



Campbell Park Parish Council

Campbell Park Parish Council Community Hub Demolition Phase

Preliminaries & General Conditions

1 September 2021

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Approved by: TBC

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A

*National Federation of Demolition Contractors
Form of Direct Contract 2020 Edition*

A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Campbell Park Parish Council Community Hub – Demolition Phase .
- Nature: Demolition of former Public House.
- Location: The Springfield Pub, Springfield Boulevard, Milton Keynes, MK6 3JS
- Length of contract: 6 weeks.

120 EMPLOYER (CLIENT)

- Name: Campbell Park Parish Council.
- Address: 1 Pencarrow Pl, Fishermead, Milton Keynes MK6 2AS.
- Contact: Dominic Warner.
- Telephone: 01908 608559.
- E-mail: Dominic.warner@campbell-park.gov.uk.

130 PRINCIPAL CONTRACTOR (CDM)

- Name: The Contractor.
- Address: TBC.
- Contact: TBC.
- Telephone: TBC.
- E-mail: TBC.

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: Stenton Obhi Architects.
- Address: Office 3, Lakeview House, Bond Avenue, Bletchley, Milton Keynes, MK1 1FB .
- Contact: Nick Stenton.
- Telephone: 01908 732100.
- E-mail: nstenton@so-architects.co.uk.

150 PRINCIPAL DESIGNER

- Name: Hadland Manning Bullock.
- Address: Apollo Park, 19 Ironstone Ln, Wroxton, Banbury OX15 6AY.
- Contact: Richard Trotman.
- Telephone: 01295 731844.
- E-mail: richard@quantity-surveyors.co.uk.

160 QUANTITY SURVEYOR

- Name: Currie & Brown.
- Address: Spaces, 100 Avebury Boulevard, Milton Keynes, MK9 1 FH
- Contact: Andrew Faraday.
- Telephone: 07583 681073
- E-mail: andre.faraday@curriebrown.com.

170 PLANNING CONSULTANT

- Name: Smith Jenkins Town Planning
- Address: 1st Floor, 1 Cannon Harnett Court, Wolverton Mill, Wolverton, Milton Keynes, MK12 5NF
- Telephone: 01908 410422
- Contact: Matthew Pearce
- E-mail: matthew@smithjenkins.co.uk

A11 TENDER AND CONTRACT DOCUMENTS

110A TENDER DRAWINGS & SPECIFICATIONS

- The tender drawings and specifications are:
 - 06325-100-Location & Block Plan
 - 06325-101B -Demolition Constraints Plan
 - 06325-102-Site Photos
 - 06325-103-Existing Plans & Elevations
 - 06325- 104- Topographical Survey
 - 06325-105-Underground Services and Drainage Survey
 - Demolition scope V2 23/8/21
- 55675- Utility Searches – BT, Electric, Gas, services, sewer & water (6Nr)

120 CONTRACT DRAWINGS

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

125 CONTRACT SPECIFICATION

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

160A PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is provided as a separate document within the Tender Pack by Hadland Manning Bullock, reference number: HMB/844, dated August 2021.

180A OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract may be requested by the tenderer via the procurement portal.

A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: The site is the location of the former Public House “The Springfield” and is located within the predominantly residential Springfield grid square in Milton Keynes. The site is located adjacent to a primary school.
- The main site access is via Springfield Boulevard located directly off V8 Marlborough Street.
- To the clients knowledge there are no easements or public rights of way within the bounds of the site.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: The existing building is a brick two storey building with a high-pitched roof, with an underground garage/cellar/basement.
- A measured survey of the existing building is included with the tender documentation.
- The building has an open car park to the side (to be retained).
- The existing building is currently vacant.

140 EXISTING UTILITIES AND SERVICES

- Drawings: (Information shown is indicative only): A below ground services survey, including Statutory Undertakings records, are included with this tender.
- The building services have been terminated. Confirmation of gas termination is included with this tender. The electrical service has been temporarily isolated by Western Power, we enclose in the tender the documents to confirm where the cables to be retained are located.
- Other information: No further information provided.

145 DEMOLITION

- All materials disposed of off site safely and to a registered recycling site
- All materials are to be disposed of in an ethically and responsible way and if required this is to be demonstrated to the employer.

150 EXISTING STRUCTURE

- A structural survey was commissioned in March 2019 when CPPC were considering purchasing the pub for refurbishment. A copy is attached and is to be issued with the tender documentation

160 SOILS AND GROUND WATER

- Report: N/A

170 SITE INVESTIGATION

- Report: N/A

175 ECOLOGICAL SURVEY

- Preliminary Ecological Assessment Report and Preliminary Roost Assessment Report are issued with tender.
- Arboricultural Impact Assessment Report is issued with the tender.

177 ASBESTOS SURVEYS

- An Asbestos Refurbishment Survey was undertaken by RPP in March 2019 when the CPPC were considering a refurbishment of the building. A copy is attached and is to be issued with the tender documentation.
- A pre-demolition asbestos survey will form part of the contract works

200 ACCESS TO THE SITE

- Description: The main site access is via the Springfield Boulevard located directly off V8 Marlborough Street.
- Limitations: none listed.

220A USE OF THE SITE

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

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
The site is located opposite a primary school and within a predominantly residential area.

240 HEALTH AND SAFETY HAZARDS

- General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present:
 - refer to Pre Construction Information.
- Information: The accuracy and sufficiency of this information is not guaranteed. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250A SITE VISIT

- All tenderers shall be deemed to have visited site to ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- The site can be viewed from the open car park. Contractor access into the existing building during the tender period are strictly by prior arrangement only. Contractors should contact Dominic Warner (Clerk to Council) on 01908 608559 to arrange site visits.

A13 DESCRIPTION OF THE WORK

110 PREPARATORY WORK BY OTHERS

- Works: Carried out under a separate contract and completed before the start of work on site for this Contract.
- Description: The site has been cleared of vegetation

120 THE WORKS

- Description: The Contractor is to carry out a pre-demolition asbestos survey prior to any other works.
- The works then comprise of the demolition of the existing public house, including the safe removal of any asbestos material.
- The existing ground floor slab, basement and retaining walls (as required for stability) are to be left in place.
- The existing garage door is to be sealed with a 100mm skin of dense blockwork
- The existing stair to the basement is to be sealed with a 100mm skin of dense blockwork and the void back filled with selected excavated material and left safe.
- The site is to be left in a safe condition.
- Note the existing car park is to be retained undamaged.
- Refer to the Architects drawings and demolition scope for further information.

A20 NFDC FORM OF DIRECT CONTRACT

NFDC FORM OF DIRECT CONTRACT

- The contract: National Federation of Demolition Contractors Form of Direct Contract 2020 Edition.
- Requirement: Allow for the obligations, liabilities and services described.

ARTICLES

1 - THE WORKS

- In accordance with the Conditions of Contract and the Contract Documents identified in Appendix 1: See Section A13.

2- Contract Sum

- Contract sum is £ TBC.

3 - EMPLOYER'S REPRESENTATIVE

- Employer's Representative: See clause A10/140.

5 - COMMENCEMENT OF THE WORKS

- Date of Possession of the Site: 3rd January 2022

6 - COMPLETION OF THE WORKS

- Date for completion of the Works: 11th February 2022

7.(1) - LIQUIDATED AND ASCERTAINED DAMAGES

- Liquidated and ascertained damages: At the rate of £100 per calendar day

7.(2) - EARLY COMPLETION BONUS

- Early completion bonus: Nil

8.(1) - INSURANCE BY THE CONTRACTOR

- Clause 11(a)(i) insurance (Employer's Liability): Applies. Minimum amount: £5,000,000.
- Clause 11(a)(ii) insurance (Public Liability): Applies. Minimum amount: £5,000,000.
- Clause 12 insurance (Damage to Property): Applies. Minimum amount: £5,000,000.

8.(2) - INSURANCE BY EMPLOYER

- Clause 13 insurance Does not apply. Minimum amount: N/A.

9 - RETENTION

- The Contract Sum shall not be subject to retention pursuant to clause 25(b) of the Conditions of Contract.

10 - RATE OF INTEREST

- Percentage above the base rate (for the time being) of Barclays Bank plc: 3%.

EXECUTION

- The Contract will be executed as a Deed.

THE CONDITIONS

- The Conditions referred to in Article 1 of the Agreement will be amended as follows:

14 - TRESPASS AND NUISANCE

- The following additional sentence will be inserted: 'The proviso concerning Industry Good Practice of the Demolition Industry will not be accepted as the basis for any departure from the specification'

APPENDIX 1

- The Contract Documents: See clause A11/110.
- Alternative service address for notices: See clause A10/120.

APPENDIX 2

- The Site: See section A12.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: N/A.

A30 TENDERING/ SUBLETTING/ SUPPLY

MAIN CONTRACT TENDERING

110 SCOPE

- General: These conditions are supplementary to those stated in the Invitation to Tender and on the form of tender.

145A TENDERING PROCEDURE

- General: In accordance with JCT Practice Note on Tendering 2017.
- Errors: Alternative 2 is to apply.

160 EXCLUSIONS

- Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.
- Relevant parts of the work: Define those parts, stating reasons for the inability to tender.

170 ACCEPTANCE OF TENDER

- Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.
- Costs: No liability is accepted for any cost incurred in the preparation of any tender.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 60 days.
- Date for possession/ commencement: See section A20.

PRICING/ SUBMISSION OF DOCUMENTS

210 PRELIMINARIES IN THE SPECIFICATION

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

220 PRICING OF PRELIMINARIES

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

250 PRICED DOCUMENTS

- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.
- Measurements: Where not stated, ascertain from the drawings.
- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.
- Submit: With tender.

310 TENDER

- General: Tenders must include for all work shown or described in the tender documents as a whole or clearly apparent as being necessary for the complete and proper execution of the Works.

440 CONTRACT SUM ANALYSIS

- Content of the Analysis: A breakdown of the Contract Sum into at least the following categories:
 - Asbestos survey
 - Removal of asbestos
 - Demolition of structure
 - Demolition of external elements
 - Make building secure
 - Preliminaries
 - Overheads & Profit
- Form: elemental.
- Fully priced copy: Submit with tender.

480 PROGRAMME

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

515 ALTERNATIVE TIME TENDERS

- General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted.
- Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the alternative tender or determined from the period stated in the alternative tender.

530 SUBSTITUTE PRODUCTS

- Details: If products of different manufacture to those specified are proposed, submit details with the tender giving reasons for each proposed substitution. Substitutions, which have not been notified at tender stage, may not be considered.
- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organization and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
 - A copy of the health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.

- Records of training and training policy.
- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: Within one week of request.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Content: Submit the following information within one week of request:
 - Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.
 - Details of the management structure and responsibilities.
 - Arrangements for issuing health and safety directions.
 - Procedures for informing other contractors and employees of health and safety hazards.
 - Selection procedures for ensuring competency of other contractors, the self-employed and designers.
 - Procedures for communications between the project team, other contractors and site operatives.
 - Arrangements for cooperation and coordination between contractors.
 - Procedures for carrying out risk assessment and for managing and controlling the risk.
 - Emergency procedures including those for fire prevention and escape.
 - Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.
 - Arrangements for welfare facilities.
 - Procedures for ensuring that all persons on site have received relevant health and safety information and training.
 - Arrangements for consulting with and taking the views of people on site.
 - Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.
 - Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.
 - Review procedures to obtain feedback.

599 FREEDOM OF INFORMATION

- Records: Retain, make available for inspection and supply on request information reasonably required to allow response to requests made under the provisions of the Freedom of Information Act.
- Determination: Submit requests received. Do not supply information to anyone other than the project participants without express written permission.
- Confidentiality: Maintain at all times.

SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.

- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: Within one week of request.

A31 PROVISION, CONTENT AND USE OF DOCUMENTS

DEFINITIONS AND INTERPRETATIONS

110 DEFINITIONS

- Meaning: Terms, derived terms and synonyms used in the preliminaries/ general conditions and specification are as stated therein or in the appropriate British Standard or British Standard glossary.

120 COMMUNICATION

- Definition: Includes advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements.
- Format: In writing to the person named in clause A10/140 unless specified otherwise.
- Response: Do not proceed until response has been received.

130 PRODUCTS

- Definition: Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.
- Includes: Goods, plant, materials, site materials and things for incorporation into the Works.

135 SITE EQUIPMENT

- Definition: Apparatus, appliances, machinery, vehicles or things of whatsoever nature required in or about the construction for the execution and completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.
- Excludes: Products and equipment or anything intended to form or forming part of the permanent works.

145 CONTRACTOR'S CHOICE

- Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.
- Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.
- Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.

- System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.

170 MANUFACTURER AND PRODUCT REFERENCE

- Definition: When used in this combination:
 - Manufacturer: the person or legal entity under whose name or trademark the particular product, component or system is marketed
 - Product reference: the proprietary brand name and/ or identifier by which the particular product, component or system is described.
- Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

210 CROSS REFERENCES

- Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.
- Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.
- Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.
- Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.

220 REFERENCED DOCUMENTS

- Conflicts: Specification prevails over referenced documents.

230 EQUIVALENT PRODUCTS

- Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.

240 SUBSTITUTION OF STANDARDS

- Specification to British Standard or European Standard: Substitution may be proposed complying with a grade or category within a national standard of another Member State of the European Community or an international standard recognised in the UK.
- Before ordering: Submit notification of all such substitutions.
- Documentary evidence: Submit for verification when requested as detailed in clause A31/200. Any submitted foreign language documents must be accompanied by certified translations into English.

250 CURRENCY OF DOCUMENTS AND INFORMATION

- Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.

260 SIZES

- General dimensions: Products are specified by their co-ordinating sizes.
- Timber: Cross section dimensions shown on drawings are:
 - Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.

- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued free of charge.

440 DIMENSIONS

- Scaled dimensions: Do not rely on.

460 THE SPECIFICATION

- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

630 TECHNICAL LITERATURE

- Information: Keep on site for reference by all supervisory personnel:
 - Manufacturers' current literature relating to all products to be used in the Works.
 - Relevant British, EN or ISO Standards.

A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

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

112 SITE PERSONNEL

- All site staff (including sub-contractors) MUST wear identification badges, bearing their name, company and position while working on site. Identification must be clearly visible at all times.
 - E mail. enquiries@ccscheme.org.uk
- Standard: Comply with the Scheme's Code of Considerate Practice.
 - Minimum compliance level: Compliance.

120 INSURANCE

- Documentary evidence: Before starting work on site submit details, and/ or policies and receipts for the insurances required by the Conditions of Contract.

130 INSURANCE CLAIMS

- Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers.
- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.

140 CLIMATIC CONDITIONS

- Information: Record accurately and retain:
 - Daily maximum and minimum air temperatures (including overnight).
 - Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.

150 OWNERSHIP

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

PROGRAMME/ PROGRESS

210 PROGRAMME

- Master programme: When requested and before starting work on site, submit in an approved form a master programme for the Works, which must include details of:

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

230 SUBMISSION OF PROGRAMME

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

240 COMMENCEMENT OF WORK

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

250 MONITORING

- Progress: Record on a copy of the programme kept on site.
- Avoiding delays: If any circumstances arise which may affect the progress of the Works submit proposals or take other action as appropriate to minimize any delay and to recover any lost time.
- Key Performance Indicators:
 - Details: None.
 - Performance: Record progress against each KPI.
 - Corrective action: If performance falls below target, submit proposals as soon as possible.

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Single meeting at week 3 and at completion.
- Location: on-site.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.

- Chairperson (who will also take and distribute minutes): Contract Administrator.

265 CONTRACTOR'S PROGRESS REPORT

- General: Submit a progress report at least 24 hours before the site meeting.
- Content: Notwithstanding the Contractor's obligations under the Contract the report must include:
 - A progress statement by reference to the master programme for the Works.
 - Details of any matters materially affecting the regular progress of the Works.
 - Subcontractors' and suppliers' progress reports.
 - Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.

290 NOTICE OF COMPLETION

- Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.
- Associated works: Ensure necessary access, services and facilities are complete.
- Period of notice (minimum): Two weeks.

310 EXTENSIONS OF TIME

- Notice: When a notice of the cause of any delay or likely delay in the progress of the works is given under the contract, written notice must also be given of all other causes which apply concurrently.
- Details: As soon as possible submit:
 - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
 - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
 - All other relevant information required.

CONTROL OF COST

410 CASH FLOW FORECAST

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

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
- Include:
 - A detailed breakdown of the cost, including any allowance for direct loss and expense.
 - Details of any additional resources required.
 - Details of any adjustments to be made to the programme for the Works.
 - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.

- Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

450 DAYWORK VOUCHERS

- Before commencing work: Give reasonable notice to person countersigning daywork vouchers.
- Content: Before delivery each voucher must be:
 - Referenced to the instruction under which the work is authorised.
 - Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each and the equipment and products employed are correct.
- Submit: By the end of the week in which the work has been executed.

470 PRODUCTS NOT INCORPORATED INTO THE WORKS

- Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values.
- Evidence: When requested, provide evidence of freedom of reservation of title.

A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

- General: Where and to the extent that the works are not fully documented, they are to be:
 - Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.
 - Suitable for the purposes stated or reasonably to be inferred from the project documents.
- Contract documents: Omissions or errors in description and/ or quantity shall not vitiate the Contract nor release the Contractor from any obligations or liabilities under the Contract.

120 WORKMANSHIP SKILLS

- Operatives: Appropriately skilled and experienced for the type and quality of work.
- Registration: With Construction Skills Certification Scheme.
- Evidence: Operatives must produce evidence of skills/ qualifications when requested.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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

180 WATER FOR THE WORKS

- Mains supply: Terminated, not available.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

- General: Submit details of methods and equipment to be used in setting out the Works.
- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.
- Inform: When complete and before commencing construction.

SERVICES GENERALLY

410 SERVICES REGULATIONS

- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

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

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: Two days.
- Concealed work: If executed during overtime for which notice has not been given, it may be required to be opened up for inspection and reinstated at the Contractor's expense.

550 ACCESS FOR INSPECTION

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

630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Content of records:
 - Nature and dates of inspections, tests and approvals.
 - Nature and extent of nonconforming work found.
 - Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.
- Cleaning: Clean the site Works thoroughly.
- COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.

720 SECURITY AT COMPLETION

- General: Leave the Works secure with, where appropriate, all accesses closed and locked.

A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

110A PRECONSTRUCTION INFORMATION

- Location: provided as a separate document within the tender pack, produced by Hadland Manning Bullock

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- Submission: Present to the Employer/ Client no later than two weeks prior to commencement of work on site.
- Confirmation: Do not start construction work until the Employer has confirmed in writing that the Construction Phase Health and Safety Plan includes the procedures and arrangements required by the CDM Regulations.
- Content: Develop the plan from and draw on the Outline Construction Phase Health and Safety Plan, clause A30/570, and the Pre-tender Health and Safety Plan/ Preconstruction information.

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements:
 - The Contractor shall provide and maintain all temporary fencing, hoardings, footways, guards and the like for the proper execution of the Works and for meeting the legal requirements of any local or other authority.
 - Temporary hoardings, fences, screens, gates and the like shall be provided in order to maintain secure segregation between the Works and the public realm.
- The Contractor should refer to drawings 06325-101 - Constraints Plan.

160 STABILITY

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

210 SAFETY PROVISIONS FOR SITE VISITS

- Safety: Submit details in advance of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for visitors to the site.

PROTECT AGAINST THE FOLLOWING

310 EXPLOSIVES

- Use: Not permitted

320 NOISE CONSENT BY LOCAL AUTHORITY

- Consent: Granted by the Local Authority under Part III of the Control of Pollution Act relating to the Works providing the following conditions are met:
 - refer to planning decision notice.

325 NOISE AND POLLUTION

The Contractor's attention is drawn to Sections 60 and 61 of the Control of Pollution Act 1974, with reference to the control of noise in relation to any demolition and construction Works and to the obtaining of any necessary prior consents from the responsible Authority. All measures required by any enactment or regulation or by the usual and reasonable working rules of any industry to control the noise levels produced by the operations on site must be taken.

The Contractor will take all reasonable precautions to prevent pollution of the site, the work and general environment including streams and waterways.

340 POLLUTION

- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.
- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.

350 PESTICIDES

- Use: Not permitted.

360 NUISANCE

- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.
- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.

370 ASBESTOS CONTAINING MATERIALS

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

371 DANGEROUS OR HAZARDOUS SUBSTANCES

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

375 ANTIQUITIES

- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works.
- Preservation: Keep objects in the exact position and condition in which they were found.
- Special requirements: none specified.

390 SMOKING ON SITE

- Smoking on site: Not permitted.

400 BURNING ON SITE

- Burning on site: Not permitted.

430 WASTE

- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.
- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.
- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:
 - Non-hazardous material: In a manner approved by the Waste Regulation Authority.
 - Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.
- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.
- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.
- Waste transfer documentation: Retain on site.

440 ELECTROMAGNETIC INTERFERENCE

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

450 LASER EQUIPMENT

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

470 INVASIVE SPECIES

- General: Prevent the spread of species (e.g. plants or animals) that may adversely affect the site or Works economically, environmentally or ecologically.
- Special precautions: none specified.
- Duty: Report immediately any suspected invasive species discovered during execution of the Works.
 - Do not disturb.
 - Agree methods for safe eradication or removal.

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Confirmation: All existing services to the site have been terminated.

520 ROADS AND FOOTPATHS

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

530 EXISTING TOPSOIL/ SUBSOIL

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

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

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

550 RETAINED TREES

- Protected area: Unless agreed otherwise do not:
 - Dump spoil or rubbish, excavate or disturb topsoil, park vehicles or plant, store materials or place temporary accommodation within an area which is the larger of the branch spread of the tree or an area with a radius of half the tree's height, measured from the trunk.
 - Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.
 - Change level of ground within an area 3 m beyond branch spread.

555A WILDLIFE SPECIES AND HABITATS

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

625 ADJOINING PROPERTY RESTRICTIONS

- Precautions:
 - Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.
 - Pay all charges.
 - Remove and make good on completion or when directed.
- Damage: Bear cost of repairing damage arising from execution of the Works.

630 EXISTING STRUCTURES

- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.

- Supports: During execution of the Works:
 - Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.
 - Do not remove until new work is strong enough to support existing structure.
 - Prevent overstressing of completed work when removing supports.
- Adjacent structures: Monitor and immediately report excessive movement.
- Standard: Comply with BS 5975 and BS EN 12812.

640 MATERIALS FOR RECYCLING/ REUSE

- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.
- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.

A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

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

140 SCAFFOLDING

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

170 WORKING HOURS

- Specific limitations: As Architects Constraints drawing 06325-101-Demolition Constraints Plan
-
- The use of the premises shall not be carried out outside the hours of 07: 00 to 18: 00 Monday to Friday.

A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

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

ACCOMMODATION

230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer: The use of a room at the Springfield Centre will be available for any site meetings.
- All other accommodation is to be provided by the contractor.

290A PARKING

- Refer to Drawing: 06325-101 Constraints Plan

TEMPORARY WORKS

310A ROADS

Permanent roads, hard standings and footpaths on the site may be used, subject to clause A34/520 and 06325-101-Demolition Constraints Plan.

- A delapidation survey will be conducted prior to the works and reviewed completion. Any damage caused by the Contractor will be rectified at their expense.

330A TEMPORARY PROTECTION TO EXISTING TREES/ VEGETATION

- Protect trees as necessary.

340A NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents and consent of the Employer, to provide a temporary name board. These will be limited to showing:
 - Title of project
 - Name of Employer.
 - Names of Contractor and Subcontractors.
 - Contact details as applicable.

SERVICES AND FACILITIES

- Supply: Electricity supply to the site has been terminated.

430 WATER

- Supply: The existing mains water supply has been terminated.

440 MOBILE TELEPHONES

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

550 THERMOMETERS

- General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.

570 PERSONAL PROTECTIVE EQUIPMENT

- General: Provide for the sole use of those acting on behalf of the Employer/ Client, in sizes to be specified:
 - Safety helmets to BS EN 397, neither damaged nor time expired. Number required: 2.
 - High visibility waistcoats to BS EN ISO 20471 Class 2. Number required: 2.
 - Safety boots with steel insole and toecap to BS EN ISO 20345. Pairs required: 2.
 - Disposable respirators to BS EN 149.FFP1S.
 - Eye protection to BS EN 166.
 - Ear protection - muffs to BS EN 352-1, plugs to BS EN 352-2
 - Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.

A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

115B THE HEALTH AND SAFETY FILE (TBC)

- Responsibility: the contractor.
- Content: Obtain and provide the following information: as detailed in the Pre Construction Information.
- Format: as detailed in the Pre Construction Information
- Delivery to Architect / Contract Administrator by practical completion.

A40 CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF

110 MANAGEMENT AND STAFF

- Cost significant items: Contractor to list and price.

A41 CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION

110 ACCOMMODATION

- Cost significant items: Contractor to list and price.

A42 CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES

110 SERVICES AND FACILITIES

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

A43 CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT

1.1.1 110 MECHANICAL PLANT

- Cost significant items: Contractor to list and price.

A44 CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS

1.1.2 110 TEMPORARY WORKS

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

A50 WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER

110 WORK BY/ ON BEHALF OF EMPLOYER

- None