Property Owner / TA	As above.		CLOSED
24	Restricted Access Areas and Access Requiring Authorisation	Restricted areas on site. Plans highlighting phases of work areas and associated access restrictions if required.	Main entrance to school grounds used for pedestrian access as well as waste disposal twice a week. Office and exam store will require unlocking.	Client / Property Owner / Technical Advisor	Areas identified for GI to TBA for major scheme on finalisation of scope		CLOSED
25	Confined Spaces	Areas within site that are classed as confined spaces.	Not within the scope of works	Client/Technical Advisor	N/A for GI to be identified for major scheme		CLOSED
26	Smoking Restrictions	Premises no smoking policy.	Site has a non-smoking policy; contractor's staff can smoke off site.	Client / Property Owner	October 2016		CLOSED
Environmental Restrictions & Existing On-Site Risks							

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
27	Boundaries and Access	Vehicular access points including works traffic routes and site boundary.	The entire building (formally known as All Saints College' was divided into four parts. Studio West was formed as one of these parts in 2014. In addition to the main entrance to Studio West, the building can be accessed via an access road between the plantroom and leisure centre. Some parking will be available in the main car park shown by the yellow box below. The proposed site compound / welfare area is located to the west of the boiler room. (shown in yellow below).	Principal Contractor / Asbestos removal contractor		Principal Contractor to confirm with asbestos contractor their preferred location for siting the asbestos decontamination unit / welfare and liaise with the Client to ensure that this is suitable. Req. ASAP	OPEN

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
28	Restrictions on Deliveries, Waste Collection or Storage	Council/premises restrictions on delivery times. Area available for waste storage. Types of waste skips required if defined. Waste collection frequencies.	Waste disposal twice a week via the main entrance to the school. School has identified area to the west of the plantroom will be available to contractor.	Client / Property Owner, Technical Advisor - GI Design Team / Client / Property Owner for major scheme			CLOSED
29	Adjacent Land Use	Surrounding land usage.	Area to the North of the school is occupied by Thomas Bewick School, to the East is the schools open play area, to the South is a retail park and area to the west is the sports hall, enterprise centre (which is currently unoccupied) and the school car park.	Client / Property Owner, Technical Advisor - GI Design Team / Client / Property Owner for major scheme			CLOSED
30	Existing Storage of Hazardous Materials	Details of chemical stores, fuel storage on site, etc.	Science store room on 1 st floor of building Art Store cupboard on ground floor of building Cleaners Cupboard on ground floor	Client / Property Owner, Technical Advisor - GI Design Team / Client / Property Owner for major scheme			CLOSED
Significant Design & Construction Hazards							

ID	Section of Pre-Construction Info.	Information Req.	Information provided / to be provided	Requested from	Date required by	Comments	Closed
31	Information on Significant or Unusual Risks Identified During Design	Designers risk assessments/hazard elimination records and associated residual risk schedules and mitigation measures. Suggested work methods for specialist activities. Construction sequences required by the design.	No Info.	Principal Designer / Design Team	TBA		CLOSED
32	Materials Requiring Particular Precautions	Details of any hazardous materials required for the project and control measures.	Existing Asbestos Surveys will be provided	Principal Designer / Design Team	TBA		CLOSED
Health & Safety File							
33	Format of H&S File	Medium required and number of copies.	Does the Client have a specific layout they wish to use for the health and safety file? If so please provide layout including number of copies and how the information will be provided, i.e. electronic or hard copy.	Client / Property Owner & Principal Designer	Suggest agree use of PSBP NE3 Template once scope developed to be discussed with Client October 2018		OPEN
34	Content of Health and Safety File	Detailed requirements of information required.	Agreement between the Principal Designer, Client & Property Owner	Client / Property Owner & Principal Designer	TBA		OPEN
35	Delivery of information	Completion of H&S File date. Co-ordination with Principal Contractor.	Completed H&S File	Principal Designer & Principal Contractor	TBA		OPEN

Annex 1 - Contract Drawings

File Name	Document Reference	Date
Studio West Electrical Services Ground and First Floors	MMD-328912-00-XX-DR-E-0001 - GF+FF (Rev02)	20/07/2018
Studio West Electrical Services Plantroom	MMD-328912-00-XX-DR-E-0002 - Plantroom (Rev02)	20/07/2018
Studio West Plantroom Layout Ground Floor	MMD-328912-00-00-DR-M-5000 - Plantroom Layout GF	04/07/2018
Studio West Domestics Layout Ground Floor	MMD-328912-00-00-DR-M-5300 - Domestic Layout GF	04/07/2018
Studio West Heating Layout North Zone Ground Floor	MMD-328912-00-00-DR-M-5600 - Heating Layout North Zone GF	04/07/2018
Studio West Heating Layout South Zone Ground Floor	MMD-328912-00-00-DR-M-5601 - South Zone Ground Floor	04/07/2018
Studio West School Level 1 Ventilation Schematic	MMD-328912-00-00-DR-M-5700 - Schematic	06/07/2018
Studio West Heating Layout North and South Zone	MMD-328912-00-01-DR-M-5600 - Heating Layout 1F	04/07/2018
Studio West School Level 1 Ventilation Layout	MMD-328912-00-01-DR-M-5701 - Ventilation Layout L1	06/07/2018
Studio West Heating Distribution Schematic	MMD-328912-00-XX-DR-M-5601 - Heating Distribution Schematic	04/07/2018
Studio West Boiler Plant Schematic	MMD-328912-00-XX-DR-M-5603 - Boiler and Domestic Plant	27/06/2018
Studio West Soft Strip Drawing	328912-MMD-00-ZZ-DR-Z-001	17/07/2018

Annex 2 - Pre-Construction Information Drawings

As-built Information Pre-2014

File Name	Document Reference	Date
21961 All Saints College site boundary final.pdf	69/21961	25/04/2013
All Saints Building 2011 A1 (3).pdf	-	Oct 2011
All Saints SOA CD survey.pdf	Location References and Classifications	27/06/2013
All Saints College - Fire Plan July 2010.pdf	Fire Safety Life Risk Assessment	16/07/2010

As-built Information Post-2014

File Name	Document Reference	Date
MMD-328912-C-DR-00-XX-0001-P3.pdf	Studio West Redline Boundary Layout	28/08/2014
20150324_StudioWestRevisedRedLine.pdf	Studio West Redline	24/03/2015
LJ6247 M 001 - Domestic Hot & Cold.pdf	LJ6247 M 001	28/01/2016
LJ6247 M 002 - Gas Services.pdf	LJ6247 M 002	28/01/2016
LJ6247 M 003 - LTHW Heating.pdf	LJ6247 M 003	28/01/2016
LJ6247 M 004 - HVAC Services.pdf	LJ6247 M 004	28/01/2016
LJ6247 M 005 - LTHW Heating & Plantroom	LJ6247 M 005	28/01/2016
CAD21 MEP Survey	-	-
SLE020 - 100-01_REV 5_ Existing GF Survey plan	Existing Ground Floor Plan	28/03/2014
SLE020 - 100-02_REV 4_ Existing FF Survey plan	Existing First Floor Plan	28/03/2014
SLE020 - 200-01_REV 11_ Proposed GF plan	Proposed Ground Floor Plan	28/03/2014
SLE020 - 200-02_REV 9_ Proposed FF plan	Proposed First Floor Plan	28/03/2014
SLE020 - 200-03_REV 2_ Site compound plan	Site Compound Plan	11/07/2014
SLE020 - 400-01_REV 6_ Proposed GF floor finishes Key plan	Floor Finishes Key Plan	17/04/2014
SLE020 - 400-02_REV 6_ Proposed FF floor finishes Key plan	Floor Finishes Key Plan	17/04/2014
SLE020 - 400-03_REV 5_ Proposed GF Wall finishes Key plan	Wall Finishes Key Plan	17/04/2014
SLE020 - 400-04_REV 5_ Proposed FF Wall finishes Key plan	Wall Finishes Key Plan	17/04/2014
SLE020 - 400-05_REV 3_ Proposed GF floor finishes and setting out plan	Proposed G.F Floor Finishes Settings Out Plan	23/06/2014
SLE020 - 400-06_REV 4_ Proposed FF floor finishes setting out plan	Proposed First Floor Plan	28/03/2014
SLE020 - 400-07_REV 3_ Existing and proposed sections 2	Existing and Proposed Sections Thru' Entrance Foyer	24/06/2014
SLE020 - 400-08_REV 3_ Existing and proposed sections	Existing and Proposed Sections Thru/Classrooms	24/06/2014
SLE020 - 400-09_REV 3_ Proposed Door and Screen Details	Interior details - Doors/Screens and Accessible WC	24/06/2014
33747-00-00-DR-E-201 CP2	Electrical Engineering Services Lighting and Emergency Lighting Layout Area 1	June 2014
3374-00-00-DR-E-202 CP2	Electrical Engineering Services Lighting and Emergency Lighting Layout Area 2	June 2014
3374-00-00-DR-E-301 CP2	Electrical Engineering Services Small and Data Layout Area 1	June 2014
3374-00-00-DR-E-302 CP1	Electrical Engineering Services Small and Data Layout Area 2	May 2014
3374-00-00-DR-E-401 CP2	Electrical Engineering Services Fire Alarm Layout Area 1	June 2014
3374-00-00-DR-E-402 CP1	Electrical Engineering Services Fire Alarm Layout Area 2	June 2014
3374-00-00-DR-E-501 CP1	Electrical Engineering Services Systems Layout Area 1	May 2014
3374-00-00-DR-E-502 CP1	Electrical Engineering Services Systems Layout Area 2	June 2014

File Name	Document Reference	Date
3374-00-00-DR-E-801 CP1	Electrical Engineering Services Lighting and Emergency Lighting And Small Power Stripping Out	June 2014
3374-00-00-DR-E-901 CP2	Electrical Engineering Services Schedule of Circuits	June 2014
3374_00_00_M_DR_101 CP1	Mechanical Engineering Services Ground & First Floor Gas Services Existing & Stripping Out Works	June 2014
3374_00_00_M_DR_201 CP1	Mechanical Engineering Services LTHW Heating Services Ground & First Floor Existing & Convector Refurbishment Layouts	June 2014
3374-00-00-DR-M-301 CP1	Mechanical Engineering Services Domestic Hot & Cold Water Existing & Proposed Layouts	June 2014
3374-00-00-DR-M-301 CP2	Mechanical Engineering Services Domestic Hot & Cold Water Existing & Proposed Layouts	June 2014
3374_00_00_M_DR_401 CP1	Mechanical Engineering Services Ventilation, Air Conditioning & CO2 Level Monitoring Systems Existing & Proposed Layouts	June 2014
3374_00_00_M_DR_401 CP2	Mechanical Engineering Services Ventilation, Air Conditioning & CO2 Level Monitoring Systems Existing & Proposed Layouts	June 2014
3374-00-00-DR-M-901_CP1	Mechanical Engineering Services LTHW Heating Overheating Reduction Strategy, BMS Works & Plantroom Modifications Layout	June 2014

Other Useful Documents (not as-built)

File Name	Document Reference	Date
30049 - 284628 - Studio West, All Saints College, West Denton, Newcastle upon Tyne	Asbestos Refurbishment Survey (Scope Specific)	20/08/2014
Studio West 11-12-14	Survey Notes	12/11/2014
Studio West Clearance Cert 12-12-14	Certificate of Reoccupation	12/12/2014
Studio West Hygiene Cert 12-12-14	Certificate of Hygiene Facility Inspection	12/12/2014
Asbestos Reinspection October 2017	Reinspection of Known ACM's	01/11/2017
32836 - 384790 - Studio West, West Denton Way, Newcastle upon Tyne, NE5 2SZ.	Asbestos Refurbishment Survey (Scope Specific)	14/05/2018
2014034 Structural Feasibility Report Rev A	Structural Report	April 2014
Studio West Risk Assessment and Management Plan	Legionella Risk Assessment and Management Plan	15/02/2018
Phasing Strategy	Example phasing Strategy during works	March 2018