



GENERIC PRELIMINARIES

FOR

ALL CONSTRUCTION WORKS

ALLIANCE HOMES PROPERTY CARE
HARBOUR COURT
SERBERT ROAD
PORTISHEAD
NORTH SOMERSET
BS20 7GF

October 2013 (Revision D)

GENERIC PRELIMINARIES

A JCT STANDARD BUILDING CONTRACTS – MINOR WORKS AND INTERMEDIATE ALL WITH OR WITHOUT CONTRACTORS DESIGN AS CONFIRMED IN THE SITE SPECIFIC DETAILS

A1 GENERAL CONDITIONS

010 The Contractor is to ensure strict adherence by all of his staff and sub-contractors under his direct or indirect control to the policies set out by the Employer as follows:

The Approved Contractors Standards
The Approved Contractors Asbestos Information
Any other document(s) issued at tender stage

All of the above documents will be issued with all tenders and are also available for inspection by contacting the Employer during normal working hours.

The following Preliminaries are generic to all works carried out by Contractors for the Employer, and are to be read in conjunction with the above noted documents, policies and also the Site Specific preliminaries issued for any particular project.

Preliminaries given in Site Specific Projects shall also allow for all items in the following generic preliminaries (where applicable). The Contractor shall insert fixed and time related figures within his tender sum to account for the Site Specific Project Details and also the following Generic Preliminaries (where applicable).

Not all of the Generic Preliminary items will apply to every project; CDM and the Building Manual will only apply to notifiable projects. Smaller scale projects will not necessarily require all aspects of the Generic Preliminaries to apply, however, the Contractor must ensure compliance with all the Employer's contractor standards and all statutory regulations and requirements with regard to health, welfare and safety. If the Contractor is in doubt as to whether a particular clause or clauses included within the Generic Preliminaries applies or only partially applies, he should contact the CA before submitting a tender to obtain clarification regarding the particular clause or clauses.

A10 PROJECT PARTICULARS

- 110 THE PROJECT
Name: See Site Specific Details
Location: See Site Specific Details
- 120 EMPLOYER (CLIENT)
NSAH (Alliance Homes) Ltd,
40 Martingale Way,
Portishead,
North Somerset BS20 7AW.
- 130 THE PRINCIPAL CONTRACTOR
The Contractor.
- 140 CONTRACT ADMINISTRATOR (hereinafter referred to as 'CA')
Alliance Homes Property Care,
Harbour Court,
Serbert Road,
Portishead,
North Somerset BS20 7GF
(Tel: 01275 398200).
- 150 CDM CO-ORDINATOR (where required) (hereinafter referred to as 'CDMC')
Mildred, Howells & Co.,
Royal Colonnade,
14 Great George Street,
Bristol BS1 5RH
(Tel: 0117 929 2894).
- 160 QUANTITY SURVEYOR (where required)
Mildred, Howells & Co.,
Royal Colonnade,
14 Great George Street,
Bristol BS1 5RH
(Tel: 0117 929 2894).
- 170 STRUCTURAL ENGINEER
To be appointed as required.
- 175 MECHANICAL ENGINEER
To be appointed as required.
- 178 ELECTRICAL ENGINEER
To be appointed as required.
- 180 LANDSCAPE ARCHITECT
To be appointed as required.
- 190 CLERK OF WORKS
None.

A11 TENDER AND CONTRACT DOCUMENTS

- 110 THE TENDER DRAWINGS/DOCUMENTS
The tender drawings and documents are detailed in the Site Specific Details.
- 120 THE CONTRACT DRAWINGS
The contract drawings will be the same as the tender drawings.
- 130 THE BILLS OF QUANTITY/SCHEDULE OF WORKS DRAWINGS
The drawings from which Bills of Quantities/Schedule of Works are prepared are the same as the tender drawings.
Any drawing numbers contained within the Bills of Quantities/Schedule of Works may not include any revision suffix, but shall be deemed to be those revisions listed as tender drawings including the appropriate suffix.
- 160 THE PRE-CONSTRUCTION INFORMATION (where required)
The Pre-construction Information is either given in a separate document or described in these preliminaries.
Both cases refer to information given elsewhere in the preliminaries, specification and drawings.
- 180 OTHER DOCUMENTS
Inspection of any drawings or other documents relating to the contract but not included in the tender documents may be seen by appointment during normal office hours at the office of the CA.

A12 THE SITE/EXISTING BUILDINGS

- 110 THE SITE
See Site Specific Details.
- 120 EXISTING BUILDINGS ON/ADJACENT TO THE SITE
See Site Specific Details.
- 130 DEMOLITION
See Site Specific Details. Minor demolitions may be necessary.
- 140 EXISTING UTILITIES AND SERVICES
There are existing services running across the sites, some of which are shown on the drawings.
The Contractor is to take due care and attention during excavation work to locate and not damage any known or unknown services.
Should any existing services be damaged, they shall be repaired/replaced at the Contractor's expense.
- 160 SOILS AND GROUND WATER
Information is generally not available for existing sites.
New build projects will have this information available within the tender documents.
- 170 SITE INVESTIGATION
Information is generally not available for existing sites.
New build projects will have this information available within the tender documents.
- 180 HEALTH AND SAFETY FILE
The Health and Safety File for the building (where available) may be seen by appointment during normal office hours at the office of the CA.
- 200 ACCESS TO THE SITE
See Site Specific Details.
- 210 PARKING
The parking of the Contractor's and employees' vehicles will be restricted to within the site boundary as shown on the drawings or where no parking available, to the public highway, complying with all waiting restrictions and avoiding obstructing adjacent properties and accesses.
- 220 USE OF THE SITE
Do not use the site for any purpose other than carrying out the Works.
- 230 SURROUNDING LAND/BUILDING USES
The surrounding land and buildings are used by tenants, leaseholders and the general public.
The Contractor is reminded of the nature of the Works and the relationship of occupied buildings and land to the construction site.
Due care should be taken to protect all persons and property.
All existing public rights of way will be maintained at all times.
- 240 HEALTH AND SAFETY HAZARDS
See Site Specific Details and as noted in the Pre-Construction Information (where issued).
The nature and condition of the site/building cannot be fully and certainly ascertained before opening up; however the following hazards are or may be present:
Asbestos containing materials are always likely to be present in any existing building.
The accuracy and sufficiency of any information issued 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.
Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.
- 250 SITE VISIT
Before tendering, ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
Site visit may be made during normal hours by prior appointment with the CA.

A13 DESCRIPTION OF THE WORK

- 110 PREPARATORY WORK BY OTHERS
See Site Specific Details.
- 120 THE WORKS
See Site Specific Details.
- 130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT
See Site Specific Details.
- 140 COMPLETION WORK BY OTHERS
See Site Specific Details.

110 JCT MINOR WORKS BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (WHERE APPROPRIATE) OR INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (WHERE APPROPRIATE):

The form of contract will be either the JCT Minor Works Building Contract with Contractor's Design (where appropriate) or Intermediate Building Contract with Contractor's Design (where appropriate) including the latest Amendments/Revisions. The contracts may be Alliance Homes own form of contract where applicable.

The contract details for each scheme will be given in the Site Specific Details preliminaries section. Below are general requirements that are likely to apply to most contracts.

RECITALS

See Site Specific Details.

ARTICLES

See Site Specific Details.

Employer/Contract Administrator/Quantity Surveyor/CDM Co-ordinator – see section A10.

The Principle Contractor is the Contractor.

CONTRACT PARTICULARS**Base date**

Base date will be 10 days before receipt of tender

CIS

At the base date the Employer is a contractor for the purposes of CIS

Liquidated damages

Liquidated damages will apply to all contracts. For liquidated damages sums:

See Site Specific Details.

Rectification Period

The Rectification period will be 12 months from the date of Practical Completion of the Works unless otherwise stated.

Contractors Designed Portion

Where the contract incorporates Contractor's Designed Work, the level of cover for Professional Indemnity Insurance will be £5,000,000.00 for claims or series of claims for a minimum of 12 years unless otherwise stated.

Retentions

Retention percentages will be either 5% reducing to 2.5% following Practical Completion or 3% reducing to 1.5% following Practical Completion. The Practical Completion Certificate will not be issued unless the Building Manual (where required) has been received, reviewed and amended as necessary – see clause A37.110.

Fixed Price

All tender prices will be fixed price and will not be subject to any increase due to inflation, fluctuations etc.

Insurances

For existing buildings and extensions thereto, the Employer will take out a Joint Names Policy to cover the existing buildings and their contents and also a Joint Names Policy to cover the new works where applicable.

For new works the Contractor shall take out a Joint Names Policy for the whole work.

The cover required for Contractor's All Risks Insurance shall be a minimum of £5,000,000.00 unless otherwise stated.

The Employer will request from the Contractor additional costs should additional insurance premiums be required for the Liability of the Employer. Cover to be minimum £5,000,000.00 unless otherwise stated.

Adjudication/Arbitration

In both cases the Adjudicator/Arbitrator will be appointed by the President or a Vice-President of the RICS.

CONTRACT PARTICULARS (Cont'd)

Collateral Warranties

Collateral Warranties will be required for any professional organisation, contractor or sub-contractor where a design requirement is needed.

Planning and Building Control charges

Alliance Homes will pay all planning and building control charges.

Execution

Contracts will be sealed by Alliance Homes for values over £100,000.00; two authorised persons will sign for contracts under that value. The Contractor will seal or have two directors/company secretary sign as appropriate

Contract Guarantee Bond

No contract guarantee bond is required unless otherwise stated.

MAIN CONTRACT TENDERING

- 110 SCOPE
These conditions are supplementary to those stated in the invitation to tender and on the Form of Tender.
- 145 TENDERING PROCEDURE
In accordance with the principles of the NBS Guide to Tendering for Construction Projects.
Errors found in the priced Bills of Quantities/Schedule of Works will be dealt with in accordance with the above document - Section 5, Stage 1 Alternative 1
- 160 EXCLUSIONS
If the Contractor cannot tender for any part(s) of the work as defined in the tender documents he must inform the CA as soon as possible, defining the relevant part(s) and stating the reason(s) for his inability to tender.
- 170 ACCEPTANCE OF TENDER
The Employer and his representatives:
Offer no guarantee that the lowest or any tender will be recommended for acceptance or accepted.
No liability is accepted for any costs incurred in the preparation of any tender.
- 190 PERIOD OF VALIDITY
Tenders must remain open for consideration (unless previously withdrawn) for not less than 4 months from the date fixed for the submission or lodgement of tenders.

PRICING/SUBMISSION OF DOCUMENTS

- 210 PRELIMINARIES IN THE SPECIFICATION
The Preliminaries/General Conditions sections (A10-A56) have been prepared in accordance with SMM7.
- 220 PRICING OF PRELIMINARIES
Upon acceptance of a tender, the Contractor will provide the CA or Quantity Surveyor with a full breakdown of the preliminaries included within the tender, split into Fixed charge items and Time Related charge items.
- 250 PRICED DOCUMENTS
Alterations and qualifications to the priced documents must not be made without the written consent of the CA.
Tenders containing unauthorised alterations or qualifications may be rejected.
Where measurements are not stated, ascertain from the drawings.
Costs relating to items, which are not priced will be deemed to have been included elsewhere in the tender.
Submit the priced documents within 48 hours of being requested.
- 310 TENDER
The tender figure must include for all works 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.
- 360 PRICED ACTIVITY SCHEDULE
No priced activity schedule is required.
- 410 FLUCTUATIONS
No fluctuations will be payable; all contracts will be fixed price.
Contracts of extended period (over 12 months) will be fixed price; however any changes in taxation rules or Government legislation, which affects prices of labour and/or materials may be accepted as a valid reason for an adjustment of the rates and prices included in the original tender documents; either increasing or decreasing the rates and prices as appropriate.
- 440 CDP ANALYSIS (where required)
When requested a breakdown of any Contractor Designed Portions must be submitted with 48 hours of being requested.
- 480 PROGRAMME
The Contractor's proposed programme as specified in Section A32 or a summary thereof showing the sequence and timing of the principal parts of the Works, periods for planning and design, and itemising any work which is excluded must be submitted within 48 hours of being requested.
- 490 INFORMATION RELEASE SCHEDULE
No information release schedule is applicable.
- 500 TENDER STAGE METHOD STATEMENTS (where required)
Prepare, describing how and when particular difficult elements of the work will be carried out.
Submit when requested at tender stage.

PRICING/SUBMISSION OF DOCUMENTS (Cont'd)

- 510 **ALTERNATIVE METHOD TENDERS**
 In addition to and at the same time as tendering for the works as defined in the tender documents, alternative methods of construction/installation may be submitted for consideration; alternatives, which would involve significant changes to other work, may not be considered.
 Such alternative will be deemed to be alternative tenders and each must include a complete and precise statement of the effects on cost and programme.
 Carry out a health and safety risk assessment for each alternative and where appropriate provide a Safety Method Statement for incorporation into the Health and Safety File (where required).
 Submit full technical data for each alternative together with details of any consequential amendments to the design and/or construction of other parts of the Works.
- 515 **ALTERNATIVE TIME TENDERS**
 In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
 If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.
- 520 **DESIGN DOCUMENTS (where required)**
 Include all drawings, technical information and any other details once the tender has been accepted and a contract or letter of intent put in place.
 The drawings, technical information and any other details are to be provided and approved before work commences on site.
- 530 **SUBSTITUTE PRODUCTS**
 If the Contractor wishes to substitute products of different manufacture to those specified, details must be submitted with the tender giving reasons for each proposed substitution.
 Substitutions, which have not been notified at tender stage, may not be considered. Substitutions sanctioned by the CA will be subject to the verification requirements of clause A31/200.
- 540 **QUALITY CONTROL RESOURCES**
 A statement must be submitted when requested describing the organisation and resources, which the Contractor proposes and undertakes to provide to control the quality of the Works, including the work of subcontractors.
 The statement must include the number and type of staff responsible for quality control, with details of their qualifications and duties.
- 550 **HEALTH AND SAFETY INFORMATION**
 A statement must be submitted if requested describing the organisation and resources which the Contractor proposes and undertakes to provide to safeguard the health and safety of operatives, including those of subcontractors and of any person who may be affected by the works, including:
 A copy of the Contractors' health and safety policy document, including risk assessment procedures.
 Accident and illness 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
- The acknowledgements included at the end of the Approved Contractor Standards and Approved Contractor Asbestos Information must also be completed and returned with the tender together with Asbestos Training Certificates, Risk Assessments and Method Statements related to Asbestos.
- 570 **OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN (where required)**
 The document must be submitted within 1 week of requested and may include the following:
 (It is the Principle Contractor's responsibility to ascertain the amount and type of information given in the Plan)
 Method statements on how risks from hazards identified in the pre-construction information and other hazards either identified or not identified will be addressed by the Contractor.
 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 co-operation and co-ordination 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.

PRICING/SUBMISSION OF DOCUMENTS (Cont'd)

- 590 **SITE WASTE MANAGEMENT PLAN**
The person responsible for developing the Plan is the Contractor.
The Plan is to included details of:
Principal Contractor for the purposes of the regulations.
Location of the site.
Description of the project.
Estimated project cost.
Types and quantities of waste that will be generated.
Resource management options for these wastes including proposals for minimization/reuse/ recycling.
The use of appropriate and licensed waste management contractors.
Record keeping procedures.
Waste auditing protocols.
List any additional requirements.
Submit SWMP with tender.
- 595 **ENVIRONMENTAL POLICY**
The Employer's Environmental Policy is available for inspection during normal office hours at the office of the Contract Administrator.
Provide evidence of compliance to the CA.
Develop a Project Environmental Management System compatible with the Employer's policy including all supporting information.
- 596 **ENVIRONMENTAL TARGETS (BREEAM) (where required)**
Achieve target of a minimum of Very Good rating.
Obtain score using:
CO₂ or energy arising from site activities and transport to and from site.
Water consumption arising from site activities.
Air (dust) pollution arising from site activities.
Water (ground and surface) pollution occurring on site.
80% of site timber is responsibly sourced and 100% is legally sourced.
Monitor and submit monthly reports.

SUBLETTING/SUPPLY

- 630 **DOMESTIC SUBCONTRACTS**
Comply with the CIB 'Code of Practice for the selection of subcontractors'.
Provide monthly details of all subcontractors and the work for which they will be responsible.
- 645 **'LISTED' DOMESTIC SUBCONTRACTORS**
Under the provisions of the Contract Conditions, if the Contractor wishes to add additional persons to any given list; he must make written application and, if requested, submit (in an approved form) evidence of the suitability of such additional persons.
Wherever possible, submissions for addition of persons must be made, and consent obtained, before return of the tender.
When any submission for addition of persons is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.
If less than three persons named in the list are able and willing to carry out the relevant work so that the relevant Conditions of Contract becomes operative, immediately notify for decision whether or not names shall be agreed for addition to the list.
Before the start of the work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.

DEFINITIONS AND INTERPRETATIONS

- 110 **DEFINITIONS**
The meaning of terms, derived terms and synonyms used in the preliminaries/general conditions and specification is as defined below or in the appropriate British Standard or British Standard glossary.
- 120 **COMMUNICATION**
Means advising, informing, submitting, giving notice, instructing, agreeing, confirming, seeking or obtaining information, consent or instructions, or making arrangements.
All of the above must be in writing to the person named in clause A10.140 unless specified otherwise.
Do not proceed until response has been received.
- 130 **PRODUCTS**
Means materials both manufactured and naturally occurring, and goods including components, equipment and accessories, intended for permanent incorporation in the Works.
This includes goods, plant, materials, site materials and items incorporation into the Works.
- 135 **SITE EQUIPMENT**
All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other items intended to form or forming part of the Permanent Works.
Thus includes construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- 140 **DRAWINGS**
Drawings shall be to BSRIA BG 6/2009 a design framework for building services; design activities and drawing definitions.
CAD data shall be in accordance with BS 1192.
- 145 **CONTRACTORS CHOICE**
Selection delegated to the Contractor, but liability to remain with the specifier.
- 150 **CONTRACTOR'S DESIGN**
Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.
- 155 **SUBMIT PROPOSALS**
Submit information in response to specified requirements.
- 160 **TERMS USED IN SPECIFICATION**
Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials; dispose of unwanted materials; excludes taking out and disposing of associated pipe work, wiring, ductwork or other services.
Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
Supply and fix: As above, but including supply of products to be fixed; all products to be supplied and fixed unless stated otherwise.
Keep for reuse: Do not damage designated products or work; clean off bedding and jointing materials; stack neatly, adequately protect and store until required by the Employer or for use in the Works as instructed.
Make good: Execute local remedial work to designated work; make secure, sound and neat; excludes redecoration and/or replacement.
Replace: Supply and fix new products matching those removed; execute work to match original new state of that removed.
Repair: Execute remedial work to designated products; make secure, sound and neat; excludes redecoration and/or replacement.
Re-fix: Fix removed products.
Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.
Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering; make joints between existing and new work as inconspicuous as possible.
System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.
- 170 **MANUFACTURER AND PRODUCT REFERENCE**
Where used in this combination:
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.
Currency: References are to the particular product as specified in the manufacturer's technical literature on the date of the invitation to tender.

DEFINITIONS AND INTERPRETATIONS (Cont'd)

- 200 **SUBSTITUTION OF PRODUCTS**
If an alternative product to that specified is proposed, obtain approval before ordering the product.
Submit reasons for the proposed substitution.
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.
If substitution requires alterations to adjacent work, advise scope, nature and cost.
If substitution is accepted, submit all manufacturers' guarantees before ordering products.
- 210 **CROSS REFERENCES**
Where a numerical cross-reference to a specification section or clause is given on drawings or in any other document, the Contractor must verify its accuracy by checking the remainder of the annotation or item description against the terminology used in the referred to section or clause.
Where a numerical cross-reference is not given the relevant section(s) and clause(s) of the specification will apply, cross-reference thereto being by means of related terminology.
Where a cross-reference for a particular type of work, feature, material or product is given, relevant clause(s) elsewhere in the referred to specification section dealing with general matters, ancillary products and workmanship also apply.
The Contractor must, before proceeding, obtain clarification or instructions in relation to any discrepancy or ambiguity, which he may discover.
- 220 **REFERENCED DOCUMENTS**
The Specification prevails over referenced documents.
- 230 **EQUIVALENT PRODUCTS:**
Where products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.
- 240 **SUBSTITUTION OF STANDARDS**
Where any product is specified to comply with a British Standard for which there is no equivalent European Standard it may be substituted by a product 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 specifying equivalent requirements and assurances in respect of material, safety, reliability, function, compatibility with adjacent construction, availability of compatible accessories and, where relevant, appearance.
In advance of ordering notify the CA of all such substitutions and, when requested, submit for verification documentary evidence confirming that the products comply with the specified requirements.
Any submitted foreign language documents must be accompanied by certified translations into English.
- 250 **CURRENCY OF DOCUMENTS**
References to published documents are to the editions, including amendments and revisions, current at the date of the Invitation to tender.
- 260 **SIZES**
Unless otherwise stated:
Products are specified by their co-ordinating sizes.
Cross section dimensions of timber shown on drawings are target sizes as defined in BS EN 336 for structural softwood and hardwood sections.
Finished sizes for timber for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

- 410 **ADDITIONAL COPIES OF DRAWINGS/DOCUMENTS**
All drawings/documents (not counting any certified copy of the Contract Drawings/Documents) will be issued to the Contractor in electronic form; printing of these documents will be at the Contractor expense.
- 440 **DIMENSIONS**
The accuracy of dimensions scaled from the drawings is not guaranteed.
Obtain from the CA any dimensions required but not given in figures on the drawings nor calculable from figures on the drawings.
- 450 **MEASURED QUANTITIES** (where applicable)
For purposes of ordering products and constructing the Works:
The accuracy and sufficiency of the measured quantities is not guaranteed.
The specification and drawings shall take precedence over the measured quantities.
- 460 **THE SPECIFICATION**
All sections must be read in conjunction with Main Contract Preliminaries/General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/SUBCONTRACTORS/SUPPLIERS

- 510 **CHANGES/AMENDMENTS TO EMPLOYER'S REQUIREMENTS** (where required)
The Contractor must support his own request for substitution or variation changes to the Employer's Requirements with all relevant information.
Employer's amendments to Employer's Requirements; if considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after the variation has been carried out, may not be allowed.
- 600 **CONTRACTOR'S DESIGN INFORMATION** (where required)
Complete the design and detailing of parts of the Works as specified.
Provide:
Production information based on the drawings, specification and other information.
Liaison to ensure coordination of the work with related building elements and services.
Make reasonable allowance (within master programme) for completing design/production information, submission (including to the CDM Coordinator), comment, inspection, amendment, resubmission and re-inspection.
Provide two sets of all drawings and documents.
- 610 **PRODUCTION INFORMATION**
All information must be provided by the Contractor/Domestic Subcontractor(s) as follows:
An approval period of one week, will be required by the CA from the submission of installation drawings for:
Piling
Concrete floors and staircases
Steel staircases
Steelwork and connections
Roof construction
Mechanical installations
Electrical installations
Lifts
- 620 **AS BUILT DRAWINGS AND INFORMATION**
All information must be provided to the CA not less than 4 weeks before the date for Completion.
- 630 **TECHNICAL LITERATURE**
The Contractor is to keep copies of the following on site, readily accessible for reference by all supervisory personnel:
Manufacturers' current literature relating to all products to be used in the Works.
Relevant British, EN or ISO Standards, with all current revision sheets included and superseded sheets removed.
- 640 **MAINTENANCE INSTRUCTIONS AND GUARANTEES**
Retain copies delivered with components and equipment (failing which, obtain), register with manufacturer as necessary and incorporate within the Building Manual before Practical Completion.
Include all telephone numbers for emergency call out within the Building Manual.
- 650 **ENERGY RATING CALCULATION** (where required)
Calculation documentation:
Provide two copies.
Supply to the Energy Performance Certificate Assessor (where appointed) and also lodge in the Building manual.
- 655 **CODE FOR SUSTAINABLE HOMES** (where required)
Assessment Information:
Provide all information necessary to the Code Assessor.
- 660 **ENVIRONMENTAL ASSESSMENT INFORMATION** (where required)
Assessment information:
Provide all information necessary to the Employer.

GENERALLY

- 110 **SUPERVISION**
Accept responsibility for co-ordination, supervision and administration of the Works, including all subcontracts.
Arrange and monitor a programme with each subcontractor, supplier, local authority and statutory undertaker, and obtain and supply information as necessary for co-ordination of the work.
- 115 **CONSIDERATE CONSTRUCTORS SCHEME** (where required)
Before starting work, contact and register the site and pay the appropriate fee to the Considerate Constructors Scheme Office.
Comply with the Scheme's Code of Considerate Practice.
Obtain a minimum Very Good compliance level.
- 120 **INSURANCE**
Before starting work on site, submit documentary evidence and/or policies and receipts for the insurance required by the Conditions of Contract.
- 130 **INSURANCE CLAIMS**
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, forthwith give notice in writing to the Employer, the CA and the Insurers. Indemnify the Employer against any loss, which may be caused by failure to give such notice.
- 140 **CLIMATIC CONDITIONS**
Keep an accurate record of:
Daily maximum and minimum air temperatures (including overnight).
Delays due to adverse weather, including description of the weather, type(s) of work affected and number of hours lost.
- 150 **OWNERSHIP**
Materials arising from the alteration work are to become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.

PROGRAMME/PROGRESS

- 210 **PROGRAMME**
The master programme for the Works must include periods for all:
Design, production information and proposals provided by the Contractor/Subcontractors/Suppliers, including inspection and checking (see section A31)
Planning and mobilisation by the Contractor.
Earliest and latest start and finish dates for each activity and identification of all critical activities.
Running in, adjustment, commissioning and testing of all engineering services and installations
Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54)
Work by or on behalf of the Employer and concurrent with the Contract (see section A50). The nature and scope of which, the relationship with preceding and following work and any relevant limitations are suitably defined in the Contract Documents.
Where and to the extent that the programme implications for work which is not so defined are impossible to assess the Contractor should exclude it from his programme and confirm this when submitting the programme.
The master programme must be submitted two weeks before commencement on site.
- 230 **SUBMISSION OF PROGRAMME**
This will not relieve the Contractor of his responsibility to apply in writing for instructions, drawings, etc. in accordance with the Contract.
- 240 **COMMENCEMENT OF WORK**
Before the commencement of work on site give minimum notice of 5 working days.
- 250 **MONITORING**
Record progress on a copy of the programme kept on site.
If any circumstances arise which may affect the progress of the Works put forward proposals or take other action as appropriate to minimise any delay and to recover any lost time.
- 260 **SITE MEETINGS** (where required)
Site meetings will be held on a regular basis to review progress and other matters arising from the administration of the Contract.
Meetings will normally be held monthly.
Ensure the availability of accommodation at the time of such meetings.
Attend all meetings and inform subcontractors and suppliers when their presence is required.
At every meeting submit typed report showing:
Record of weather since previous meeting.
Overall progress achieved in relation to programme.
For each item of master programme the percentage of work achieved and the time by which the work is ahead of or behind programme.
Numbers of every type of craftsmen currently on site
Complete and issue accident form to the Employer (even if no accidents have occurred).
The CA will chair the meetings and take and distribute minutes.

PROGRAMME/PROGRESS (Cont'd)

- 265 **CONTRACTOR'S PROGRESS REPORT** (where required)
Submit a progress report at least one day before the site meeting.
Notwithstanding the Contractor's obligations under the Contract the report must include:
A progress statement by reference to the master programme for the Works.
Details of any matters materially affecting the regular progress of the Works.
Subcontractors' and suppliers' progress reports.
Details of labour and plant returns including number of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works, including those employed by subcontractors. The number and type of all mechanical equipment and plant.
Any requirements for further drawings or details or instructions to fulfil any obligations under Conditions of Contract.
- 270 **CONTRACTOR'S SITE MEETINGS:**
Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.
- 280 **PHOTOGRAPHS**
Provide a selection of photographs that may be attached to the progress report showing the works completed in that period.
- 285 **PARTIAL POSSESSION BY EMPLOYER**
Refer to the relevant Conditions of Contract.
Ensure all necessary access, services and other associated facilities are also complete.
- 290 **NOTICE OF COMPLETION**
Give CA at least 4 weeks notice of the anticipated dates of Practical Completion of the whole or parts of the Works.
Ensure necessary access, services and facilities are complete.
- 300 **ADVERSE WEATHER**
Use all reasonable and suitable building aids and methods to prevent or minimise delays during adverse weather conditions.
- 310 **EXTENSIONS OF TIME**
When a notice of the cause of any delay or likely delay in the progress of the Works is given under the appropriate Contract clause, written notice must also be given of all other causes, which apply concurrently.
The Contractor shall, as soon as possible, submit to the CA:
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 of Completion, and,
all other relevant information required by the CA.
- 320 **DISTURBANCE OF REGULAR PROGRESS**
Any application under the Contract in respect of direct loss and/or expense must be made as soon as practicable and with (or to be followed by) the requisite supporting information so as to afford the CA the opportunity to issue instructions designed (according to the circumstances) to minimise or avoid that loss and/or expense.
- CONTROL OF COST**
- 410 **CASH FLOW FORECAST**
As soon as possible and before starting work on site submit to the CA a forecast showing the gross valuation of the Works at the date of each Interim payment throughout the Contract period and based upon the programme for the Works.
- 420 **REMOVAL/REPLACEMENT OF EXISTING WORK**
The extent and location of renewal of existing work must be agreed, at least upon a provisional basis, with the CA before the work is started.
Remove existing work in ways, which will reasonably minimise the amount of removal and renewal.
- 430 **PROPOSED INSTRUCTIONS**
If the CA issues details of a proposed instruction with a request for an estimate of cost, submit such an estimate without delay and in any case within 7 days. The estimate must include:
A detailed breakdown of the cost including any allowance for direct loss and expense.
Details of any additional resources, which may be required.
Details of any adjustments, which may have to be made to the programme for the Works.
Any other information as is reasonably necessary for the CA to fully assess the implications of issuing such an instruction.
Inform the CA immediately if it is not possible to comply with any of the above requirements.
- 440 **MEASUREMENT**
Give reasonable notice to the CA/Quantity Surveyor before covering up work, which the CA/Quantity Surveyor requires to be measured.
- 450 **DAYWORK VOUCHERS**
Give reasonable notice to the CA of the commencement of any work for which daywork vouchers are to be submitted.
Before being delivered, each voucher must be:
Referenced to the instruction under which the work is authorised, and
Signed by the person in charge as evidence that the workmen's names, the time spent by each, the plant and materials shown are correct.

CONTROL OF COST (Cont'd)

- 460 **INTERIM VALUATIONS**
At least 1 day before the end of each established period for interim valuations submit to the CA/Quantity Surveyor details of amounts due under the Contract together with all necessary supporting information.
- 470 **PRODUCTS NOT INCORPORATED INTO THE WORKS**
At the time of each valuation disclose to the CA/Quantity Surveyor which of the unfixed materials and goods on site are free from, and which are subject to, any reservation of title inconsistent with passing of property, together with their respective values. When requested provide evidence of freedom from reservation of title.
- 475 **LISTED PRODUCTS STORED OFF SITE**
Any unfixed materials and goods stored off site will not be paid for unless a prior agreement has been made with the Employer for exceptional circumstances.
Should the Employer agree to pay for materials and goods stored off site, the Contractor will:
Submit reasonable proof that the property is vested in the Contractor.
Include for products purchased from a supplier:
A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.
Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor:
Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.

STANDARDS OF PRODUCTS AND EXECUTIONS

- 110 **INCOMPLETE DOCUMENTATION**
Where and to the extent that materials, products and workmanship are not fully detailed or specified they are to be:
Of 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, and In accordance with good building practice.
Omissions or errors in description and/or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.
- 120 **WORKMANSHIP SKILLS**
Use appropriately skilled and experienced operatives for the type and quality of work.
Ensure registration with Construction Skills Certification Scheme.
Operatives must produce evidence of skills/qualifications when requested.
- 130 **QUALITY OF PRODUCTS**
Products to be new unless otherwise specified.
For products specified to a British or European Standard obtain certificates of compliance from manufacturers when requested by CA.
Where a choice of manufacturer or source of supply is allowed for any particular product, the whole quantity required to complete the work must be of the same type, manufacture and/or source unless otherwise approved.
Produce written evidence of sources of supply when requested by CA.
Ensure that the whole quantity of each product required to complete the work is of consistent kind, size, quality and overall appearance.
Where consistency of appearance is desirable ensure consistency of supply from the same source.
Unless otherwise approved do not use different colour batches where they can be seen together.
If products are prone to deterioration or have a limited shelf life, order in suitable quantities to a programme and use in appropriate sequence.
Do not use if there are any signs of deterioration, setting or other unsatisfactory condition.
- 135 **QUALITY OF EXECUTION**
All materials shall be 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 is to be consistent kind, size, quality and overall appearance.
Where tolerances are critical, measure a sufficient quantity to determine compliance.
Prevent deterioration; order in suitable quantities to a programme and use in appropriate sequence.
- 140 **COMPLIANCE**
Retain on site evidence that the proprietary product specified has been supplied and is compliant with the proprietary specification.
Submit evidence of compliance with performance specification, including test reports indicating:
Properties tested.
Pass/fail criteria.
Test methods and procedures.
Test results.
Identity of testing agency.
Test dates and times.
Identities of witnesses.
Analysis of results.
- 150 **INSPECTIONS**
Inspection or any other action must not be taken as approval of products unless confirmed in writing referring to:
Date of inspection.
Part of the work inspected.
Respects or characteristics which are approved.
Extent and purpose of the approval.
Any associated conditions.
- 160 **RELATED WORK**
Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is:
Appropriately complete.
In accordance with the project documents.
To a suitable standard.
In a suitable condition to receive the new work.
Ensure all necessary preparatory work has been carried out.
- 170 **MANUFACTURER'S RECOMMENDATIONS/INSTRUCTIONS**
Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.
Submit details of any changes to recommendations or instructions.
Use ancillary products and accessories as supplied or recommended by main product manufacturer.
Comply with limitations, recommendations and requirements of relevant valid certificates of Agreement certified products.

STANDARDS OF PRODUCTS AND EXECUTIONS (Cont'd)

- 180 **WATER FOR THE WORKS**
Must be clean and uncontaminated.
If other than mains supply is proposed provide evidence of suitability.
Test to BS EN 1008 if instructed.

SAMPLES/APPROVALS

- 210 **SAMPLES**
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.

Where a sample of finished work is specified for approval, the requirement for approval relates to the sample itself (If approval of the finished work as a whole is required this is specified separately).
Obtain approval of the stated characteristic(s) of the sample before proceeding with the Works.
Retain approved sample in good, clean condition on site.
Ensure that the relevant characteristic(s) of the Works matches the approved characteristic(s) of the sample.
Remove samples, which are not part of the finished Works when no longer required.
The Contractor is to allow for all costs relating to the provision of samples.

- 220 **APPROVAL OF PRODUCTS**
Undertake or arrange submissions, samples, inspections and tests to suit the Works programme.
Where approval of a product is specified the requirement for approval relates to a sample of the product and not to the product as used in the Works.
Submit a sample or other evidence of suitability. Do not confirm orders or use the products until approval of the sample has been obtained.
Retain approved sample in good, clean condition on site.
Ensure that the product used in the Works matches the approved sample.
Remove when no longer required.

- 230 **APPROVAL OF EXECUTION**
Undertake or arrange submissions, samples, inspections and tests to suit the Works programme.
Where a sample of finished work is specified for approval, the requirement for approval relates to the sample itself (If approval of the finished work as a whole is required this is specified separately).
Obtain approval of the stated characteristic(s) of the sample before proceeding with the Works.
Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
Retain approved sample in good, clean condition on site.
Ensure that the product used in the Works matches the approved sample.
Remove when no longer required.

ACCURACY/SETTING OUT GENERALLY

- 310 **ACCURACY OF INSTRUMENTS**
Use instruments and methods described in BS 5606, Appendix A to give the following degrees of accuracy in measurement:
Linear dimensions: $\pm 10\text{mm}$ per 30m
Angular dimensions: $\pm 10\text{mm}$
Verticality: $\pm 10\text{mm}$
Levels: $\pm 5\text{mm}$

- 320 **SETTING OUT**
Submit details of methods and equipment to be used in setting out the Works.
Check the levels and dimensions of the site against those shown on the drawings, and record the results on a copy of the drawings.
Notify CA in writing of any discrepancies and obtain instructions before proceeding.
Inform CA when overall setting out is complete and before commencing construction.

- 330 **APPEARANCE AND FIT**
Wherever satisfactory tolerances and dimensions are to likely to be critical to execution or difficult to achieve, obtain approval of proposals or of the appearance of the relevant aspects of the partially finished work as early as possible. Without prejudice to the above and unless specified otherwise, tolerances will (where applicable) be not greater than those given in BS 5606, Tables 1 and 2.
Arrange the setting out, erection, juxtaposition of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions, that there are no practically or visually unacceptable changes in plane, line or level and that the finished work has a true and regular appearance.

- 340 **CRITICAL DIMENSIONS**
Set out and construct the Works to ensure compliance with the tolerances stated.
See setting out drawings for details.

ACCURACY/SETTING OUT GENERALLY (Cont'd)**350 LEVELS OF STRUCTURAL FLOORS**

Maximum tolerances for designed levels to be as follows:

Floors which are to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: $\pm 10\text{mm}$.

Floors to receive dry board/panel construction with little or no tolerance on thickness: $\pm 10\text{mm}$.

Floors to receive mastic asphalt flooring/underlays directly $\pm 10\text{mm}$.

Floors to receive mastic asphalt flooring/underlays laid on mastic asphalt levelling coat(s): $\pm 15\text{mm}$.

Floors to receive fully bonded screeds/toppings/beds: $\pm 15\text{mm}$.

Floors to receive un-bonded or floating screeds/beds: $\pm 20\text{mm}$.

360 RECORD DRAWINGS

Record details of all grid lines, setting-out stations, bench marks and profiles on the site setting-out drawing. Retain on site throughout the contract and hand to CA on Completion.

SERVICES GENERALLY**410 SERVICES REGULATIONS**

Any work carried out to or which affects new or existing services must be in accordance with the Byelaws or Regulations of the relevant Statutory Authority.

420 WATER REGULATIONS/BYELAWS NOTIFICATION

Notify the Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.

Allow adequate time to receive the Undertaker's consent before starting work.

Inform the CA immediately if consent is withheld or is granted subject to significant conditions.

430 WATER REGULATIONS/BYELAWS CONTRACTOR'S CERTIFICATE

On completion of the work, insert in the Building Manual (and where required also to the Water Undertaker) a certificate including:
The address of the premises.

A brief description of the new installation and/or work carried out to an existing installation.

The Contractor's name and address.

A statement that the installation complies with the relevant Water Regulations or Byelaws.

The name and signature of the individual responsible for checking compliance.

The date on which the installation was checked.

435 ELECTRICAL INSTALLATION CERTIFICATE

On completion of the work, insert into the Building Manual

440 GAS, OIL AND SOLID FUEL INSTALLATION CERTIFICATION

Before Practical Completion, 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 instruction for the safe use and operation of gas 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 and signature of the competent person responsible for checking compliance.

The date on which the installation was checked.

Insert copy of the certificate into the Building Manual.

445 SERVICE RUNS

Make adequate provision for services, including unobstructed routes and fixings. Wherever possible ducts, chases and holes are to be formed during construction rather than cut.

450 MECHANICAL AND ELECTRICAL SERVICES

Must have final tests and commissioning carried out so that they are in full working order at Practical Completion.

SUPERVISION/INSPECTION/DEFECTIVE WORK**510 SUPERVISION**

In addition to the constant management and supervision of the works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.

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

520 CO-ORDINATION OF ENGINEERING SERVICES

The site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering services, one with another and each in relation to the Works generally.

Submit to the CA, when requested, CVs or other documentary evidence relating to the staff concerned.

525 ACCESS FOR CA

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.

SUPERVISION/INSPECTION/DEFECTIVE WORK (Cont'd)

- 530 **OVERTIME WORKING**
Whenever overtime is to be worked, give CA not less than 14 days notice, specifying times, types and locations of work to be done.
Concealed work executed during overtime for which notice has not been given may be required to be opened up for inspection and reinstated at the Contractor's expense.
- 540 **DEFECTS IN EXISTING WORK**
Undocumented defects, when discovered are to be reported to CA without delay.
Do not proceed with affected related work until response has been received. Do not execute work, which may:
Cover up or otherwise hinder access to the defective construction, or
Be rendered abortive by the carrying out of remedial work.
- 545 **DEFECTIVE PRODUCTS/EXECUTIONS**
Immediately when any work or product is known, or appears, to be not in accordance with then Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the contract sum, or removal and re-execution.
Such proposals may be unacceptable and contrary instructions may be issued.
- 550 **ACCESS FOR INSPECTION**
Give CA not less than 10 working days notice before removing scaffolding or other facilities for access.
- 560 **TESTS AND INSPECTIONS**
Agree and record dates and times of tests and inspections with CA several days in advance, to enable the CA and other affected parties to be present.
On the previous working day to each such test or inspection confirm that the work or sample in question will be ready or, if not ready, agree a new date and time.
Submit a copy of each certificate to CA as soon as practicable and keep copies of all certificates on site.
- 570 **AIR PERMEABILITY (where required)**
The Contractor must provide a certificate or declaration stating that appropriate design details and building techniques have been used; the work has been executed in ways that can be expected to achieve reasonable conformity with the approved specifications for the purposes of compliance with L2 of the Building Regulations.
Evidence may be obtained using a pressure test in accordance with the ATTMA publication: TS 1: Measuring Air Permeability of Building Envelopes.
Certificate and/or results to be lodged in the Building Manual.
- 580 **CONTINUITY OR THERMAL INSULATION (where required)**
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.
- 590 **RESISTANCE TO PASSAGE OF SOUND (where required)**
Robust details to be used during construction with testing during construction for compliance.
Insert copies of test certificate within the Building Manual.
- 595 **ENERGY PERFORMANCE CERTIFICATE (where required)**
Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.
Certificate to be incorporated in the Building Manual.
- 610 **PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/EXECUTIONS**
Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals to CA for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
Such proposals may be unacceptable to the CA and he may issue contrary instructions.
- 620 **MEASURES TO ESTABLISH ACCEPTABILITY**
Wherever inspection or testing shows that the work, materials or goods are not in accordance with the Contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
Will be at the expense of the Contractor
Will not be considered as grounds for revision of the completion date.
- 630 **QUALITY CONTROL**
Establish and maintain procedures to ensure that the Works, including the work of all subcontractors, comply with specified requirements.
Maintain full records, keep copies on site for inspection by the CA, and submit copies of particular parts of the records on request.
The records must include:
Identification of the element, item, batch or lot including location in the Works.
The nature and dates of inspections, tests and approvals.
The nature and extent of any nonconforming work found.
Details of any corrective action.

WORK AT OR AFTER COMPLETION

- 710 **WORK BEFORE COMPLETION**
Make good all damage consequent upon the Works.
Remove all temporary markings, coverings and protective wrappings unless otherwise instructed.
Clean the works thoroughly inside and out including all accessible ducts and voids, remove all splashes, deposits, efflorescence, rubbish and surplus materials consequent upon the execution of the work.
Cleaning materials and methods to be as recommended by manufacturers of products being cleaned, and to be such that there is no damage or disfigurement to other materials or construction.
Obtain COSHH data sheets for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
Touch up minor faults in newly painted/repainted work, carefully matching colour, and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
Adjust, ease and lubricate moving parts of new work as necessary to Ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.
- 720 **SECURITY AT COMPLETION**
Leave the Works secure with all accesses locked.
Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.
- 730 **MAKING GOOD DEFECTS**
Make arrangements with the CA and give reasonable notice of the precise dates for access to the various parts of the Works for purposes of making good defects.
Inform CA when remedial works to the various parts of the Works are completed.
- 740 **HIGHWAY/SEWER ADOPTION (where required)**
Any work to be adopted must comply with the Highways Act, Section 38, or the Roads (Scotland) Act, Section 16 to 18, or the Water Industry Act, Section 104.
The works must be completed by the Contractor to the satisfaction of the Highway/Sewer Authorities before the certificate stating the Works are complete is issued.
Subject to a Defects Liability/Rectification Period of 12 months (see Appendix to the Contract/ Contract Particulars).
Maintained during the Defects Liability/Rectification Period, including making good of damage due to reasonable wear and tear occurring during the Period and cleaning at the end of the Period, all to the satisfaction of the Highway/Sewer Authorities.

SECURITY, HEALTH AND SAFETY

- 110 **PRE-CONSTRUCTION INFORMATION** (where required)
Is a separate document, but integral with the project Preliminaries, including but not restricted to the sections set out below
Description of the project: Sections A10 and A11.
Client's consideration and management requirements: Sections A12, A13 and A36.
Environmental restrictions and on-site risks: Sections A12, A34 and A35.
Significant design and construction hazards: Section A34.
The Health and Safety File: Section A37.
- 120 **EXECUTION HAZARDS**
Common hazards are not listed, but should be controlled by good management and site practice.
See Site Specific Details for Specific hazards.
Assume asbestos containing materials will always be present in existing buildings.
- 130 **PRODUCT HAZARDS**
Site personnel levels must not exceed occupational exposure standards and maximum exposure limits for hazardous substances stated in the current version of HSE document EH40: Workplace Exposure Limits.
Common hazards are not listed, but should be controlled by good management and site practice.
- 140 **CONSTRUCTION PHASE HEALTH AND SAFETY PLAN** (where required)
Developed from the Pre-Construction Information and submit to the CDMC/CA not less than 14 days before the proposed date for start of construction work.
Do not start construction work until the CDMC/CA has confirmed in writing that in his view the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- 145 **HSE APPROVED CODES OF PRACTICE**
Comply with the following:
Control of Asbestos Regulations 2006.
Management of health and safety at work.
Managing construction for health and safety.
- 150 **SECURITY**
Adequately safeguard the site, the Works, products, materials, plant, and any existing buildings affected by the Works from damage and theft.
Take all reasonable precautions to prevent unauthorised access to the site, the Works and adjoining property.
The Contractor shall take all precautions he feels necessary for the protection of the site, equipment and materials whether fixed or unfixed.
- 160 **STABILITY**
Accept responsibility for the stability and structural integrity of the Works during the Contract, and support as necessary.
Prevent overloading: details of design loads may be obtained from CA.
- 170 **OCCUPIED PREMISES**
Existing buildings will be occupied and/or used during the Contract as follows:
The existing building(s) and adjacent private and public buildings nearby or adjacent to the site and the building(s) encompassed by the Works (See Section A35).
Carry out the Works without undue inconvenience and nuisance and without danger to occupants and users.
If the Contractor considers that compliance with this clause requires certain operations to be carried out during overtime, the extra cost should be allowed here by the Contractor and no additional cost will be considered for such overtime during the contract.
- 180 **PASSES**
Passes will be required for personnel working in occupied properties. The Contractor will provide suitable photographs of all employees that will be involved in any works, and Alliance Homes will incorporate the photographs into suitable passes.
Submit a list of the names of all persons requiring passes together with any other related information reasonably required.
When requested or on completion of the work to which the pass relates.
- 190 **OCCUPIER'S RULES AND REGULATIONS**
Conform to the Employer's rules and regulations affecting the site.
Copy of the Employer's standards is issued with the tender enquiry.
- 200 **MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT**
Use only company designated mobile telephones. Do not use personal mobile telephones unless an emergency.
Ensure any portable electronic equipment does not interfere with any existing equipment within the property.
- 210 **EMPLOYER'S REPRESENTATIVES SITE VISITS**
Inform the CA in advance of all safety provisions and procedures (including those relating to materials which may be deleterious) which will require the compliance of the Employer or his representatives when visiting the site. Provide and maintain protective clothing and/or equipment for the Employer and his representatives as appropriate.
- 220 **WORKING PRECAUTIONS/RESTRICTIONS**
Operatives must take precautions when working in designated hazardous areas
Permits to work must be used where necessary and all operatives must comply with all approved procedures.

PROTECT AGAINST THE FOLLOWING:

- 310 **EXPLOSIVES**
Do not use.
- 330 **NOISE CONTROL**
Comply generally with BS 5228-1 in particular clause 7.3, to minimize noise levels during the execution of the Works.
Fit all compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.
Do not use or permit employees to use radios or other audio equipment in ways or at times which may cause nuisance.
- 340 **POLLUTION**
Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
If pollution occurs, inform the appropriate Authorities and the CA without delay and provide them with all relevant information.
- 350 **PESTICIDES**
Use only where specified or approved, and then only suitable products as listed on www.pesticides.gov.uk.
Where work is near water, drainage ditches or land drains, comply with the 'Guidelines for the use of herbicides on weeds in or near water courses and lakes'.
Comply with manufacturers' disposal recommendations and remove containers from site immediately they have been emptied or are no longer required.
Operatives must hold a BASIS Certificate of Competence, or work under the supervision of a Certificate holder.
- 360 **NUISANCE**
Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
Prevent hazardous build-up of surface water on site, in excavations and to surrounding areas and roads
- 370 **ASBESTOS CONTAINING MATERIALS**
Report immediately to the CA any suspected asbestos containing materials discovered during demolition/refurbishment work.
Avoid disturbing such materials. Agree with the CA methods for safe removal or encapsulation.

There should always be a presumption by the Contractor that asbestos containing materials are likely to be encountered for all un-surveyed areas; and also surveyed areas where the material would not have fallen within the scope of the original survey inspection.
- 371 **DANGEROUS OR HAZARDOUS SUBSTANCES**
Report immediately suspected materials discovered during execution of the Works.
Do not disturb any suspected materials.
Agree methods for safe removal or remediation.
- 380 **FIRE PREVENTION**
Take all necessary precautions to prevent personal injury, death, and damage to the Works or other property from fire.
Comply with Joint Code of Practice 'Fire Prevention on Construction Sites' published by the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').
- 390 **SMOKING ON SITE**
Smoking will not be permitted on the site unless agreed measures are in force.
No smoking will be allowed in business premises including temporary site accommodation.
The Contractor shall provide suitable designated external areas for smoking, which must be carefully controlled and inspected to guard against risk of fire.
- 400 **BURNING ON SITE**
Burning of materials arising from the work will not be permitted.
- 405 **WATER**
Prevent damage from storm and surface water.
- 410 **MOISTURE**
Prevent the Works from becoming wet or damp where this may cause damage.
Dry out the Works thoroughly; control the drying out and humidity of the Works and the application of heat to prevent:
Blistering and failure of adhesion.
Damage due to trapped moisture.
Excessive movement.
- 420 **INFECTED TIMBER/CONTAMINATED MATERIALS**
Where instructed to remove timber affected by fungal/insect attack from the building, do so in a way, which will minimise the risk of infecting other parts of the building.
Carry out testing 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.

PROTECT AGAINST THE FOLLOWING (Cont'd):

- 430 **WASTE**
 Remove rubbish, debris, surplus material and spoil, containers and packaging regularly; prevent accumulation and keep the site and Works clean and tidy.
 Collect and store waste in suitable containers; remove frequently and dispose off site in a safe and competent manner.
 Ensure that non-hazardous material is disposed of in a manner approved by the Waste Regulation Authority.
 Recycle waste materials such as timber, metal and hardcore (bricks, blocks and other non-contaminated materials) wherever possible and practicable.
 Remove all hazardous materials and their containers regularly for disposal off site in a safe and competent manner as approved by the Waste Regulation Authority and in accordance with relevant regulations.
 Remove all rubbish, dirt and residues from voids and cavities in the construction, before closing in.
 Retain waste transfer documentation on site.
- 440 **ELECTROMAGNETIC INTERFERENCE**
 Take all necessary precautions to avoid excessive electromagnetic disturbance of apparatus outside the site.
- 450 **LASER EQUIPMENT**
 Install, use and store construction laser equipment in accordance with BS EN 60825-1 and the manufacturer's instructions.
 Use either Class 1 or Class 2 laser equipment ensuring that the laser beam is not set at eye level and is terminated at the end of its useful path.
 The use of Class 3A and Class 3B laser equipment will not be permitted without the approval of the CA and subject to the submission of a method statement on its safe use.
- 460 **POWER ACTUATED FIXING SYSTEMS**
 These systems are not permitted.
- 470 **INVASIVE SPECIES**
 Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
 Report immediately any suspected invasive species discovered during execution of the Works.
 Do not disturb suspected areas.
 Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

- 500 **WORK IN ALL SECTIONS**
 Adequately protect all types of work and all parts of the Works, including work carried out by others, throughout the Contract.
 Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.
- 510 **EXISTING SERVICES**
 Notify all service authorities and/or adjacent owners of the proposed works not less than one week before commencing site operations.
 Before starting work check positions of existing utilities/services.
 Where positions are not shown on drawings obtain relevant details from service authorities or other owners.
 Observe service authority's recommendations for work adjacent to existing services.
 Adequately protect, and prevent damage to all services.
 Do not interfere with their operation without consent of the service authorities or other owners.
 Use signboards to identify below ground services giving type and depth.
 Use headroom markers to identify overhead services.
 If any damage to services results from the execution of the Works, notify CA and appropriate service authority without delay.
 Make arrangements for the work to be made good without delay to the satisfaction of the service authority or other owner as appropriate.
 Any measures taken by the CA to deal with an emergency will not affect the extent of the Contractor's liability.
 Replace any marker tapes or protective covers disturbed during site operations to the service authority's recommendations.
- 520 **ROADS AND FOOTPATHS**
 Adequately maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.
 Any damage to roads and footpaths caused by site traffic or otherwise consequent upon the Works must be made good to the satisfaction of the Local Authority or other owner.
 The Contractor is to bear any costs arising.
- 530 **EXISTING TOPSOIL/SUBSOIL**
 Before starting work, submit to the CA, proposals for protecting existing topsoil and subsoil from over-compaction 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.

PROTECT THE FOLLOWING (Cont'd)

- 540 **RETAINED TREES/SHRUBS/GRASSED AREAS**
Preserve and prevent damage.
Replace mature trees and shrubs if uprooted, destroyed, or damaged beyond reasonable chance of survival in their original shape, as a consequence of the Contractor's negligence, must be replaced with those of a similar type and age at the Contractor's expense.
- 550 **RETAINED TREES**
Unless specified otherwise do not:
Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
Sever roots exceeding 25mm in diameter. If unintentionally severed give notice and seek advice.
Change level of ground within an area 3m beyond branch spread.
- 555 **WILDLIFE SPECIES AND HABITATS**
Safeguard any wildlife species or habitats likely to be disturbed.
Upon discovery of any protected species or habitats immediately advise CA and do not proceed until instruction is received.
Ensure employees and visitors to the site receive suitable instruction and awareness training.
- 560 **EXISTING FEATURES**
Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during the execution of the Works.
- 570 **EXISTING WORK**
Prevent damage to existing property undergoing alteration or extension and make good to match existing any defects so caused.
Remove existing work the minimum necessary and with care to reduce the amount of making good to a minimum.
- 580 **BUILDING INTERIORS**
Protect building interiors exposed to the environment during the course of alteration work including weather, flora, fauna and other causes of material degradation during the course of the work.
Allow for temporary enclosures of sufficient size to permit execution of the work and which will remain weather-tight in severe weather.
- 600 **EXISTING FURNITURE, FITTINGS AND EQUIPMENT**
Prevent damage to any furniture, fittings or equipment left in the existing property. Move as necessary to enable the Works to be executed, cover and protect as necessary and replace in original positions.
- 610 **ESPECIALLY VALUABLE/VULNERABLE ITEMS**
Ensure provision and maintenance of special protective measures to prevent damage to any valuable/vulnerable items.
Submit method statement within one week of request describing special protection to be provided.
- 620 **ADJOINING PROPERTY**
Obtain permission as necessary from the owners if required to erect scaffolding on or otherwise use adjoining property, and pay all charges.
- 625 **ADJOINING PROPERTY RESTRICTIONS**
Prevent trespass of workpeople.
Take all reasonable precautions to prevent damage to adjoining property.
Obtain permission as necessary from the owners if required to erect scaffolding on or otherwise use adjoining property, and pay all charges.
Remove and make good on completion or when directed.
Bear the cost of repairing any damage arising from execution of the Works.
- 630 **EXISTING STRUCTURES**
Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.
Provide all necessary 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 oversteering of completed work when removing supports.
Monitor adjacent structures and immediately report excessive movement.
Comply with BS 5975 and BS EN 12812.
- 640 **MATERIALS FOR RECYCLING/REUSE**
Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A35 SPECIFIC LIMITATIONS ON METHOD/SEQUENCE/TIMING

- 110 **SCOPE**
The limitations described in this section are supplementary to limitations described or implicit in information given in other sections or on the drawings.
- 120 **DESIGN CONSTRAINTS**
See Site Specific Details.
- 130 **METHOD/SEQUENCE OF WORK**
Weekend/evening working will only be allowed with the prior approval of the CA.
Any such weekend/evening working will be at the discretion and expense of the Contractor.
The Contractor shall ensure that any plant remaining on site is securely locked and/or disabled to prevent malicious use.
The site shall be kept clear of rubble and debris in order to minimise its' usage to cause damage when the site is unoccupied.
- 135 **PREMISES IN OCCUPATION**
The Contractor is to note that the existing building(s) and surrounding public and private buildings will remain in normal occupation for the duration of the Contract and the Contractor shall liaise with the CA regarding precautions, which should be undertaken for the safety of persons visiting or using the premises whilst the work is in progress.
The Contractor and his workpeople shall conform in all respects with the regulations in force on the premises and stay within the defined work areas.
- 140 **SCAFFOLDING**
Ensure that standing scaffolding is erected early enough and/or dismantled late enough to suit the programmes of all sub-contractors.
Where required, all scaffolding is to be designed by an approved designer.
Any scaffold over two storeys high will have debris netting fixed to the outer face.
Weatherproof sheeting is not required to the outer face of scaffolding unless instructed by the CA or required due to any regulation.
- 160 **USE OR DISPOSAL OF MATERIALS**
Dispose of all materials, debris and spoil not required to a licensed tip, paying all charges necessary.
- 165 **START OF WORK**
Do not start construction work on site before the date for possession and when all insurances are in place.
- 170 **WORKING HOURS**
Normal working hours, except as required under clauses included elsewhere will be: 08.30 – 17.00 (Monday to Friday).
- 175 **LOCAL PROVIDERS**
Whilst recognising the need to secure the best value for money and mindful of the need to ensure equal opportunity, the Employer supports the principle of buying goods and services locally whenever reasonably practicable in order to boost the local economy.
In letting contracts for goods and services, the Employer will continue to pursue the primary principle of obtaining best value for money.
Subject to this, the Contractor is encouraged to procure labour, goods and services from local providers.
In this clause, 'local providers' shall mean subcontractors or suppliers with a base in the local area, or those who have a relevant proportion of their employees residing in the local area.
In pursuing this objective, the Employer does not intend to encourage any action, which would be contrary to any national or European legislation.
- 180 **COMPLETION IN SECTIONS OR PARTS**
Where the Employer is to take possession of any Section or part of the Works and such Section or part will after its completion, depend for its adequate functioning on work located elsewhere on the site, complete such other work in time to permit such possession to take place.
During execution of the remainder of the Works ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

GENERALLY

- 110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES
 Inform CA and give details of the intended positions.
 Maintain, alter, adapt and move as necessary for the Works.
 Remove when no longer required and make good.

ACCOMMODATION

- 210 ROOM FOR MEETINGS
 Provide suitable temporary accommodation for site meetings (where required), adequately heated and lit, with table and chairs for a suitable number of people. The room may be part of the Contractor's own site offices.
- 220 SITE ACCOMMODATION
 Provide suitable lockable temporary accommodation to provide administration, health and welfare facilities in accordance with current regulations and requirements for the numbers of people either working on or visiting the site.
- 260 SANITARY ACCOMMODATION
 Provide and maintain in a clean condition sanitary accommodation for the Employer's representatives, either separate or shared with the Contractor's supervisory staff/site operatives. The accommodation must include an adequate number of appliances, wash basin(s) with hot and cold water supply, with adequate heating, lighting and ventilation.
- 270 ACCOMMODATION/LAND NOT INCLUDED IN THE SITE
 Should it be difficult or unsuitable to position temporary welfare facilities on site, the Employer may, if available, offer alternative accommodation not included in the site for the Contractors use. If this occurs, the following criteria must be met:
 The accommodation is used solely for the purposes of carrying out the Contract work.
 The use to which the accommodation is put does not involve undue risk of damage.
 Any temporary adaptations or alterations are approved by the CA before being carried out.
 The accommodation must be vacated on completion of the contract work or determination of the Contract.
 When vacated, the accommodation must be in a condition at least equivalent to its condition at the start of the Contract.
 Should the accommodation be a void property, the Contractor will be charged at the standard weekly rental rate.
 The Contractor will pay for all fees, charge and cost of usage of all services.
 The Contractor shall ensure any necessary insurance is in place whilst using the accommodation.
- 280 ACCOMMODATION USE/LOCATION
 All existing accommodation (other than that included within the contract works) shall be deemed 'off limits' to the Contractor.
 No access will be allowed to any existing property without prior approval of the CA and tenant/owner.
- 290 PARKING
 No parking is required to be provided for the Employer when visiting or attending meetings.

TEMPORARY WORKS

- 310 ROADS
 Permanent roads, hardstandings and footpaths on the site as set out below may be used:
 Any existing Employer owned hardstandings, access roads and paved areas.
 The Contractor is to allow for adequate cleaning during the Works and all making good and reinstatement works on completion.
 The Contractor shall allow for any temporary roads, hardstandings, footpaths etc. necessary for the proper execution of the works; allow for removal upon completion.
 The Contractor is to allow for all making good, reinstatement and cleaning works on completion to all adjacent areas whether owned by the Employer or adopted highways; this includes clearing of adjacent road gullies that may have become blocked due to the Works.
- 320 TEMPORARY WORKS
 Provide temporary metal Heras type fencing to the perimeter of the building site, contractors compound, access to the site, isolation of public and private footpaths and highways; a secure lockable gate must be provided to all entry points to the building site; all fencing will be set in suitable rubber bases and each fence panel securely clipped and bolted together; long lengths of fencing shall have isolated panels and bases set at right-angles to the main fencing to prevent overturning either by strong winds or vandalism (or other suitable supports); plastic cables ties are not deemed acceptable fixings for panel to panel connections or panel to existing structure connections.
 Allow for temporary hoardings as required for the proper execution of the Works.
 Allow for temporary screens as required for the proper execution of the Works.
 All temporary works will have suitable safety precautions put in place including warning signs, plastic end caps to exposed scaffold tubes, hi-viz tapes etc.
 Allow for approved linked plastic barriers to isolate trenching in areas where access is possible with steel plates to open trenches.
 Should any temporary works restrict or obstruct services such as lighting, aerials, satellite dishes etc., the Contractor shall arrange for isolating the affected fittings, extending cabling, conduits and temporarily refitting in suitable positions whilst the Works are carried out; upon completion of the Works reinstate to the original position and ensure they are fully operational.
 Should any existing fittings be defective or of an age that are likely to be unserviceable, take instruction from the CA.
- 330 TEMPORARY PROTECTION TO EXISTING TREES/VEGETATION
 Provide temporary protection before starting work to all trees/vegetation to remain within the site boundaries.
 Protective barriers and any other relevant physical protection measures to comply with BS 5837.
 Maintain protection for the duration of the Works.
 Remove on completion of the works and make good disturbed areas.

TEMPORARY WORKS (Cont'd)

- 340 NAME BOARDS/ADVERTISEMENTS (where required)
Where requested, obtain approval for and provide a suitable temporary name board (minimum size 1220 wide x 2440 high) comprising plywood or similar backing on timber framework set in concrete foundations; removal upon completion.
Allow fixing only the following:
Title of Project (provided by Employer)
Funder (provided by Employer)
Name of Employer (provided by Employer)
Names of Consultants (provided by consultants)
If the Contractor wishes, names of Contractor and Sub-contractors.
No other advertising is allowed on the signboard or to any other areas of the Works.

SERVICES AND FACILITIES

- 410 LIGHTING
During finishing work and inspection provide temporary lighting, the intensity and direction of which closely resembles that provided by the permanent installation.
- 420 LIGHTING AND POWER
Electricity supply is to be provided and arranged by the Contractor.
Should the Employer allow any existing supply to be used as a temporary site supply, the Contractor will install a check meter and reimburse the Employer or tenant for the cost of power used.
- 430 WATER
Water supply is to be provided and arranged by the Contractor.
Should the Employer allow any existing supply to be used as a temporary site supply, the Contractor will install a check meter and will reimburse the Employer or tenant for the cost of water used.
- 440 TELEPHONES
Provide as soon as practicable after the Date of Possession a temporary on site telephone installation (mobile phone acceptable for short duration contracts) for use by the Contractor and Sub-contractors, and pay all charges.
Make arrangements to ensure that incoming calls are answered reasonably promptly.
- 470 E-MAIL AND INTERNET FACILITY
Provide as soon as practicable after the Date of Possession a suitable on site E-mail facility, for use by the Contractor, subcontractors and those acting on behalf of the Employer.
Allow for the cost of a modest number of transmissions made by those acting on behalf of the Employer.
- 480 PHOTOCOPIER (where required – larger projects only)
Provide reasonably unrestricted access to and reasonably limited free use of an on site photocopier (printer/copier acceptable), which may be located in the Contractor's own site offices.
- 510 TEMPERATURE AND HUMIDITY
The permanent heating installation may not be used for drying out of the Works and controlling temperature and humidity unless the written permission of the CA is obtained.
- 520 USE OF PERMANENT HEATING SYSTEM
The use of the permanent heating system for drying out the works and controlling temperature and humidity levels will not be allowed.
- 530 BENEFICIAL USE OF INSTALLED SYSTEMS
Unless specific permission is given, the permanent supply, disposal, mechanical, electrical, communications and transport installations may not be used for any purpose other than running in, testing and commissioning.
Where permission is given for any other use of a system before Practical Completion of the Works it must be subject to a separate written agreement between the parties and in accordance with the recommended procedures given in NJCC Guidance Note 10.
- 540 METER READINGS
Where charges for service supplies need to be apportioned ensure that meter readings are taken by relevant authority at possession and/or completion as appropriate.
Ensure that copies of readings are supplied to interested parties.
- 550 THERMOMETERS
Provide on site and maintain in accurate condition:
A maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.
A thermometer for measuring concrete and ground temperature.
- 560 SURVEYING EQUIPMENT
Provide on site and maintain in accurate condition:
A dumpy level and staff and measuring tape or other surveying equipment sufficient for setting out.
A water level, a spirit level and a plumb-bob.

SERVICES AND FACILITIES (Cont'd)

- 570 PERSONAL PROTECTIVE EQUIPMENT
Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified:
Suitable number of safety helmets to BS EN 397, neither damaged nor time expired.
High visibility waistcoats TO BS EN 471 Class 2.
Any other PPE that may be necessary for visitors to the site.
- 580 SCHEDULE OF CONDITIONS
The Contractor shall provide in association with the CA, a comprehensive digital photographic record of the condition of any existing buildings and surrounding area likely to be affected by the Works.
Arrange for photographs to be taken inside adjacent properties, should there be a risk of damage or movement from the Works.
Provide the CA with one copy of the photographs either in hard copy or by electronic form before the work commences.
The photographs will be provided at the Contractor's expense.

- 110 THE BUILDING MANUAL (where required)
 The purpose is to provide a comprehensive information source and guide for the Employer and end users providing a complete understanding of the building and its systems to enable efficient and safe operation and maintenance.
 Prepare all information for Contractor designed or performance specified work including as-built drawings.
 Obtain or prepare all other information to be included in the file.
 Manual to be set out as follows:
 Part 1: General: Content as clause 120.
 Part 2: Fabric: Content as clause 130.
 Part 3: Services: Content as clause 140.
 Part 4: The Health and Safety File as clause 150.
 Part 5: Building User Guide as clause 151.
 The Building Manual is to be produced by the Contractor.
 Planning and Building Control details and other client obtained material will be supplied by the Employer (where required).
 Compilation:
 Prepare all information for Contractor designed or performance specified work including as-built drawings.
 Obtain or prepare all other information to be included in the Manual.
 Submit a complete draft and amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
 Provide 1 hard copy and an electronic version (CD) of the Manual:
 Latest date for submission: 4 weeks before the date for completion stated in the contract. The Contractor should note that the Practical Completion Certificate will not be issued until the Manual is received by the CDMC/CA.
- 115 THE HEALTH AND SAFETY INFORMATION (where required)
 Include adequate information about the structure or materials used which might affect the health or safety of anyone carrying out construction or cleaning work or of anyone who may be affected by such work.
 Contractor designed and performance specified work - obtain or prepare the following and include in the Manual:
 Details of key structural principles, including safe working floor and roof loads.
 Details of construction methods and materials, including COSHH dated data sheets, which may present significant residual hazards with respect to cleaning, maintenance, repair, renovation or demolition.
 General maintenance instructions including access provision and information about equipment provided for cleaning and maintaining the building fabric.
 As-built drawings.
 The nature, location and markings of utilities and services, including emergency and fire fighting.
 Instructions for operation, maintenance, dismantling and removal of equipment and systems.
 Details of hazards associated with the materials used in the construction.
 Access requirements/restrictions.
- 120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL (where required)
 List the constituent parts of the manual, together with their location in the document
 A description of the buildings and facilities.
 Details of ownership.
 Health and Safety information other than that specifically required by the CDM Regulations (Part 4).
 Names, addresses, e-mail address, telephone and fax numbers of significant consultants, designers, contractors, subcontractors, supplier and manufacturers.
 Relevant authorities and statutory undertakers plus copies of consents and approvals.
 Operational requirements and constraints of a general nature:
 Maintenance contracts and contractors.
 Fire safety strategy for the buildings and site; include drawings showing fire appliance routes, emergency escape routes, fire resisting doors, location of emergency and fire fighting systems, services shut-off valves, switches etc.
 Emergency procedures and contact details in case of emergency.
- 130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC (where required)
 Obtain and provide the following, including all relevant details not included in other parts of the manual
 Detailed design criteria:
 Floor and roof loadings
 Durability of individual components and elements
 Loading restrictions
 Insulation values
 Fire ratings and other performance requirements.
 Construction of the building:
 A detailed description of methods and materials used
 As-built drawings recording details of construction, together with an index.
 Information and guidance concerning repair, renovation or demolition/de-construction.
 Periodic building maintenance guide chart.
 Inspection reports.
 Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
 Fixtures, fittings and components schedule and index.
 Asbestos surveys, certificates of removal and schedule of any asbestos based materials still known to remain in the building (not relating to the works carried out).
 Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
 Test certificates and reports required in the specification or in accordance with legislation, including:
 Air permeability.
 Resistance to passage of sound.
 Continuity of insulation.
 Electricity and Gas safety.

- 140 **CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES (where required)**
 Obtain and provide the following, including all relevant details not included in other parts of the manual:
 Detailed design criteria and description of the systems, including:
 Services capacity, loadings and restrictions
 Services instructions.
 Services log sheets.
 Manufacturers' instruction manuals and leaflets index.
 Fixtures, fittings and component schedule index.
 Detailed description of methods and materials used.
 As-built drawings for each system recording the construction, together with an index, including:
 Diagrammatic drawings indicating principal items of plant, equipment and fittings.
 Record drawings showing overall installation.
 Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 Identification of services – a legend for colour coded services.
 Product details, including for each item of plant and equipment:
 Name, address and contact details of the manufacturer.
 Catalogue number or reference.
 Manufacturer's technical literature, including detailed operating and maintenance instructions.
 Information and guidance concerning dismantling, repair, renovation or decommissioning.
 Operation:
 A description of the operation of each system, including:
 Starting up, operation and shutting down.
 Control sequences.
 Procedures for seasonal changeover.
 Procedures for diagnostics, troubleshooting and fault finding.
 Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
 Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
 Electrical circuit tests.
 Corrosion tests.
 Type tests.
 Work tests.
 Start and commissioning tests.
 Equipment settings:
 Schedules of fixed and variable equipment settings established during commissioning.
 Preventative maintenance:
 Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems.
 Lubrication:
 Schedules of all lubricated items.
 Consumables:
 A list of all consumable items and their source.
 Spares:
 A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
 Emergency procedures for all systems, significant items of plant and equipment.
 Annual maintenance summary chart.
 Ensure that the Employer's staff fully understand the scope and facilities provided.
- 150 **CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE (where required)**
 Obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 Residual hazards and how they have been dealt with.
 Hazardous materials used.
 Information regarding the removal or dismantling of installed plant and equipment.
 Health and safety information about equipment provided for cleaning or maintaining the structure; the nature, location and markings of significant services, information and as-built drawings of the structure, its plant and equipment.
- 151 **CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE (where required)**
 Obtain and provide the following:
 Building services information.
 Emergency information.
 Energy and environmental strategy.
 Water use.
 Transport facilities.
 Materials and waste policy.
 Re-fit/re-arrangement considerations.
 Reporting provision.
 Training.
 Links and references.

A37 OPERATION/MAINTENANCE OF THE FINISHED WORKS (Cont'd)

- 160 PRESENTATION OF BUILDING MANUAL (where required)
Format to be A4 size, plastics covered, loose leaf, four-ring binders with hard covers, each indexed, divided and appropriately cover titled.
Selected drawings needed to illustrate or locate items mentioned in the File; where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.
Main as-built drawings may form annexes to the File.
CD to be attached in clear sleeve within file with all information from file included in pdf format.
- 190 MAINTENANCE SERVICE
Provide a comprehensive maintenance service for any major plant and equipment such as lifts; include all planned preventative maintenance, as set out within the maintenance schedule and replacement of all consumable items within the defects period.
- 210 INFORMATION FOR COMMISSIONING OF SERVICES
Submit relevant drawings and preliminary performance data to enable the building user's staff to familiarise themselves with the installation.
Submit at commencement of commissioning.
- 220 TRAINING
Before completion, explain and demonstrate to the Employer the purpose, function and operation of the installations including all items and procedures listed in the Building Manual.
Allow a minimum of 1 operating day for training.
- 230 SPARE PARTS
Before Completion submit a schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.
Include in the schedule for:
Manufacturers' current reference numbers.
Referencing to the plant and equipment list in Part 3 of the Building Manual.
- 250 TOOLS
Provide one set of tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.
Submit at completion.

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

For details of site accommodation required or made/not made available by the Employer see section A36.

110 SITE ACCOMMODATION

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

For details of services and facilities required or made/not made available by the Employer see section A36.

110 POWER

120 LIGHTING

130 FUELS

140 WATER

150 TELEPHONE AND ADMINISTRATION

160 SAFETY, HEALTH AND WELFARE

170 STORAGE OF MATERIALS

180 RUBBISH DISPOSAL

190 CLEANING

200 DRYING OUT

210 PROTECTION OF WORK IN ALL SECTIONS

220 SECURITY

230 MAINTAIN PUBLIC AND PRIVATE ROADS

240 SMALL PLANT AND TOOLS

250 OTHERS

310 ADDITIONAL SERVICES AND FACILITIES ITEMS

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

110	CRANES
120	HOISTS
140	TRANSPORT
150	EARTHMOVING PLANT
160	CONCRETE PLANT
170	PILING PLANT
180	PAVING AND SURFACING PLANT
200	ADDITIONAL MECHANICAL PLANT

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

For details of temporary works required or made/not made available by the Employer see section A36.

110	TEMPORARY ROADS
120	TEMPORARY WALKWAYS
130	ACCESS SCAFFOLDING
140	SUPPORT SCAFFOLDING AND PROPPING
150	HOARDINGS, FANS, FENCING, ETC.
160	HARDSTANDING
170	TRAFFIC REGULATIONS
200	ADDITIONAL TEMPORARY WORKS

A50 WORK/PRODUCTS BY/ON BEHALF OF THE EMPLOYER

- 110 WORK BY/ON BEHALF OF EMPLOYER
See Tender document.
- 120 PRODUCTS PROVIDED BY/ON BEHALF OF EMPLOYER
See Tender document.

A53 WORK BY STATUTORY AUTHORITIES/UNDERTAKERS

- 110 WORK BY LOCAL AUTHORITY
See Tender document.
- 120 WORK BY STATUTORY UNDERTAKERS
See Tender document.

A54 PROVISIONAL WORK/ITEMS

- 110 PROVISIONAL SUMS FOR DEFINED WORK
See Tender document.
- 210 PROVISIONAL SUMS FOR UNDEFINED WORK
See Tender document.
- 510 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – INSURANCE AGAINST DAMAGE TO PROPERTY
See Tender document.
- 590 CONTINGENCIES
See Tender document.

A55 DAYWORKS

- 110 LABOUR
Only allowable following prior agreement of the CA; rates and percentage overheads and profit to be agreed.
- 120 PRODUCTS
Only allowable following prior agreement of the CA; rates and percentage overheads and profit to be agreed.
- 130 EQUIPMENT
Only allowable following prior agreement of the CA; rates and percentage overheads and profit to be agreed.
- 140 SPECIALIST TRADES
Only allowable following prior agreement of the CA; rates and percentage overheads and profit to be agreed.

A56 ADVANCE PROCUREMENT

- 110 FIXING
Items procured in advance do not include for Main Contractor's receiving, unloading, handling, storing, returning packing, hoisting into position and fixing, which must be allowed for in the appropriate work section.