

## SCHEDULE OF WORKS

*for*

**EDMONDS PARK OUTDOOR SERVICES  
DEPOT, PARK ROAD, DIDCOT**

*for*

**DIDCOT TOWN COUNCIL**

**TENDER ISSUE**

Birmingham  
Bournemouth  
Canterbury  
Chichester  
Liverpool  
London  
Manchester  
Oxford  
Winchester

**OX17027 (005793)  
May 2018**

*Prepared by: D I Roche  
QA Check by: M A Lochrie*

Address: 31 West Way, Botley, Oxford, OX2 0JE  
t: 01865 241159 f: 01865 790595  
e: oxford.admin@baqus.co.uk

EDMONDS PARK OUTDOOR SERVICES DEPOT,  
PARK ROAD, DIDCOT

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**SECTION 1**  
**PRELIMINARIES**

**A10 PROJECT PARTICULARS**

110 THE PROJECT

- Name: Demolition of existing Depot and Construction of new Outdoor Services Depot.
- Location: Edmonds Park, Park Road, Didcot, Oxfordshire, OX11 8QX.
- Length of contract: To be confirmed but to include one week set up of temporary compound before work commences and one week for removal of temporary compound on completion.

120 EMPLOYER (CLIENT)

- Name: Didcot Town Council.
- Address: Britwell Road, Didcot, Oxfordshire, OX11 7JN.
- Contact: Julie Perrin, Interim Town Clerk.
- Telephone: 01235 812637.
- Email: JPerrin@didcot.gov.uk.

130 PRINCIPAL CONTRACTOR (CDM)

- Name: The Contractor.

140 PERSON EMPOWERED BY THE CONTRACT TO ACT ON BEHALF OF THE EMPLOYER

- Title: Architect.
- Name: RPA Architects.
- Address: Strathfield House, Chilton Road, Upton, Oxfordshire, OX11 9JL.
- Contact: Richard Potter.
- Telephone: 01235 850873.
- Email: richard.potter@rpaarchitects.co.uk.

150 PRINCIPAL DESIGNER

- Name: RPA Architects.
- Address: Strathfield House, Chilton Road, Upton, Oxfordshire, OX11 9JL.
- Contact: Richard Potter.
- Telephone: 01235 850873.
- Email: richard.potter@rpaarchitects.co.uk.

160 QUANTITY SURVEYOR

- Name: Baqus Construction Consultancy.
- Address: 31 West Way, Oxford, OX2 0JE .
- Telephone: 01865 241159.

200 CONSULTANTS

- Description: Structural Engineer.
- Name: Building Mechanics.
- Address: The Old Granary, Martley Court Barns, Martley, Worcestershire, WR6 6QA.
- Telephone: 07534 675747.

201 CONSULTANTS

- Description: Services Engineer.
- Name: PSB Consulting Engineers (Oxford) Ltd.
- Address: Suite 4 Merchant House, 5 East St Helens Street, Abingdon, Oxfordshire, OX14 5EG.
- Telephone: 01235 428625.

**A11 TENDER AND CONTRACT DOCUMENTS**

110 TENDER DRAWINGS

- The tender drawings are: See Appendix A of these Preliminaries.

120 CONTRACT DRAWINGS

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

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is provided in The Pre-construction Information Pack issued with the Tender Documents.

180 OTHER DOCUMENTS

- Inspection: Drawings and other documents relating to the Contract but not included In the tender documents may be seen by appointment during normal office hours of the Architect.

**A12 THE SITE/ EXISTING BUILDINGS**

110 THE SITE

- Description: The Site is situated in Edmonds Park, Park Road, Dicot as shown on drawing 1765/A-001.

140 EXISTING UTILITIES AND SERVICES

- Known services are shown on Laser Surveys drawing N8988/1 and CCTV Survey reference N8988 dated April 2018.

- Other services may be present on the site and the contractor must carry out a cat scan survey of the site to determine all existing services.

170 SITE INVESTIGATION

- Information: As Ground Investigation Services (Southern) Ltd Report dated 5<sup>th</sup> April 2018.

180 HEALTH AND SAFETY FILE

- Availability for inspection: No existing Health and safety file available.

200 ACCESS TO THE SITE

- Description: Via Park Road as indicated on drawing 1765/A-001.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: To the contractors compound only.

220 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:

- Tennis courts, childrens playground, Youth Centre and residential.

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:

- See Pre-Construction Information Pack.

<ul style="list-style-type: none"> <li>- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer’s representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.</li> <li>- 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.</li> </ul>		
<p>250 SITE VISIT</p> <ul style="list-style-type: none"> <li>- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.</li> <li>- Arrangements for visit: Tony Rudge, Didcot Town Council Outdoor Services Manager. Telephone: 07593 095443. E mail: trudge@didcot.gov.uk.</li> </ul>		
<p><b>A13 DESCRIPTION OF THE WORKS</b></p>		
<p>120 THE WORKS</p> <ul style="list-style-type: none"> <li>- Description: Demolition of existing Depot building and replacement with new single storey building with steel cladding to pitched roof and external walls, pumped drainage system, external works and temporary welfare and storage facilities.</li> </ul>		
<p><b>A20 JCT MINOR WORKS BUILDING CONTRACT (MW)</b></p>		
<p>370 JCT MINOR WORKS BUILDING CONTRACT</p> <ul style="list-style-type: none"> <li>- The Contract: JCT Minor Works Building Contract 2016 Edition.</li> <li>- Requirement: Allow for the obligations, liabilities and services described.</li> </ul>		
<p><b>THE RECITALS</b></p> <p>First  THE WORKS AND THE CONTRACT ADMINISTRATOR</p> <ul style="list-style-type: none"> <li>- The work comprises: Demolition of existing Depot building and replacement with new single storey building with steel cladding to pitched roof and external walls, pumped drainage system, external works and temporary welfare and storage facilities.</li> <li>- Architect/ Contract Administrator: See clause A10/140.</li> </ul> <p>Second  CONTRACT DOCUMENTS</p> <ul style="list-style-type: none"> <li>- Contract drawings: As listed in clause A11/120.</li> <li>- Contract documents: The following have been prepared which show and describe the work to be done Specification and schedule of work.</li> </ul> <p>Third  PRICED DOCUMENTS</p> <ul style="list-style-type: none"> <li>- Documents to be priced or provided by the Contractor: Specification and Schedule of work.</li> </ul> <p><b>THE ARTICLES</b></p> <p>3  ARCHITECT/ CONTRACT ADMINISTRATOR</p> <ul style="list-style-type: none"> <li>- Architect/ Contract Administrator: See clause A10/140.</li> </ul>		

4 and 5  
PRINCIPAL DESIGNER/ PRINCIPAL CONTRACTOR  
- Principal Designer: See clause A10/150.  
- Principal Contractor: See clause A10/130.

**CONTRACT PARTICULARS**

Fourth Recital and Schedule 2  
BASE DATE  
- Base date: 12<sup>th</sup> June 2018.

Fourth Recital and clause 4.2  
CONSTRUCTION INDUSTRY SCHEME (CIS)  
- Employer at the Base Date is not a 'contractor' for the purposes of the CIS.

Fifth Recital  
CDM REGULATIONS  
- The project is notifiable.

Sixth Recital  
FRAMEWORK AGREEMENT  
- Framework agreement: Does not apply.

Seventh Recital and Schedule 3  
SUPPLEMENTAL PROVISIONS  
- Collaborative working: Paragraph 1 applies.  
- Health and safety: Paragraph 2 applies.  
- Cost savings and value improvements: Paragraph 3 applies.  
- Sustainable development and environmental considerations: Paragraph 4 applies.  
- Performance indicators and monitoring: Paragraph 5 does not apply.  
- Notification and negotiation of disputes: Paragraph 6 does not apply. Where paragraph 6 applies, the respective nominees of the parties are:  
- Employer's nominee: RW Potter RIBA.  
- Contractor's nominee: To be advised.  
- Or such replacement as each party may notify to the other from time to time.

Article 7  
ARBITRATION  
- Article 7 and Schedule 1 apply.

Clause 2.2  
COMMENCEMENT AND COMPLETION  
- Date for Commencement of the Works: Anticipated 20<sup>th</sup> August 2018.  
- Date for Completion: To be confirmed.

Clause 2.8  
LIQUIDATED DAMAGES  
- At the rate of £70 per day (Monday to Sunday inclusive.)

Clause 2.10  
RECTIFICATION PERIOD  
- Period: 12 months from the date of practical completion.

Clause 4.3

INTERIM PAYMENTS

- Interim Valuation Dates:
  - The first Interim Valuation Date is: one month after the Date of Possession.
  - Thereafter at intervals of: one month on the same date in each month or the nearest Business Day in that month.
- Payments due prior to practical completion:
  - Percentage of total value of the work etc.: 95%.
- Payments becoming due on or after practical completion:
  - Percentage of the total amount to be paid: 97.5%.

Clause 4.3 and 4.8

FLUCTUATIONS PROVISION

- The following fluctuations provision applies: Not applicable.  
Where Schedule 2 applies, the percentage addition (paragraph 13) is: Not applicable.

Clause 4.8.1

SUPPLY OF DOCUMENTATION FOR COMPUTATION OF AMOUNT TO BE FINALLY CERTIFIED

- Period: 1 month from the date of practical completion.

Clause 5.3

CONTRACTOR'S INSURANCE – INJURY TO PERSONS OR PROPERTY

- Insurance cover (for any one occurrence or series of occurrences arising out of one event): Ten million pounds.

Clauses 5.4A, 5.4B and 5.4C

INSURANCE OF THE WORKS ETC – ALTERNATIVE PROVISIONS

- Clause 5.4A applies.
- Where clause 5.4A or 5.4B applies:
  - Percentage to cover professional fees: 15%.
- Where clause 5.4C applies:
  - Insurance arrangements – details of required policy or policies: Not applicable.

Clause 7.2

ADJUDICATION

- The Adjudicator is: Not named.
- Nominating body: The Royal Institute of British Architects.

Schedule 1 paragraph 2.1

ARBITRATION

- Appointer of Arbitrator (and of any replacement): President or a Vice president of the: Royal Institute of British Architects.

**THE CONDITIONS**

SECTION 1: DEFINITIONS AND INTERPRETATION

1.4

RECKONING PERIODS OF DAYS

- Amendments: None.

1.8

APPLICABLE LAW

- Amendments: None.

SECTION 2: CARRYING OUT THE WORKS  
 SECTION 3: CONTROL OF THE WORKS  
 SECTION 4: PAYMENT  
 SECTION 5: INJURY, DAMAGE AND INSURANCE  
 SECTION 6: TERMINATION  
 SECTION 7: SETTLEMENT OF DISPUTES  
 JCT PUBLIC SECTOR SUPPLEMENT  
 - Not applicable.  
 EXECUTION  
 - The Contract: Will be executed under hand.  
 CONTRACT GUARANTEE BOND  
 - Contract Guarantee Bond: Not required.

**A30 TENDERING/ SUBLETTING/ SUPPLY**

**MAIN CONTRACT TENDERING**

- 110 SCOPE  
 - General: These conditions are supplementary to those stated in the invitation to tender and on the form of tender.
- 145 TENDERING PROCEDURE  
 - General: In accordance with NBS Guide to Tendering for Construction Projects.  
 - Errors: Alternative 2 is to apply.
- 160 EXCLUSIONS  
 - Inability to tender: Immediately inform if any parts of the work as defined in the tender documents cannot be tendered.  
 - Relevant parts of the work: Define those parts, stating reasons for the inability to tender.
- 170 ACCEPTANCE OF TENDER  
 - Acceptance: No guarantee is offered that any tender will be recommended for acceptance or be accepted, or that reasons for non acceptance will be given.  
 - Costs: No liability is accepted for any cost incurred in the preparation of any tender.
- 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 SMM7.
- 220 PRICING OF PRELIMINARIES  
 - Charges: When pricing Preliminaries, identify separately for each item where, for the Purpose of valuing the work, the charge for that item is considered to be:  
 - Fixed (i.e. where the charge for the item does not depend on duration)

	<ul style="list-style-type: none"> <li>- Time related (i.e. where the charge for the item does not depend on duration).</li> </ul> <p>250 PRICED DOCUMENTS</p> <ul style="list-style-type: none"> <li>- Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected.</li> <li>- Measurements: Where not stated, ascertain from the drawings.</li> <li>- Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.</li> <li>- Submit: With Tender.</li> </ul> <p>310 TENDER</p> <ul style="list-style-type: none"> <li>- 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.</li> </ul> <p>500 TENDER STAGE METHOD STATEMENTS</p> <ul style="list-style-type: none"> <li>- Method statements: Prepare, describing how and when the following is to be carried out: <ul style="list-style-type: none"> <li>- Demolition of existing building.</li> <li>- Site Access.</li> <li>- Temporary Facilities.</li> </ul> </li> <li>- Statements: Submit with tender.</li> </ul> <p>515 ALTERNATIVE TIME TENDERS</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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.</li> </ul> <p>530 SUBSTITUTE PRODUCTS</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.</li> </ul> <p>550 HEALTH AND SAFETY INFORMATION</p> <ul style="list-style-type: none"> <li>- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the works may affect.</li> <li>- Include: <ul style="list-style-type: none"> <li>- A copy of the contractor's health and safety policy document, including risk assessment procedures.</li> <li>- Accident and sickness records for the past five years.</li> <li>- Records of previous Health and Safety Executive enforcement action.</li> <li>- Records of training and training policy.</li> <li>- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.</li> </ul> </li> <li>- Submit: With Tender.</li> </ul>		
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<p>570</p>	<p><b>OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN</b></p> <ul style="list-style-type: none"> <li>- Content: Submit the following information within one week of request: <ul style="list-style-type: none"> <li>- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.</li> <li>- Details of the management structure and responsibilities.</li> <li>- Arrangements for issuing health and safety directions.</li> <li>- Procedures for informing other contractors and employees of health and safety hazards.</li> <li>- Selection procedures for ensuring competency of other contractors, the self-employed and designers.</li> <li>- Procedures for communications between the project team, other contractors and site operatives.</li> <li>- Arrangements for cooperation and coordination between contractors.</li> <li>- Procedures for carrying out risk assessment and for managing and controlling the risk.</li> <li>- Emergency procedures including those for fire prevention and escape.</li> <li>- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.</li> <li>- Arrangements for welfare facilities.</li> <li>- Procedures for ensuring that all persons on site have received relevant health and safety information and training.</li> <li>- Arrangements for consulting with and taking the views of people on site.</li> <li>- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.</li> <li>- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.</li> <li>- Review procedures to obtain feedback.</li> </ul> </li> </ul>		
<p>590</p>	<p><b>SITE WASTE MANAGEMENT PLAN</b></p> <ul style="list-style-type: none"> <li>- Person responsible for developing the Plan: The Contractor.</li> <li>- Content: Include details of: <ul style="list-style-type: none"> <li>- Principal Contractor for the purposes of the regulations.</li> <li>- Location of the site.</li> <li>- Description of the project.</li> <li>- Estimated project cost.</li> <li>- Types and quantities of waste that will be generated.</li> <li>- Resource management options for these wastes including proposals for minimization/ reuse/ recycling.</li> <li>- The use of appropriate and licensed waste management contractors.</li> <li>- Record keeping procedures.</li> <li>- Waste auditing protocols.</li> </ul> </li> <li>- Additional requirements: None.</li> <li>- Submit with tender.</li> </ul>		
<p>599</p>	<p><b>FREEDOM OF INFORMATION</b></p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>		
<p>645</p>	<p><b>'LISTED' DOMESTIC SUBCONTRACTORS</b></p> <ul style="list-style-type: none"> <li>- General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.</li> <li>- The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.</li> </ul>		

- Additions to lists:
  - The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.
  - The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) 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.
- Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons, or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.
  - Agreement: Before the start of 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.

**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: All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works.
- Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

-	Excludes: Products and equipment or anything intended to form or forming part of the permanent works.		
140	<b>DRAWINGS</b>		
-	Definitions: To BSRIA BG 6/2009 A design framework for building services. Design activities and drawing definitions.		
-	CAD data: In accordance with BS 1192.		
145	<b>CONTRACTOR'S CHOICE</b>		
-	Meaning: Selection delegated to the Contractor, but liability to remain with the specifier.		
150	<b>CONTRACTOR'S DESIGN</b>		
-	Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.		
155	<b>SUBMIT PROPOSALS</b>		
-	Meaning: Submit information in response to specified requirements.		
160	<b>TERMS USED IN SPECIFICATION</b>		
-	Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials. Excludes taking out and disposing of associated pipework, wiring, ductwork or other services.		
-	Fix: Receive, unload, handle, store, protect, place and fasten in position and disposal of waste and surplus packaging including all labour, materials and site equipment for that purpose.		
-	Supply and fix: As above, but including supply or products to be fixed. All products to be supplied and fixed unless stated otherwise.		
-	Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ Purchaser or for use in the Works as instructed.		
-	Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.		
-	Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.		
-	Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.		
-	Refix: Fix removed products.		
-	Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.		
-	Match existing: Provide products and work of the same appearance and features as the original, excluding ageing and weathering. Make joints between existing and new work as inconspicuous as possible.		
-	System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.		
170	<b>MANUFACTURER AND PRODUCT REFERENCE</b>		
-	Definition: When 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 manufacture's technical literature current on the date of the invitation to tender.		

- 200 SUBSTITUTION OF PRODUCTS
- Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.
  - Reasons: Submit reasons for the proposed substitution.
  - Documentation: Submit relevant information, including:
    - manufacturer and product reference;
    - cost;
    - availability;
    - relevant standards;
    - performance;
    - function;
    - compatibility of accessories;
    - proposed revisions to drawings and specification;
    - compatibility with adjacent work;
    - appearance;
    - copy of warranty/ guarantee.
  - Alterations to adjacent work: If needed, advise scope, nature and cost.
  - Manufacturers' guarantees: If substitution is accepted, submit before ordering products.

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

- 220 REFERENCED DOCUMENTS
- Conflicts: Specification prevails over referenced documents.

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

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

- 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
- Copies: Two of each contract drawing and contract document will be issued free of charge (not counting any certified copies).
  - Additional copies: Issued on request and charged to the Contractor.

- |     |  |  |  |
|-----|--|--|--|
| 440 | <p><b>DIMENSIONS</b></p> <ul style="list-style-type: none"> <li>- Scaled dimensions: Do not rely on.</li> </ul>  |  |  |
| 460 | <p><b>THE SPECIFICATION</b></p> <ul style="list-style-type: none"> <li>- Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.</li> </ul>   |  |  |
| 470 | <p><b>DIVERGENCE FROM THE STATUTORY REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>- Divergence: Between the drawings or specification and the requirements of the Building Regulations, other Statutes, statutory undertakers and other regulatory authorities.</li> <li>- Action: Inform immediately.</li> </ul> <p><b>DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS</b></p>  |  |  |
| 600 | <p><b>CONTRACTOR'S DESIGN INFORMATION</b></p> <ul style="list-style-type: none"> <li>- General: Complete the design and detailing of parts of the Works as specified.</li> <li>- Provide:                             <ul style="list-style-type: none"> <li>- Production information based on the drawings, specification and other information.</li> <li>- Liaison to ensure coordination of the work with related building elements and services.</li> </ul> </li> <li>- Master programme: Make reasonable allowance for completing design/ production information, submission (including to the CDM Coordinator), comment, inspection, amendment, resubmission and reinspection.</li> <li>- Submit: Within one week of request.</li> </ul> |  |  |
| 620 | <p><b>AS BUILT DRAWINGS AND INFORMATION</b></p> <ul style="list-style-type: none"> <li>- Contractor designed work: Provide drawings/ information:</li> <li>- Submit: At least two weeks before date for completion.</li> </ul>   |  |  |
| 630 | <p><b>TECHNICAL LITERATURE</b></p> <ul style="list-style-type: none"> <li>- Information: Keep on site for reference by all supervisory personnel:                             <ul style="list-style-type: none"> <li>- Manufacturers' current literature relating to all products to be used in the Works.</li> <li>- Relevant British, EN or ISO Standards.</li> </ul> </li> </ul>  |  |  |
| 640 | <p><b>MAINTENANCE INSTRUCTIONS AND GUARANTEES</b></p> <ul style="list-style-type: none"> <li>- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.</li> <li>- Information location: In the Building Manual.</li> <li>- Emergency call out services: Provide telephone numbers for use after completion.</li> </ul> <p>Extent of cover: Until end of 12 month rectification period.</p>   |  |  |
| 650 | <p><b>ENERGY RATING CALCULATION</b></p> <ul style="list-style-type: none"> <li>- Calculation documentation:                             <ul style="list-style-type: none"> <li>- Number of copies: Two.</li> <li>- Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.</li> </ul> </li> </ul>   |  |  |

<b>A32</b>	<b>MANAGEMENT OF THE WORKS</b>		
	<b>GENERALLY</b>		
115	<p>CONSIDERATE CONSTRUCTORS SCHEME</p> <ul style="list-style-type: none"> <li>- Registration: Before starting work, register the site and pay the appropriate fee:</li> <li>- Contact: <ul style="list-style-type: none"> <li>- Address: Considerate Constructors Scheme Office, PO Box 75, Great Amwell, Ware, Hertfordshire SG12 0YX.</li> <li>- Tel. 01920 485959.</li> <li>- Fax. 01920 485958.</li> <li>- Free phone 08007831423.</li> <li>- Web. <a href="http://www.ccscheme.org.uk">www.ccscheme.org.uk</a></li> <li>- Email. <a href="mailto:enquiries@ccscheme.org.uk">enquiries@ccscheme.org.uk</a></li> </ul> </li> <li>- Standard: Comply with the Scheme's Code of Considerate Practice. <ul style="list-style-type: none"> <li>- Minimum compliance level: 8.</li> </ul> </li> </ul>		
118	<p>VEHICLE SAFETY REQUIREMENTS</p> <ul style="list-style-type: none"> <li>- Vehicle equipment: Ensure that all vehicles have the following: <ul style="list-style-type: none"> <li>- Audible alert to other road users to the planned movement of the vehicle when the vehicle's indicators are in operation.</li> <li>- Prominent signage at the rear of the vehicle to warn cyclists of the dangers of passing the vehicle on the inside.</li> <li>- Properly adjusted class VI mirror/s or Fresnel lens to eliminate the nearside blind Spot.</li> <li>- Side under run guards.</li> </ul> </li> <li>- Driver training: <ul style="list-style-type: none"> <li>- Drivers must be trained on vulnerable road user safety through an approved Course and hold a current valid Certificate of Competence.</li> <li>- Drivers must have a valid driving licence and be legally able to drive the vehicle.</li> </ul> </li> <li>- Scheme membership: Submit evidence of registration with and accreditation to the Fleet Operator Recognition Scheme (FORS).</li> <li>- Level of accreditation: minimum FORS Accreditation Bronze.</li> <li>- Submittal date: within two days of request..</li> </ul>		
120	<p>INSURANCE</p> <ul style="list-style-type: none"> <li>- Documentary evidence: Submit details before starting work on site and/ or policies and receipts for the insurances required by the Conditions of Contract.</li> </ul>		
130	<p>INSURANCE CLAIMS</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.</li> </ul>		
140	<p>CLIMATIC CONDITIONS</p> <ul style="list-style-type: none"> <li>- Information: Record accurately and retain: <ul style="list-style-type: none"> <li>- Daily maximum and minimum air temperatures (including overnight).</li> <li>- Delays due to adverse weather, including description of the weather, types of work affected and number of hours lost.</li> </ul> </li> </ul>		
150	<p>OWNERSHIP</p> <ul style="list-style-type: none"> <li>- Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds.</li> </ul>		

**PROGRAMME/ PROGRESS**

- 210 PROGRAMME
- Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:
    - Planning and mobilisation by the Contractor.
    - Subcontractor's work.
    - Running in, adjustment, commissioning and testing of all engineering services and installations.
    - Work resulting from instructions issued in regard to the expenditure of provisional sums.
    - Work by others concurrent with the Contract.
  - Submit: 2 copies.
- 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.
- 255 NOTIFICATION OF COMPENSATION EVENT
- Content: Notwithstanding the Contractor's obligations under the Contract, written notice must also be given of all other causes which apply concurrently.
- 260 SITE MEETINGS
- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
  - Frequency: Monthly.
  - Location: Contractor site accommodation.
  - 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.
- 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): 5 working days.
- 310 EXTENSIONS OF TIME
- Notice: When a notice of the cause of any delay or likely delay in the progress of the Works is given under the contract, written notice must also be given of all other causes which apply concurrently.
  - Details: As soon as possible submit:
    - Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.
    - An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.
    - All other relevant information required.

	<p><b>CONTROL OF COST</b></p> <p>420 REMOVAL/ REPLACEMENT OF EXISTING WORK</p> <ul style="list-style-type: none"> <li>- Extent and location: Agree before commencement.</li> <li>- Execution: Carry out in ways that minimize the extent of work.</li> </ul> <p>430 PROPOSED INSTRUCTIONS</p> <ul style="list-style-type: none"> <li>- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.</li> </ul> <p>440 MEASUREMENT</p> <ul style="list-style-type: none"> <li>- Covered work: Give notice before covering work required to be measured.</li> </ul> <p>450 DAYWORK VOUCHERS</p> <ul style="list-style-type: none"> <li>- Before commencing work: Give reasonable notice to person countersigning dayworks vouchers.</li> <li>- Content: Before delivery, each voucher must be: <ul style="list-style-type: none"> <li>- Referenced to the instruction under which the work is authorized.</li> <li>- 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.</li> </ul> </li> <li>- Submit: No later than the end of the week following that in which the work was recorded.</li> </ul> <p>460 INTERIM VALUATIONS</p> <ul style="list-style-type: none"> <li>- Applications: Include details of amounts requested under the Contract together with all necessary supporting information.</li> <li>- Submission: At least seven days before established dates.</li> </ul> <p>470 PRODUCTS NOT INCORPORATED INTO THE WORKS</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Evidence: When requested, provide evidence of freedom of reservation of title.</li> </ul> <p>475 PRODUCTS STORED OFF SITE</p> <ul style="list-style-type: none"> <li>- Not applicable.</li> </ul> <p><b>A33 QUALITY STANDARDS/ CONTROL</b></p> <p><b>STANDARDS OF PRODUCTS AND EXECUTIONS</b></p> <p>110 INCOMPLETE DOCUMENTATION</p> <ul style="list-style-type: none"> <li>- General: Where and to the extent that products or work are not fully documented, they are to be: <ul style="list-style-type: none"> <li>- Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.</li> <li>- Suitable for the purposes stated or reasonably to be inferred from the project documents.</li> <li>- 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.</li> </ul> </li> </ul>		
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| 120 | <p><b>WORKMANSHIP SKILLS</b></p> <ul style="list-style-type: none"> <li>- Operatives: Appropriately skilled and experienced for the type and quality of work.</li> <li>- Registration: With Construction Skills Certification Scheme.</li> <li>- Evidence: Operatives must produce evidence of skills/ qualifications when requested.</li> </ul>   |  |  |
| 130 | <p><b>QUALITY OF PRODUCTS</b></p> <ul style="list-style-type: none"> <li>- Generally: New. (Proposals for recycled products may be considered).</li> <li>- Supply of each product: From the same source or manufacturer.</li> <li>- Whole quantity of each product required to complete the Works: Consistent in kind, size, quality and overall appearance.</li> <li>- Tolerances: Where critical, measure a sufficient quantity to determine compliance.</li> <li>- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.</li> </ul>  |  |  |
| 135 | <p><b>QUALITY OF EXECUTION</b></p> <ul style="list-style-type: none"> <li>- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.</li> <li>- Colour batching: Do not use different colour batches where they can be seen together.</li> <li>- Dimensions: Check on-site dimensions.</li> <li>- Finished work: Without defects, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.</li> <li>- Location and fixing of products: Adjust joints open to view so they are even and regular.</li> </ul>  |  |  |
| 140 | <p><b>COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.</li> <li>- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating: <ul style="list-style-type: none"> <li>- Properties tested.</li> <li>- Pass/ fail criteria.</li> <li>- Test methods and procedures.</li> <li>- Test results.</li> <li>- Identity of testing agency.</li> <li>- Test dates and times.</li> <li>- Identities of witnesses.</li> <li>- Analysis of results.</li> </ul> </li> </ul> |  |  |
| 150 | <p><b>INSPECTIONS</b></p> <ul style="list-style-type: none"> <li>- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to: <ul style="list-style-type: none"> <li>- Date of inspection.</li> <li>- Part of the work inspected.</li> <li>- Respects or characteristics which are approved.</li> <li>- Extent and purpose of the approval.</li> <li>- Any associated conditions.</li> </ul> </li> </ul>  |  |  |
| 160 | <p><b>RELATED WORK</b></p> <ul style="list-style-type: none"> <li>- Details: Provide all trades with necessary details of related types of work. Before starting each new type or section of work ensure previous related work is: <ul style="list-style-type: none"> <li>- Appropriately complete.</li> </ul> </li> </ul>   |  |  |

	<ul style="list-style-type: none"> <li>- In accordance with the project documents.</li> <li>- To a suitable standard.</li> <li>- In a suitable condition to receive the new work.</li> <li>- Preparatory work: Ensure all necessary preparatory work has been carried out.</li> </ul> <p>170 <b>MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li>- General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.</li> <li>- Changes to recommendations or instructions: Submit details.</li> <li>- Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.</li> <li>- Agrément certified products: Comply with limitations, recommendations and requirements of relevant valid certificates.</li> </ul> <p>180 <b>WATER FOR THE WORKS</b></p> <ul style="list-style-type: none"> <li>- Mains supply: Clean and uncontaminated.</li> <li>- Other: Do not use until:             <ul style="list-style-type: none"> <li>- Evidence of suitability is provided.</li> <li>- Tested to BS EN 1008 if instructed.</li> </ul> </li> </ul> <p><b>SAMPLES/ APPROVALS</b></p> <p>210 <b>SAMPLES</b></p> <ul style="list-style-type: none"> <li>- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:             <ul style="list-style-type: none"> <li>- To an express approval.</li> <li>- To match a sample expressly approved as a standard for the purpose.</li> </ul> </li> </ul> <p>220 <b>APPROVAL OF PRODUCTS</b></p> <ul style="list-style-type: none"> <li>- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.</li> <li>- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.</li> <li>- Complying sample: Retain in good, clean condition on site. Remove when no longer required.</li> </ul> <p>230 <b>APPROVAL OF EXECUTION</b></p> <ul style="list-style-type: none"> <li>- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.</li> <li>- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.</li> <li>- Complying sample: Retain in good, clean condition on site. Remove when no longer required.</li> </ul> <p><b>ACCURACY/ SETTING OUT GENERALLY</b></p> <p>320 <b>SETTING OUT</b></p> <ul style="list-style-type: none"> <li>- General: Submit details of methods and equipment to be used in setting out the Works.</li> <li>- Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.</li> <li>- Inform: When complete and before commencing construction.</li> </ul>		
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330	<p><b>APPEARANCE AND FIT</b></p> <ul style="list-style-type: none"> <li>- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either: <ul style="list-style-type: none"> <li>- Submit proposals; or</li> <li>- Arrange for inspection of appearance of relevant aspects of partially finished work.</li> </ul> </li> <li>- General tolerances (maximum): To BS 5606, tables 1 and 2.</li> </ul>		
340	<p><b>CRITICAL DIMENSIONS</b></p> <ul style="list-style-type: none"> <li>- Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.</li> </ul>		
350	<p><b>LEVELS OF STRUCTURAL FLOORS</b></p> <ul style="list-style-type: none"> <li>- Maximum tolerances for designed levels to be: <ul style="list-style-type: none"> <li>- Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded In adhesive: +/- 10 mm.</li> <li>- Floors to receive dry board/ panel construction with little or no tolerance on on thickness: +/- 10 mm.</li> <li>- Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.</li> <li>- Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling Coat(s): +/- 15mm.</li> <li>- Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.</li> <li>- Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.</li> </ul> </li> </ul>		
360	<p><b>RECORD DRAWINGS</b></p> <ul style="list-style-type: none"> <li>- Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.</li> </ul> <p><b>SERVICES GENERALLY</b></p>		
410	<p><b>SERVICES REGULATIONS</b></p> <ul style="list-style-type: none"> <li>- New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.</li> </ul>		
420	<p><b>WATER REGULATIONS/ BYELAWS NOTIFICATION</b></p> <ul style="list-style-type: none"> <li>- Requirements: Notify Water Undertaker of any work carried out to or which affects new or existing services and submit any required plans, diagrams and details.</li> <li>- Consent: Allow adequate time to receive Undertaker's consent before starting work. Inform immediately if consent is withheld or is granted subject to significant conditions.</li> </ul>		
435	<p><b>ELECTRICAL INSTALLATION CERTIFICATE</b></p> <ul style="list-style-type: none"> <li>- Submit: When relevant electrical work is completed.</li> <li>- Original certificate: To be lodged in the Building Manual.</li> </ul>		
440	<p><b>GAS, OIL AND SOLID FUEL APPLIANCE INSTALLATION CERTIFICATE</b></p> <ul style="list-style-type: none"> <li>- Before the completion date stated in the contract: Submit a certificate stating: <ul style="list-style-type: none"> <li>- The address of the premises.</li> <li>- A brief description of the new installation and/ or work carried out to an existing Installation.</li> <li>- Any special recommendations or instructions for the safe use and operation of appliances and flues.</li> <li>- The Contractor's name and address.</li> <li>- A statement that the installation complies with the appropriate safety, installation And use regulations.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>- The name, qualification and signature of the competent person responsible for Checking compliance.</li> <li>- The date on which the installation was checked.</li> <li>- Certificate location: Health and Safety File.</li> </ul>		
445	<p><b>SERVICE RUNS</b></p> <ul style="list-style-type: none"> <li>- General: Provide adequate space and support for services, including unobstructed routes and fixings.</li> <li>- Ducts, chases and holes: Form during construction rather than cut.</li> <li>- Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.</li> </ul>		
450	<p><b>MECHANICAL AND ELECTRICAL SERVICES</b></p> <ul style="list-style-type: none"> <li>- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.</li> <li>- Building Regulations notice: Copy to be lodged in the Building Manual.</li> </ul>		
<b>SUPERVISION/ INSPECTION/ DEFECTIVE WORK</b>			
525	<p><b>ACCESS</b></p> <ul style="list-style-type: none"> <li>- Extent: Provide at all reasonable times access to the Works and to other places of the Contractor or subcontractors where work is being prepared for the Contract.</li> <li>- Designate: Contract Administrator.</li> </ul>		
530	<p><b>OVERTIME WORKING</b></p> <ul style="list-style-type: none"> <li>- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done. <ul style="list-style-type: none"> <li>- Minimum period of notice: 72 hours.</li> </ul> </li> <li>- 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.</li> </ul>		
540	<p><b>DEFECTS IN EXISTING WORK</b></p> <ul style="list-style-type: none"> <li>- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.</li> <li>- Documented remedial work: Do not execute work which may: <ul style="list-style-type: none"> <li>- Hinder access to defective products or work; or</li> <li>- Be rendered abortive by remedial work.</li> </ul> </li> </ul>		
560	<p><b>TESTS AND INSPECTIONS</b></p> <ul style="list-style-type: none"> <li>- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.</li> <li>- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.</li> <li>- Records: Submit a copy of test certificates and retain copies on site.</li> </ul>		
580	<p><b>CONTINUITY OF THERMAL INSULATION</b></p> <ul style="list-style-type: none"> <li>- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include: <ul style="list-style-type: none"> <li>- The address of the premises.</li> <li>- The Contractor's name and address.</li> <li>- The name, qualification and signature of the competent person responsible for checking compliance.</li> <li>- The date on which the installation was checked.</li> </ul> </li> <li>- Submit: Before completion of the Works.</li> <li>- Copy: To be lodged in the Building Manual.</li> </ul>		

- 610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS
- Proposals: Immediately any execution or product is known, or appears, to be not in accordance with the Contract, submit proposals for opening up, inspection, testing, making good, adjustment of the Contract Sum, or removal and re-execution.
  - Acceptability: Such proposals may be unacceptable and contrary instructions may be issued.

**WORK AT OR AFTER COMPLETION**

- 710 WORK BEFORE COMPLETION
- General: Make good all damage consequent upon the Works.
    - Temporary markings, coverings and protective wrappings: Remove unless otherwise instructed.
  - Cleaning: Clean the Works thoroughly inside and out, including all accessible ducts and voids. Remove all splashes, deposits, efflorescence, rubbish and surplus materials.
  - Cleaning materials and methods: As recommended by manufacturers of products being cleaned, and must not damage or disfigure other materials or construction.
  - COSHH dated data sheets: Obtain for all materials used for cleaning and ensure they are used only as recommended by their manufacturers.
  - Minor faults: Touch up in newly painted work, carefully matching colour and brushing out edges. Repaint badly marked areas back to suitable breaks or junctions.
  - Moving parts of new work: Adjust, ease and lubricate as necessary to ensure easy and efficient operation, including doors, windows, drawers, ironmongery, appliances, valves and controls.

- 720 SECURITY AT COMPLETION
- General: Leave the Works secure with, where appropriate, all accesses closed and locked.
  - Keys: Account for and adequately label all keys and hand over to Employer with itemised schedule, retaining duplicate schedule signed by Employer as a receipt.

- 730 MAKING GOOD DEFECTS
- Remedial work: Arrange access with Architect.
  - Rectification: Give reasonable notice for access to the various parts of the Works.
  - Completion: Notify when remedial works have been completed.

**A34 SECURITY/ SAFETY/ PROTECTION**

**SECURITY, HEALTH AND SAFETY**

- 110 PRECONSTRUCTION INFORMATION
- Location: Issued as a standalone document with the tender documents.
  - Description of project: Sections A10 and A11.
  - Client's consideration and management requirements: Sections A12, A13 and A36.
  - Environmental restrictions and on-site risks: Section A12, A35 and A34.
  - Significant design and construction hazards: Section A34.
  - The Health and Safety File: Section A37.

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

130	<p><b>PRODUCT HAZARDS</b></p> <ul style="list-style-type: none"> <li>- Hazardous substances: Site personnel levels must not exceed occupational exposure standards and maximum exposure limits stated in the current version of HSE document EH40: Workplace Exposure Limits.</li> <li>- Common hazards: Not listed. Control by good management and site practice.</li> </ul>		
140	<p><b>CONSTRUCTION PHASE HEALTH AND SAFETY PLAN</b></p> <ul style="list-style-type: none"> <li>- Submission: Present to the Employer Client no later than 7 working days prior to commencement of work.</li> <li>- 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 CDM Regulations.</li> <li>- 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.</li> </ul>		
150	<p><b>SECURITY</b></p> <ul style="list-style-type: none"> <li>- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.</li> <li>- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.</li> </ul>		
160	<p><b>STABILITY</b></p> <ul style="list-style-type: none"> <li>- Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.</li> <li>- Design loads: Obtain details, support as necessary and prevent overloading.</li> </ul>		
210	<p><b>SAFETY PROVISIONS FOR SITE VISITS</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Protective clothing and/ or equipment: Provide and maintain on site for other visitors to the site.</li> </ul> <p><b>PROTECT AGAINST THE FOLLOWING</b></p>		
330	<p><b>NOISE AND VIBRATION</b></p> <ul style="list-style-type: none"> <li>- Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.</li> <li>- Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.</li> <li>- Restrictions: Do not use: <ul style="list-style-type: none"> <li>- Radios or other audio equipment or permit employees to use in ways or at times That may cause nuisance.</li> </ul> </li> </ul>		
340	<p><b>POLLUTION</b></p> <ul style="list-style-type: none"> <li>- Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.</li> <li>- Contamination: If pollution occurs inform immediately, including to the appropriate Authorities and provide relevant information.</li> </ul>		
350	<p><b>PESTICIDES</b></p> <ul style="list-style-type: none"> <li>- Use: Not permitted.</li> </ul>		

360	<p><b>NUISANCE</b></p> <ul style="list-style-type: none"> <li>- Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes.</li> <li>- Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.</li> </ul>		
370	<p><b>ASBESTOS CONTAINING MATERIALS</b></p> <ul style="list-style-type: none"> <li>- Duty: Report immediately any suspected materials discovered during execution of the Works.</li> <li>- Do not disturb.</li> <li>- Agree methods for safe removal or encapsulation.</li> </ul>		
371	<p><b>DANGEROUS OR HAZARDOUS SUBSTANCES</b></p> <ul style="list-style-type: none"> <li>- Duty: Report immediately suspected materials discovered during execution of the Works.</li> <li>- Do not disturb.</li> <li>- Agree methods for safe removal or remediation.</li> </ul>		
375	<p><b>ANTIQUITIES</b></p> <ul style="list-style-type: none"> <li>- Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the works.</li> <li>- Preservation: Keep objects in the exact position and condition in which they were found.</li> </ul>		
380	<p><b>FIRE PREVENTION</b></p> <ul style="list-style-type: none"> <li>- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.</li> <li>- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by the Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').</li> </ul>		
390	<p><b>SMOKING ON SITE</b></p> <ul style="list-style-type: none"> <li>- Smoking on site: Not permitted.</li> </ul>		
400	<p><b>BURNING ON SITE</b></p> <ul style="list-style-type: none"> <li>- Burning on site: Not permitted.</li> </ul>		
410	<p><b>MOISTURE</b></p> <ul style="list-style-type: none"> <li>- Wetness or dampness: Prevent, where this may cause damage to the Works.</li> <li>- Drying out: Control humidity and the application of heat to prevent:</li> <li>- Blistering and failure of adhesion.</li> <li>- Damage due to trapped moisture.</li> <li>- Excessive movement.</li> </ul>		
420	<p><b>INFECTED TIMBER/ CONTAMINATED MATERIALS</b></p> <ul style="list-style-type: none"> <li>- Removal: Where instructed to remove materials affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.</li> <li>- Testing: Carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particle, toxins and other micro organisms are within acceptable levels.</li> </ul>		
430	<p><b>WASTE</b></p> <ul style="list-style-type: none"> <li>- Includes: Rubbish, debris, spoil, surplus material, containers and packaging.</li> <li>- General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.</li> <li>- Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:</li> </ul>		

	<ul style="list-style-type: none"> <li>-Non-hazardous material: In a manner approved by the Waste Regulation Authority.</li> <li>- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.</li> <li>- Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.</li> <li>- Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.</li> <li>- Waste transfer documentation: Retain on site.</li> </ul>		
440	<p><b>ELECTROMAGNETIC INTERFERENCE</b></p> <ul style="list-style-type: none"> <li>- Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.</li> </ul>		
	<p><b>PROTECT THE FOLLOWING</b></p>		
510	<p><b>EXISTING SERVICES</b></p> <ul style="list-style-type: none"> <li>- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.</li> <li>- Identification: Before starting work, check and mark positions of Utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.</li> <li>- Work adjacent to services:</li> <li>- Comply with service authority's/ statutory undertaker's recommendations.</li> <li>- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.</li> <li>- Identifying services:</li> <li>- Below ground: Use signboards, giving type and depth;</li> <li>- Overhead: Use headroom markers.</li> <li>- Damage to services: If any results from execution of the Works:</li> <li>- Immediately give notice and notify appropriate service authority/ statutory undertaker.</li> <li>- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.</li> <li>- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.</li> <li>- Marker tapes or protective covers: Replace, if disturbed during site operations to service authority's/ statutory undertakers recommendations.</li> </ul>		
520	<p><b>ROADS AND FOOTPATHS</b></p> <ul style="list-style-type: none"> <li>- Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.</li> <li>- Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority or other owner.</li> </ul>		
540	<p><b>RETAINED TREES/ SHRUBS/ GRASSED AREAS</b></p> <ul style="list-style-type: none"> <li>- Protection: Preserve and prevent damage, except those not required.</li> <li>- 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.</li> </ul>		

560	<p><b>EXISTING FEATURES</b></p> <ul style="list-style-type: none"> <li>- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.</li> </ul>		
570	<p><b>EXISTING WORK</b></p> <ul style="list-style-type: none"> <li>- Protection: Prevent damage to existing work, structure or other property during the course of the work. Provide adequate protection to facilitate.</li> <li>- Removal: Minimum amount necessary.</li> <li>- Replacement work: To match existing.</li> </ul>		
620	<p><b>ADJOINING PROPERTY</b></p> <ul style="list-style-type: none"> <li>- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.</li> </ul>		
625	<p><b>ADJOINING PROPERTY RESTRICTIONS</b></p> <ul style="list-style-type: none"> <li>- Precautions:</li> <li>- Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.</li> <li>- Pay all charges.</li> <li>- Remove and make good on completion or when directed.</li> <li>- Damage: Bear cost of repairing damage arising from execution of the Works.</li> </ul>		
630	<p><b>EXISTING STRUCTURES</b></p> <ul style="list-style-type: none"> <li>- Duty: Check proposed methods of work for effects on adjacent structures inside and outside the site boundary.</li> <li>- Supports: During execution of the Works:</li> <li>- 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.</li> <li>- Do not remove until new work is strong enough to support existing structure.</li> <li>- Prevent overstressing of completed work when removing supports.</li> <li>- Adjacent structures: Monitor and immediately report excessive movement.</li> <li>- Standard: Comply with BS 5975 and BS EN 12812.</li> </ul>		
640	<p><b>MATERIALS FOR RECYCLING/ REUSE</b></p> <ul style="list-style-type: none"> <li>- Duty: Sort and prevent damage to stated products or materials, clean off bedding and jointing materials and other contaminants.</li> <li>- Storage: Stack neatly and protect until required by the Employer or for use in the Works as instructed.</li> </ul>		
<b>A35</b>	<b>SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING</b>		
130	<p><b>METHOD/ SEQUENCE OF WORK</b></p> <ul style="list-style-type: none"> <li>- Specific Limitations: Include the following in the programme: Setting up and removal of temporary facilities one week prior to commencement of works and one week after completion of works. Both periods to be included in the overall contract period.</li> </ul>		
170	<p><b>WORKING HOURS</b></p> <ul style="list-style-type: none"> <li>- Specific limitations: 7.30am - 5.30pm Monday to Friday (excluding public holidays).</li> <li>- Weekend working with prior approval only.</li> </ul>		

**A36 FACILITIES/ TEMPORARY WORKS/ SERVICES**

**GENERALLY**

110 SPOIL HEAPS, TEMPORARY WORKS AND SERVICES

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

**ACCOMMODATION**

230 TEMPORARY ACCOMMODATION

- Proposals for temporary accommodation and storage for the Works: Submit two weeks prior to starting on site.
- Details to be included: Type of accommodation and storage, its siting and the programme for site installation and removal.

**TEMPORARY WORKS**

310 ROADS

- Permanent roads, hard standings and footpaths on the site: The following may be Used, subject to clause A34/520:
  - Details: Access road from Parks Road to Outdoor Services Depot.
  - Protective or remedial measures: To be returned to the state found at the commencement of the project.

320 TEMPORARY WORKS

- Employer's Specific Requirements: Provide: Temporary facilities as detailed on drawing 1765/A-001 and section 6 of the Schedule of Works.

340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
  - Title of Project.
  - Name of Employer.
  - Names of Consultants.
  - Names of Contractor and Subcontractors.

**SERVICES AND FACILITIES**

410 LIGHTING

- Finishing work and inspection: Provide temporary lighting, the intensity and direction of which closely resembles that delivered by the permanent installation.

420 LIGHTING AND POWER

- Supply: Electricity from the Employer's mains may be used for the Works as follows:
- Metering: Metered by the Contractor and charged to the Contractor.
- Point of Supply: To be agreed.
- Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

430	<p><b>WATER</b></p> <ul style="list-style-type: none"> <li>- Supply: The Employer's mains may be used for the Works.</li> <li>- Metering: Metered by the Contractor and charged to the Contractor.</li> <li>- Point of Supply: To be agreed.</li> <li>- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.</li> </ul>		
440	<p><b>TELEPHONES</b></p> <ul style="list-style-type: none"> <li>- Direct communication: As soon as practicable after the Date of Possession provide the Contractor's person in charge with a mobile telephone.</li> </ul>		
520	<p><b>USE OF PERMANENT HEATING SYSTEM</b></p> <ul style="list-style-type: none"> <li>- Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.</li> <li>- Installation: If used: <ul style="list-style-type: none"> <li>- Take responsibility for operation, maintenance and remedial work.</li> <li>- Arrange supervision by and indemnification of the appropriate Subcontractors.</li> <li>- Pay costs arising.</li> </ul> </li> </ul>		
530	<p><b>BENEFICIAL USE OF INSTALLED SYSTEMS</b></p> <ul style="list-style-type: none"> <li>- Permanent systems: Do not use for the Works.</li> </ul>		
540	<p><b>METER READINGS</b></p> <ul style="list-style-type: none"> <li>- Charges for service supplies: Where to be apportioned ensure that: <ul style="list-style-type: none"> <li>- Meter readings are taken by relevant authority at possession and/ or completion as appropriate.</li> <li>- Copies of readings are supplied to interested parties.</li> </ul> </li> </ul>		
550	<p><b>THERMOMETERS</b></p> <ul style="list-style-type: none"> <li>- General: Provide onsite and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.</li> </ul>		
570	<p><b>PERSONAL PROTECTIVE EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>- General: Provide for the sole use of those acting on behalf of the Employer, in sizes to be specified: <ul style="list-style-type: none"> <li>- Safety helmets to BS EN 397, neither damaged nor time expired.</li> <li>- High visibility waistcoats to BS EN 471 Class 2.</li> <li>- Disposable respirators to BS EN 149.FFP1S.</li> <li>- Eye protection to BS EN 166.</li> <li>- Ear protection - muffs to BS EN 352 - 1, plugs to BS EN 352 – 2.</li> <li>- Hand protection - to BS EN 388, 407, 420 or 511 as appropriate.</li> </ul> </li> </ul>		
<b>A37</b>	<p><b>OPERATION/ MAINTENANCE OF THE FINISHED WORKS</b></p> <p><b>GENERALLY</b></p>		
110	<p><b>THE BUILDING MANUAL</b></p> <ul style="list-style-type: none"> <li>- Responsibility: Principal Contractor.</li> <li>- Content: Obtain and Provide comprehensive information for owners and users of the completed Works. Include an overview of the main design principles and describe key components and systems within the finished Works, so affording a complete understanding of the Works, including all buildings and their systems to enable efficient and safe operation and maintenance.</li> <li>- Format: Hard copy and electronic copy to be provided.</li> <li>- Number of copies: 1 hard copy and 1 electronic copy.</li> </ul>		

- |            |   |  |  |
|------------|---|--|--|
| 115        | <p>THE HEALTH AND SAFETY FILE</p> <ul style="list-style-type: none"> <li>- Refer to Pre-construction information pack for details of requirements.</li> </ul>   |  |  |
| 155        | <p>CONTENT OF THE BUILDING MANUAL</p> <ul style="list-style-type: none"> <li>- General: Details of the property, the parties, fire safety strategy, operational requirements and constraints of a general nature.</li> <li>- Building fabric: Design criteria, maintenance details, product details, and environmental and trafficking conditions.</li> <li>- Building services: Description and operation of systems, diagrammatic drawings, record drawings, identification of services, product details, equipment settings, maintenance schedules, consumable items, spares and emergency procedures.</li> <li>- Documentation: Guarantees, warranties, maintenance agreements, test certificates and reports.</li> </ul> |  |  |
| 160        | <p>PRESENTATION OF BUILDING MANUAL</p> <ul style="list-style-type: none"> <li>- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.</li> <li>- Selected drawings needed to illustrate or locate items mentioned in the Manual: Where larger than A4, to be folded and accommodated in the binders so that they may be unfolded without being detached from the rings.</li> <li>- As-built drawings: The main sets may form annexes to the Manual.</li> </ul>   |  |  |
| <b>A40</b> | <b>CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF</b>  |  |  |
| 110        | <p>MANAGEMENT AND STAFF</p> <ul style="list-style-type: none"> <li>- Cost significant items:</li> <li>- Contractors Management Staff including QS, Site Manager.</li> </ul>   |  |  |
| <b>A41</b> | <b>CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION</b>  |  |  |
| 110        | <p>SITE ACCOMMODATION</p> <ul style="list-style-type: none"> <li>- Details: Site accommodation required or made/ not made available by the Employer: See section A36.</li> <li>- Cost significant items: Site accommodation.</li> </ul>   |  |  |
| <b>A42</b> | <b>CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES</b>   |  |  |
| 110        | <p>SERVICES AND FACILITIES</p> <ul style="list-style-type: none"> <li>- Details: Services or facilities required or made/ not made available by the Employer: See section A36.</li> </ul>   |  |  |
| <b>A43</b> | <b>CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT</b>  |  |  |
| 110        | <p>MECHANICAL PLANT</p>   |  |  |
| <b>A44</b> | <b>CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS</b>   |  |  |
| 110        | <p>TEMPORARY WORKS</p> <ul style="list-style-type: none"> <li>- Details: Temporary works required or made/ not made available by the Employer: See section A36.</li> </ul>  |  |  |

<b>A50</b>	<b>WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER</b>		
120	PRODUCTS PROVIDED BY/ ON BEHALF OF EMPLOYER		
-	General: Details of such products are given in the work sections, for fixing as part of the contract. Use for no other purpose than the Works.		
-	Handling: Accept delivery, check against receipts and take into appropriate storage.		
-	Surplus products: Keep safe and obtain instructions.		
<b>A54</b>	<b>PROVISIONAL WORK/ ITEMS</b>		
110	PROVISIONAL SUMS FOR DEFINED WORK		
-	Item: WORKTOP, CUPBOARDS ETC TO WORKSHOP		
-	Description of work: Provide melamine faced worktop with cupboards and shelving below to Workshop.		
-	Provisional Sums: Include the sum of £3,500 (Three thousand five hundred pounds).	3,500	00
-	Allow for general attendance.		
110	PROVISIONAL SUMS FOR DEFINED WORK		
-	Item: ALTERATIONS TO ELECTRICAL SUPPLY BY SSE		
-	Description of work: Alterations to incoming electrical supply by SSE.		
-	Provisional Sums: Include the sum of £5,000 (Five thousand pounds).	5,000	00
-	Allow for general attendance.		
590	CONTINGENCIES		
-	Provisional sum: Include: The sum of £20,000 (Twenty thousand pounds).	20,000	00
<b>A55</b>	<b>DAYWORKS</b>		
150	DAYWORK CHARGES		
-	General: Where an instruction is issued requiring a variation which is not of a similar character or executed under similar conditions to work included in the Contract and where work cannot properly be measured and valued, the Contractor shall be allowed payment on a dayworks basis at the following rates:		
-	RICS/ Construction Confederation: Prime cost of labour: The sum of £ 1,500.00	1,500	00
-	Percentage adjustment to cover incidental costs, overheads and profit: _____ %.		
-	Prime cost of materials and goods: The sum of £500.00	500	00
-	Percentage adjustment to cover incidental costs, overheads and profit: _____ %.		
-	Prime cost of plant: The sum of £500.00	500	00
-	Percentage adjustment to cover incidental costs, overheads and profit: _____ %.		

EDMONDS PARK OUTDOOR SERVICES DEPOT  
PARK ROAD, DIDCOT

PRELIMINARIES

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**APPENDIX A**  
**TENDER DRAWINGS**

EDMONDS PARK OUTDOOR SERVICES DEPOT  
PARKS ROAD, DIDCOT

PRELIMINARIES

APPENDIX A

TENDER AND CONTRACT DRAWINGS

As referred to in Clause A11:110 & 120

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Number	Description
<b><u>RPA ARCHITECTS</u></b>	
1765	A-001A Block and Location Plan A-002 Existing Site Plan A-003A Proposed Site Plan A-102C Proposed Ground Floor Plan A-103C Proposed First Floor Plan A-200 Existing Elevations A-202C Elevations Sheet 1 of 2 A-203C Elevations Sheet 2 of 2 A-300C Sections
<b><u>BUILDING MECHANICS</u></b>	
17014	01B Structural Steelwork - Ground Floor General Arrangement 02B Structural Steelwork - First Floor General Arrangement 03B Structural Steelwork - Sections on Gridlines A - G 04B Structural Steelwork – Principal External Elevations 05 Foundation Level – General Arrangement 06A Section Z - Z 07A Section Y - Y and W - W 08 Section X - X
<b><u>PSB CONSULTING ENGINEERS (OXFORD) LTD</u></b>	
1320.01	E001T Ground Floor – Proposed Lighting, Emergency Lighting and Fire Alarm Layout E002T First Floor – Proposed Lighting, Emergency Lighting and Fire Alarm Layout E003T Ground Floor – Small Power and Ancillary Services Layout M001T Proposed Heating Layout M002T Proposed Ventilation Layout M003T Proposed Domestic Water Services Layout M004T Proposed Above Ground Drainage Layout
<b><u>LASER SURVEYS LTD</u></b>	
N8988	1 Underground Services and Outline Topographical Survey

**SECTION 2**  
**MAIN BUILDING**

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Demolitions and Alterations

- a) Make safe existing incoming services and demolish existing single storey building. Mainly brick cavity walls with pitched roof with felt coverings. Break up floor slab and grub up all foundations. Dispose of all spoil and debris off site.

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EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Substructure

- a) Excavate to required formation levels including reduced level excavation, breaking up/removing existing hardstandings as required. Allow for all necessary earthwork support. Compact and treat surface of ground with weedkiller. Dispose of all surplus excavated materials off site.
- b) Extra for additional excavation etc to areas of insulated floor slab.
- c) Strip foundations 600mm wide including excavation, disposal, earthwork support, formwork, compacting and C25/30 mass concrete strip foundations.
- d) Pad foundations to columns 900 x 900mm including excavation, disposal, earthwork support, formwork, compacting and C25/30 mass concrete pad foundations.
- e) Encase steel columns up to ground floor slab level with C32/40 concrete including D49 mesh reinforcement, formwork, expansion joint with slab etc.
- f) Ground floor slab to main building comprising scraping back existing subgrade, filling where necessary, compacting, sand blinding, 1200 gauge polythene dpm, 85mm Clayboard with dpm, 225mm RC32/40 concrete slab with B1185 mesh reinforcement etc. Including excavation, disposal, earthwork support, formwork, compacting etc.
- g) Allow for additional H8 lacer bars at 400 centres as indicated on Building Mechanics drawing 17014-05.
- h) Allow for 20mm deep by 3mm thick saw cut along gridline 2.
- i) Ground floor slab to external store comprising 450mm compacted Type 1 fill, sand blinding, 1200 gauge polythene dpm, 150mm RC32/40 concrete slab with A393 mesh reinforcement etc. Including excavation, disposal, earthwork support, formwork, compacting etc.
- j) External walls up to DPC as shown including two skins of blockwork, cavities including ties, concrete cavity fill and cavity insulation as specified. Exposed blockwork above ground level to be painted black with two coats RIW.
- k) Internal wall below slab to gridline 2 comprising 440mm thick blockwork.
- l) Allow for forming sleeves and waterproofing through new foundation concrete and masonry walls for drain pipes and services where necessary.
- m) Allow for all necessary waterproofing including damp proof membranes, damp proof courses and cavity trays including lapping and jointing to vertical and horizontal membranes.
- n) Allow for proprietary weep vents to masonry at dpc level as required.

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EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

- a) Allow for backfilling excavations up to new formation levels including compacting filling as necessary.
- b) Allow for disposal of surface water and ground water, as necessary.
- c) Extra over excavations for breaking out and removing existing reinforced concrete - PROVISIONAL QUANTITY 10m<sup>3</sup>.
- d) Allow for excavating soft spots and backfilling with 6F2 including excavation, disposal, earthwork support, compacting – PROVISIONAL QUANTITY 10m<sup>3</sup>.
- e) Allow for any other work shown on the drawings and in the specification for this element.

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EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Frame

- a) Allow for all structural steelwork, including portal frames, beams, columns, bracings, haunches, fixings, end plates, etc, as shown on Building Mechanics drawings 17014-01 to 08.
- b) Steelwork fittings, bolts and connections.
- c) Base plate details to columns including holding down bolts / anchors / grouting as required.
- d) Allow for all padstones, and associated works as required.
- e) Site applied surface preparation / treatments / decorations to exposed steelwork.
- f) Fire protection as required.
- g) Allow for any other work shown on the drawings and in the specification for this element.

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EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Upper Floors

- a) 47 x 225mm C24 softwood joists at 400 centres to Mezzanine floor.
- b) 38 x 63mm C16 softwood bearers sitting on bottom flange of steel UB.
- c) 50 x 150mm C16 softwood noggins as blocking between ends of joists.
- d) 30mm thick OSB HDX decking.
- e) Allow for any other work shown on the drawings and in the specification for this element.

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EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Roof

- a) 80mm composite polyester powder coated steel cladding system AS35 by Steadmans or equal approved complete with 140Z16 purlins at maximum 1500mm centres, brackets, cleats, fixings, anti sag rods etc.
- b) Allow for rooflights to 15% of the roof area to the Vehicle Store including all flashings, trims, upstands etc.
- c) Allow for ridge detail.
- d) Allow for eaves detail including powder coated steel gutters and fittings.
- e) Allow for verge detail.
- f) Allow for junction detail with wall cladding.
- g) Allow for 50mm and 63mm diameter powder coated steel rainwater downpipes and fittings.
- h) Allow for any other work shown on the drawings and in the specification for this element.

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EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Stairs

- a) Steel staircase with 900mm high Kee Klamp galvanised steel balustrade up to Mezzanine floor.
- b) 1100mm high Kee Klamp galvanised steel balustrade to Mezzanine floor.
- c) Extra for removable section of balustrade.
- d) Allow for any other work shown on the drawings and in the specification for this element.

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EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

External Walls

- a) 60mm composite polyester powder coated steel cladding system AS35 by Steadmans or equal approved to main building complete with 140Z16 cladding rails, brackets, cleats, fixings anti sag rods etc.
- b) Allow for corner flashings.
- c) Allow for vertical junction detail.
- d) Uninsulated polyester powder coated steel cladding system AS35 by Steadmans or equal approved to Sports Store complete with top hat fixings or timber battens to blockwork, brackets, cleats, fixings, anti sag rods etc.
- e) Allow for corner flashings.
- f) Allow for vertical junction detail with composite cladding.
- g) Inner skin of 100mm blockwork above ground floor dpc level up to underside of steel beam to staff areas, including all cavities, ties, and accessories.
- h) Inner skin of 100mm blockwork above ground floor dpc level to height of 2.1m to Vehicle store and workshop, including all cavities, ties, and accessories. Allow for steel restraint angle as Building Mechanics drawing 17014-07.
- i) Inner skin of 100mm blockwork above ground floor dpc level to Sports Store, including all cavities, ties, and accessories.
- j) Allow for all movement and construction joints and associated works as required.
- k) Allow for forming openings in new masonry and composite steel cladding walls for doors and windows including lintels as required with DPC cavity tray over. Close cavities to jambs, heads and cills including DPC's and extra wall ties etc around openings.
- l) Allow for 60 minute fire resistant cavity barriers.
- m) Allow for all other damp proof courses, cavity trays and weep vents as required.
- n) Allow for any other work shown on the drawings and in the specification for this element.

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EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Windows and External Doors

- a) Allow for Aluminium powder coated windows Type 1 (W1 to W5) as detailed on the architects drawings; including all ironmongery, reveal, head and cill detail.
- b) Allow for Seceuro Shield 3800 built in security shutters to all windows.
- c) Allow for single Assa Abloy Powershield Personnel Steel external doorsets (D3, 4 and 6) as detailed on the architects drawings; including all ironmongery, reveal, head and threshold detail.
- d) Allow for double Assa Abloy Powershield Personnel Steel external doorsets (D5) as detailed on the architects drawings; including all ironmongery, reveal, head and threshold detail.
- e) Allow for electrically operated Assa Abloy overhead sectional doors reference OH1042P (D1 and 2) as detailed on the architects drawings; including all ironmongery, reveal, head, threshold and support tie detail.
- f) Allow for mdf window boards. Include for decoration.
- g) Seal around all windows and external doors internally and externally.
- h) Allow for any other work shown on the drawings and in the specification for this element.

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EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Internal Walls

- a) 60 minute fire compartment wall comprising two skins of 100mm blockwork and 100mm cavity with full fill cavity insulation.
- b) 100mm blockwork internal walls and partitions complete.
- c) Timber stud partition to Workshop store cupboard.
- d) Allow for all junction details to underside of roof and mezzanine floor as required.
- e) Allow for forming openings including lintels as required.
- f) Allow for movement joints as required.
- g) Allow for dpc to base of blockwork.
- h) Allow for any other work shown on the drawings and in the specification for this element.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Internal Doors, Screens and Ironmongery

- a) Allow for single internal melamine faced doors with hardwood lipping to suit 940mm wide opening (D7, 8, 9, 11 and 12). Allow for softwood frames, stops and architraves.
- b) Allow for single internal melamine faced doors with hardwood lipping to suit 1050mm wide opening (D10). Allow for softwood frames, stops and architraves.
- c) Allow for double internal melamine faced doors with hardwood lipping to suit 1460mm wide opening (D13 and 14). Allow for softwood frames, stops and architraves.
- d) Allow for 60 minute fire rated internal softwood glazed screen 900 x 1050 (W6). Include for Pilkington Pyrostop glazing.
- e) Allow for 1.5 pairs stainless steel hinges, tubular lever handles and kick plates to all internal doors. Allow for 3 lever locks to doors D7, 8 and 9. Allow for indicator bolts to doors D10, 11 and 12. Allow for flush bolts to doors D13 and 14.
- f) Allow for decorations to doors, frames and architraves etc as specified.
- g) Allow for all necessary sealants.
- h) Allow for any other work shown on the drawings and in the specification for this element.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Wall Finishes

- a) 12.5 mm plasterboard with taped and jointed finish to Staff areas. Fixed to blockwork with plaster dot and dabs. Allow for all stop and angle beads.
- b) Allow for ceramic wall tiling, 150 x 150, including all keys, adhesives and grouting as required to full height of shower cubicles and splashbacks to sinks, kitchen units etc.
- c) Allow for decoration to all surfaces as required.
- d) Allow for any other work shown on the drawings and in the specification for this element.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Floor Finishes

- a) Allow for 70mm thick Kingspan Kooltherm K103 floor board insulation to Staff areas, including 20mm thick perimeter upstands.
- b) Allow for Visqueen 500 gauge polythene separating membrane to be laid on insulation.
- c) Allow for 75 thick cement and sand screed to Staff areas. Screed set to falls in shower enclosures.
- d) Allow for power floated finish to floor slab in Vehicle store, Workshop and Sports store. Allow for floor paint.
- e) Allow for Polyflor Vinyl sheet flooring and latex to Staff areas.
- f) Allow for dividing strips and edge trims to floor finishes as required.
- g) Allow for timber skirtings and decorations to Staff room, Office, Hall and under stairs cupboard.
- h) Allow for vinyl coved skirtings to WC, Shower rooms and linking corridor.
- i) Allow for any other work shown on the drawings and in the specification for this element.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Ceiling Finishes

- a) Allow for 15mm fireline plasterboard to form 60 minute fire resistant ceiling in Staff areas with skim coat plaster including perimeter trims, all beads, stops etc as required.
- b) Allow for mineral fibre insulation between Mezzanine floor joists.
- c) Allow for extra timber framing forming all bulkheads as required.
- d) Allow for decoration to all surfaces as required.
- e) Allow for any other work shown on the drawings and in the specification for this element.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Fittings, Furnishings & Equipment

- a) Allow for kitchenette to Staff room including worktop, cupboards, wall units etc.
- b) Allow for shelving to Workshop store cupboard.
- c) Note: Furniture to office and lockers are to be provided by the Employer.
- d) Allow for mirrors to WC and Shower Rooms.
- e) Allow for any other work shown on the drawings and in the specification for this element.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Sanitary Appliances

- a) Allow for kitchenette sink, taps and traps etc.
- b) Allow for WC, sink, taps and trap etc to WC.
- c) Allow for WC, Bristan OPAC Thermostatic TMV3 concealed Mini Shower valve with chrome lever and Economy Adjustable Riser Shower Kit, sink, taps and trap etc to Shower room.
- d) Allow for Doc M pack including all grab rails, Bristan OPAC Thermostatic TMV3 concealed Mini Shower valve with chrome lever and Economy Adjustable Riser Shower Kit etc to Accessible Shower room.
- e) Allow for drainage gullies to Shower enclosures.
- f) Allow for all accessories including toilet paper dispensers, paper towel dispensers, soap dispensers etc.
- g) Allow for any boxing for ducts and wastes not covered elsewhere.
- h) Allow for all necessary sealant bedding and pointing.
- i) Allow for testing and commissioning new sanitaryware and above ground drainage.
- j) Allow for any other work shown on the drawings and in the specification for this element.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

Generally

- a) Allow for all other work shown or implied on drawings or indicated in the contract documents which is not specifically itemised in the above schedule of works. List items below.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 2 – NEW BUILDING

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£	p

**SECTION 3**  
**MECHANICAL SERVICES**

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 3 – MECHANICAL INSTALLATIONS

Mechanical Installations

Mechanical Installation as attached summary from PSB Consulting Engineers (Oxford) Ltd

Add for Main Contractors Discount

Add for Main Contractors Overheads and Profit

Add for General Attendance

Add for all Builders Work in Connection with mechanical services including concrete base and protective cage for air source heat pump.

£	p

**PART 3 TENDER DOCUMENTS – EDMONDS PARK OUTDOOR SERVICES DEPOT**

The following is an analysis of the quoted figure as entered on the Form of Tender and must be completed by the Tenderer at the time of Tender and must be arithmetically correct.

The Contractor shall note that if after receipt of tenders there is a shortfall of funding, various elements of the work will be omitted to comply with the funding limit. Accordingly the Contractor shall price each element of the work on the above basis including any loss of profitability consequent on a reduced contract value.

Each sum shall include for all work necessary to complete that particular section of work.

**Edmonds Park Outdoor Services Depot - Mechanical Services**

1	Compliance with Preliminaries and Standard Specification	£
2	Stripping Out and Removal of Redundant Services	£
3	Provision of Temporary Services (As Required)	£
4	Incoming Mains Cold Water Supply	£
5	Air Source Heat Pump Plant & Equipment	£
6	LTHW Heating System, Pipework & Valves	£
7	Fan Convectors & Underfloor Heating	£
8	Mechanical Ventilation	£
9	Domestic Hot & Cold Water Services	£
10	Above Ground Drainage	£
11	Automatic Controls	
12	Builderswork	£
13	Thermal Insulation	£
14	Testing and Commissioning	£
15	Demonstration	£
16	Record Documentation	£
17	Any other items not included but above but required to complete the contract, please list:	
	_____	£
	_____	£
<b>Total to be Carried Forward to the Main Contract Tender</b>		<b>£ _____</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**SECTION 4**  
**ELECTRICAL SERVICES**

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARK ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 4 – ELECTRICAL INSTALLATIONS

Electrical Installations

Electrical Installation as attached summary from PJB Consulting Engineers (Oxford) Ltd

Add for Main Contractors Discount

Add for Main Contractors Overheads and Profit

Add for General Attendance

Add for all Builders Work in Connection with electrical services

£	p

# ELECTRICAL SERVICES PRICING SCHEDULE

## EDMUND PARK NEW GROUNDS BUILDING

The following is an analysis of the quoted figure as entered on the Form of Tender and must be completed by the Tenderer at the time of Tender and must be arithmetically correct.

The Contractor shall note that if after receipt of tenders there is a shortfall of funding, various elements of the work will be omitted to comply with the funding limit. Accordingly the Contractor shall price each element of the work on the above basis including any loss of profitability consequent on a reduced contract value.

Each sum shall include for all work necessary to complete that particular section of work.

### Edmond Park New Grounds Building

1	Compliance with Preliminaries and Standard Specification	£
2	Stripping Out of Redundant Services	£
3	Provision of Temporary Services (As Required)	£
4	Removal of Redundant Switch Gear	£
5	Distribution Board Installation	£
6	Sub Main Cabling	£
7	Containment Systems	£
8	Small Power Installation	£
9	Lighting Installation	£
10	Emergency Lighting	£
11	External Lighting	£
12	Fire Alarm System.	£
13	Data System including Wiring	£
14	Wiring in Connection with Mechanical Services	£
15	Intruder Alarm System inc 1 Years Maintenance	£
16	Builderswork	£
17	Earthing and Bonding	£
18	Testing and Commissioning	£
19	O+M Manuals and Drawings	£
20	Compliance with CDM Regulations	£
21	Any other items not included but above but required to complete the contract, please list:	
	_____	£
	_____	£
	<b>Total Carried Forward</b>	<b>£</b>

Total Brought Forward

£

**Total to be Carried Forward to the Main Contract Tender**

£ \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**SECTION 5**  
**DRAINAGE AND EXTERNAL WORKS**

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARKS ROAD, DIDCOT

SCHEDULE OF WORKS

SECTION 5 – EXTERNAL WORKS, DRAINAGE & EXTERNAL SERVICES

External Works

- a) Remove section of hedge including grubbing up roots and disposal of all spoil and debris off site.
- b) Remove pair of gates including disposal off site.
- c) Remove section of existing fence between existing building and boundary fence including disposal off site.
- d) Remove section of fencing for new gates into Sports store compound including disposal off site.
- e) Allow for scrapping back existing gravel and storing on site for later reuse, 225mm thick sub base, redistributing stock piled gravel etc including excavation and disposal as required.
- f) Allow for concrete level threshold platform as indicated on the drawings including excavation, sub base filling, disposal etc as required.
- g) Allow for new fencing to match existing including junction with existing.
- h) Allow for new pair of gates into Sports store compound including new posts and connection to existing fence.
- i) Allow for road marking and parking demarcations as shown.
- j) Allow for all other external works not covered above.

£	p

SCHEDULE OF WORKS

SECTION 5 – EXTERNAL WORKS, DRAINAGE & EXTERNAL SERVICES

Drainage

- a) Break up existing foul water manholes, drain runs etc and cap off as required. Dispose of all debris off site.
- b) Break up existing soakaway, drain runs etc and cap off as required. Dispose of all debris off site.
- c) Surface water drainage complete including drain runs, termination points and fittings, gulleys, rodding eyes, inspection chambers, concrete ring soakaways, all bedding and surround details, breaking up existing construction as required all as architects drawing 1765/A-003.
- d) Contractor to provide percolation test to determine depth of soakaways.
- e) Foul water drainage complete including drain runs, termination points and fittings, gulleys, inspection chambers, Kingspan Klargestar 1600 litre domestic twin pump packaged pumping station, all bedding and surround details, breaking up existing construction as required all as architects drawing 1765/A-003.
- f) 50mm diameter foul water pumping main including connections into existing neighbours manhole approximately 35 metres away.
- g) Testing and commissioning drainage.
- h) Allow for all other drainage work not covered above.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARKS ROAD, DIDCOT

SCHEDULE OF WORKS

SECTION 5 – EXTERNAL WORKS, DRAINAGE & EXTERNAL SERVICES

External Services

- a) Builders work in connection with new 32mm diameter water main from existing water main to store cupboard complete including trenches, ducts, chambers, building entry, connection to existing main, making good of surfacing, backfilling and any other requirements all as PSB Consulting Engineers (Oxford) Ltd drawing 1320.01/M003.
- b) Builders work in connection with new electrical supply from existing supply to store cupboard including trenches, ducts, chambers, building entry, connection to existing main, making good of surfacing, backfilling and any other requirements all as PSB Consulting Engineers (Oxford) Ltd drawing 1320.01/E003.
- c) Relocation of existing fuel store including new electrical supply and all necessary builderswork.
- d) Allow for all other work relating to incoming services, external lighting and any other external services not covered above.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARKS ROAD, DIDCOT

SCHEDULE OF WORKS

SECTION 5 – EXTERNAL WORKS, DRAINAGE & EXTERNAL SERVICES

COLLECTION

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**SECTION 6**  
**TEMPORARY FACILITIES**

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARKS ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 6 – TEMPORARY FACILITIES

Temporary Facilities

- a) Form temporary compound in existing car park with Heras fencing and gate.
- b) Provide 2nr 40 foot x 8 foot storage containers for the duration of the contract.
- c) Provide 20 foot x 8 foot welfare unit complete with toilet and kitchen for the duration of the contract. Please note that there are no services in this area.
- d) Allow for security lighting to compound.
- e) Removal of temporary compound, containers and welfare unit on completion of contract.
- f) Allow for all other works not covered above.

£	p

EDMONDS PARK OUTDOOR SERVICES DEPOT, PARKS ROAD, DIDCOT

SCHEDULE OF WORKS  
SECTION 6 – TEMPORARY FACILITIES

COLLECTION

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## **GENERAL SUMMARY**

EDMONDS PARK OUTDOOR SERVICES DEPOT,  
PARK ROAD, DIDCOT

GENERAL SUMMARY

£ p

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TOTAL COST OF WORKS

£