

Pricing Document



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28/02/2017

PROJECT:

Roof recovering, replacement suspended ceiling and replacement perimeter lighting (optional) to Arnold Leisure Centre, High St, Arnold, Nottingham NG5 7EE

CLIENT:

Gedling Borough Council

Project No.: # 12230 |

| **Author:** MJB

Document Control Sheet

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Distribution

Organisation	Contact	Copies
Client – Gedling Borough Council	Sarah Retzlaff – Service Manager	One
Contractor	TBA	One
Principal Designer	Mike Bricknell - RAM Consultancy Limited	One
Lead Designer (file copy)	Mike Bricknell - RAM Consultancy Limited	One

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APPENDICES

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1. PRELIMINARIES

JCT335A10 PROJECT PARTICULARS

110 THE PROJECT

- Name: Arnold Leisure Centre.
- Nature: Flat Roof recovering, suspended ceiling replacement and replacement pool lighting.
- Location: Arnold Leisure Centre, High Street, Arnold, Nottingham, NG5 7EE.
- Length of contract: 16 weeks.

120 EMPLOYER (CLIENT)

- Name: Gedling Borough Council.
- Address: Civic Centre, Arnot Hill Road, Arnold, Nottingham, NG5 6LU.
- Contact: Sarah Retzlaff - Service Manager.
- Telephone: 0115 901 3703. .
- E-mail: sarah.retzlaff@gedling.gov.uk.

130 PRINCIPAL CONTRACTOR (CDM)

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

140 ARCHITECT/ CONTRACT ADMINISTRATOR

- Name: RAM Consultancy Ltd.
- Address: Triumph Way, Kempston, Bedford, Bedfordshire, MK42 7QB.
- Contact: Mike Bricknell MRICS, MCIQB.
- Telephone: 01234 840 442 / 07808 876 658.
- E-mail: mikebricknell@ramconsultancy.co.uk.

150 PRINCIPAL DESIGNER

- Name: RAM Consultancy Ltd.
- Address: Triumph Way, Kempston, Bedford, Bedfordshire, MK42 7QB.
- Contact: Mike Bricknell MRICS, MCIQB.
- Telephone: 01234 840 442 / 07808 876 658.
- E-mail: mikebricknell@ramconsultancy.co.uk.

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JCT335A11 TENDER AND CONTRACT DOCUMENTS

160 PRECONSTRUCTION INFORMATION

- Format: The Preconstruction information is described in these preliminaries in Section A34. It refers to information given elsewhere in the preliminaries and other tender documents.

JCT335A12 THE SITE/ EXISTING BUILDINGS

110 THE SITE

- Description: Arnold Leisure Centre.

120 EXISTING BUILDINGS ON/ ADJACENT TO THE SITE

- Description: Leisure Centre surrounded with residential and commercial properties.

200 ACCESS TO THE SITE

- Description: Main entrance door off of the main public car park.
- Limitations: None.

210 PARKING

- Restrictions on parking of the Contractor's and employees' vehicles: Parking within the nearby public car park is available subject to a local charge.

220 USE OF THE SITE

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

230 SURROUNDING LAND/ BUILDING USES

- General: Adjacent or nearby uses or activities are as follows:
Residential and commercial.

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: none of note.
- Information: The accuracy and sufficiency of this information is not guaranteed by the Employer or the Employer's representative. Ascertain if any additional information is required to ensure the safety of all persons and the Works.
- Site staff: Draw to the attention of all personnel working on the site the nature of any possible contamination and the need to take appropriate precautionary measures.

250 SITE VISIT

- Assessment: Ascertain the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the Works.
- Arrangements for visit: through the Contract Administrator (See JCT370A10 - 140).

JCT335A13 DESCRIPTION OF THE WORK

120 THE WORKS

- Description:
 - **PROJECT 1 - replacement of waterproofing with insulation scheme of the split level flat roof to the leisure centre including for removal and reinstatement of mechanical plant; replacement of external doors and frames and repairs to existing pre-cast concrete vertical cladding. Additionally the replacement of the existing suspended ceiling to the pool area and associated works including the replacement of perimeter lighting and associated works.**
 - **PROJECT 2 - replacement of waterproofing with insulation scheme of the split level flat roof to the leisure centre including for removal and reinstatement of mechanical plant; replacement of external doors and frames and repairs to existing pre-cast concrete vertical cladding. Additionally the replacement of the existing suspended ceiling to the pool area and associated works excluding the replacement of perimeter lighting and associated works.**

130 WORK BY OTHERS CONCURRENT WITH THE CONTRACT

- Description: none identified to date.

140 COMPLETION WORK BY OTHERS

- Description: None.

JCT335A20 JCT INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)

INTERMEDIATE BUILDING CONTRACT WITH CONTRACTOR'S DESIGN (ICD)

- The Contract: JCT Intermediate Building Contract with Contractor's Design 2011 Edition incorporating New Rules of Measurement Update, August 2012 and Amendment 1, March 2015.
- Requirement: Allow for the obligations, liabilities and services described.

THE RECITALS

First - THE WORKS

- Comprise: replacement of waterproofing with insulation scheme of the split level flat roof to the leisure centre including for removal and reinstatement of mechanical plant; replacement of external doors and frames and repairs to existing pre-cast concrete vertical cladding. Additionally the replacement of the existing suspended ceiling to the pool area and the associated works and if the option is exercised by the Client, the replacement of perimeter lighting and associated works.
- Location: Arnold Leisure Centre.

Second - CONTRACTOR'S DESIGNED PORTION

- The Works include the design and construction of:
Mechanical and Electrical works - external alterations to plant on the roof to facilitate the roof recovering and replacement of lighting to the pool area internally.

Fourth - OTHER DOCUMENTS SUPPLIED BY THE EMPLOYER

- Comprise: The Work Schedules.
- Named person: The whole of the text referring to a named person as a subcontractor will not be deleted.

Fifth B - PRICING BY THE CONTRACTOR

- Option B will apply: Option A will be deleted.
- Priced Activity Schedule: The words 'and has provided the Employer with a priced schedule of activities annexed to this Contract (the Activity Schedule) will not be deleted.

Ninth - INFORMATION RELEASE SCHEDULE

- The Ninth Recital will be deleted.

Eleventh - DIVISION OF THE WORKS INTO SECTIONS

- The Eleventh Recital will not be deleted.

THE ARTICLES

3 - ARCHITECT/ CONTRACT ADMINISTRATOR

- Architect/ Contract Administrator: See clause A10/140.

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5 - PRINCIPAL DESIGNER

- Principal Designer: See clause A10/150.

6 - PRINCIPAL CONTRACTOR

- Principal Contractor: See clause A10/130.

9 - LEGAL PROCEEDINGS

- Amendments: none.

CONTRACT PARTICULARS

PART 1: GENERAL

Fourth Recital - EMPLOYER'S REQUIREMENTS

- Comprise: Pricing Document.

Sixth Recital - CONTRACTOR'S PROPOSALS/ CDP ANALYSIS

- Comprise: To be completed by the Contractor.
- Specific Requirements: none.

Eighth Recital and Clause 4.5 - CONSTRUCTION INDUSTRY SCHEME

- Employer at Base Date is not a 'contractor' for the purposes of the CIS.

Tenth Recital - CDM REGULATIONS

- The project is not notifiable.

Eleventh Recital - DESCRIPTION OF SECTIONS

- Description of Sections:
Section 1 - Replacement of the internal suspended ceiling and all associated works
Section 2 - Replacement of the flat roof recovering and all associated works.

Twelfth Recital - FRAMEWORK AGREEMENT

- Framework agreement: Does not apply.
- Details:
 - Date: n/a.
 - Title: n/a.
 - Parties: n/a.

Thirteenth Recital and Schedule 5 - 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.

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- Notification and negotiation of disputes: Paragraph 6 applies.
- Where paragraph 6 applies, the respective nominees of the parties are:
 - Employer's nominee: TBC.
 - Contractor's nominee: TO BE COMPLETED BY CONTRACTOR. Or such replacement as each party may notify to the other from time to time.

Article 8 - ARBITRATION

- Article 8 and clauses 9.3 to 9.8 (arbitration) apply.

Clause 1.1 - BASE DATE

- Base Date: April 18th, 2017.

Clause 1.1 - DATES FOR COMPLETION OF SECTIONS

- Dates for completion of sections:
 - Section: one - replacement of suspended ceiling all associated works to pool area and if option exercised the replacement of the perimeter lighting: Date: August 18th, 2017.
 - Section: two – re-waterproofing to main roof area and associated works: Date: September 22nd, 2017.
 - Section: n/a: Date: n/a.

Clause 1.7 - ADDRESSES FOR SERVICE OF NOTICES

- Employer:
 - Address: See clause A10/120.
 - Fax number: See clause A10/120.
- Contractor:
 - Address: TO BE COMPLETED BY CONTRACTOR.
 - Fax Number: TO BE COMPLETED BY CONTRACTOR

Clause 2.4 - DATE OF POSSESSION OF THE SITE

- Dates of possession of sections:
 - Section: one: Date: June 5th, 2017.
 - Section: two: Date: June 5th, 2017.
 - Section: n/a: Date: n/a.

Clause 2.5 - DEFERMENT OF POSSESSION OF SECTIONS

- Clause 2.5 applies.
- Where clause 2.5 applies, maximum period of deferment (if less than six weeks) is:
 - Section: one: Maximum period: six.
 - Section: two: Maximum period: six.
 - Section: n/a: Maximum period: n/a.

Clause 2.23.2 - LIQUIDATED DAMAGES

- Damages:
 - Section one: At the rate of £7,000.00 per week.

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- Section two: At the rate of £1,000.00 per week.
- Section n/a: At the rate of n/a per n/a.

Clause 2.29 - SECTION SUMS

- Section sums:
 - Section one: Sum: to be advised.
 - Section two: Sum: to be advised.
 - Section n/a: Sum: n/a.

Clause 2.30 - RECTIFICATION PERIOD

- Period:
 - Section one: twelve months.
 - Section two: twelve months.
 - Section n/a: n/a months.

Clause 2.34.3 - CONTRACTOR'S DESIGNED PORTION

- Limit of Contractor's liability for loss of use: unlimited.

Clause 4.6 - ADVANCE PAYMENT AND ADVANCE PAYMENT BOND

- Advance payment: Clause 4.6 does not apply.

Clause 4.7.1 - INTERIM PAYMENTS - DUE DATES

- The first due date is: one month after commencement, and thereafter the same date in each month or the nearest Business Day in that month.

Clause 4.8.1 - INTERIM PAYMENTS - PERCENTAGE OF VALUE

- Not achieved practical completion: Where the Works, or those works in a section, have not achieved practical completion, the percentage of total value in respect of the works that have not achieved practical completion is 95%.
- Completed works: Where the Works, or those works in a section, have achieved practical completion, the percentage in respect of the completed works is 97.5%.

Clause 4.9.4 - LISTED ITEMS - UNIQUELY IDENTIFIED

- Listed items: Clause 4.9.4 will be deleted.

Clause 4.9.5 - LISTED ITEMS - NOT UNIQUELY IDENTIFIED

- Listed items: Clause 4.9.5 will be deleted.

Clause 4.15 and Schedule 4 - CONTRIBUTION, LEVY AND TAX FLUCTUATIONS

- Schedule 4 (Fluctuations Option): Does not apply.
- Percentage addition for Fluctuations Option: n/a.

Clause 6.4.1.2 - CONTRACTOR'S INSURANCE - INJURY TO PERSONS OR PROPERTY

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- Insurance cover (for any one occurrence or series of occurrences arising out of one event): £10,000,000.00.

Clause 6.5.1 - INSURANCE - LIABILITY OF EMPLOYER

- Insurance is not required.

Clause 6.7 and Schedule 1 - INSURANCE OF THE WORKS - INSURANCE OPTIONS

- Schedule 1: Insurance option C applies.
- Percentage to cover professional fees: 15 per cent.
- If option A applies, annual renewal date (as supplied by the Contractor): TO BE COMPLETED BY CONTRACTOR.

Clause 6.12 - JOINT FIRE CODE

- The Joint Fire Code: Does not apply.

Clause 6.16 - CONTRACTOR'S DESIGN PORTION - PROFESSIONAL INDEMNITY INSURANCE

- Level of cover: Amount of indemnity required:
relates to claims or series of claims arising out of one even;
– and is £ 1,000,000.00.
- Cover for pollution and contamination claims: Is not required.
- Expiry of required period of CDP Professional Indemnity Insurance: 12 years.

Clause 8.9.2 - PERIOD OF SUSPENSION (TERMINATION BY CONTRACTOR)

- Period of suspension: Two months.

Clauses 8.11.1.1 to 8.11.1.5 - PERIOD OF SUSPENSION (TERMINATION BY EITHER PARTY)

- Period of suspension: Two months.

Clause 9.2.1 - ADJUDICATION

- The Adjudicator is: TBC.
- Nominating body - where no Adjudicator is named or where the named Adjudicator is unwilling or unable to act (whenever that is established): The Royal Institution of Chartered Surveyors.

Clause 9.4.1 - ARBITRATION

- Appointor of Arbitrator (and of any replacement): President or a Vice President of the Royal Institution of Chartered Surveyors.

THE CONDITIONS

SECTION 1: DEFINITIONS AND INTERPRETATION

1.11 - APPLICABLE LAW

- Amendments: none.

SECTION 2: CARRYING OUT THE WORKS

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SECTION 3: CONTROL OF THE WORKS

SECTION 4: PAYMENT

SECTION 5: VARIATIONS

SECTION 6: INJURY, DAMAGE AND INSURANCE

SECTION 7: ASSIGNMENT AND COLLATERAL WARRANTIES

SECTION 8: TERMINATION

SECTION 9: SETTLEMENT OF DISPUTES

JCT PUBLIC SECTOR SUPPLEMENT

- Document: The JCT Public Sector Supplement 2011 - Fair Payment, Transparency and Building Information Modelling.
- Fair Payment provisions Apply.
- Transparency provisions Apply.
- Building information modelling provisions do not apply.
 - The BIM protocol n/a.

EXECUTION

- The Contract: Will be executed as a deed.

CONTRACT GUARANTEE BOND

- Contract Guarantee Bond: See attached Client's document - Form of Bond.

JCT335A30 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.

190 PERIOD OF VALIDITY

- Period: After submission or lodgement, keep tender open for consideration (unless previously withdrawn) for not less than 90 days.
- Date for possession/ commencement: See section A20.

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 / RICS NRM.

250 PRICED DOCUMENTS

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

300 QUANTITIES IN THE PRICED DOCUMENT

- Quantities: Where included in the priced document, these have been prepared in accordance with SMM7/ NRM2 only where and to the extent stated.

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- Other items, descriptions and measurements not prepared in accordance with SMM7/ NRM2: Must be priced taking account of the information given elsewhere in the tender documents, including for all associated and ancillary work shown or clearly apparent as being necessary for the complete and proper execution of the work.

310 TENDER

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

480 PROGRAMME

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

500 TENDER STAGE METHOD STATEMENTS

- Method statements: Prepare, describing how and when the following is to be carried out:
Relocation of plant as required to facilitate the roof recovering works and temporary working platform within the pool area to facilitate the replacement suspended ceiling and perimeter lighting.
- Statements: Submit with the tender.

520 DESIGN DOCUMENTS

- Scope: Include the following in the Contractor's Proposals:
 - Design drawings: proposals for alterations to existing plant and associated items to facilitate the roof recovering and details of the new perimeter lighting within the pool area. .
 - Technical information: Light fittings.
- Submit: With tender.

530 SUBSTITUTE PRODUCTS

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

550 HEALTH AND SAFETY INFORMATION

- Content: Describe the organisation and resources to safeguard the health and safety of operatives, including those of subcontractors, and of any person whom the Works may affect.
- Include:
 - A copy of the contractor's health and safety policy document, including risk assessment procedures.
 - Accident and sickness records for the past five years.
 - Records of previous Health and Safety Executive enforcement action.
 - Records of training and training policy.
 - The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.
- Submit: With the Tender.

570 OUTLINE CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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

599 FREEDOM OF INFORMATION

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

SUBLETTING/ SUPPLY

630 DOMESTIC SUBCONTRACTS

- General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.
- List: Provide details of all subcontractors and the work for which they will be responsible.
- Submit: With tender.

JCT335A31 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.

140 DRAWINGS

- Definitions: To BSRIA BG 6 A design framework for building services. Design activities and drawing definitions.
- CAD data: In accordance with BS 1192.

145 CONTRACTOR'S CHOICE

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

150 CONTRACTOR'S DESIGN

- Meaning: Design to be carried out or completed by the Contractor and supported by appropriate contractual arrangements, to correspond with specified requirements.

155 SUBMIT PROPOSALS

- Meaning: Submit information in response to specified requirements.

160 TERMS USED IN SPECIFICATION

- Remove: Disconnect, dismantle as necessary and take out the designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted

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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 of products to be fixed. All products to be supplied and fixed unless stated otherwise.
- Keep for reuse: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required by the Employer/ 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 MANUFACTURER AND PRODUCT REFERENCE

- 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 manufacturer'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;

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- 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.

240 SUBSTITUTION OF STANDARDS

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

250 CURRENCY OF DOCUMENTS AND INFORMATION

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

260 SIZES

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

DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER

410 ADDITIONAL COPIES OF DRAWINGS/ DOCUMENTS

- Additional copies: Issued on request and charged to the Contractor.

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440 DIMENSIONS

- Scaled dimensions: Do not rely on.

450 MEASURED QUANTITIES

- Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.
- Precedence: The specification and drawings shall override the measured quantities.

460 THE SPECIFICATION

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

DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS

510 DESIGN AND PRODUCTION INFORMATION

- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Design/ production information: Submit two copies, one could be returned with comments and this will be deemed to be a direction, notice or instruction under the Contract. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.
- Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.
- Employer's amendments to Employer's Requirements: If considered to involve a variation, which has not already been acknowledged as a variation, notify without delay (maximum period 7 days), and do not proceed until instructed. Claims for extra cost, if made after it has been carried out, may not be allowed.
- Final version of design/ production information: Submit one copy.

550 NAMED SUBCONTRACTORS: DESIGN AND PRODUCTION INFORMATION

- General: Certain Subcontractors are/ will be required to provide design/ production information during the contract as described in the Conditions of Contract, clause 3.7.
- Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information from Subcontractors:
 - Obtain in time to meet the programme and in accordance with NAM/T where applicable.
 - Check dimensions are correct, account is taken of all related work, and construction is practicable. Note any comments on one copy of the design/ production information, then submit with the required number of additional unmarked copies. Such checking will not relieve the CA or the Subcontractors of their respective responsibilities for design, co-ordination and documentation.
- Inspection and comments: One copy will be marked and returned to Contractor. This will not relieve the Subcontractors of their responsibility for design and documentation. Ensure that any necessary amendments are made without delay and resubmit unless it is confirmed that it is not required.

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- Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.
- Submit one copy.

600 CONTRACTOR'S DESIGN INFORMATION

- General: Complete the design and detailing of parts of the Works as specified.
- Provide:
 - Production information based on the drawings, specification and other information.
 - Liaison to ensure coordination of the work with related building elements and services.
- Master programme: Make reasonable allowance for completing design/ production information, submission (including information relevant to the CDM Regulations), comment, inspection, amendment, resubmission and reinspection.
- Information required: Mechanical and Electrical works - external alterations to plant on the roof to facilitate the roof recovering and replacement of lighting to the pool area internally.
 - Format: PDF.
 - Number of copies: one.
- Submit: Within one week of request.

610 PRODUCTION INFORMATION

- Contractor/ Domestic subcontractor provide.
- Submit:
 - For comment and make any necessary amendments.
 - Sufficient copies of final version for distribution to all affected parties.

620 AS BUILT DRAWINGS AND INFORMATION

- Contractor designed work: Provide drawings/ information:
 -
- Submit: At least two weeks before date for completion.

630 TECHNICAL LITERATURE

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

640 MAINTENANCE INSTRUCTIONS AND GUARANTEES

- Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.
- Information location: In Building Manual.
- Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: office hours only.

JCT335A32 MANAGEMENT OF THE WORKS

GENERALLY

110 SUPERVISION

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

120 INSURANCE

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

130 INSURANCE CLAIMS

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

150 OWNERSHIP

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

PROGRAMME/ PROGRESS

210 PROGRAMME

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

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- Submit: one copy.

230 SUBMISSION OF PROGRAMME

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

240 COMMENCEMENT OF WORK

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

260 SITE MEETINGS

- General: Site meetings will be held to review progress and other matters arising from administration of the Contract.
- Frequency: Every month.
- Location: Arnold Leisure Centre.
- Accommodation: Ensure availability at the time of such meetings.
- Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.
- Chairperson (who will also take and distribute minutes): Contract Administrator.

265 CONTRACTOR'S PROGRESS REPORT

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

270 CONTRACTOR'S SITE MEETINGS

- General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.

280 PHOTOGRAPHS

- Number of locations: General locations of the works particularly detailing.
- Frequency of intervals: Weekly.
- Image format: jpg.
- Number of images from each location: as deemed necessary.
- Other requirements: n/a

285 PARTIAL POSSESSION BY EMPLOYER

- Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.

290 NOTICE OF COMPLETION

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

310 EXTENSIONS OF TIME

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

CONTROL OF COST

410 CASH FLOW FORECAST

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

420 REMOVAL/ REPLACEMENT OF EXISTING WORK

- Extent and location: Agree before commencement.
- Execution: Carry out in ways that minimize the extent of work.

430 PROPOSED INSTRUCTIONS

- Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.
- Include:
 - A detailed breakdown of the cost, including any allowance for direct loss and expense.
 - Details of any additional resources required.
 - Details of any adjustments to be made to the programme for the Works.
 - Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.
- Inability to comply: Inform immediately if it is not possible to comply with any of the above requirements.

440 MEASUREMENT

- Covered work: Give notice before covering work required to be measured.

JCT335A33 QUALITY STANDARDS/ CONTROL

STANDARDS OF PRODUCTS AND EXECUTIONS

110 INCOMPLETE DOCUMENTATION

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

120 WORKMANSHIP SKILLS

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

130 QUALITY OF PRODUCTS

- Generally: New. (Proposals for recycled products may be considered).
- Supply of each product: From the same source or manufacturer.
- Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.
- Tolerances: Where critical, measure a sufficient quantity to determine compliance.
- Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.

135 QUALITY OF EXECUTION

- Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.
- Colour batching: Do not use different colour batches where they can be seen together.
- Dimensions: Check on-site dimensions.
- Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.
- Location and fixing of products: Adjust joints open to view so they are even and regular.

140 COMPLIANCE

- Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.
- Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:
 - Properties tested.
 - Pass/ fail criteria.
 - Test methods and procedures.
 - Test results.
 - Identity of testing agency.
 - Test dates and times.
 - Identities of witnesses.

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- Analysis of results.

150 INSPECTIONS

- Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:
 - Date of inspection.
 - Part of the work inspected.
 - Respects or characteristics which are approved.
 - Extent and purpose of the approval.
 - Any associated conditions.

160 RELATED WORK

- 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:
 - Appropriately complete.
 - In accordance with the project documents.
 - To a suitable standard.
 - In a suitable condition to receive the new work.
- Preparatory work: Ensure all necessary preparatory work has been carried out.

170 MANUFACTURER'S RECOMMENDATIONS/ INSTRUCTIONS

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

180 WATER FOR THE WORKS

- Mains supply: Clean and uncontaminated.
- Other: Do not use until:
 - Evidence of suitability is provided.
 - Tested to BS EN 1008 if instructed.

SAMPLES/ APPROVALS

210 SAMPLES

- Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:
 - To an express approval.
 - To match a sample expressly approved as a standard for the purpose.

220 APPROVAL OF PRODUCTS

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.

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- Approval: Relates to a sample of the product and not to the product as used in the Works. Do not confirm orders or use the product until approval of the sample has been obtained.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

230 APPROVAL OF EXECUTION

- Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.
- Approval: Relates to the stated characteristics of the sample. (If approval of the finished work as a whole is required this is specified separately). Do not conceal, or proceed with affected work until compliance with requirements is confirmed.
- Complying sample: Retain in good, clean condition on site. Remove when no longer required.

ACCURACY/ SETTING OUT GENERALLY

320 SETTING OUT

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

330 APPEARANCE AND FIT

- Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:
 - Submit proposals; or
 - Arrange for inspection of appearance of relevant aspects of partially finished work.
- General tolerances (maximum): To BS 5606, tables 1 and 2.

SERVICES GENERALLY

410 SERVICES REGULATIONS

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

435 ELECTRICAL INSTALLATION CERTIFICATE

- Submit: When relevant electrical work is completed.
- Original certificate: To be lodged in the Building Manual.

445 SERVICE RUNS

- General: Provide adequate space and support for services, including unobstructed routes and fixings.
- Ducts, chases and holes: Form during construction rather than cut.
- Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.

450 MECHANICAL AND ELECTRICAL SERVICES

- Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.
- Building Regulations notice: Copy to be lodged in the Building Manual.

SUPERVISION/ INSPECTION/ DEFECTIVE WORK

510 SUPERVISION

- General: In addition to the constant management and supervision of the Works provided by the Contractor's person in charge, all significant types of work must be under the close control of competent trade supervisors to ensure maintenance of satisfactory quality and progress.
- Replacement: Give maximum possible notice before changing person in charge or site agent.

520 COORDINATION OF ENGINEERING SERVICES

- Suitability: Site organisation staff must include one or more persons with appropriate knowledge and experience of mechanical and electrical engineering services to ensure compatibility between engineering and the Works generally.
- Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.

530 OVERTIME WORKING

- Notice: Prior to overtime being worked, submit details of times, types and locations of work to be done.
 - Minimum period of notice: One week.
- 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.

540 DEFECTS IN EXISTING WORK

- Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.
- Documented remedial work: Do not execute work which may:
 - Hinder access to defective products or work; or
 - Be rendered abortive by remedial work.

550 ACCESS FOR INSPECTION

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

560 TESTS AND INSPECTIONS

- Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.
- Confirmation: One working day prior to each such test or inspection. If sample or test is not ready, agree a new date and time.
- Records: Submit a copy of test certificates and retain copies on site.

580 CONTINUITY OF THERMAL INSULATION

- Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification. Include:
 - The address of the premises.
 - The Contractor's name and address.

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- The name, qualification and signature of the competent person responsible for checking compliance.
- The date on which the installation was checked.
- Submit: Before completion of the Works.
- Copy: To be lodged in the Building Manual.

610 PROPOSALS FOR RECTIFICATION OF DEFECTIVE PRODUCTS/ EXECUTIONS

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

620 MEASURES TO ESTABLISH ACCEPTABILITY

- General: Wherever inspection or testing shows that the work, materials or goods are not in accordance with the contract and measures (e.g. testing, opening up, experimental making good) are taken to help in establishing whether or not the work is acceptable, such measures:
 - Will be at the expense of the Contractor.
 - Will not be considered as grounds for revision of the completion date.

630 QUALITY CONTROL

- Procedures: Establish and maintain to ensure that the Works, including the work of subcontractors, comply with specified requirements.
- Records: Maintain full records, keep copies on site for inspection, and submit copies on request.
- Content of records:
 - Identification of the element, item, batch or lot including location in the Works.
 - Nature and dates of inspections, tests and approvals.
 - Nature and extent of nonconforming work found.
 - Details of corrective action.

WORK AT OR AFTER COMPLETION

710 WORK BEFORE COMPLETION

- General: Make good all damage consequent upon the Works.
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.

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720 SECURITY AT COMPLETION

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

730 MAKING GOOD DEFECTS

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

JCT335A34 SECURITY/ SAFETY/ PROTECTION

SECURITY, HEALTH AND SAFETY

110 PRECONSTRUCTION INFORMATION

- Location: Integral with the project Preliminaries, including but not restricted to the following sections:
 - 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.
- Significant hazards: The design of the project includes the following:
 - Hazard: n/a.
 - Precautions assumed: n/a.
 - Specification reference: n/a.
 - Drawing reference: n/a.

140 CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

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

150 SECURITY

- Protection: Safeguard the site, the Works, products, materials, and any existing buildings affected by the Works from damage and theft.
- Access: Take all reasonable precautions to prevent unauthorized access to the site, the Works and adjoining property.
- Special requirements: n/a.

170 OCCUPIED PREMISES

- Extent: Existing buildings will be occupied and/ or used during the Contract as follows: Leisure Centre and public facility.
- Works: Carry out without undue inconvenience and nuisance and without danger to occupants and users.
- Overtime: If compliance with this clause requires certain operations to be carried out during overtime, and such overtime is not required for any other reason, the extra cost will be allowed, provided that such overtime is authorized in advance.

200 MOBILE TELEPHONES AND PORTABLE ELECTRONIC EQUIPMENT

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- Restrictions on use:
n/a.

210 EMPLOYER'S REPRESENTATIVES SITE VISITS

- Safety: Submit details in advance, to the Employer or the person identified in clause A10/140, of safety provisions and procedures (including those relating to materials, which may be deleterious), which will require their compliance when visiting the site.
- Protective clothing and/ or equipment: Provide and maintain on site for the Employer and the person stated in clause A10/140 and other visitors to the site.

220 WORKING PRECAUTIONS/ RESTRICTIONS

- Hazardous areas: Operatives must take precautions as follows:
 - Work area: main roof and pool area.
 - Precautions: Permit to work procedures as required by the employer.
- Permit to work: Operatives must comply with procedures in the following areas:
 - Work area: main roof and pool area.
 - Procedures: Permit to work procedures as required by the employer.

PROTECT AGAINST THE FOLLOWING

340 POLLUTION

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

360 NUISANCE

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

370 ASBESTOS CONTAINING MATERIALS

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

371 DANGEROUS OR HAZARDOUS SUBSTANCES

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

380 FIRE PREVENTION

- Duty: Prevent personal injury or death, and damage to the Works or other property from fire.
- Standard: Comply with Joint Code of Practice 'Fire Prevention on Construction Sites', published by Construction Industry Publications and The Fire Protection Association (The 'Joint Fire Code').

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390 SMOKING ON SITE

- Smoking on site: Not permitted.

410 MOISTURE

- Wetness or dampness: Prevent, where this may cause damage to the Works.
- Drying out: Control humidity and the application of heat to prevent:
 - Blistering and failure of adhesion.
 - Damage due to trapped moisture.
 - Excessive movement.

420 INFECTED TIMBER/ CONTAMINATED MATERIALS

- Removal: Where instructed to remove material affected by fungal/ insect attack from the building, minimize the risk of infecting other parts of the building.
- Testing: carry out and keep records of appropriate tests to demonstrate that hazards presented by concentrations of airborne particles, toxins and other micro organisms are within acceptable levels.

430 WASTE

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

PROTECT THE FOLLOWING

510 EXISTING SERVICES

- Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.
- Identification: Before starting work, check and mark positions of utilities/ services. Where positions are not shown on drawings obtain relevant details from service authorities, statutory undertakers or other owners.
- Work adjacent to services:
 - Comply with service authority's/ statutory undertaker's recommendations.
 - Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.
- Identifying services:
 - Below ground: Use signboards, giving type and depth;
 - Overhead: Use headroom markers.
- Damage to services: If any results from execution of the Works:

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- Immediately give notice and notify appropriate service authority/ statutory undertaker.
- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.
- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.
- Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers recommendations.

520 ROADS AND FOOTPATHS

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

530 EXISTING TOPSOIL/ SUBSOIL

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

540 RETAINED TREES/ SHRUBS/ GRASSED AREAS

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

550 RETAINED TREES

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

555 WILDLIFE SPECIES AND HABITATS

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

560 EXISTING FEATURES

- Protection: Prevent damage to existing buildings, fences, gates, walls, roads, paved areas and other site features, which are to remain in position during execution of the Works.
- Special requirements: n/a.

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570 EXISTING WORK

- Protection: Prevent damage to existing work, structures or other property during the course of the work.
- Removal: Minimum amount necessary.
- Replacement work: To match existing.

580 BUILDING INTERIORS

- Protection: Prevent damage from exposure to the environment, including weather, flora, fauna, and other causes of material degradation during the course of the work.

600 EXISTING FURNITURE, FITTINGS AND EQUIPMENT

- Protection: Prevent damage or move as necessary to enable the Works to be executed. Reinstall in original positions.
- Extent: Before work in each room starts the Employer will remove the following:
n/a.

620 ADJOINING PROPERTY

- Permission: Obtain as necessary from owners if requiring to erect scaffolding on or otherwise use adjoining property.

625 ADJOINING PROPERTY RESTRICTIONS

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

630 EXISTING STRUCTURES

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

640 MATERIALS FOR RECYCLING/ REUSE

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

JCT335A35 SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING

110 SCOPE

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

140 SCAFFOLDING

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

170 WORKING HOURS

- Specific limitations: To be agreed but deemed to be standard working hours Monday to Friday inclusive.

180 COMPLETION IN SECTIONS OR IN PARTS

- General: Where the Employer is to take possession of any Section or part of the Works and such Section or part will, after its practical completion, depend for its adequate functioning on work located elsewhere on the site: Complete such other work in time to permit such possession to take place.
- Remainder of the Works: During execution, ensure that completed Sections or parts of the Works have continuous and adequate provision of services, fire precautions, means of escape and safe access.

JCT335A36 FACILITIES/ TEMPORARY WORK/ SERVICES

GENERALLY

ACCOMMODATION

230 TEMPORARY ACCOMMODATION

- Accommodation made available by the Employer: The following may be used for the duration of the Contract without charge provided that:
 - It is used solely for the purposes of carrying out the Works.
 - The use to which it is put does not involve undue risk of damage.
 - Any temporary adaptations are approved by or on behalf of the Employer before being carried out.
 - It is vacated on completion of the Works or determination of the Contract.
 - When vacated, its condition is at least equivalent to its condition at the start of the Contract.
- Description: TBC.
- Available services and facilities: Meeting room within Arnold Leisure Centre.

TEMPORARY WORKS

340 NAME BOARDS/ ADVERTISEMENTS

- General: Obtain approval, including statutory consents, and provide a temporary name board displaying:
 - Title of project: To be agreed with the Employer and CA.
 - Name of Employer: To be agreed with the Employer and CA.
 - Names of Consultants: To be agreed with the Employer and CA.
 - Names of Contractor and Subcontractors: To be agreed with the Employer and CA.
 - Special requirements: To be agreed with the Employer and CA.

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: Free of charge.
 - Point of supply: TBC.
 - Available capacity: TBC.
 - Frequency: 50 Hz.
 - Phase: TBC.
 - Current: Alternating.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

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430 WATER

- Supply: The Employer's mains may be used for the Works as follows:
 - Metering: Free of charge.
 - Source: TBC.
 - Location of supply point: TBC.
 - Conditions/ Restrictions: TBC.
- Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.

440 MOBILE TELEPHONES

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

540 METER READINGS

- Charges for service supplies: Where to be apportioned ensure that:
 - Meter readings are taken by relevant authority at possession and/ or completion as appropriate.
 - Copies of readings are supplied to interested parties.

570 PERSONAL PROTECTIVE EQUIPMENT

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

JCT335A37 OPERATION/ MAINTENANCE OF THE FINISHED WORKS

GENERALLY

110 THE BUILDING MANUAL

- Purpose: The Manual is to be a comprehensive information source and guide for owners and users of the completed Works. It should provide an overview of the main design principles and describe key components and systems to enable proper understanding, efficient and safe operation and maintenance.
- Scope:
 - Part 1: General: Content as clause 120.
 - Part 2: Fabric: Content as clause 130.
 - Part 3: Services: Content as clause 140.
 - Part 4: The Health and Safety File: Content as clause 150.
 - Part 5: Building User Guide: Content as clause 151.
- Responsibility: The Building Manual is to be produced by the contractor and must be complete no later than two weeks before PC of Section 2 (draft).
- Information provided by others: Details: n/a.
- Compilation:
 - Prepare all information for Contractor designed or performance specified work including as-built drawings.
 - Obtain or prepare all other information to be included in the Manual.
- Reviewing the Manual: Submit a complete draft. Amend in the light of any comments and resubmit. Do not proceed with production of the final copies until authorized.
- Final copies of the Manual:
 - Number of copies: two / one.
 - Format: hard copy / PDF.
 - Latest date for submission: two weeks before the date for completion stated in the contract.
- As-built drawings and schedules:
 - Number of copies: two.
 - Format: PDF.

115 THE HEALTH AND SAFETY FILE

- Responsibility: the contractor.
- Content: Obtain and provide the following information: TBC.
- Format: a4 hard copy and electronic
- Delivery to: Contract Administrator By (date): two weeks before practical completion.

120 CONTENT OF THE BUILDING MANUAL PART 1: GENERAL

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Index: list the constituent parts of the manual, together with their location in the document.
- The Works:
 - Description of the buildings and facilities.
 - Ownership and tenancy, where relevant

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- Health and Safety information – other than that specifically required by the Construction (Design and Management) Regulations.
- The Contract:
 - Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.
 - Overall design criteria.
 - Environmental performance requirements
 - Relevant authorities, consents and approvals.
 - Third party certification, such as those made by “competent” persons in accordance with the Building Regulations
- Operational requirements and constraints of a general nature:
 - Maintenance contracts and contractors.
 - Fire safety strategy for the buildings and the site. Include drawings showing emergency escape and fire appliance routes, fire resisting doors location of emergency alarm and firefighting systems, services, shut off valves switches, etc.
 - Emergency procedures and contact details in case of emergency.
 - Other specific requirements: n/a.
- Description and location of other key documents.
- Timescale for completion: two weeks before practical completion.

130 CONTENT OF THE BUILDING MANUAL PART 2: BUILDING FABRIC

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria, including:
 - Floor and roof loadings.
 - Durability of individual components and elements.
 - Loading restrictions.
 - Insulation values.
 - Fire ratings.
 - Other relevant performance requirements.
- Construction of the building:
 - A detailed description of methods and materials used.
 - As-built drawings recording the construction, together with an index.
 - Information and guidance concerning repair, renovation or demolition/ deconstruction.
- Periodic building maintenance guide chart.
- Inspection reports.
- Manufacturer’s instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.
- Fixtures, fittings and components schedule and index.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Test certificates and reports required in the specification or in accordance with legislation, including:
 - Air permeability.
 - Resistance to passage of sound.
 - Continuity of insulation.

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- Electricity and Gas safety.
- Other specific requirements: n/a.
- Timescale for completion: two weeks before practical completion.

140 CONTENT OF THE BUILDING MANUAL PART 3: BUILDING SERVICES

- Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:
- Detailed design criteria and description of the systems, including:
 - Services capacity, loadings and restrictions
 - Services instructions.
 - Services log sheets.
 - Manufacturers' instruction manuals and leaflets index.
 - Fixtures, fittings and component schedule index.
- Detailed description of methods and materials used.
- As-built drawings for each system recording the construction, together with an index, including:
 - Diagrammatic drawings indicating principal items of plant, equipment and fittings
 - Record drawings showing overall installation
 - Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.
 - Identification of services – a legend for colour coded services.
- Product details, including for each item of plant and equipment:
 - Name, address and contact details of the manufacturer.
 - Catalogue number or reference
 - Manufacturer's technical literature, including detailed operating and maintenance instructions.
 - Information and guidance concerning dismantling, repair, renovation or decommissioning.
- Operation: A description of the operation of each system, including:
 - Starting up, operation and shutting down
 - Control sequences
 - Procedures for seasonal changeover
 - Procedures for diagnostics, troubleshooting and faultfinding.
- Guarantees, warranties and maintenance agreements – obtain from manufacturers, suppliers and subcontractors.
- Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations – including:
 - Electrical circuit tests.
 - Corrosion tests.
 - Type tests.
 - Work tests.
 - Start and commissioning tests.
- Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.
- Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems
- Lubrication: Schedules of all lubricated items

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- Consumables: A list of all consumable items and their source.
- Spares: A list of recommended spares to be kept in stock, being those items subject to wear and tear or deterioration and which may involve an extended delivery time when replacements are required.
- Emergency procedures for all systems, significant items of plant and equipment.
- Annual maintenance summary chart.
- Other specific requirements: n/a.
- Timescale for completion: two weeks before practical completion

150 CONTENT OF THE BUILDING MANUAL PART 4: THE HEALTH AND SAFETY FILE

- Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:
 - residual hazards and how they have been dealt with
 - hazardous materials used
 - information regarding the removal or dismantling of installed plant and equipment
 - health and safety information about equipment provided for cleaning or maintaining the structure;
 - the nature, location and markings of significant services,
 - information and as-built drawings of the structure, its plant and equipment
- Information prepared by others: Details: n/a.
- Timescale for completion: two weeks before practical completion.
- Submit to: contract administrator.

151 CONTENT OF THE BUILDING MANUAL PART 5: THE BUILDING USER GUIDE

- Content: Obtain and provide the following:
 - Building services information.
 - Emergency information.
 - Energy & environmental strategy.
 - Water use.
 - Transport facilities.
 - Materials & waste policy.
 - Re-fit/ re-arrangement considerations.
 - Reporting provision.
 - Training.
 - Links & references.
- Other specific requirements: n/a.
 - Timescale for completion: two weeks before practical completion.

160 PRESENTATION OF BUILDING MANUAL

- Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.
- Selected drawings needed to illustrate or locate items mentioned in the 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.
- As-built drawings: The main sets may form annexes to the Manual.

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JCT335A54 PROVISIONAL WORK/ ITEMS

520 PROVISIONAL SUMS NOT SPECIFICALLY FOR WORK – BUILDING CONTROL PRESCRIBED INSPECTION FEE

- Provisional sum: Include: 1,000.

590 CONTINGENCIES

- Provisional sum: Include: £15,000 - not to be expended without the express permission of the Contract Administrator.

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2. SCOPE OF WORKS

2. **WORKS SCHEDULE**

The contractor (Principal Contractor) must be a current approved and registered contractor of Alumasc to be in a position to provide a price and carryout the works as described.

Note: This Schedule of Work to be read in conjunction with the contract documentation appended.

2.1. **GENERAL ITEMS**

- 2.1.1. The contractor is to allow for all work necessary to fully prepare, undertake and complete the works (and works that may be reasonably inferred) and comply fully with all manufacturers recommendations and specifications, British Standards, By-laws and Building Regulations.
- 2.1.2. The contractor shall price each line on the Pricing Document separately and provide total cost in the Contractor's Offer.
- 2.1.3. The contractor shall provide adequate and sufficient temporary access scaffold, working platforms and any other access equipment as they deem necessary to safely carry out the works, installed and maintained in line with BS EN 12811-1.
- 2.1.4. The contractor shall provide adequate and sufficient protection to all surfaces and areas affected by the works in order to minimize disruption to building users. The contractor shall form dust proof screens to zone off internal areas as required. Any dust, debris or other waste entering these areas must be cleaned up immediately.
- 2.1.5. The contractor shall provide adequate safety protection for all building users, the public and site operatives. The contractor shall ensure that there is no unauthorised access to work areas.
- 2.1.6. The contractor shall keep all areas neat, tidy and clean during the works, at the end of each working period and on completion. The contractor shall regularly clean up and dispose of all waste / rubbish / rubble and the like arising from the works to off-site licensed waste management facilities (all at regular intervals). Lockable skips shall be provided on site for temporary storage of these waste materials.
- 2.1.7. The contractor shall allow for securely storing materials on site in a lockable container and for arranging the phasing of material deliveries (keeping minimum amount of materials on site). This shall form part of the site compound and skips shall be contained therein and all fenced off using 2m high Heras fencing.
- 2.1.8. The contractor shall allow for providing adequate security measures to those areas of the building affected by the works.

- 2.1.9. A suitable safe pedestrian access route must be maintained throughout the works particularly with regards to emergency egress points and the main entrance.
- 2.1.10. Whilst the tender return is to include for the contractor arranging and bringing to the site suitable welfare facility e.g. an Oasis Unit, the client may at the pre-commencement meeting permit the contractor to use the on-site welfare facilities for the duration of the contract period. This being the case, any abuse of the facilities will result in withdrawal of this privilege requiring the contractor to his own welfare facilities at his cost. In the event that the works extend beyond the contract period (or any subsequent agreed extension period), the contractor will be required to provide his own welfare facilities at his cost.
- 2.1.11. The contractor is responsible in carrying out a conditions survey with photographic records and bring any deficiencies to the attention of the building owner/occupier and CA before commencement of the project works. The contractor is responsible for the protection of the existing fabric and any corrective works for damage caused as a consequence of the works.
- 2.1.12. The contractor is to ensure that before they start on site, their Right to Work in the UK records are up to date.
- 2.1.13. Disposal of waste to be taken to suitable waste management facility.
- 2.1.14. All materials to be installed strictly in accordance with manufacturer's instructions and recommendations.
- 2.1.15. The Contractor should note that the works are to be carried out above areas which will be in operational use throughout the construction period.
- 2.1.16. All necessary care and attention should be made to seal off the working area to prevent unauthorised access at all times
- 2.1.17. All items contained within the Specification should include for removal and making good adjacent structures, finishes and surfaces disturbed during the course of the works.
- 2.1.18. Works are to be scheduled in order to minimise disruption to the general public, public highways and pedestrian walkways.
- 2.1.19. Works are to be carried out in accordance with this Specification and BS 8000.
- 2.1.20. It is the responsibility of the Contractor to ensure the site is left safe and secure at the end of each working day.
- 2.1.21. It is the responsibility of the Contractor to ensure that the locations of the services/drainage indicated on the drawings are correct and that any discrepancies are notified to the CA.
- 2.1.22. Storage of materials for the duration of the works to be allowed for in the contractor's tender submission. The Contractor must ensure that the site is

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	kept secure at all times, and will be responsible for reinstatement of any disturbed or damaged internal and external areas.	£
2.1.23.	The Contractor is to take a photographic schedule of significant defects to the affected areas prior to works commencing on site. The Contractor is to provide one set of photographs to the Contract Administrator upon possession of the Site bring to his attention any defects relating to the works area.	
	Sub-Total	<input type="text"/>

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		£
2.2.	BUILDING CONTROL	
2.2.1.	The contractor is to arrange for the appointment of a Construction Industry Council Approved Building Inspector to provide Plan Checking and Post Contract Inspection of the works. Contractor to provide a copy of the Initial Notice and Final Notice as soon as they become available to the PM/CA and all before Practical Completion.	
2.2.2.	All queries relating to the Plan Checking are to be referred and dealt with by RAM Consultancy Ltd.	
	Sub-Total	

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		£
2.3.	ASBESTOS	
2.3.1.	The contractor must comply with all current legislation, regulations and codes of practice with regard to asbestos. If unrecorded or suspected asbestos containing materials are discovered on site, the contractor must report this to the CA immediately and stop work in the area concerned.	
2.3.2.	A copy of the Asbestos Register is available from the Office Manager upon request.	
2.3.3.	A copy of the Asbestos Refurbishment and Demolition Survey test results of the core samples taken from each of the flat roof areas is included within the Appendix of this document.	
2.3.4.	Using specialist and approved contractors, allow to remove all asbestos materials likely to be affected by the works and dispose of to a licenced waste management facility.	
	Sub-Total	

		£
2.4.	REPLACEMENT EXTERNAL DOORS	
2.4.1.	Carefully remove 3 no. existing timber access doors including ironmongery and frame and dispose to licensed waste management facility. Make structural surround ready to receive new doors and frame as follows.	
2.4.2.	Using pre-treated timber, allow to increase the existing cill as necessary to form underside of new door cill to be at least 150mm above the finished level of the new waterproofing level (allowing for new insulation).	
2.4.3.	Supply and install new 44mm thick paint grade plywood veneered solid block core door cut to suit (external and FD30 grade) with new s/w frame, s/w architrave, with the following door furniture: <ul style="list-style-type: none"> • Weather bar to external face of the door; • 1½ pairs corrosion resistant SSS hinges, fixed with SS fully threaded wood screws or similar approved; all in accordance with BS EN 1935; • high security deadlock and striking plate including escutcheon both sides – locks suited to existing if required; • 300mm Pull handle both sides. (Subject to approval by the Client and PM before ordering) 	
2.4.4.	Allow to decorate the door (internally and externally); frame, door and architrave, including for; primer, 2 no. undercoat and 2 coats of exterior grade gloss (colour to be confirmed by the Client).	
2.4.5.	Supply and install new lead-free cover flashing, fixed between top of new upstand and underside of the new timber cill/threshold.	
	Sub-Total	

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		£
2.5.	PRE-CAST CONCRETE CLADDING PANELS.	
2.5.1.	Allow to rake out all existing vertical and horizontal joints to pre-cast concrete panelling over the main roof areas being recovered only. Dispose of materials arising.	
2.5.2.	Prepare all vertical and horizontal joints and apply Sika Primer-3N, fully in accordance with the manufacturer's instructions and recommendations. Manufacturer's contact details: Sika Limited, Watchmead, Welwyn Garden City, Hertfordshire, AL7 1BQ. Tel: 01707 394 444.	
2.5.3.	Apply to all prepared vertical and horizontal joints new Sika Hyflex-250 Façade, fully in accordance with the manufacturer's instructions and recommendations. Colour to match existing from standard range and to be approved by the Client and CA before ordering. Manufacturer's contact details: Sika Limited, Watchmead, Welwyn Garden City, Hertfordshire, AL7 1BQ. Tel: 01707 394 444.	
	Sub-Total	

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		£
2.6.	HORIZONTAL UPVC SHIPLAP CLADDING	
2.6.1.	Remove and dispose the existing cladding and builder's paper / felt.	
2.6.2.	Strip the existing felt flashings, including associated lead cover flashings and dispose from site.	
2.6.3.	Prime the upstand with the applicable primer.	
2.6.4.	Supply and install VCL soakers, angle fillets, underlay and capsheet, all fully bonded by "Hot-Air" Welding.	
2.6.5.	Supply and install new lead-free cover flashing or GRP termination.	
2.6.6.	Supply and install new uPVC shiplap cladding including all trims as required (colour as determined by the client), including 50mm insulation (push fit between the timbers) and breathable felt underlay (Tyvek or similar).	
	Sub-Total	

2.7. **FLAT ROOF RENEWAL**

2.7.1. Allow to undertake flat roof recovering works in accordance with the attached specification provided by Alumasc Roofing Systems, their reference Sp78793-S1 dated 01/08/16 as appended to this document.

The contractor must be a current approved and registered contractor of Alumasc to be in a position to provide a price and carryout the works as described.

Below is an over view, clarification and additional works as required for the purposes of providing a tender breakdown.

2.7.2. Arrange to trace all cables likely to be affected by the works and establish those that are 'live' and redundant marking as necessary. These are to be highlighted to the CA who will refer to the client to confirm removal of all redundant cables up to the point of entry to the building. All removal of remaining cabling to be carried out by the client's in-house team.

2.7.3. Where necessary allow to remove or divert existing and refix all 'live' cabling fixed to vertical surfaces to accommodate new upstands, cladding and the like.

Allow to uplift and relay all cables across the roof including for securing neatly using Lite Anchor cable clips or similar approved at 1.0m centres.

2.7.4. To entire roof area, strip existing roof covering and all associated detailing including upstands, gutters, perimeters, penetrations etc. from the existing structural deck, make good and prepare surface to receive new roof covering build-up. Include to dispose of materials arising to a licensed water management facility.

Works to be carried out in manageable sections to ensure that the building is watertight in the same day.

2.7.5. Carefully examine the deck/substrate for any damage or decay and immediately bring any deficiencies to the attention of the CA.

2.7.6. PRIMING - Strictly in accordance with Alumasc's Specification, prime substrate with EUROROOF SA PRIMER.

2.7.7. VAPOUR CONTROL LAYER – Install EUROROOF SELF-ADHESIVE VAPOUR CONTROL LAYER to the prepared substrate, as soon as possible after the primer is completely dry. Note 2 layers required over the pool area.

2.7.8. HIGH PERFORMANCE TAPERED INSULATION - Install ALUMASC FF POLYISOCYANURATE thermal insulation, bedded in EUROROOF PU INSULATION ADHESIVE. All joints are to be staggered and tightly butted to avoid gaps. The insulation boards must be installed into wet adhesive at the specified coverage rate.

See appendix B for tapered Insulation Layout (option B) – DWG NO. 1122-Y-1RF-01 rev 0B

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		£
2.7.9.	UNDERLAY - Ensure the substrate is free of dust, debris or moisture that will impair the bond. Prime all surfaces with EUROROOF SA PRIMER prior to installation of EUROROOF SELF-ADHESIVE UNDERLAY, with 75mm side and 150mm end laps.	
2.7.10.	CAP SHEET - Apply DERBIGUM MINERAL cap sheet fully bonded to the underlayer by the torch on technique with 100mm minimum side laps and 150mm minimum end laps and lay to break joints.	
2.7.11.	Allow to supply and install 600 x 600mm sacrificial felt pad on p.c.c. slab below down pipes from roof levels above that to be replaced.	
2.7.12.	Allow to remove, adjust and refix (including for new matching brackets, fixings etc.) all rainwater goods as necessary to allow for increased height of new roofing.	
2.7.13.	To ensure and facilitate inspection of the works as they progress by a representative of the roofing manufacturer and supply electronic copies of all reports immediately after issue to the CA. Copies of all reports to be sent to the CA with the roofing guarantee and maintenance documentation within two weeks of Practical Completion.	
2.7.14.	Provide 25-year insurance backed guarantee for the new IKO Roofing System to include for materials and labour.	
	Sub-Total	

2.8. **MECHANICAL**

2.8.1. Employ a specialist M&E engineer to test all the existing equipment on the roof prior to commencement and bring any deficiencies to the urgent attention of the CA before proceeding further.

2.8.2. Any redundant items of plant are to be removed and disposed of to a licensed waste management facility.

2.8.3. Any items of plant still “live” or in-use are to be isolated, decommissioned and set aside to facilitate the re-roofing works.

- a) Alpine Air conditioning unit serving the Bar Area – allow to pump down, disconnect and set aside to facilitate flat roof recovering works; later allow to reposition in original location, reconnect, recommission and test on completion.



- b) Chiller Condenser set serving the Bar Area – allow to pump down, disconnect and set aside to facilitate flat roof recovering works; later allow to reposition in original location, reconnect, recommission and test on completion.



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- c) Disconnect, remove and dispose of 2 no. condenser sets.



- d) Dunham Bush Chiller serving the Theatre - plumber to isolate, disconnect and remove Chilled Water Pipes (Approx. 15m x 2). Unit to be set aside to facilitate the flat roof recovering works; later allow to reposition in original location, reconnect including water pipes, recommission and test upon completion.



Note – Client may wish to arrange replacement post contract and therefore consideration for any ‘future proofing’ of the base fixings need to be considered to allow for the new replacement unit.

- e) Insulated Theatre Supply Air Duct – where necessary to facilitate the flat roof recovering works, allow to uninsulated existing ductwork, cut back and remove from roof as required. Upon completion of roof works, new duct connections will need to be designed and fitted to raised upstands. Duct should then be reinstalled on new 'H' Frame supports and reinsulated.



- f) Boxed Theatre Fresh Air Supply. Remove louvered casing and allow for minor duct amendments to raised upstand. Allow to supply and install new casing on completion.



- g) Boxed Snack Bar Fresh Air Supply. Remove louvered casing and allow for minor duct amendments to raised upstand. Allow to supply and install new casing on completion.



- h) `2 No. Extract Fans. (1 x Square and 1 x Mushroom Cowl type) to be removed to facilitate flat roof recovering works. Allow to reinstall on raised upstand on completion of roof works.

2.8.4. All reinstated M&E equipment will be located on an increased roof level when the roofing is complete by virtue of new insulation. The contractor is to make all allowances for alteration to ductwork, pipework, cabling and all associated items as required.

2.8.5. Where cables, pipes and duct work penetrate the waterproofing or surrounding upstands, should be diverted through a Roof-Pro Roof-Nek or PP-3 roof service entry access risers sized as required, ensuring any penetrations provide a warrantable detail, with a minimum upstand height of 150mm.

2.8.6. Supply and install new Roof-Pro guard rail free-standing handrail from the roof access door and around the plant to the lower level roof to provide safe access and edge protection for any future maintenance of the M&E equipment.

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		£
2.8.7.	Contractor to include for all safe methods of handling / moving the plant around the roof area to suit the roof covering replacement and to and from ground level if required.	
2.8.8.	Allow to recommission centralised control systems and ensure that they are balanced and working correctly upon completion. Certification to be supplied to the CA within two weeks of Practical Completion.	
2.8.9.	Provisional Works - The contractor is to be aware of the possibility of R22 refrigerant to some of the plant. If discovered the contractor is to propose the most economical solution to the CA before proceeding further.	
	Sub-Total	

2.9. **REPLACEMENT SUSPENDED CEILING OVER THE POOL AREAS**

Due to the likely top fixing locations which may well include the metal deck, it is suggested that the replacement of the suspended ceiling proceed ahead of the first stages of the flat roof recovering to avoid subsequent penetration of the vapour control layer to be applied directly to the top of the deck. Once all of the top fixings are in place, the roofing works may commence with any alterations being addressed as required before installation of the suspended ceiling grid.

2.9.1. Allow to drain both pools partially so that the water level is just below the pool edge.

2.9.2. Supply and erect bird cage scaffolding to the entire pool area as required to provide a safe working platform to undertake the replacement of the suspended ceiling.

Scaffolding to be erected so as to capture ALL debris arising from the works without contamination of the pool water.

Scaffolding to span the entire dimensions of both pools using modular beam sections erected on support scaffolds at the side of the pools.

Provide ladder access from the pool side to the working platform level.

Temporary works design to be submitted to the CA prior to proceeding.

2.9.3. Allow to carefully remove existing suspended ceiling and all associate fittings, including grid and hangers and dispose of all materials arising to licensed waste management facility.

2.9.4. Supply and installed new suspended ceiling to the entire pool area i.e. wall to wall using Armstrong World Industries' Newtowne Residence/Board 600 x 600 x 6mm ceiling tile (Item no. 1201M) in global white.

Tiles to be set in an exposed 24mm Prelude corrosive resistant grid system using Armstrong's Universal Main Runners 24 Corrosive Resistant Peakform and Superlock Clip and Corrosion Resistant Cross Tees TLX.

All accessories to be from Armstrong's corrosion resistant range and as compatible with the main system.

Perimeter trims to be Trulok corrosion resistant perimeter angle trim BPT1924.

Installation to comply with the relevant recommendations and performance requirements of BS 8290 for the selection and assembly of components and materials.

Top fixing to main structure to be in accordance with the Association of Interior Specialists Best Practice Guide: Selection And Installation Of Top Fixings For Suspended Ceilings and Fact Sheet 3 of 5 to ensure its compatibility with Anti-Corrosive situations and Swimming Pool environments.

Supply, storage and installation to be fully in accordance with manufacturer's instructions and recommendations.

Only Armstrong Ceilings approved contractors may be engaged to undertake the replacement of the suspended ceiling.

2.9.5. **Electrical Works: All in accordance with the attached drawings SP616 E1 and E3 (option 1) and lighting calculations.**

2.9.5.1. The complete electrical installation is to be installed, commissioned and maintained fully in accordance with the current edition of the Electrical Engineering Codes of Practice, the current edition of the IEE Regulations for electrical Installation (BS7671 with amendments).

2.9.5.2. [PROJECT 2] Existing LED cornice lighting to be isolated, disconnected, removed and returned to the Client.

2.9.5.3. [PROJECT 2] Existing wiring to be replaced throughout with new in addition to the existing distribution board in the pool area with a new Memshield 3 12w TP &N B converted to SP and complete with sub metering.

2.9.5.4. [PROJECT 2] New lighting to be fixed to the perimeter walls and steel structure (as indicated on the drawing). Lighting layout to be submitted and approved by the PM before proceeding.

2.9.5.5. [PROJECT 2] The Contractor shall design (to be approved by the PM), supply and install all bracketry, fixings and supports for the new wall mounted luminaires to be safely installed in the locations as indicated.

2.9.5.6. Any existing Fire alarm devise to be retained and incorporated into the new scheme

2.9.6. **Mechanical Works: All in accordance with the attached drawings SP616 E2**

2.9.6.1. The contractor is to reuse the existing vent terminals and incorporate these into the new ceiling with suitable and approved termination.

2.9.6.2. Before commencement of the works, allow to take flow readings of every terminal and issue to the PM for comment before proceeding further.

2.9.6.3. Allow to make all adjustments as required to air handling system as required to suit new suspended ceiling including for alterations to all ductwork, inlets/outlets, cabling and the like and leave in full working order.

Existing flexible connections to be replaced with new to match dimensionally and by performance and with sufficient spare length to allow adjustment by the ceiling installer to installed a trimmer to each terminal.

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	Where flexible connectors are replaced, the contractor shall ensure that there is no adverse impact to existing services and in particular to the fire alarm detection field devices, beams etc.	
2.9.6.4.	Contractor to replace all existing air filters and scrubbers installed within the existing ventilation system.	
2.9.6.5.	Upon completion, the contractor shall re-measure the flow rate of all refurbished and extended terminals and issue to the PM for comment before proceeding.	
	Sub-Total	

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2.10.	Contingency	£	
2.10.1.	Contingency Sum of £20,000.00. Not to be expended without the express permission of the Contract Administrator (i.e. Contract Instructions).		
	Sub-Total	<table border="1"><tr><td>£20,000.00</td></tr></table>	£20,000.00
£20,000.00			

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3. COLLECTION PAGE AND FORM OF TENDER

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THE CONTRACTOR IS TO ALSO PROVIDE A BREAKDOWN OF THE WORKS AS FOLLOWS:

Project 1 – flat roof recovering, replacement suspended ceiling, pool relamping and all associated works:

Collection Page and Form of Tender

<u>MAIN SUMMARY</u>		£
SECTION 1-	PRELIMINARIES	£
SECTION 2.1 -	GENERAL ITEMS	£
SECTION 2.2 -	BUILDING CONTROL	£
SECTION 2.3 -	ASBESTOS	£
SECTION 2.4 -	REPLACEMENT EXTERNAL DOORS	£
SECTION 2.5 -	PRE-CAST CONCRETE CLADDING PANELS	£
SECTION 2.6 -	HORIZONTAL UPVC SHIPLAP CLADDING	£
SECTION 2.7 -	FLAT ROOF RENEWAL	£
SECTION 2.8 -	MECHANICAL & ELECTRICAL	£
SECTION 2.9 -	REPLACEMENT SUSPENDED CEILINGS OVER THE POOL AREAS	£
SECTION 2.10 -	CLIENT CONTINGENCY	£20,000.00
SECTION -	MAIN CONTRACTOR'S OVERHEADS AND PROFIT	£
	TOTAL	£

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ANY ADDITIONAL ITEMS SPECIFIED BY THE CONTRACTOR:

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THE CONTRACTOR IS TO ALSO PROVIDE A BREAKDOWN OF THE WORKS AS FOLLOWS:

Project 2 – flat roof recovering and replacement suspended ceiling and all associated works: (i.e. no internal re-lamping and associated works)

<u>MAIN SUMMARY</u>		£
SECTION 1-	PRELIMINARIES	£
SECTION 2.1 -	GENERAL ITEMS	£
SECTION 2.2 -	BUILDING CONTROL	£
SECTION 2.3 -	ASBESTOS	£
SECTION 2.4 -	REPLACEMENT EXTERNAL DOORS	£
SECTION 2.5 -	PRE-CAST CONCRETE CLADDING PANELS	£
SECTION 2.6 -	HORIZONTAL UPVC SHIPLAP CLADDING	£
SECTION 2.7 -	FLAT ROOF RENEWAL	£
SECTION 2.8 -	MECHANICAL & ELECTRICAL	£
SECTION 2.9	REPLACEMENT SUSPENDED CEILING OVER THE POOL AREAS – (EXCL. 2.9.5 AND 2.9.6)	£
SECTION 2.10 -	CLIENT CONTINGENCY	£20,000.00
SECTION -	MAIN CONTRACTOR'S OVERHEADS AND PROFIT	£
	TOTAL	£

Form of tender

Tender for: Gedling Borough Council – Arnold Leisure Centre, High St, Arnold, Nottingham NG5 7EE

To: Director of Organisational Development & Democratic Services

Gedling Borough Council

Civic Centre

Arnold

Nottingham

NG5 6LU.

From:
.....
.....
.....
.....

Having examined carefully and understood the, Conditions of Tender, Conditions of Contract, the Specification and all other documentation issued by the Employer in connection with the Project.

We offer to carry out the whole of the Works as described in and in accordance with the documents referred to in this Tender;

for the sum of £

in words (exclusive of VAT)
.....
.....

in words (exclusive of VAT)

Commencing within weeks from acceptance of our tender, comprising a period of:

..... weeks from acceptance to the Date of Possession (lead-in period) and

..... weeks from the Date of Possession to the Date for Completion – Section 1.

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..... weeks from the Date of Possession to the Date for Completion – Section 2.

Our fully priced document(s) and other documents required by the Pricing Document, namely

.....

is/ are attached/ enclosed – We agree to supply our fully priced document(s) upon which the tender is based within 3 days of being required to do so.

For the purposes of the warranties and guarantee requirements mentioned in the Pricing Document, we have reviewed the contents of the Pricing Document and accept, without amendment, the wording set out in the appendices.

We agree that if any obvious errors in pricing or errors in arithmetic are discovered in the priced document[s] before acceptance of this offer, they shall be dealt with in accordance with the Alternative 2 procedure as described in JCT Tendering Practice Note (2012).

We undertake that in the event of acceptance of this offer, we will execute a formal contract with the Employer incorporating all the terms and conditions referred to in this offer within 21 days of being required to do so.

This tender remains open for acceptance for 90 days from the last date fixed for the submission of tenders.

We confirm that this tender is submitted at our expense and agree that the Employer need not necessarily accept the lowest or any other tender.

It must clearly be shown whether the Tenderer is a Limited Company, Statutory Corporation, Partnership, or Single Individual, trading in their own or another name, and also if the person signing is not the actual Tenderer, the capacity in which they sign or are employed.

Signed by or on behalf of :

Signature :

.....

Position :

.....

Date :

.....

.....

Note: The completed form of tender and supporting documents must be duly completed and submitted to:

Director of Organisational Development & Democratic Services

Gedling Borough Council

Civic Centre

Arnold

Nottingham

Servicing the building envelope across the entire UK...

NG5 6LU.

no later than 12.00 noon on Thursday April 18th, 2017.

DAY WORK RATES

NOTE: The following shall apply to all day works instructed to the Contractor and his own Sub- Contractors.

Labour

The Contractor shall insert below his fixed hourly rates for providing labour for work carried out on a day work basis.

The rates shall be deemed to include for all costs as defined in Section 3 and 6 of the "Definition of Prime Costs of Day work carried out under a Building Contract" (Third Edition – June 2007 Option B) published by Royal Institution of Chartered Surveyors and the Building Employers Confederations. The rates shall also comply with the 1981 agreement between the RICS and ECA.

The rates shall be applied to all day works carried out during the whole of the period of the Sub- Contractors takes to complete his contract works.

Normal Working Hours (8.00am - 6.00pm)

Foreman	@	£.....	Per hour
Craftsman	@	£.....	Per hour
Labourer	@	£.....	Per hour

Overtime Hours (Weekdays)

	@	£.....	Per hour
Foreman	@	£.....	Per hour
Craftsman	@	£.....	Per hour
Labourer	@	£.....	Per hour

Overtime Hours (Weekend)

	@	£.....	Per hour
Foreman	@	£.....	Per hour
Craftsman	@	£.....	Per hour
Labourer	@	£.....	Per hour

COLLUSIVE TENDERING CERTIFICATE

This is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- a) communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.
- b) entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.
- c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. We acknowledge that if we, or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, the Council may cancel the contract and recover all costs and losses.

In this certificate, the word 'person' includes any persons or any-body or associated, corporate or unincorporated, and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signed :

.....

Sole proprietor/Partners/Directors duly authorised to sign for and on behalf of

.....

Name of firm or Company

Date :

.....

Note: Refusal to give this declaration and undertaking means that your tender will not be considered.

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4. APPENDICES

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Appendix A Roof Covering Manufacturer's Specification

Proposed Specification

Alumasc Roofing System for
RAM Consultancy
Arnold Leisure Centre, Nottingham



Specification Ref: SP78793-S1

Date: 1/08/2016

Contents

Page 3	Systems & Warranty
Page 4	System Overview & Summary
Page 6	Preliminaries
Page 8	Roof Area 1 - Swimming Pool 1 & 2 & Tank House
Page 17	Roof Area 2 - Theatre Roof
Page 25	Information
Page 27	Contact List

Alumasc Specification

Arnold Leisure Centre, Nottingham

ALUMASC

ROOFING SYSTEMS



The specification is based on the use of Derbigum, a dual reinforced APP modified bitumen membrane. Derbigum has a proven track record of success stretching back 40 years. With enhanced flexibility, reinforced strength and excellent fire ratings.

The works shall be executed by a Derbigum Registered Contractor with experience of these products. Derbigum is the subject of BBA Certificate 86/1593, and its manufacture is registered to ISO14001:2004.

The proposals include for warranty cover on the installed Derbigum Roofing, in accordance with the terms and conditions set out in the Alumasc Certificate of Warranty.

Alumasc Exterior Building Products Ltd is registered as a Firm of Assessed Capability, in accordance with BSI Quality Assurance Standard BS EN ISO 9001:1994 – Registration Numbers Q06401 and FM35898.

System Warranty

The above specification/s shall be installed in accordance with the appropriate sections of all current relevant codes of practice, Building Regulations, and manufacturer's installation instructions for product supplied by the company. The works shall be installed by an Alumasc Registered Contractor, and, as agreed in the contract, the Alumasc Certificate of a 25 Year System Warranty shall be issued to the Building Owner from the date of final completion.

The warranty assures the building owner that, in the event that the roof fails to remain watertight as a consequence of latent defect in the cap sheet, underlayers, insulation, vapour control layer or associated accessories and adhesives as supplied by Alumasc, details designed by Alumasc or faulty workmanship of the Alumasc Registered Contractor, Alumasc undertakes to reinstate the waterproof integrity of the roof, subject to the terms and conditions.

This system warranty is conditional upon the full system being purchased from Alumasc and installed in accordance with the above specification. Substitution of any products, or installation by means other than those described, will invalidate the warranty offered.

The warranty offered is subject to the terms and conditions set out in the certificate of warranty, available upon request.

Alumasc Specification

Arnold Leisure Centre, Nottingham

ALUMASC

ROOFING SYSTEMS

Overview

Project No: SP78793-S1

Project: Arnold Leisure Centre, Nottingham

Area 1: Swimming Pool 1 & 2 & Tank House

Area 2: Theatre Roof

Prepared for: Mike Bricknell

E-mail: mikebricknell@ramconsultancy.co.uk

Submitted by: Alumasc Exterior Building Products Ltd
White House Works, Bold Road, Sutton
St Helens, Merseyside, WA9 4JG

Author: Kevin Robinson

Contact E-mail: robinsonk@alumasc-exteriors.co.uk

Date: 01/08/2016

Specification Summary

	ROOF 1	ROOF 2
Survey Information		
Roof Name	Swimming Pool 1 & 2 & Tank 1	Theatre Roof
Roof Size (m2)	TBC	TBC
Slope	<5deg	<5deg
Height (Storeys)	2	2
Deck Type	Metal	Metal
Core Sample	Metal deck, felt VCL, 60mm PUR, 2s Felt + chippings	Metal deck, metal lined VCL, 60mm PUR, 2x felt, chippings
Preparation		
Substrate	STRIP EXISTING TO DECK	REMOVE CHIPPINGS
		REPAIR EXISTING BUR
		(Moisture Mapping required)
Proposed Build-Up		
Main Area Proposed Materials		
Preparation	N/A	N/A
Primer	EUROROOF SA PRIMER TO DECK	BITUMEN PRIMER TO EXISTING
VCL	EUROROOF SELF-ADHESIVE VCL (2 LAYERS)	EUROROOF TORCHTITE VAPOUR BARRIER
Insulation	ALUMASC FF (PU Adhered)	ALUMASC FF (PU Adhered)
-Depth(mm)	N/A	N/A
Underlay	EUROROOF SELF-ADHESIVE UNDERLAY	EUROROOF SELF-ADHESIVE UNDERLAY
Cap Sheet	DERBIGUM MINERAL	DERBIGUM MINERAL
Caltech		

Preliminaries

Item	Description	Rate	Total
1.01	<p>SAFETY - WORKING AT HEIGHT Safety scaffolding, the location of rubbish skips, access ladders etc. should be agreed with the client and be in accordance with current Health and Safety regulations.</p>		
1.02	<p>FALL PROTECTION Sure-Foot Guardrail System or other suitable temporary or permanent fall arrest or fall protection measures will be necessary for the inspection and maintenance of the warranted Alumasc Roofing System throughout its life cycle.</p>		
1.03	<p>STORAGE Materials must be stored carefully on a clean dry surface, under cover and raised clear of the ground. Roll materials must be stored on end.</p> <p>Insulation should be stored inside wherever possible. If outside storage is unavoidable, the insulation packaging alone is not under any circumstances sufficient to provide protection. Replace any materials that become wet during storage.</p> <p>Store all adhesive products (including self-adhesive membranes) inside a building, at a temperature of 10°C or more.</p>		
1.04	<p>INCOMPLETE WORK Progress of the works will be such as to maintain the waterproof integrity of the roof/s. At the end of each working day, all open laps and joints to be sealed in accordance with current codes of practice.</p>		
1.05	<p>RAINWATER GOODS Test upon completion of the works prior to handover.</p>		
1.06	<p>INSPECTION AND TEST PLAN An Inspection and test plan is to be agreed between Alumasc and the Registered Contractor; identifying HOLD points for inspections and key milestone details for the issue of the Alumasc Warranty.</p>		
1.07	<p>PROTECTION As soon as an area of waterproofing has been completed it should be inspected upon notification of completion by the contractor. Completed areas should not be used as a building platform or as an access route by other trades. If unavoidable, appropriate protection must be provided for the duration of the construction period. Care should be taken not to mark or dent the works while laying any additional protection. Inspection and/or leak testing must always take place after removal of such protection.</p>		
1.08	<p>FUTURE ACCESS Roofs accessed for regular maintenance of plant, or parts of the building, should be given consideration in providing a predetermined route to and from the entry point to minimise</p>		

Alumasc Specification

Arnold Leisure Centre, Nottingham

ALUMASC

ROOFING SYSTEMS

Item	Description	Rate	Total
1.09	<p>SAFETY - FLAME-FREE ENCAPSULATION</p> <p>Provision is to be made for flame-free detailing to encapsulate any combustible materials that may be present (whether visible or not) in the roof construction and particularly within 900mm of any abutment or perimeter details. It is the responsibility of the appointed contractor to assess the potential risk. Alumasc will accept no liability for any loss, damage, or injury attributable to non-flame-free detailing in such cases.</p>		
1.10	<p>SAFETY - USE OF TORCH</p> <p>Whenever torch application is employed, the contractor must observe a minimum one hour fire watch after finishing torch application each day. Fire extinguishing equipment must be readily available, in accordance with Health and Safety legislation.</p>		

Swimming Pool 1 & 2 & Tank House

Specification					
2.0	Preparatory Works				
Item	Description	Qty	Unit	Rate	Total
2.01	<p>STRIP BACK EXISTING WATERPROOFING TO DECK</p> <p>Strip existing roofing sectionally from deck. Prepare the existing deck, renewing any defective sections prior to application of new roofing system, providing additional fixings where necessary.</p> <p>The finished surface is to be even and free from any irregularities that may compromise the works/and or performance. It is the responsibility of the appointed contractor to verify and report any deficiencies so that they can be corrected prior to commencing with the application.</p> <p>Strip off existing waterproofing from all details including upstands, gutters, perimeters, penetrations etc.</p> <p>Any imperfections or damage to existing substrates, upstands etc. which are to receive new waterproofing must be made good with suitable repair materials prior to the application of the new roofing system.</p> <p>Outlets and apertures must be protected from ingress of debris to prevent blockage of downpipe/s; protection should be removed during non-operating periods.</p>				
2.02	<p>REMOVE ALL FELT FLASHINGS</p> <p>Remove existing felt skirtings, flashings, and all associated details.</p>				
2.03	<p>CUTTING CHASES</p> <p>Form a new 30mm deep chase to accommodate the increase in upstand height required by the installation of the new waterproofing to achieve a minimum 150mm upstand above the new finished roof level.</p> <p>Where the existing chases are to be utilised they must be re-formed (if required) and cleaned.</p>				
2.04	<p>INTERNAL OUTLETS</p> <p>Existing internal outlet/s are to be removed and infilled. The new design proposal is to redirect rainwater to the roof perimeter elevation/s.</p>				
	<i>Sub total</i>				

Item	Description	Qty	Unit	Rate	Total
2.05	PIPES Remove all existing waterproofing. Collar and sleeves are to be extended to achieve a minimum 150mm upstand above the new finished roof level.				
2.06	CABLES Existing cables are to be temporarily removed, or raised and supported above roof level, for the duration of the works. Reposition cables as necessary on completion of the waterproofing system.				
Sub-total					

3.0 Substrate, Preparation & Priming					
Item	Description	Qty	Unit	Rate	Total
3.01	PRIME SUBSTRATE All surfaces must be dry and clean of all contaminants. Brush all loose dirt or debris and blow clear using dry air or industrial vacuum machine. Prime the substrate with EUROROOF SA PRIMER by roller or brush at the specified coverage rate ensuring an even coat across the substrate, and allow to dry. Typical coverage rates (minimum per coat): 100-200g/m ² (250-125m ² per unit), subject to porosity of the surface.				
Sub-total					

4.0 Vapour Control					
Item	Description	Qty	Unit	Rate	Total
Sub-total					

Alumasc Specification

Arnold Leisure Centre, Nottingham

ALUMASC

ROOFING SYSTEMS

Item	Description	Qty	Unit	Rate	Total
4.01	<p>VAPOUR BARRIER</p> <p>2 layers of VCL will be required to be installed due to the roof being over a swimming pool.</p> <p>Install the EUROROOF SELF-ADHESIVE VAPOUR CONTROL LAYER, with 75mm side and 100mm end laps, by removing the release film and firmly pressure rolling the surface and overlaps to achieve a continuous bond across the full width of the membrane. Ensure that the membrane is accurately aligned, including overlaps, before removing the release film, and that it does not move as the film is removed.</p> <p>Dress to form edge protection at all abutments, openings, parapets etc. to provide a minimum 50mm seal above the surface of the insulation. Where insulation is also to be installed to detail work, the vapour control layer is to be taken the full height of the upstand.</p> <p>Substrate/s must be even and free from any irregularities that may compromise the bond. Undertake an adhesion test to establish a full bond can be obtained using the Self-Adhesive membrane to the primed substrate. Please contact Alumasc technical services for further guidance if the bond strength is unsatisfactory.</p> <p>Side laps are self-adhesive when subject to temperatures of >15° under normal conditions. However, in cold weather or if the lap has become contaminated, hot air equipment should be used to ensure the laps are fully sealed. End laps should be heat welded using hot-air equipment. If left exposed overnight both side and end laps must be heat welded to ensure they are fully sealed.</p>				
	Sub-total				

5.0 Thermal Insulation					
Item	Description	Qty	Unit	Rate	Total
5.01	<p>THERMAL INSULATION</p> <p>Install mm ALUMASC FF POLYISOCYANURATE thermal insulation, bonded in 10mm continuous parallel beads of EUROROOFF PU INSULATION ADHESIVE at a rate of 4 beads per metre at 250mm centres for central areas (40m²/6kg can), and 6 beads per metre at 175mm centres for roof perimeters/detail and exposed areas (28m²/6kg can).</p> <p>All joints are to be close butted and staggered. Boards must be in good condition, well-fitting and stable.</p> <p>Eliminate uneven surfaces to ensure positive contact between the insulation board and substrate. Firmly press the insulation into place to ensure full contact and adhesion.</p> <p>Timber edge protection is to be provided to the insulation at the eaves, verge, and changes in level etc. Timber should be of a reduced thickness to the adjacent insulation to avoid creating a step in the waterproofing.</p>				
5.02	<p>ALUMASC CUT TO FALLS INSULATION SCHEME</p> <p>Alumasc Cut To Falls insulation schemes are designed to drain water from flat roof areas as efficiently as possible. They are a practical, economical and commercially acceptable solution for the improvement of flat roof drainage. It cannot, however, be guaranteed that 100% drainage efficiency will be achieved, due to building and construction tolerances, and there may be limited amounts of standing water after rainfall. In such cases, our waterproofing warranties remain valid and are not affected in any way. The waterproof integrity of the membrane remains unaffected.</p>				
	Sub-total				

Alumasc Specification

Arnold Leisure Centre, Nottingham

ALUMASC

ROOFING SYSTEMS

6.0		Underlay			
Item	Description	Qty	Unit	Rate	Total
6.01	<p>UNDERLAY</p> <p>Install the EUROROOF SELF-ADHESIVE UNDERLAY with 75mm side and 150mm end laps, by removing the release film and firmly pressure rolling the surface to achieve a continuous bond across the full width of the membrane. Ensure that the membrane is accurately aligned, including overlaps, before removing the release film, and that it does not move as the film is removed.</p> <p>Side laps are self-adhesive when subject to temperatures of >15° under normal conditions. However, in cold weather or if the lap has become contaminated, hot air equipment should be used to ensure the laps are fully sealed. End laps should be heat welded using hot-air equipment. If left exposed overnight both side and end laps must be heat welded to ensure they are fully sealed.</p> <p>Substrate/s must be even and free from any irregularities that may compromise the bond. Undertake an adhesion test to establish a full bond can be obtained using the Self-Adhesive membrane to the primed substrate. Please contact Alumasc technical services for further guidance if the bond strength is unsatisfactory.</p> <p>Prime all surfaces with EUROROOF SA PRIMER prior to installation.</p>				
	Sub-total				

7.0		Cap Sheet			
Item	Description	Qty	Unit	Rate	Total
	Sub-total				

Alumasc Specification

Arnold Leisure Centre, Nottingham

ALUMASC

ROOFING SYSTEMS

Item	Description	Qty	Unit	Rate	Total
7.01	<p>CAP SHEET</p> <p>Install the DERBIGUM MINERAL cap sheet by torch application to achieve a continuous bond across the full width of the membrane, with 100mm side and 150mm end laps. A minimum 5mm to 10mm continuous bead of bitumen must extrude from all laps. Leave any excess compound at the laps as continuous bead - do not spread or remove.</p> <p>All laps must be pressure rolled simultaneously with a long handled 15 kg lap roller.</p> <ul style="list-style-type: none">- Always position the membrane starting from the lowest point.- Position the membrane sheets staggered, avoiding any overlaps against the fall.- Pre-cut the lower corner of the end of each roll at 45° where it will be overlapped by the end lap of the next roll.- Apply the second layer of membrane astride and over the first one (always in the same direction and approximately 1/4 of its length from the previous sheet).- Heat the entire surface, making sure that the compound forms a liquid mass in front of the roll (saturating any superficial porosity). <p>Completed areas should not be used as a building platform or as an access route by other trades. If unavoidable, appropriate protection must be provided for the duration of the works. Care should be taken not to mark or dent the works while laying any additional protection. Inspection and/or leak testing must always take place after removal of such protection.</p>				
	Sub-total				

8.0 Detailing & Termination					
Item	Description	Qty	Unit	Rate	Total
8.01	<p>DETAILING MEMBRANES Execute all details in two layers - the EUROROOF SELF-ADHESIVE UNDERLAY fully bonded to the primed substrate, and EUROROOF SELF-ADHESIVE CAP SHEET fully bonded to the primed underlay. All laps are to be hot air welded and firmly pressure rolled.</p> <p>Install a 100x100mm reinforcing strip into the angle at all upstands. Overlap the main field cap sheet onto the reinforcing strip by the full 100mm. Install a final flashing piece of the cap sheet, fully bonded to the upstand and overlapping onto the main horizontal sheet area by a minimum of 100mm.</p> <p>Alternatively, install ALUMASC ANGLE FILLETS, 50x50mm, bedded in Alumasc PU Insulation Adhesive.</p> <p>Substrate/s must be even and free from any irregularities that may compromise the bond. Undertake an adhesion test to establish a full bond can be obtained using the Self-Adhesive membrane to the primed substrate. Please contact Alumasc technical services for further guidance if the bond strength is unsatisfactory.</p> <p>Prime all surfaces with EUROROOF SA PRIMER prior to installation.</p> <p>NIGHT JOINTS Progress of the works will be such as to maintain the waterproof integrity of the roof/s. At the end of each working day, all open laps and joints to be sealed in accordance with current codes of practice.</p> <p>FLASHINGS Where overlaps or flashing pieces lap onto a mineral surfaced finish, warm and dress the granules into the pre-heated bitumen prior to sealing the overlap.</p>				
	Sub-total				

Item	Description	Qty	Unit	Rate	Total
8.02	<p>UPSTAND WITH LEAD FLASHING</p> <p>Ensure that the continuity of the waterproof covering is maintained for a vertical height of 150mm above the finished roof level at all abutments, parapets etc.</p> <p>Raise all upstands to accommodate the above requirement, where necessary, in accordance with codes of practice. Alumasc cannot take responsibility in the event of water ingress over and above the termination of our waterproofing.</p> <p>Inspect the upstand and carry out any required maintenance work to ensure the substrate is suitable to receive the new waterproofing system.</p> <p>Install a code 4/5 lead cover flashing, chased into the upstand by a minimum of 30mm, and sealed with DERBITECH HD POLYMER SEALANT. Carry out lead work in accordance with the Lead Sheet Association recommendations.</p>				
8.03	<p>PARAPET WITH GRP TRIM</p> <p>Board over rough surfaces with new exterior grade plywood or oriented strand board (OSB 3) prior to the application of the waterproofing.</p> <p>Dress the waterproofing up and across the parapet wall to the external edge, encapsulating the entire parapet.</p> <p>Roof perimeter detail is to be completed by forming a welted drip detail in accordance with current code of practice BS8217. Form a welted drip to the outer edge and fold neatly around a 6mm timber drip former.</p> <p>Nail former to face of drip batten.</p> <p>Use the tail of the membrane to provide a minimum 100mm overlap onto the primary waterproofing.</p>				
8.04	<p>PIPE PENETRATIONS</p> <p>Dress waterproofing up all pipe penetrations to achieve a minimum 150mm upstand height from the finished roof level; extending the pipe where applicable.</p> <p>Protect the waterproofing with a metal apron and seal with DERBITECH HD POLYMER SEALANT.</p>				
	Sub-total				

Alumasc Specification

Arnold Leisure Centre, Nottingham

ALUMASC

ROOFING SYSTEMS

Item	Description	Qty	Unit	Rate	Total
8.05	<p>ROOF-PRO PRODRAIN OUTLET Supply and fit Roof-Pro ProDrain Outlet/s.</p> <p>The 400mm vertical spigot is made from corrosion resistant stainless steel and the 'O' ring provides an excellent seal whilst still allowing for movement, the factory bonded 500x500 bituminous flange allows for easy installation. The specified waterproofing must be fully bonded to the supplied felt flange attached to the unit.</p> <p>Size of outlet is to be confirmed by the appointed design professional/contractor.</p> <p>Rainwater goods must be tested by the contractor upon completion of the works prior to handover.</p>				
	Sub-total				

Theatre Roof

Specification

2.0 Preparatory Works					
Item	Description	Qty	Unit	Rate	Total
2.01	<p>REMOVAL OF EXISTING CHIPPINGS</p> <p>Protective chippings are to be removed manually wherever possible and cleared from site. Bonded areas may require the use of a mechanical scabbler. Problematic areas are to be inspected by Alumasc and the Contractor Administrator prior to commencement of the new waterproofing.</p>				
2.02	<p>REPAIR EXISTING WATERPROOFING</p> <p>Roof will be required to be moisture mapped to ascertain areas of roof that may need to be replaced.</p> <p>Remove all debris and non-adherent areas of existing roof finish.</p> <p>Prepare existing surface to provide an acceptable base for overlay roofing, cutting and sealing all blisters and buckles. Any areas of the existing system that are badly degraded should be removed.</p> <p>Strip off existing waterproofing from all details including upstands, gutters, perimeters, penetrations etc.</p> <p>Any imperfections or damage to existing substrates, upstands etc. which are to receive new waterproofing must be made good with suitable repair materials prior to the application of the new roofing system.</p> <p>The existing surface is to be even and free from any irregularities that may compromise the works/and or performance. It is the responsibility of the appointed contractor to verify and report any deficiencies so that they can be corrected prior to commencing with the application.</p> <p>Outlets and apertures must be protected from ingress of debris to prevent blockage of downpipe/s; protection should be removed during non-operating periods.</p>				
2.03	<p>REMOVE ALL FELT FLASHINGS</p> <p>Remove existing felt skirtings, flashings, and all associated details.</p>				
	Sub-total				

Item	Description	Qty	Unit	Rate	Total
2.04	<p>CUTTING CHASES</p> <p>Form a new 30mm deep chase to accommodate the increase in upstand height required by the installation of the new waterproofing to achieve a minimum 150mm upstand above the new finished roof level.</p> <p>Where the existing chases are to be utilised they must be re-formed (if required) and cleaned.</p>				
2.05	<p>INTERNAL OUTLETS</p> <p>Existing internal outlet/s ate to be removed and infilled. The new design proposal is to redirect rainwater to the roof perimeter elevation/s.</p>				
2.06	<p>PIPES</p> <p>Remove all existing waterproofing. Collar and sleeves are to be extended to achieve a minimum 150mm upstand above the new finished roof level.</p>				
2.07	<p>CABLES</p> <p>Existing cables are to be temporarily removed, or raised and supported above roof level, for the duration of the works. Reposition cables as necessary on completion of the waterproofing system.</p>				
	Sub-total				

3.0 Substrate, Preparation & Priming					
Item	Description	Qty	Unit	Rate	Total
3.01	<p>PRIME EXISTING WATERPROOFING</p> <p>All surfaces must be dry and clean of all contaminants.</p> <p>Brush all loose dirt or debris and blow clear using dry air or industrial vacuum machine.</p> <p>Prime the existing waterproofing with ALUMASC BITUMEN PRIMER by roller or brush at the specified coverage rate ensuring an even and full coat across the substrate, and allow to dry completely.</p> <p>Typical coverage rates (minimum per coat): 6-12 m²/litre (Mastic asphalt and roofing felt) 6-8 m²/litre (Concrete and timber), 6-12 m²/litre (metal surfaces)</p> <p>Coverage rates will vary according to the porosity of the surface.</p>				
	Sub-total				

4.0 Vapour Control					
Item	Description	Qty	Unit	Rate	Total
4.01	<p>VAPOUR BARRIER</p> <p>Install the EUROROOF TORCHTITE VAPOUR BARRIER by torch application to achieve a continuous bond across the full width of the membrane, with 100mm side and 150mm end laps. A continuous bead of bitumen must extrude from all laps.</p> <p>Dress to form edge protection at all abutments, openings, parapets etc. to provide a minimum 50mm seal above the surface of the insulation. Where insulation is also to be installed to detail work, the vapour control layer is to be taken the full height of the upstand.</p>				
	Sub-total				

5.0 Thermal Insulation					
Item	Description	Qty	Unit	Rate	Total
5.01	<p>THERMAL INSULATION</p> <p>Install mm ALUMASC FF POLYISOCYANURATE thermal insulation, bonded in 10mm continuous parallel beads of EUROROOF PU INSULATION ADHESIVE at a rate of 4 beads per metre at 250mm centres for central areas (40m²/6kg can), and 6 beads per metre at 175mm centres for roof perimeters/detail and exposed areas (28m²/6kg can).</p> <p>All joints are to be close butted and staggered. Boards must be in good condition, well-fitting and stable.</p> <p>Eliminate uneven surfaces to ensure positive contact between the insulation board and substrate. Firmly press the insulation into place to ensure full contact and adhesion.</p> <p>Timber edge protection is to be provided to the insulation at the eaves, verge, and changes in level etc. Timber should be of a reduced thickness to the adjacent insulation to avoid creating a step in the waterproofing.</p>				
	Sub-total				

Item	Description	Qty	Unit	Rate	Total
5.02	<p>ALUMASC CUT TO FALLS INSULATION SCHEME</p> <p>Alumasc Cut To Falls insulation schemes are designed to drain water from flat roof areas as efficiently as possible. They are a practical, economical and commercially acceptable solution for the improvement of flat roof drainage. It cannot, however, be guaranteed that 100% drainage efficiency will be achieved, due to building and construction tolerances, and there may be limited amounts of standing water after rainfall. In such cases, our waterproofing warranties remain valid and are not affected in any way. The waterproof integrity of the membrane remains unaffected.</p>				
Sub-total					

6.0 Underlay					
Item	Description	Qty	Unit	Rate	Total
6.01	<p>UNDERLAY</p> <p>Install the EUROROOF SELF-ADHESIVE UNDERLAY with 75mm side and 150mm end laps, by removing the release film and firmly pressure rolling the surface to achieve a continuous bond across the full width of the membrane. Ensure that the membrane is accurately aligned, including overlaps, before removing the release film, and that it does not move as the film is removed.</p> <p>Side laps are self-adhesive when subject to temperatures of >15° under normal conditions. However, in cold weather or if the lap has become contaminated, hot air equipment should be used to ensure the laps are fully sealed. End laps should be heat welded using hot-air equipment. If left exposed overnight both side and end laps must be heat welded to ensure they are fully sealed.</p> <p>Substrate/s must be even and free from any irregularities that may compromise the bond. Undertake an adhesion test to establish a full bond can be obtained using the Self-Adhesive membrane to the primed substrate. Please contact Alumasc technical services for further guidance if the bond strength is unsatisfactory.</p> <p>Prime all surfaces with EUROROOF SA PRIMER prior to installation.</p>				
Sub-total					

7.0 Cap Sheet					
Item	Description	Qty	Unit	Rate	Total
7.01	<p>CAP SHEET</p> <p>Install the DERBIGUM MINERAL cap sheet by torch application to achieve a continuous bond across the full width of the membrane, with 100mm side and 150mm end laps. A minimum 5mm to 10mm continuous bead of bitumen must extrude from all laps. Leave any excess compound at the laps as continuous bead - do not spread or remove.</p> <p>All laps must be pressure rolled simultaneously with a long handled 15 kg lap roller.</p> <ul style="list-style-type: none"> - Always position the membrane starting from the lowest point. - Position the membrane sheets staggered, avoiding any overlaps against the fall. - Pre-cut the lower corner of the end of each roll at 45° where it will be overlapped by the end lap of the next roll. - Apply the second layer of membrane astride and over the first one (always in the same direction and approximately 1/4 of its length from the previous sheet). - Heat the entire surface, making sure that the compound forms a liquid mass in front of the roll (saturating any superficial porosity). <p>Completed areas should not be used as a building platform or as an access route by other trades. If unavoidable, appropriate protection must be provided for the duration of the works. Care should be taken not to mark or dent the works while laying any additional protection. Inspection and/or leak testing must always take place after removal of such protection.</p>				
	Sub-total				

8.0 Detailing & Termination					
Item	Description	Qty	Unit	Rate	Total
8.01	<p>DETAILING MEMBRANES Execute all details in two layers - the EUROROOF SELF-ADHESIVE UNDERLAY fully bonded to the primed substrate, and EUROROOF SELF-ADHESIVE CAP SHEET fully bonded to the primed underlay. All laps are to be hot air welded and firmly pressure rolled.</p> <p>Install a 100x100mm reinforcing strip into the angle at all upstands. Overlap the main field cap sheet onto the reinforcing strip by the full 100mm. Install a final flashing piece of the cap sheet, fully bonded to the upstand and overlapping onto the main horizontal sheet area by a minimum of 100mm.</p> <p>Alternatively, install ALUMASC ANGLE FILLETS, 50x50mm, bedded in Alumasc PU Insulation Adhesive.</p> <p>Substrate/s must be even and free from any irregularities that may compromise the bond. Undertake an adhesion test to establish a full bond can be obtained using the Self-Adhesive membrane to the primed substrate. Please contact Alumasc technical services for further guidance if the bond strength is unsatisfactory.</p> <p>Prime all surfaces with EUROROOF SA PRIMER prior to installation.</p> <p>NIGHT JOINTS Progress of the works will be such as to maintain the waterproof integrity of the roof/s. At the end of each working day, all open laps and joints to be sealed in accordance with current codes of practice.</p> <p>FLASHINGS Where overlaps or flashing pieces lap onto a mineral surfaced finish, warm and dress the granules into the pre-heated bitumen prior to sealing the overlap.</p>				
	Sub-total				

Item	Description	Qty	Unit	Rate	Total
8.02	<p>UPSTAND WITH LEAD FLASHING</p> <p>Ensure that the continuity of the waterproof covering is maintained for a vertical height of 150mm above the finished roof level at all abutments, parapets etc.</p> <p>Raise all upstands to accommodate the above requirement, where necessary, in accordance with codes of practice. Alumasc cannot take responsibility in the event of water ingress over and above the termination of our waterproofing.</p> <p>Inspect the upstand and carry out any required maintenance work to ensure the substrate is suitable to receive the new waterproofing system.</p> <p>Install a code 4/5 lead cover flashing, chased into the upstand by a minimum of 30mm, and sealed with DERBITECH HD POLYMER SEALANT. Carry out lead work in accordance with the Lead Sheet Association recommendations.</p>				
8.03	<p>PARAPET WITH GRP TRIM</p> <p>Board over rough surfaces with new exterior grade plywood or oriented strand board (OSB 3) prior to the application of the waterproofing.</p> <p>Dress the waterproofing up and across the parapet wall to the external edge, encapsulating the entire parapet.</p> <p>Roof perimeter detail is to be completed by forming a weltd drip detail in accordance with current code of practice BS8217. Form a weltd drip to the outer edge and fold neatly around a 6mm timber drip former.</p> <p>Nail former to face of drip batten.</p> <p>Use the tail of the membrane to provide a minimum 100mm overlap onto the primary waterproofing.</p>				
8.04	<p>PIPE PENETRATIONS</p> <p>Dress waterproofing up all pipe penetrations to achieve a minimum 150mm upstand height from the finished roof level; extending the pipe where applicable.</p> <p>Protect the waterproofing with a metal apron and seal with DERBITECH HD POLYMER SEALANT.</p>				
	Sub-total				

Alumasc Specification

Arnold Leisure Centre, Nottingham

ALUMASC

ROOFING SYSTEMS

Item	Description	Qty	Unit	Rate	Total
8.05	<p>ROOF-PRO PRODRAIN OUTLET Supply and fit Roof-Pro ProDrain Outlet/s.</p> <p>The 400mm vertical spigot is made from corrosion resistant stainless steel and the 'O' ring provides an excellent seal whilst still allowing for movement, the factory bonded 500x500 bituminous flange allows for easy installation. The specified waterproofing must be fully bonded to the supplied felt flange attached to the unit.</p> <p>Size of outlet is to be confirmed by the appointed design professional/contractor.</p> <p>Rainwater goods must be tested by the contractor upon completion of the works prior to handover.</p>				
	Sub-total				

Health & Safety

It is strictly the contractor's responsibility to ensure that all works are executed in accordance with current health and safety legislation. Guidance may be taken from HSE publication reference: HSG33 - Health and Safety in Roof Work.

Sure-Foot Guardrail System or other suitable temporary or permanent fall arrest or fall protection measures will be necessary for the inspection and maintenance of the warranted Alumasc Roofing System throughout its life cycle.

Safety scaffolding, the location of rubbish skips, access ladders etc. should be agreed with the client/principal contractor and be in accordance with current Health and Safety regulations.

Product data and MSDS documents are available for all relevant products supplied by Alumasc; available for download from <http://www.alumascroofing.co.uk>.

Inspections

Site inspections will be made by Alumasc during the works to ensure that the installation is executed in accordance with the Alumasc warranty requirements and current codes of practice.

The contractor must contact Alumasc to arrange a final inspection upon completion of each stage of the works. It is strictly the responsibility of the contractor to notify Alumasc that a final inspection is required, and also to ensure that the inspection takes place prior to the application of any surfacing above the waterproof covering. Failure on either or both counts will jeopardise approval and/or warranty release.

Once the final inspection has been carried out, the warranty will be issued via the roofing contractor upon acceptable rectification of any snags as identified by Alumasc, or without undue delay should all be satisfactory.

All inspections/and or maintenance actions carried out at roof level must be in full compliance with the appropriate health and safety regulations, and particularly those specifically dealing with working at height.

Maintenance

It is recommended that all flat roofs be inspected at a minimum frequency of twice a year. Ideally, inspections should be carried out in spring and autumn accounting for the effects of annual extremes of weather to be checked. Inspection should also be carried out following works on the roof by other trades, or following installation of new roof equipment.

- ✓ Check exposed membrane for any signs of mechanical or chemical damage.
- ✓ Remove any unnecessary debris from the roof area (especially objects which could cause damage to the membrane).
- ✓ Remove any blockages to outlet gratings/drainage points/gutters (e.g. leaves, litter, and sediment).
- ✓ Check soundness of pointing and any mastic sealants at terminations.
- ✓ Remove or repair disused or redundant roof mounted equipment.
- ✓ Inspect rooflights and other penetrations for any damage (e.g. cracks to glazing, missing vent tops), which could result in leakage and/or condensation.
- ✓ Check for any other building components for soundness (e.g. patent glazing, parapet walls etc.)
- ✓ Keep records of your inspections for future reference.

All inspections/and or maintenance actions carried out at roof level must be in full compliance with the appropriate health and safety

General Notes

- Prior to installation, the Alumasc project specification, associated drawings, and manufacturer's installation instructions for all materials should have been studied and understood, and must be followed. These proposals relate to the roof waterproofing area only. They do not include associated work to be carried out by other trades, which may be required to complete a satisfactory refurbishment.
- Installation may only be carried out by Alumasc registered operatives, who have sufficient training for each specialist system and awareness to work safely, under the direction of qualified supervisors.
- A physical inspection is required by the contractor to verify the condition of the roof prior to commencement of works. It is the contractor's sole responsibility to fully acquaint themselves with the extent of the works and the conditions under which they are to be executed. Where applicable please familiarise yourself with the Alumasc condition report. Any discrepancies between specification documents and/or condition report are to be highlighted by the contractor to the contract administrator prior to installation.
- The contractor shall carry out the Works in accordance with all statutory requirements. Should any detail arise where it is not clear how this can be achieved, the contractor is to seek advice and approval for all proposals from Alumasc before completing the works.
- The contractor must ensure that satisfactory aesthetic appearance of the completed works is achieved.
- Insulation must be incorporated to avoid a cold bridge as determined by building control and/or appointed design professional.
- Where applicable, all roof services and plant, access walkways, platforms, pipes etc. must be mounted on Roof-Pro support systems providing at least 500mm clearance above the roof membrane, in order to facilitate access for future inspection/maintenance or repair.
- Where applicable, provision is to be made to supply and fit suitable Harmer or Roof-Pro outlet/s in accordance with BS EN 12056-3. Type and size of outlet is to be confirmed by the appointed design professional and/or contractor unless otherwise stated.
- The building owner or their appointed design professional must have satisfied themselves that the roof structure and deck are suitable to receive the dead load of the proposed specification.
- All work on fragile roofs must be carried out in accordance with current Health and Safety legislation, with specific reference to the Working at Height Regulations 2005, HSG33 Health & Safety in Roof Work and HSE Document INDG284: Working on Roofs. A risk assessment must be carried out by the relevant parties prior to any works being undertaken. The Health & Safety Executive should be contacted for further information if guidance on this matter is required.
- The waterproofing components' resistance to dead and imposed loading must be assessed to avoid failure of the component/and or reduction in performance. Where resistance is deemed inadequate, suitable measures to mitigate load intensity will need to be considered.
- It is strictly the responsibility of the client and/or their design professional to ensure compliance of the proposed specification with all relevant Building Regulations by consultation with Building Control. In the event of any doubt about the interpretation or application of the Building Regulations in relation to any particular new build or refurbishment works, clarification must be sought directly from Building Control.
- The substitution of any products (or installation by means other than those described) is strictly prohibited, unless agreed in writing, in advance, with Alumasc Exterior Building Products Ltd.
- Alumasc Exterior Building Products Ltd will not accept any liability arising from unauthorised variations or un-notified changes in circumstances relating to the application or performance of Alumasc products or systems.

Alumasc Specification

Arnold Leisure Centre, Nottingham

ALUMASC

ROOFING SYSTEMS

Alumasc Contact List

Area Manager

Contact: Andrew Beeney
Telephone: 07720 883675
E-Mail: roofing@alumasc-exteriors.co.uk

Roofing Technical Services

Address: Head Office
Alumasc Exterior Building Products Ltd
White House Works, Bold Road
Sutton, St Helens
Merseyside WA9 4JG
Telephone: 01744 648 400
E-Mail: roofing@alumasc-exteriors.co.uk

Customer Services

Contact: Emma Nuttall
Telephone: 01744 648 436
E-Mail: sales@alumasc-exteriors.co.uk

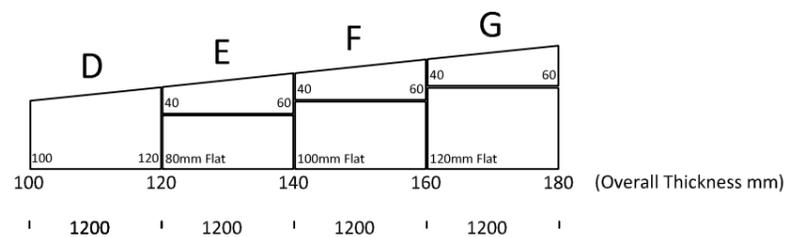
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Appendix B Tapered Insulation Layout

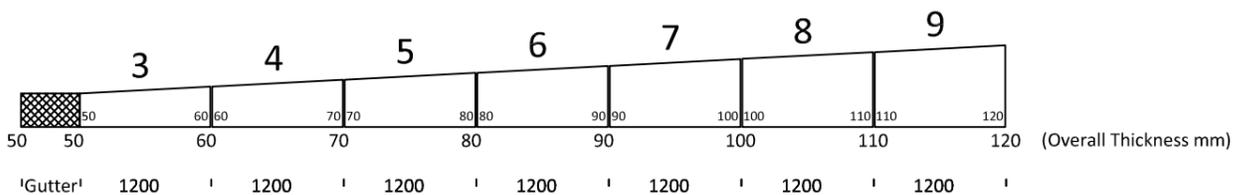
FOR APPROVAL



1:60 Fall Foil Faced PIR
Cross Section Not To Scale:



1:120 Fall Foil Faced PIR
Cross Section Not To Scale:



- NOTES:**
- All dimensions, positions of outlets etc must be confirmed by the contractor.
 - An even and level deck is assumed unless otherwise stated.
 - Do not scale from this drawing.
 - All boards are supplied as components and all cutting and bonding is to be carried out by the contractor unless otherwise stated.
 - All offcuts are to be retained as necessary to complete the scheme.
 - Deflector or mitres not shown as pre-mitred boards are to be formed from standard tapered boards. An adequate quantity of boards are supplied.
 - Complete drainage of areas of flat insulation cannot be guaranteed.
 - All U-values are calculated according to BS EN ISO 6946:2007(E).
 - This drawing and any related notes are copyright of RAM Consultancy.
 - Scheme based on:

Project:
Arnold Leisure Centre
Drawing Title:
Tapered Insulation Layout

Date	Scale	Drawn
08.08.16	200@A3	NF
Drawing No	Revision	
1198-Y-1RF-01	0	

T: 0844 335 1822 F: 0844 335 1823
W: www.ramconsultancy.co.uk

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Appendix C Mechanical and electrical drawings

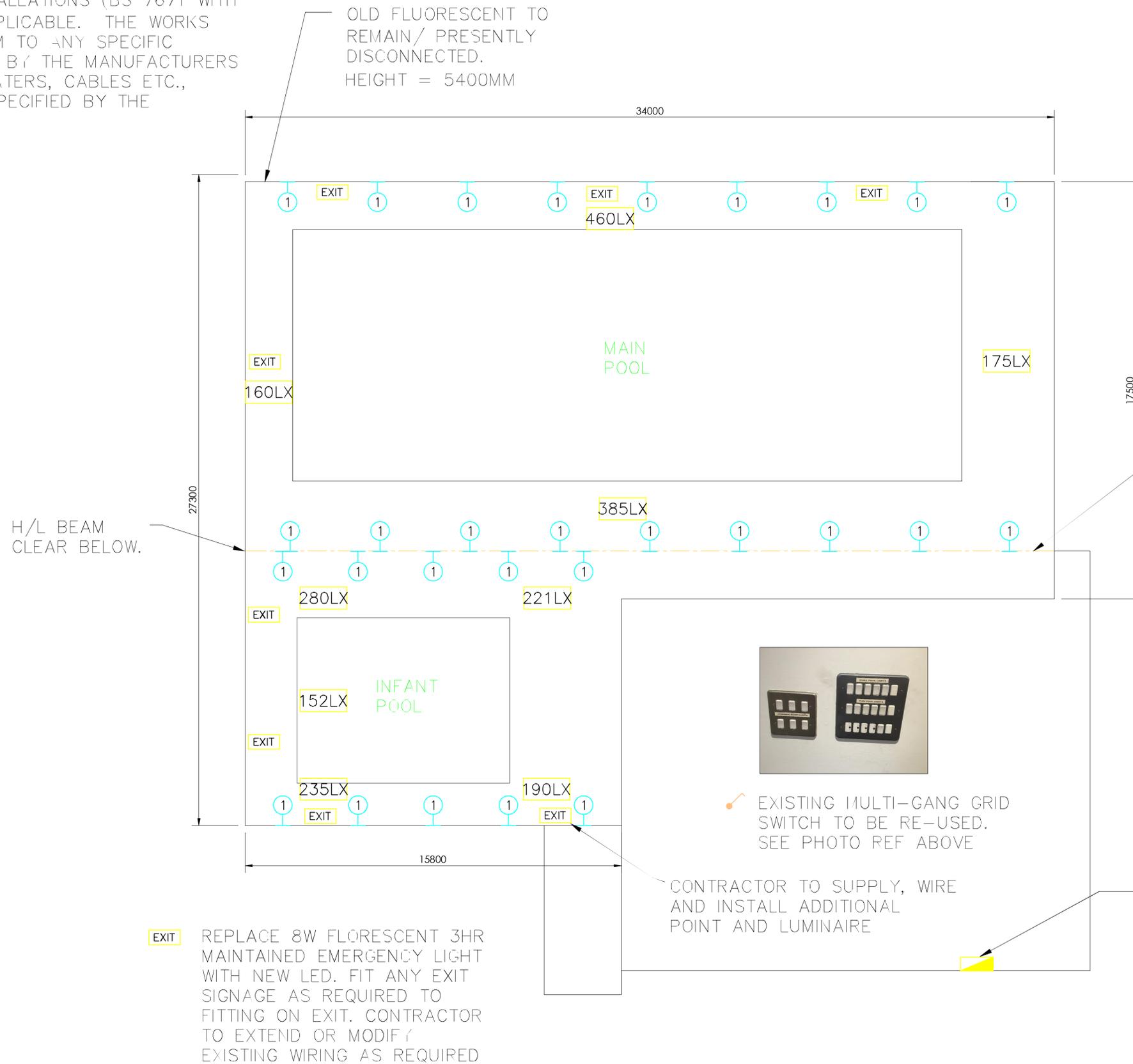
THE COMPLETE ELECTRICAL INSTALLATION AS SPECIFIED MUST BE INSTALLED, COMMISSIONED AND MAINTAINED IN ACCORDANCE WITH THE CURRENT EDITION OF THE ELECTRICAL ENGINEERING CODES OF PRACTICE, THE CURRENT EDITION OF THE IEE REGULATIONS FOR ELECTRICAL INSTALLATIONS (BS 7671 WITH AMENDMENTS) AS APPLICABLE. THE WORKS SHALL ALSO CONFORM TO ANY SPECIFIC INSTRUCTIONS ISSUED BY THE MANUFACTURERS OF ACCESSORIES, HEATERS, CABLES ETC., UNLESS OTHERWISE SPECIFIED BY THE AUTHORIZED OFFICER.

EXISTING LED LIGHTING IS CORNICE TYPE  THESE ARE TO BE STRIPPED OUT AND RETURNED TO THE SITE MANAGER. SEE PHOTO BELOW FOR REF.



THE EXISTING WIRING IN SITU IS TO BE REPLACED THROUGHOUT WITH NEW. THE CONTRACTOR SHALL ALSO NEED TO REPLACE THE EXISTING DISTRIBUTION BOARD IN THE POOL AREA WITH A NEW ITEM. MEMSHIELD 3 12 w TP&N TYPE B CONVERTED TO SP AND COMPLETE WITH SUB METERING

THERE ARE 9No. STEEL SQUARE GIRDERS. LIGHT FITTINGS MAY BE FIXED TO THESE WITH A BRACKET ARRANGEMENT. BRACKETS TO BE POWDER COATED/ FINAL DESIGN TO BE APPROVED BY PM.SEE PHOTO BELOW FOR REF.



EXISTING DB SUPPLY TO PLANT ROOM BOARD. CONTRACTOR SUPPLY TO BE REUSED, POOL PLANT DB TO BE REPLACED.

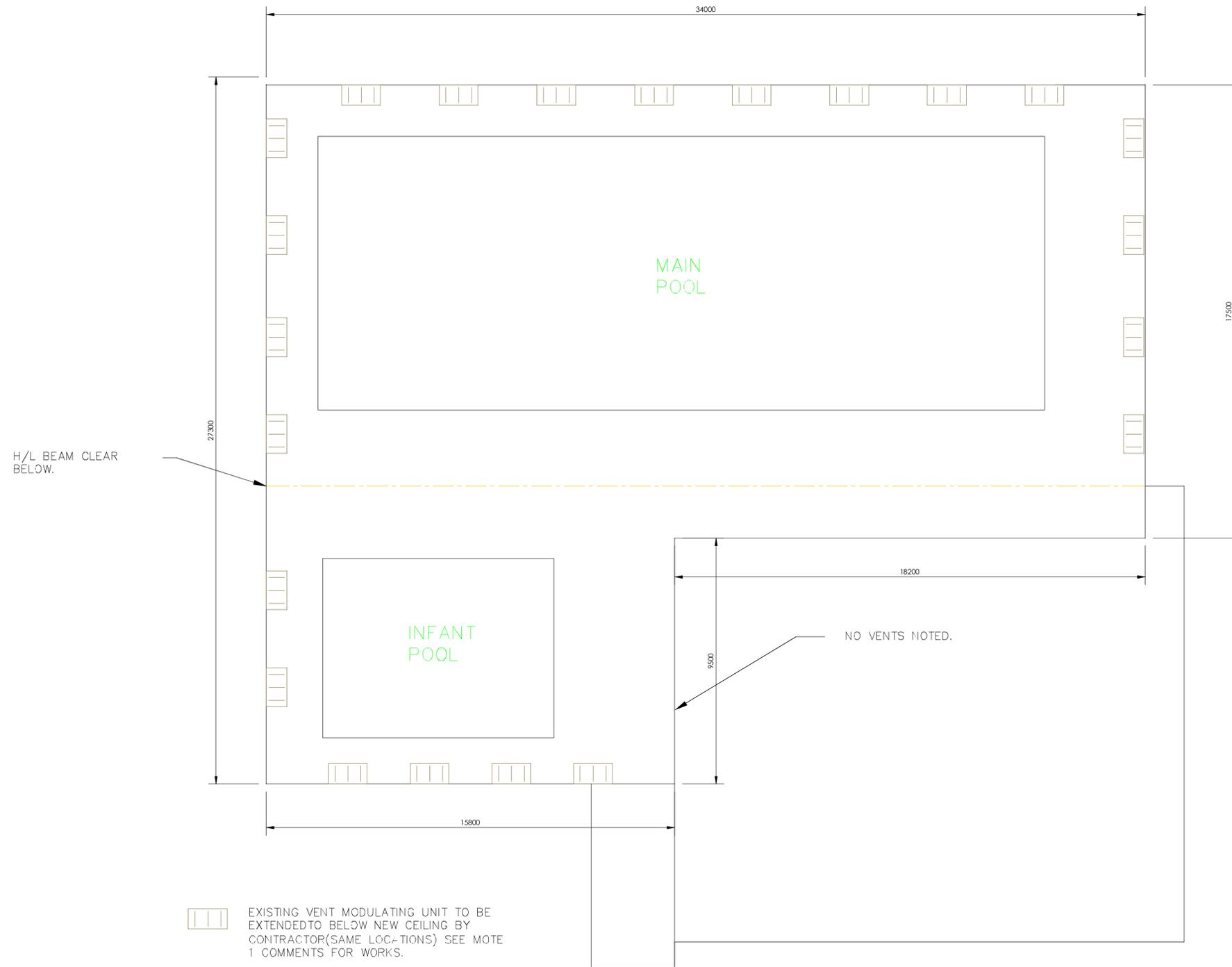
Arnold Leisure Centre	
client	
Existing Electrical Services Layout - Lighting	
project	Pool
drawing	SP616 E1
project no.	
LM NOV 16 AS 09/11/16 AS 09/11/16	
date checked	date approved
1:100	@A1
scale	original sheet size
Eightpins, 4 Locmakers Close, East Claydon, Bucks, MK18 2FA	
tel: 01296 715628 email: andrewspittles@aal.com	

DO NOT SCALE DIMENSIONS FROM THIS DRAWING

CHECK ALL DIMENSIONS ON SITE AND CO-ORDINATE WITH ALL ISSUED INFORMATION

EXISTING VENTS TO BE REMOVED.

EXISTING DUCT TO BE EXTENDED BY THE CONTRACTOR AND NEW TERMINALS INSTALLED BELOW FLUSH FITTED IN NEW CEILING.



NOTES

NOTE 1. THE CONTRACTOR IS TO REUSE THE EXISTING VENT TERMINALS AND INCORPORATE THESE INTO THE NEW CEILING WHICH REPLACES THE EXISTING. THE CONTRACTOR SHALL BEFORE COMMENCING ANY WORK TO THE VENTILATION TAKE FLOW READINGS OF EVERY VENT TERMINAL. THESE READINGS SHALL BE ISSUED TO THE PM FOR AUDIT AND CONTROL.

THE CONTRACTOR SHALL REPLACE THE EXISTING FLEXIBLE CONNECTION WITH A NEW ITEM TO MATCH THE DIMENSION AND PERFORMANCE OF THE EXISTING BEING REMOVED. THE NEW FLEXI CONNECTION SHALL BE LEFT WITH SUFFICIENT SPARE LENGTH SO AS IT IS REASONABLE FOR THE CEILING INSTALLER TO ADJUST AND INSTALL A TRIMMER TO EACH TERMINAL. ALL EXISTING ELECTRICAL CONNECTIONS APPEAR VISUALLY TO HAVE SLACK AND THESE SHOULD NOT BE AFFECTED.

ON COMPLETION OF INSTALLING THE NEW FLEX CONNECTIONS THE CONTRACTOR SHALL REPLACE ALL EXISTING AIR FILTERS AND SCRUBBERS INSTALLED TO THE VENT SYSTEM.

WHEN THIS IS COMPLETED THE CONTRACTOR SHALL THEN REMEASURE THE FLOW RATE IF ALL OF THE REFURBISHED AND EXTENDED TERMINALS AND ISSUE TO THE PM FOR APPROVAL.

NOTE AT HIGH LEVEL WHERE THE FLEXI CONNECTORS ARE REPLACED THE CONTRACTOR SHALL ENSURE THAT THERE IS NO ADVERSE IMPACT TO EXISTING SERVICES AND IN PARTICULAR ANY FIRE ALARM DETECTION FIELD DEVICES < BEAMS ETC. SHOULD THE CONTRACTOR NOTE ANY ISSUES THESE SHALL BE IDENTIFIED TO THE PM IN WRITING FOR RESOLUTION



THE IMAGE ABOVE IS ONE OF THE EXISTING VENTS TO BE EXTENDED. NOTE THE FLEXI CONNECTION TO BE REPLACED. THE CEILING DROPS @200mm FROM PRESENT HEIGHT

Arnold Leisure Centre

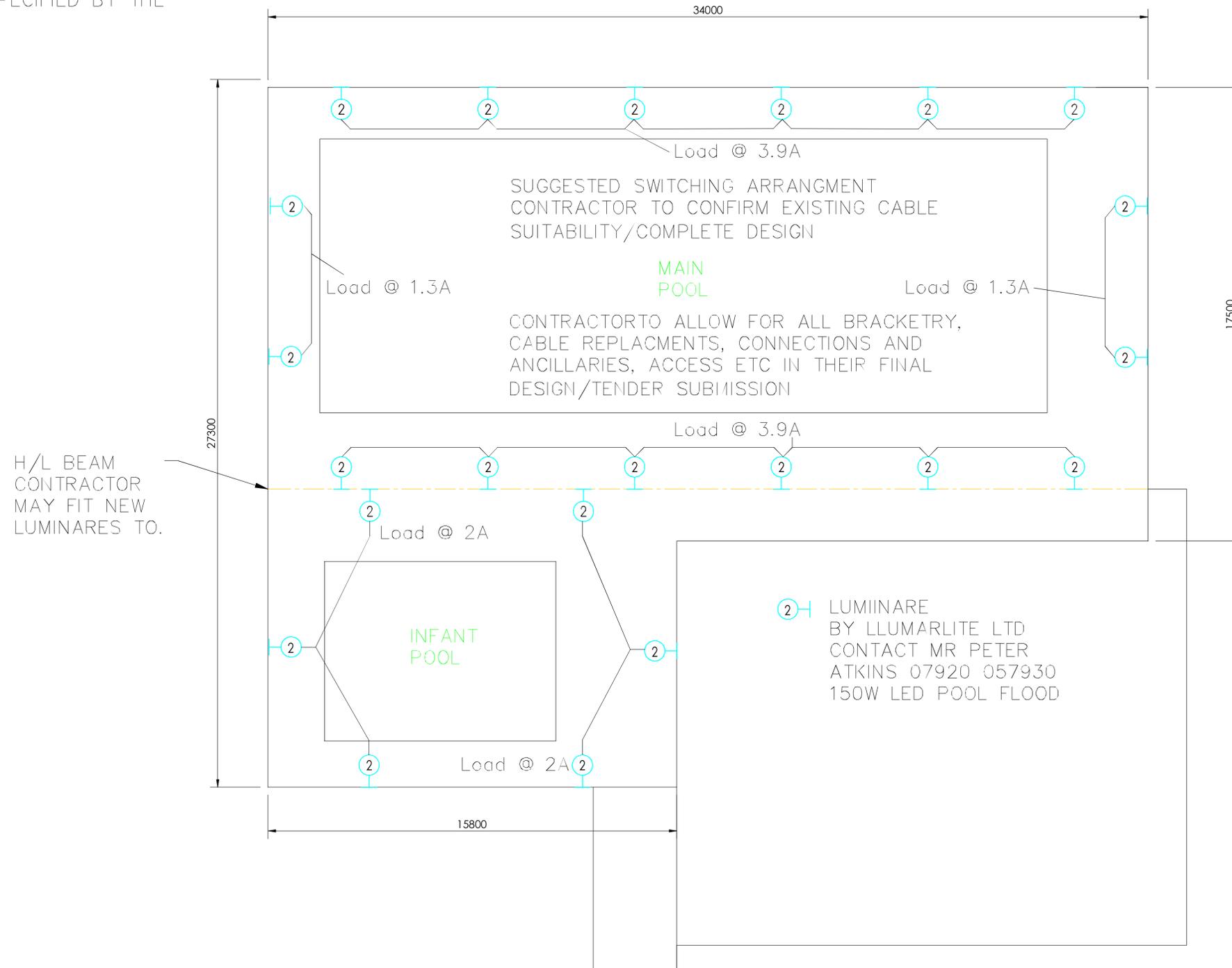
Existing Mechanical Services Layout

Pool

project no.	SP616	drawing no.	E2
checked	LM NOV 16 AS	date checked	09/11/16 AS
scale	1:100	original sheet size	@A1

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tel: 01296 715628 email: andrewspittles@aal.com

THE COMPLETE ELECTRICAL INSTALLATION AS SPECIFIED MUST BE INSTALLED, COMMISSIONED AND MAINTAINED IN ACCORDANCE WITH THE CURRENT EDITION OF THE ELECTRICAL ENGINEERING CODES OF PRACTICE, THE CURRENT EDITION OF THE IEE REGULATIONS FOR ELECTRICAL INSTALLATIONS (BS 7671 WITH AMENDMENTS) AS APPLICABLE. THE WORKS SHALL ALSO CONFORM TO ANY SPECIFIC INSTRUCTIONS ISSUED BY THE MANUFACTURERS OF ACCESSORIES, HEATERS, CABLES ETC., UNLESS OTHERWISE SPECIFIED BY THE AUTHORIZED OFFICER.



Arnold Leisure Centre	
client	
Option 1 300 lux Electrical Services Layout - Lighting	
project	
Pool	
drawing	
SP616	E3
project no.	drawing no.
LM NOV 16 AS	09/11/16 AS
checked date	checked date approved date
1:100	@A1
scale	original sheet size
Eightpins, 6 Locmakers Close, East Claydon, Bucks, MK18 2FA	
tel: 01296 715628 email: andrewspittles@aol.com	

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Appendix D Pre-Construction Health & Safety Information



RAM Consultancy



Pre-Construction Health and Safety Information Pack



ram@ramconsultancy.co.uk



0844 335 1822



14/12/2016

PROJECT:

Roof recovering, suspended ceiling replacement and pool re-lamping to Arnold Leisure Centre, High St, Arnold, Nottingham NG5 7EE

CLIENT:

Gedling Borough Council

Project No.: # 12230

Author: MJB

Document Control Sheet

Project Title: Roof recovering to Arnold Leisure Centre, High St, Arnold, Nottingham NG5 7EE

Report Title: Pre-Construction Health and Safety Information

Revision: 02

Status: Final

Control Date: 07/02/16

Record of Issue

Issue	Status	Author	Date	Check	Date
A	Final	MJB	16.06.2016	EN	16.06.2016
B	Final	MJB	07.02.2016	EN	08.02.2016

Distribution

Organisation	Contact	Copies
Client – Gedling Borough Council	Sarah Retzlaff – Service Manager	One
Contractor	TBA	One
Principal Designer	Mike Bricknell - RAM Consultancy Limited	One
Lead Designer (file copy)	Mike Bricknell - RAM Consultancy Limited	One

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Pre-Construction Health & Safety Information Pack

The contractor should be aware and understand the CDM 2015 Regulations and the associated HSE Guidance on the Regulations (L153) – Managing Health and Safety in Construction.

This project IS NOT notifiable to the Health and Safety Executive and therefore, under Regulation 6 of CDM 2015.

The purpose of this document is to provide information to Contractors on the Health and Safety and welfare matters to be taken into account when planning for the site works detailed in the specification document and on the drawings. The Principal Contractor shall use and develop this information as part of his duties and responsibilities under the CDM Regulations.

This document should provide specific information obtained from both the Client and Designers during the course of the design and early planning phases of the project, so that Health and Safety issues are identified and communicated effectively.

The absence of reference in this Pre-Construction Information Pack to a hazard does not mean that such a hazard does not exist or may not arise. Any 'Method of Working' described in the Pre-Construction Health and Safety Information Pack, as prepared by the Principal Designer, may be varied by the Contractor as long as he provides an acceptable alternative method to the Principal Designer prior to works commencing.

Construction Phase Health & Safety Plan

The prospective Contractor shall review the information included or referred to in this document, and provide the relevant information in his Construction Phase Plan.

The principal aim of the Construction Phase Plan is to record Health / Safety arrangements for the management of construction operations together with monitoring procedures for compliance with the relevant statutory provisions.

The Construction Phase Health & Safety Plan must contain reference to those matters required in Appendix 3 of the HSE's Managing Health and Safety in Construction guidance document (L153).

Ultimately, the Construction Phase Plan will be developed by the Principal Contractor into the Health & Safety File.

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APPENDICES

Appendix A Designer’s Risk Assessment

Appendix B Suggested site set up

1. INTRODUCTION

1.1. Location

Site Address: Arnold Leisure Centre, High St, Arnold, Nottingham NG5 7EE

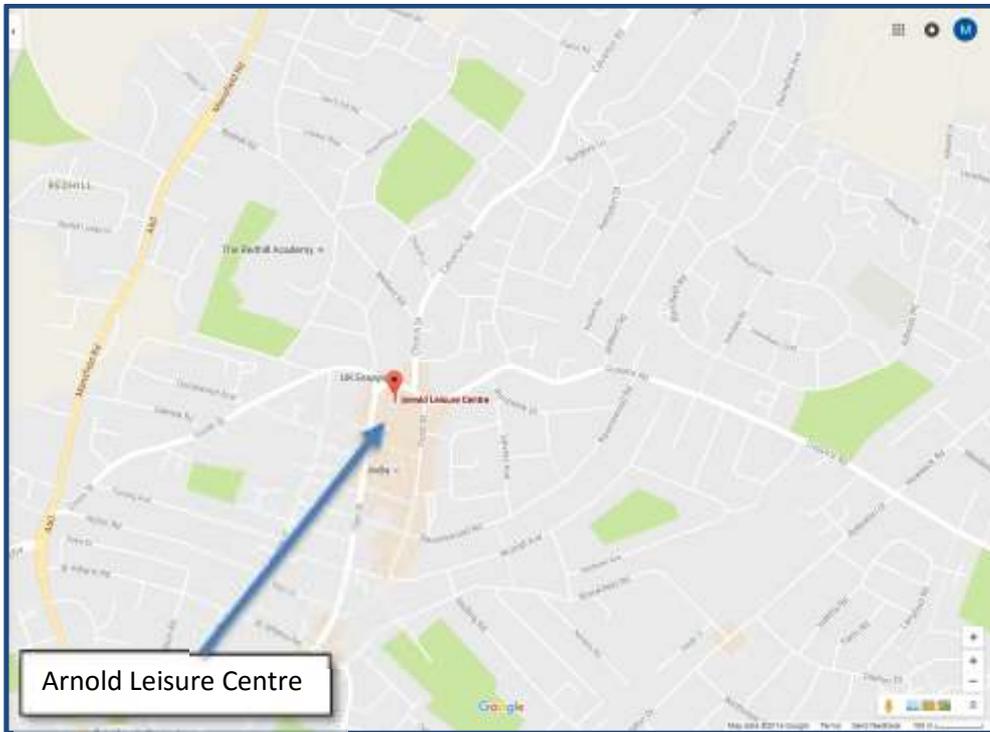


Figure 1. Site Location (Google Maps)

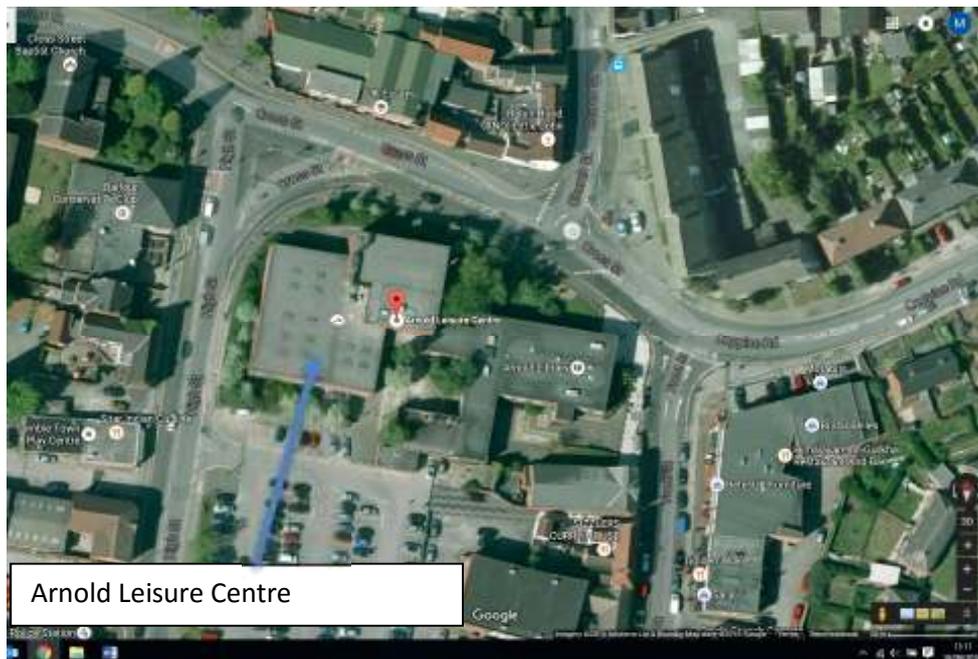


Figure 2. Site Plan (Google Maps)

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Description of existing site character:

The building concerned is located in the market town of Arnold, a suburb of the city of Nottingham, in the county of Nottinghamshire. It is to the north-east of Nottingham's city boundary, and is in the local government district of Gedling Borough.

General Construction of building(s): the building appears to be of a concrete framed construction with asphalt flat roof covering roof with a precast concrete panelled façade

Nature of construction work to be carried out:

The purpose of this contract is to replace the roof waterproofing to the existing flat roof areas

The general scope of works will include for:

- Strip off existing roof coverings to the flat roof areas and disposal of materials arising;
- Supply and install new reinforced bitumen membrane waterproofing system to the flat roof areas including for new insulation;
- Rake out and repoint all horizontal / vertical joints to the pre-cast concrete façade where directly over roof areas to be recovered;
- Associated works to disconnect, temporarily relocate and then reinstate mechanical plant as required;
- Remove existing suspended ceiling and all associated fixtures and fittings to pool areas and supply and installed new exposed grid suspended ceiling to entire area (wall to wall); and
- Replace all perimeter lighting with uplighters.

1.2. Suggested timescale for completion of the works

Date of Commencement: Week commencing June 5th, 2017

Date of Completion: Section 1 – August 18th, 2017
Section 2 – September 22nd, 2017

Anticipated project duration: Section 1 - Eleven weeks
Section 2 - Sixteen weeks

* subject to contract and pre-commencement meeting

The sequence and/or phasing of work is to be discussed and agreed with the Project Manager/Contract Administrator and the Principal Designer prior to commencement.

Parties to the Project

Client:	Gedling Borough Council Civic Centre Arnot Hill Rd Arnold Nottingham NG5 6LU	Contact: Tel: Mobile: Email:	Sarah Retzlaff – Services Manager 0115 901 3703 - sarah.retzlaff@gedling.gov.uk
Designer / Contract Administrator:	RAM Consultancy PO Box 658 Kempston Bedford MK42 7QB	Contact: Tel: Mobile: Email:	Mike Bricknell 0844 335 1822 0844 335 1822 mikebricknell@ramconsultancy.co.uk
Principal Designer:	RAM Consultancy PO Box 658 Kempston Bedford MK42 7QB	Contact: Tel: Mobile: Email:	Mike Bricknell 0844 335 1822 0844 335 1822 mikebricknell@ramconsultancy.co.uk
Principal Contractor:	TBC	Contact: Tel: Mobile: Email:	TBC TBC TBC TBC

2. CLIENTS CONSIDERATION AND MANAGEMENT REQUIREMENTS

2.1. Statement of the Client's Health and Safety Policy

It is the policy and commitment of the Client that the safety of its Employees, Customers and Suppliers will not be compromised.

Consequently all construction related work commissioned by the Client will have, as its highest priority, the consideration of the health, safety and welfare of all who will carry out, use and maintain the works.

The Client will therefore select professional design and construction service providers who will put into practice this philosophy to produce and manage a scheme which contains the minimum of hazards and risks, and who will properly control those risks that remain.

Although this construction project is not to be deemed notifiable to the HSE, it is the client's preference to prepare and record information as if it were. On this basis, a Health and Safety File will be prepared on completion of the works. It will be the Contractor's responsibility to ensure that all hazards identified during the works and any known issues are recorded and issued to the Principal Designer for inclusion within the Health and Safety File

2.2. Communication and liaison between client and others

The Principal Contractor is to detail how he will ensure co-operation between contractors on site for health and safety purposes. The details shall include how information will be passed and enforced between sub-contractors and visiting personnel (i.e. Client, designers, Principal Designer, etc.).

The Principal Contractor is to be responsible for examining this document and all other information provided, either as data on the existing environment and/or conditions, or as requirements for the finished works. The examination shall be for the purpose (amongst others) of establishing that:

- a) the works can be constructed; and
- b) subsequently that where applicable all elements of the works (fittings, fixtures, installations and even landscaping) can in all respects be maintained, altered, adapted and demolished without risk to the health or safety of any person.

The Principal Contractor shall, where required, design and construct all parts of the works to achieve the above objectives, taking full responsibility for elements and activities designed and/or constructed by subcontractors or specialist designers.

From appointment of the Principal Contractor until completion of works, regular meetings shall be held, attended by the Client, Project Manager and the Principal Contractor, together with any other parties either believes should be present.

The Principal Contractor shall inform the Project Manager if (at the earliest opportunity) it becomes apparent that any proposals of any party in connection with the works could present risk to the health or safety of workers undertaking the construction or maintenance, or that of any end user.

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From appointment of the Principal Contractor until completion of the works on the site, the Principal Contractor shall provide a regular written report to the Project Manager. The report shall include, amongst other information, details of works completed since the previous report, work proposed for the next period, status of the design of each element (where required), any implications for health and safety presented by the designs in their current form, and details of any accidents or near misses on the site.

At the Pre-Construction Contract, meeting arrangements for the exchange of design information between the client, designers, Principal Designer, Principal Contractor and sub-contractors shall be agreed.

2.3. Security of the site

Security arrangements shall be agreed between all parties prior to commencement of the works. A compound area will need to be fenced out and secured to prevent conflict between the Contractor's work materials (including welfare facilities, new materials and waste) and the general public (vehicles and pedestrians).

The Principal Contractor will be responsible for the security of the work area, ensure no unauthorised persons enter and that the area (including compound) is securely locked when the area is not occupied. Access to the site 'working areas' shall be restricted to 'authorised persons' that must be explicitly authorised, individually or collectively by the Principal Contractor.

2.4. Welfare Provision

Site welfare facilities must be established before works commence and approved by the Principal Designer.

Welfare arrangements shall be provided and maintained in a clean and tidy condition by the Principal Contractor, as required by the Construction (Design and Management) Regulations 2015. The Principal Contractor is to liaise with the Client (or representative) regarding the welfare facilities and their location (contractor to provide a location plan with the Construction Phase Health & Safety Plan). A clean supply of drinking water, hot washing water, hand drying facilities, toilet and first aid facilities must be provided by the Principal Contractor for the use of all operatives on the site.

The Contractor must include in the Construction Phase Health & Safety Plan details of First Aid facilities and locations.

2.5. Site hoarding requirements

The Contractor will be responsible for security of the designated work area. The Contractor shall provide and maintain all necessary signage, plus any necessary additional barriers, to segregate his working area(s) from third parties.

At the end of each day the Contractor shall ensure that the site is secured as appropriate and that no ladders etc. are left in a position that would allow unauthorised persons access to any high risk areas within the site.

2.6. Site transport arrangements / vehicle movement restrictions

The Contractor's method (including access, parking, storage, deliveries, etc.) must be agreed with the Client, Project Manager and the Principal Designer. The Principal Contractor is to include within the Construction Phase Health & Safety Plan method statements and risk assessments for the storage of materials and

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vehicular traffic entering and leaving site. This should include details on how materials are to be offloaded and distributed. Method Statements and Risk Assessments should also be included for manual handling where mechanical means is not envisaged.

Any site compound and contractors waste skip storage area within the site must be agreed with the Project Manager and Principal Designer. If the site compound entrance is limited and there is only room for one vehicle at a time, then the access road to the compound cannot accept waiting vehicles.

A traffic management system will need to be in place to ensure access roads are kept clear and any waiting traffic is not stationed on the adjacent roads. This will also be the case for all deliveries in which there should be a strategy developed to cause the least disruption to site users and emergency services. Normal management of the site access regarding road cleaning will be needed. A banksman will be required for both entry and exit to the site.

The detail arrangements for site access and location for site compound and welfare facilities will be agreed prior to commencement of the contract.

2.7. Client permit to work systems

The Client expects that a permit to work system shall be implemented for all particularly hazardous operations on site. Works requiring permits to be in place will include, but are not restricted to:

- Hot Works (i.e. work which involves, or may result in, an open flame, the production of sparks, or other potential sources of ignition).

The Principal Contractor shall put in place and manage such systems. Any activities requiring a PTW must be detailed fully within the Construction Phase Health and Safety Plan.

2.8. Fire precautions, emergency procedures and Means of Escape

The Principal Contractor is to devise an adequately detailed emergency plan and ensure that it is incorporated within the Construction Phase Health and Safety Plan and posted on the site notice board.

The following elements should always be included;

- Training and instruction of all staff and operatives
- Induction of visitors
- Location of assembly point
- Instruction of what to do in the event of a fire
- Identification of firefighting equipment from high risk areas
- Special arrangements for evacuation from high risk areas
- Firefighting training for those carrying out high risk works
- Method of maintaining of all effected existing fire escapes, temporary signage, etc.

The Contractor shall ensure that sufficient qualified first aiders and/or appointed persons are available at all times. All contractors, sub-contractors and visitors shall be made aware of the identity of these people. Suitable means of ensuring that first aiders and appointed persons can be readily identified include displaying their names on the site notice board and requiring them to wear suitable labels on their hard hats.

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The Contractor shall keep records of all accidents and near misses that occur on site, including copies of any forms sent by contractors to the HSE under RIDDOR. All major occurrences shall be notified to the CDM co-ordinator as soon as possible, and a copy of all accidents / near miss records shall be included in the Contractor's regular progress reports.

2.9. Activities on or adjacent to the site during the course of the works

Construction activities on adjacent sites during the course of this contract are not known at the time of tender. However, it is envisaged that routine maintenance works of the hospital grounds will be ongoing throughout the contract period.

2.10. Operatives Training

The Principal Contractor is to satisfy himself that all machine operatives have passed CITB Construction Skills Health and Safety Test (obtaining a Construction Skills Certification Scheme [CSCS] card) at the relevant level for the activity in hand) or equivalent training prior to them starting work on site.

2.11. Smoking Restrictions

No smoking will be permitted in any site accommodation or in any area of work.

2.12. Legal Enforcement

The Principal Contractor is to notify the Principal Designer of any legal enforcements placed upon them during the contract period.

2.13. COSHH

The Principal Contractor is to send a copy of their assessments under COSHH Regulations 'Control of Substances Hazardous to Health Regulations 2002' to the Principal Designer. In addition, the Principal Contractor shall inform the Principal Designer if any material or substance to be used is listed under the 'Approved Supply List' or 'Approved Carriage List' of The Chemicals (Hazard, Information and Packaging for Supply) (Amendment) Regulations 2002, or is comparable in hazard.

COSHH Assessments and material safety data sheets are to be included with the notification. The Principal Contractor shall notify the Principal Designer of any accident or occurrence on site that involves any employee in medical treatment or time off.

Any notification to the Health and Safety Inspectorate under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2002' shall be copied to the Principal Designer immediately.

3. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE HAZARDS

3.1. Boundaries and access

The Principal Contractor shall be responsible for setting out the site access and egress, and trafficking routes within the contract area. These works should be carried out in accordance with HS(G) 144 – ‘The Safe Use of Vehicles on Construction Sites’.

Access for the site personnel, deliveries and parking must be agreed with the Project Manager / Contract Administrator. Arrangements must also be put in place to ensure that, as far as reasonably possible, the hospital and field users should be subject only to minor inconveniences. As previously stated, a plan must be provided within the Construction Phase Health & Safety Plan outlining these arrangements.

3.2. Proximity of works to Client’s staff and members of the public

The Principal Contractor is to maintain adequate fencing to its compound and precautions to prevent entry and injury by others in accordance with HSE publication HS(G)151 ‘Protecting the Public – your next move’, and its recommendations therein are expected to be adopted.

The Principal Contractor is to agree and confirm working hours (subject to Local Authority restrictions) with the Employer’s Agent / Project Manager / Contract Administrator / Client’s Representative.

The Principal Contractor shall maintain safe routes (including diversion routes) for pedestrians and motorists using nearby roads, footways and public open spaces on or adjacent to the site. Adequate measures are to be provided to protect the public from the works. All works on, adjacent or affecting the Highway, shall be undertaken and signed in accordance with Chapter 8 of the Traffic Signs Manual, to the approval of the Highway Authority.

The Principal Contractor shall, at all times, maintain safe use of the internal loop road by the public. Traffic management systems shall be put in place accordingly.

3.3. Asbestos

Contractors should consult the asbestos register/management plan before commencing work. Any Asbestos highlighted in the register must not be damaged, drilled/cut/abraded etc., during the works process.

The Contractor will ensure any Asbestos highlighted will be removed prior to works by a certified removal specialist contractor, A Method Statement detailing handling and disposal procedures will be required prior to commencement of this work. Contractors should consult the asbestos register/management plan before commencing work.

A Refurbishment/Demolition Survey will be carried out prior to commencement of the works. The results of the survey will be forwarded prior to works commencing. No works will be carried out without the results being received.

No work will take place until a clean air certificate has been produced if required.

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Should any contractor encounter materials the identity of which is uncertain, he is to cease work concerning those materials immediately and refer to the Project/Site Manager for guidance. An assessment will be carried out on the likely exposure to persons and the extent of the substance. Analysis of the material by an accredited UKAS laboratory and use of a licensed removal contractor will form part of the assessment.

3.4. Working at height / safe access and egress

The provision and use of ladders, working platforms, etc. to work at height must comply with the requirements of the Working at Height Regulations 2005.

Provision of safe access and egress to / from the place of work for persons and materials, including provision for means of escape, must be agreed with the Principal Designer and Project Manager / Contract Administrator.

All temporary access / working platforms / mobile towers / suspended access equipment will be risk assessed as to suitability in compliance with The Work at Height Regulations 2005. All scaffolds will be erected to comply with the Construction (Design and Management) Regulations 2015 and BS EN 12811-1 (which requires scaffoldings to be designed unless they fall within the criteria for a scaffold built to NASC TG20. BS 5973 has been withdrawn by British Standards but is still currently accepted by HSE as an acceptable standard). Any scaffold adjacent to occupied properties or road elevations will be fitted with debris netting, in addition to the standard protection of brick guards to provide full protection to any third party. Method Statements for scaffolding will be required prior to commencement of work; this will detail description of scaffold to be provided, any exclusion zones at ground level and measures to deter children and others from climbing on to the scaffold.

3.5. Falls

Measures to prevent falls of persons and / or materials from height due to unstable platforms, overloading with materials, etc., must be identified within the Construction Phase Plan.

3.6. Fire Risk

The Principal Contractor is to maintain a clear management regime to reduce the risk of fire associated with the build-up of rubbish, smoking in unauthorised areas of the site and electrical, welding and grinding work.

3.7. Traffic Management

The Principal Contractor is to include within the Construction Phase Health & Safety Plan details (using graphics where necessary to aid understanding) of:

- Vehicle site access and egress and procedures to reduce the risk of accidents to other vehicles, pedestrians and users of the site;
- Pedestrian site access points and pedestrian routes including means of segregation from site vehicles;
- Traffic and pedestrian management including – details of warning signs (to include works site signs; construction site ‘Keep Out’ signs; pedestrian redirection signs; site entrance signs; banksman at entrance signs), barriers, implementation and maintenance of traffic management,
- Site Deliveries – restrictions, unloading, storage and waste removal;

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- Welfare provision, site compound and parking facilities;
- Signage to be displayed both on and off site;
- How materials are to be off loaded and distributed. Should mechanical means be envisaged then management procedures should be included of driver and equipment safety and training;
- Measures specified for keeping the roads clean and free from mud/debris and dirt; and
- Precautions to be taken when entering or leaving the site to avoid causing accidents to pedestrians and road users.

3.8. Dust

The Principal Contractor should take all necessary steps to prevent any nuisances being caused by dust.

3.9. Noise

The Principal Contractor should take all necessary steps to prevent any nuisances being caused by noise. Where noisy plant and equipment is to be used consideration must be given to controlling this noise. The Control of Noise (Codes of Practice for Construction and Open Sites) (England) Order 2002 must be consulted.

3.10. Manual Handling

Method Statements and Risk Assessments in respect of manual handling are to be provided by the Principal Contractor.

All materials to be used should be handled in accordance with the Manual Handling Operation Regulations 1992, with mechanical handling of materials used where possible. The Principal Contractor is also to be aware of the HSE Publication HS(G)149 "Backs for the Future", and its contents followed.

3.11. Occupied Areas

The existing buildings will be in use at the time of these works. All existing pedestrian, vehicular and fire escape routes will be maintained.

3.12. Carpentry

All wood working and processing operations must be undertaken in such a way that the generation of wood dust is controlled and not allowed to spread where it may affect the individual doing the work or others close by.

3.13. Roofing

Method Statements are required for roof works, including details on method of hoisting, movement of materials, protection of operations at both roof and ground level. No roof height working at constant wind speeds above 25 m.p.h.

3.14. Swimming Pool:

All measures as required to prevent contamination of the pool as a consequence of the construction works.

3.15. Protecting the Public

All necessary precautions will be taken to ensure the protection of the public is of the utmost priority throughout the duration of the works. Any work activities that may encroach or are located adjacent to public areas will be properly planned and monitored at all times. Issues such as vehicle movements, lifting operations and street works will be allocated additional resources to allow the necessary safe methods of work to be planned, implemented and monitored.

3.16. Other Construction Works

Details of all other construction operations on site to be obtained before commencement including a description and location of the work(s), and the likely impact on the project under consideration with a contingency plan agreed beforehand.

3.17. Reducing noise and vibration

Where possible any breaking out or excavating will be carried out by machine with operatives a safe distance away from the work area.

Any hand tools used will be assessed for noise and vibration and the assessments controls followed.

4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1. Design Assumptions and control measures

Refer to Designers Risk Assessment included in Appendix A.

4.2. Arrangements for the co-ordination of ongoing design work and design changes

The Principal Contractor must provide a systematic approach for the considerations of health, safety and environmental issues as an integral part of the design process at all stages of the construction project.

The Principal Designer must be informed of, and be involved in, all proposed design work and design changes during the construction period.

All health and safety issues during the construction period are to be discussed at the progress meetings with information recorded on a CDM Risk Register. The CDM Risk Register is to be created and managed by the Principal Contractor, with issues to the Client, Principal Designer and Project Manager / Contract Administrator.

4.3. Information of the significant health and safety risks identified during design

The Principal Contractor's attention is particularly drawn to Section 3 which contains details of both identified 'safety hazards' and 'health hazards' and the Designers Risk Assessment sheets.

Risk Assessments have been undertaken in accordance with the Construction Design and Management Regulations (2015) and a copy is contained in **Appendix A**. Included within the Risk Assessment are significant hazards that could not be substantially reduced or avoided by the design and are to be considered within the Construction Phase Health and Safety Plan.

4.4. Materials Requiring Particular Precautions

Only those construction materials intended for use on this project, which are considered to present an exceptional or unusual risk, are listed overleaf. Materials in common use for which COSHH Assessments are readily available are not listed.

- Cement based products;
- Bitumen products;
- Solvent based paints, stains and adhesives;
- Diesel fuel and lubrication oil for use in mechanical plant;
- Stone fines (associated dust creation and dispersion); and
- Herbicides.

The Principal Contractor's attention is drawn to the Control of Substances Hazardous to Health (COSHH) Regulations 2002. If the Contractor is aware of additional hazardous substances that will be used during the works then these must be added to the above list.

The Principal Contractor has a duty to obtain manufacturer's data sheets for any of the above materials, or those specified in the contract documents, and is to provide Risk Assessments and Method Statements

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based on any warnings or hazards specified therein for the benefit of persons carrying out the work and subsequent users of the premises.

5. CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

- 5.1.** To be prepared by the Principal Contractor in accordance with Regulations 12, 13 and 14, prior to the commencement of the construction works. The format should follow the topics listed in Appendix 3 of the HSE's Managing Health and Safety in Construction guidance document (L153).
- Description of the Project (Key dates, parties to the project)
 - Management of the Work (Site rules, security, site induction, welfare, risk assessments, liaison between parties, etc.)
 - Arrangements for controlling significant site risks (Safety & Health Risks outlined in Section 3.0)
- 5.2.** Information requested within Sections 2, 3 and 4 of this document is to be provided within the Construction Phase Health and Safety Plan, including:
- Method of Communication and liaison;
 - Securing of the site;
 - Welfare Facility provision (including location plan);
 - Details of First Aid facilities and locations;
 - Site transport arrangements / vehicle movement restrictions (including plan showing access, parking, cabins, etc.);
 - Delivery and storage arrangements (including location plan);
 - Traffic management system/plan (including all information outlined in paragraph 3.8);
 - Works requiring permit to work systems;
 - Detailed Emergency Plan (including site Fire Action Plan);
 - COSHH Assessments and material safety data sheets; and
 - Risk assessments and method statements for work activities.
- 5.3.** Risk assessments are to be undertaken and method statements produced as required by legislation. Copies of method statements for any operations that could affect other occupiers are to be provided to the Project Manager and the Principal Designer sufficiently advance of the planned date of execution to allow for comments to be made.

6. HEALTH AND SAFETY FILE INFORMATION

6.1. The Health & Safety File is prepared under Regulation 12. The information provided in this document should be relevant to any future construction work and should be proportionate to the risks likely to be involved. The completed H&S File is required to be available for use by the Employer no later than Practical Completion.

	Information	
A brief description of the work carried out	Designer	Practical Completion
Residual hazards and how they have been dealt with (for example surveys or other information concerning asbestos; contaminated land; water bearing strata; buried services, Japanese Knotweed, etc.)	Principal Contractor & Designer	Practical Completion
Key structural principles (for example, bracing, sources of substantial stored energy – including pre or post-tensioned members) and safe working loads for floors and roofs particularly where these may preclude placing scaffolding or heavy machinery there;	Designer	Practical Completion
Hazardous materials used (for example lead paint; pesticides; special coatings which should not be burnt off etc.)	Principal Contractor & Designer	Prior to issue of Pre-Construction Plan
Information regarding the removal or dismantling of installed plant and equipment (for example and special arrangements for lifting, order or other special instructions for dismantling etc.	Principal Contractor & Designer	Practical Completion
Health & Safety information about equipment provided for cleaning or maintaining the structure	Principal Contractor	Practical Completion
The nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;	Principal Contractor & Designer	Practical Completion
Information and as-built drawings of the structure its plant and equipment (for example, the means of safe access to and from service voids, fire doors and compartmentalisation)	Principal Contractor & Designer	Practical Completion

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- 6.2.** The Principal Contractor is required to prepare information for the Health and Safety File in a format as agreed with the Principal Designer, including information from sub-contractors.
- 6.3.** The Principal Contractor is required to provide information in hard copy and electronic format. Electronic format drawings, documents, etc, should be saved in either PDF or DWG format as well as the format that they were originally created in.
- 6.4.** The final version of information for the Health and Safety File is to be submitted to the Principal Designer one week before the anticipated date for Practical Completion of the works, unless highlighted otherwise.
- 6.5.** The Principal Designer will prepare the master version of the Health and Safety File (paper copy) incorporating information from the Principal Contractor as well as from the Client and design team. The Health and Safety File is to be handed over to the Client following Practical Completion.

7. DECLARATION BY THE PRINCIPAL DESIGNER

The above Pre-construction Health and Safety Information Pack has been prepared on the basis of the information provided by the designer(s) working on the project. The designer(s) is/are aware of the requirements of the CDM Regulations 2015 and of the need to follow the hierarchy of risk control in managing hazards and reducing or eliminating risk.

Signed:

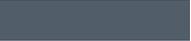
A handwritten signature in blue ink, appearing to read 'M. Bricknell', is written over a faint yellow rectangular background.

Name: Mike Bricknell MRICS, MCIQB

(Acting in the capacity of Principal Designer)

For and on behalf of: RAM Consulting Ltd

Date: 03 March 2017



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APPENDICES

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Appendix A Designer's Risk Assessment

DESIGN RISK ASSESSMENT

Project	Roof recovering and suspended ceiling replacement to Arnold Leisure Centre, High St, Arnold, Nottingham NG5 7EE		
Document Reference	12230		
Date	03 March 2017		
Site Description	Leisure Centre		
Project Description	Roof recovering works including for new insulation to main roof area and replacement of existing suspended ceiling to the pool area.	Client	Gedling Borough Council



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The risks associated with the construction works are itemised below. The estimated severity of, and likelihood of, the risks and hazards are assigned a severity and likelihood rating.

The severity rating is:

- A. Death, major injury to persons or major damage or loss to property/ equipment;
- B. Injury to person resulting in over 3 days off work. Moderate damage or loss to property/equipment; and
- C. Injury to person resulting in less than three days off work. Minor damage or loss to property/equipment.

The likelihood of the harm occurring is rated as:

- 1. Quite likely/inevitable at some time
- 2. Frequent, often or possible to occur
- 3. highly unlikely

Assessing the risk. Evaluate the risks arising from the hazards. Decide whether the likelihood of the event taking place is rated as 1, 2 or 3. Risks identified as 1 or 2 then require a preventative measure to reduce the risk.

Reducing the Risk. The measures to reduce the risk associated with a particular hazard are then considered. Specific control measures, for example, perimeter scaffolding during roof level works, to reduce the risk of operatives falling from the roof edge from 1 to 3, are then implemented.

Review & Revise. The hazard and risk are re-assessed to ensure that the measures are adequate and that the risk has been reduced as far as is practicable, reasonable and required by any relevant legislation. Once the works are underway the Risk Assessment is re-assessed if there is any reason to suspect that the initial assessment is no longer valid or there has been a significant change made to the method of working by either the company Safety Director and/or Roofing Section Foreman and further preventative action taken if and when necessary.



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Who might be harmed	Hazard	Hazard Severity	Likelihood	Control measure	Re-Assessment of Likelihood
1, 2 and 3	Persons being struck by contractor's vehicles	A	2	Access into the site is via the designated site entrance. Contractor's vehicles will only park in designated areas and the site speed limit will be adhered to at all times. Construction related deliveries will be pre-planned and time agreed so that they do not coincide with other activities on-site.	
1, 2 and 3	Persons and/ or materials/ equipment falling from height	A	1	All necessary scaffold access towers, edge protection, door/garage fans etc. will be provided by the contractor. Materials stored at roof level will be covered with tarpaulins and secured/ weighted down, to prevent them being blown off the roof. At ground level, below the area where the roofing works are being undertaken, exclusion areas will be created to prevent people from walking in the area below the roofing works, and being struck by any falling materials.	
1 and 2	Movement/lifting of materials	A	1 or 2	Exclusion zones are to be created around ground level materials and hoisting facilities.	
1, 2 and 3	Exposure to materials hazardous to health.	A	1	Awareness of COSHH risk assessments and use of PPE when handling materials. Pay particular attention to the precautions and handling procedures etc. detailed in the COSHH Material Data Sheets relating to roofing products that may be encountered during the works. Copies of the relevant COSHH guidance are contained in Appendix B.	
1, 2 and 3	Asbestos	A	2	All contractor's operatives have undertaken Asbestos Awareness Training and will work in accordance with HSG210 EM1 During the works, as the roof areas are stripped if any components within the building are identified by signage or otherwise as containing (or possibly containing) asbestos, the works will be immediately stopped, and the Clients Supervising Officer informed immediately.	



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Who might be harmed	Hazard	Hazard Severity	Likelihood	Control measure	Re-Assessment of Likelihood
1, 2 and 3	Dust	B	2	Dust may be created during stripping off existing roof coverings / preparation of the roof surfaces, therefore PPE3 masks should be worn when required. Other person's on-site requiring access to the work area during these works should also wear appropriate PPE.	
1, 2 and 3	Noise	B	3	Ambient noise levels from roofing works do not generally exceed the HSE permitted levels as detailed in HSE Noise in Construction INDG127 (rev)	
1, 2 and 3	Trip Hazards.	B	2	All designated walkways will be kept clear of materials/ rubbish and electrical leads so to eliminate any trip hazards to other persons on-site.	
1	Damage to Gas Flues/Electrical Supplies	A	1 or 2	In the event that any flues/ electrical supplies are altered, disturbed or damaged the contractor's Contracts Supervisor will request a Gas Safe/ NICEIC registered contractor to attend site the same day, and inform all site affected persons of the identified dangers.	
1, 2 and 3	Explosions (DSEAR Regs. 2002)	B	2	Propane gas is explosive. The safe working practices detailed in the Guidance Note 14 will be adhered to at all times to minimise the risk. These include: <ul style="list-style-type: none"> • gas cylinders should be stored in an upright position, suitably secured in a gas cage, until required for use. • cylinders in use should be kept at least 3metres from the burner. • check daily before commencing work for any damage. No attempt should be made to apply makeshift repairs. 	



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Who might be harmed	Hazard	Hazard Severity	Likelihood	Control measure	Re-Assessment of Likelihood
1	Falling from height on/ accessing the roof	A	1	Only use the provided access/egress routes to and from the place the roof. Do not adapt or improvise any access provisions.	
1	Falling from height while undertaking the roofing works	A	1	All necessary scaffold edge protection, door fans and netting will be provided by the contractor.	
1	Burns from hot materials (bitumen)	B	1	When working with hot materials always wear appropriate personnel protective clothing such as gloves. In the event of incurring hot material/bitumen splashes/burns to the skin always seek immediate first aid treatment, including cooling the affected area with copious amounts of cool clean water.	
1	Personnel injury from working practices, for example, Manual handling.	B	1	Injuries associated with poor manual handling techniques, i.e. back injury, muscular strains and sprains, hernia, cuts, bruising and crushing. Training is given in correct manual handling techniques. Use of good planning combined with mechanical handling whenever possible. Wear appropriate gloves and safety boots. Assess the load, if too heavy get help. Select a route to be taken and clear away any obstructions. When using two or more persons to lift a load lifting needs to be co-ordinated. Ensure lighting is adequate.	
1	Injury /electrocution	B	2	All electric tools required for the proper execution of the works will meet with the requirements of the Electricity at Work regulations 1989. They will operate either from rechargeable batteries or 110V supply and where applicable are PAT Tested.	
1, 2 and 3	Exposure to materials hazardous to health.	A	1	See attached COSHH risk assessments below.	



Regulated by RICS.

(1) Maintenance workers (2) Construction Workers (3) Members of the public

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Who might be harmed	Hazard	Hazard Severity	Likelihood	Control measure	Re-Assessment of Likelihood
1	Fire	A	2	<p>Contractors to advise of procedures and any alternative routes during contract work.</p> <p>Smoking not permitted on site.</p> <p>Hot works permits used where applicable</p> <p>Combustible materials to be stored in agreed areas unless required for immediate use.</p> <p>Appropriate fire extinguishers available.</p> <p>Flammable liquids / compressed gases appropriately stored.</p> <p>In the unlikely event of a fire the contractors will raise the alarm, and if safe to do so turn off the gas supply and attempt to extinguish the fire with the equipment provided. If these attempts fail, the site will be evacuated and the Fire and Rescue Service will be called by phoning 999 to extinguish the fire. All operatives will be informed of the Fire Exit positions and muster points. All fire exits will be kept clear of any obstructions, e.g. materials and rubbish.</p>	
1	Asbestos	A	2	<p>Copy of asbestos survey, permit to work (PTW) and all related documentation retained on the site premises.</p> <p>School management and asbestos authorising officers to be made aware of its location and content and of all areas which were beyond the scope of the survey e.g. ceiling voids.</p> <p>No invasive work to be conducted without reference to the survey.</p> <p>All such work on fabric of building to be authorised by a schools 'Authorising Officer'.</p> <p>Where there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken and the Contract Administrator notified immediately.</p>	



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Who might be harmed	Hazard	Hazard Severity	Likelihood	Control measure	Re-Assessment of Likelihood
				All contractor's operatives to have undertaken Asbestos Awareness Training and will work in accordance with HSG210 EM1 prior to commencement of the works.	
1	Infected Items	A	2	In the event that our operatives find any needles or similar sharp or possibly infected implements when clearing rubbish, the client will be immediately informed & requested to arrange for appropriate disposal.	
1, 2 and 3	Dust	B	2	Dust may be created during stripping off existing roof coverings. Other persons on-site requiring access to the work area during these works should wear appropriate PPE	
1, 2, 3	Propane Gas	B	2	At the end of working day, gas bottles and gas burners shall be uncoupled and taken to secure storage.	
1	Hand Arm Vibration Syndrome	B	2	All power tools are of a modern balanced design and are regularly maintained. Any drilling operations are restricted to 15 minutes of operation with a minimum 5 minute break.	
2	Slips/falls Slippery floor finish	B	2	Temporary non slip floor / matting is provided over existing floor covering. Thorough cleaning and degreasing is carried out to ensure the non-slip nature of the surfaces is maintained upon completion. The pool surround is checked on a daily basis by the site manager. Warning signs are used where appropriate.	



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Who might be harmed	Hazard	Hazard Severity	Likelihood	Control measure	Re-Assessment of Likelihood
				<p>Checks are made to ensure that surface water effectively drains away from the floor.</p> <p>Floor gullies/channels are checked to ensure that they have the same slip resistance as the adjoining floor finish – if not suitable solutions are sought.</p> <p>Guarding to be installed around the pool.</p>	



Appendix B Suggested site set up

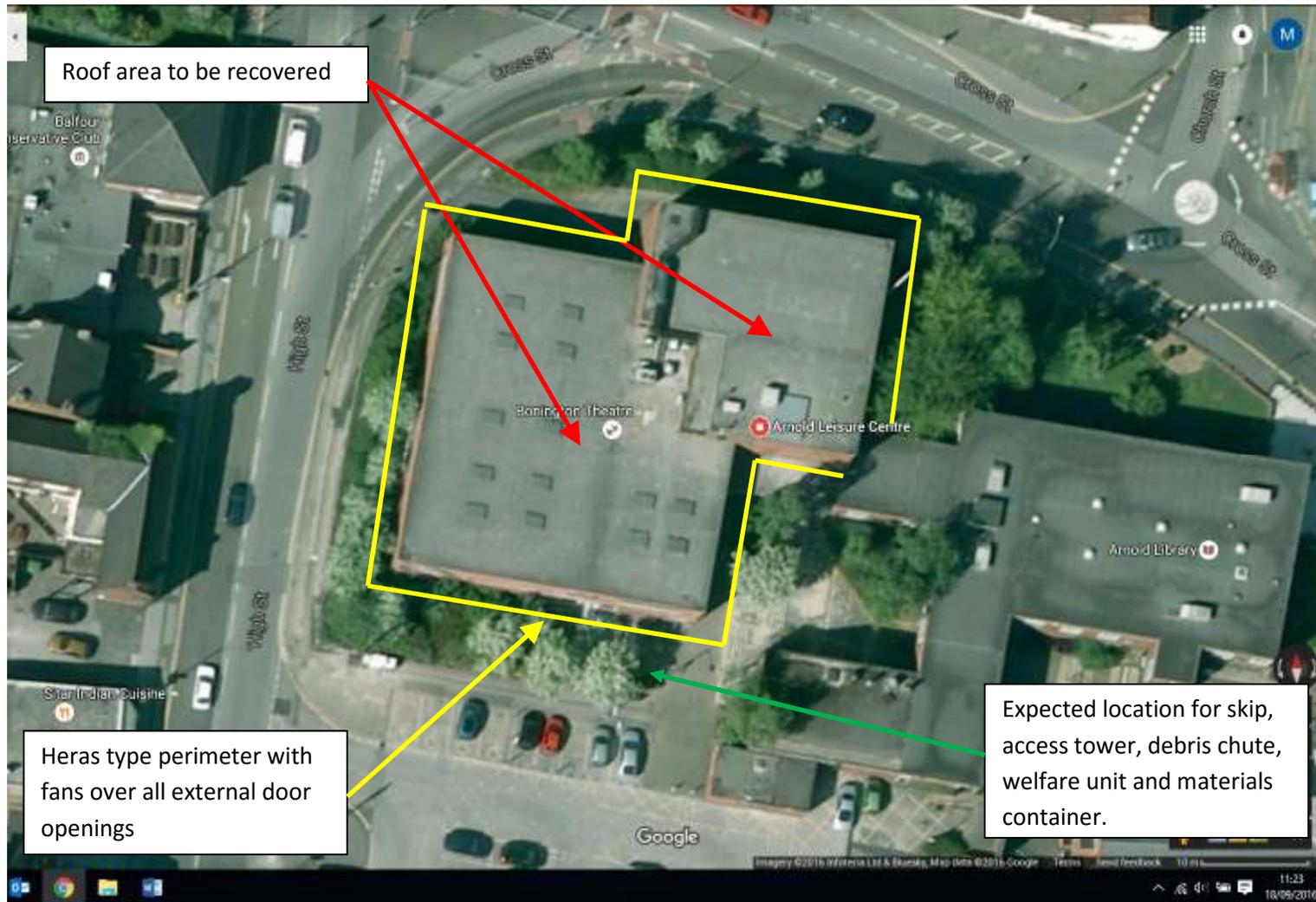


Figure 3. Block Plan

Appendix E Refurbishment and Demolition Survey



**Asbestos Refurbishment/Demolition Survey for
RAM Consultancy**

at

Arnold Leisure Centre - Targeted Survey
High Street
Arnold
Nottingham
Nottinghamshire
NG5 7EE



Amicus Environmental Ltd

Names and Addresses

Client Name:

RAM Consultancy

17 Triumph way

Bedford

Bedfordshire

MK42 7QB

Contact: Mr Mike Bricknell

Phone: 0844 3351822

Fax:

Instructing Party:

RAM Consultancy

17 Triumph way

Bedford

Bedfordshire

MK42 7QB

Contact: Mr Mike Bricknell

Phone: 0844 3351822

Fax:

Site Full Name:

Arnold Leisure Centre - Targeted Survey

High Street

Arnold

Nottingham

Nottinghamshire

NG5 7EE

Contact: Ms Mary Clay

Phone:

Fax:

Report Author:

Amicus Environmental Ltd

Unit C1

New Yatt Business Centre

Witney

Oxon

OX29 6TJ

Contact: Matt Carter

Lead Surveyor

Amicus Environmental Ltd	Project Number:	S11858
	Survey Date:	19 August 2016
	Printed On:	24 August 2016
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SECTION ONE

EXECUTIVE SUMMARY

Amicus Environmental Ltd

Executive Summary

General Information:

Amicus Environmental Limited were instructed by RAM Consultancy to carry out a Targeted Asbestos Refurbishment and Demolition Survey (as defined in HSG264 (Second Edition) - Asbestos: The survey guide) to inspect for the presence of asbestos containing materials (ACMs) to the roof area, Arnold Leisure Centre, High Street, Arnold, Nottingham, Nottinghamshire, NG5 7EE.

The survey was undertaken to allow refurbishment of the existing roof & plant to take place.

Scope of works:

The building was constructed in the 1980's and is currently a commercial Leisure Centre and Theatre Complex. The survey was restricted to the roof area and plant room. Parts of the building were occupied during the survey.

Our survey was carried out on 19th August 2016 by Graham Pirrie.

All areas were surveyed as far as reasonable practicable for the presence of asbestos. Please refer to section 5 (survey caveat) which details any survey restrictions.

The following table is a summary of the areas covered within our survey, if any samples were taken from these areas and if asbestos was identified/presumed present. Further details of the areas surveyed can be obtained from the site drawing at the end of the report (section 11). Excluded areas which were not accessible or not within the scope of our survey are detailed in section 4 and shown on the site plan.

Area	Accessed	Comments	Abestos
3.01	Yes	ASBESTOS PRESENT - This area was surveyed and suspect materials were inspected. Section 10: Material Assessment contains full details.	Yes
3.02	Yes	ASBESTOS PRESENT - This area was surveyed and suspect materials were inspected. Section 10: Material Assessment contains full details.	Yes
3.03	Yes	ASBESTOS PRESENT - This area was surveyed and suspect materials were inspected. Section 10: Material Assessment contains full details.	Yes
R.01	Yes	ASBESTOS PRESENT - This area was surveyed and suspect materials were inspected. Section 10: Material Assessment contains full details.	Yes
R.02	Yes	NO asbestos present - This area was surveyed and suspect materials were inspected. Section 10: Material Assessment contains full details.	No
R.03	Yes	NO asbestos present - This area was surveyed and suspect materials were inspected. Section 10: Material Assessment contains full details.	No

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SECTION TWO

SURVEY OBJECTIVES

Amicus Environmental Ltd

Survey Objectives

- 1 Produce a report, in a database format, indicating areas containing identified and suspected asbestos based materials, including photographic records of asbestos occurrences where possible.
- 2 To carry out a survey to ascertain the presence of asbestos based materials.
- 3 To include a risk assessment for each individual Sample.

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SECTION THREE

SURVEY TECHNIQUES

Amicus Environmental Ltd

Survey Techniques

- 1 Materials of a similar type were only occasionally sampled and it was assumed that other surfaces identical to where the sample was taken, are of a similar composition.
- 2 Photographs were taken at all of the sample locations (unless otherwise stated).
- 3 Samples were returned to the Main Laboratory for analysis.
- 4 All asbestos bulk sample analysis is conducted by using polarised light and dispersion staining techniques. Dispersion staining is used to describe the colour effects produced when a transparent colourless particle or fibre is immersed in a liquid having a refractive index near to that of the particle or fibre, and is viewed under a microscope using transmitted white light (based on HSE Publication HSG 248).

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SECTION FOUR

EXCLUDED AREAS

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Excluded Areas

The Following rooms / areas could not be accessed during the survey. Asbestos Containing Materials (ACMs) should be deemed as being present in these areas until proven otherwise.

- 1 Plant Room Areas - Out of Scope, contains asbestos containing materials, labelled.

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		Excluded Areas:	Page 1 of 1

SECTION FIVE

SURVEY CAVEAT

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Survey Caveat

- 1 This report is based upon a destructive inspection of an unfamiliar site. During the course of the survey all reasonable efforts were made to identify the physical presence of materials containing asbestos within the areas of the building which are subject to future refurbishment or demolition works. It is known that asbestos materials are frequently concealed within the fabric of buildings or within sealed building voids so that it is not possible to regard the findings of any survey as being definitive. It must always remain a possibility that further asbestos containing materials may be found during refurbishment or demolition activities. For reasons set out in this report, the results cannot give an assurance that all asbestos materials have been found and must not be thought to do so. The nature of the survey was a destructive inspection at key locations of accessible voids and areas. From the evidence of the inspections and of the sampling and analysis undertaken, it is clear that asbestos containing materials are either present or within or associated with various areas as detailed in the report. We recommend that samples be taken of suspect materials which may be uncovered within the listed areas or within the areas of the site which were not included in this survey.
- 2 Floor Areas: Whilst these areas were accessed as far as reasonably practicable it remains a possibility that shuttering exists within or beneath the floor slab.
- 3 Quantities / Extents of any asbestos containing materials are visual estimates and should be considered as approximate quantities only.
- 4 Asbestos may be hidden from view or obscured by other materials or covered by one or more finishes (including over boarding). In this instance, then its detection will be difficult and may not become visible until the covering structure is dismantled / demolished. Where suspect materials are identified as part of any works that do not appear to be detailed within our survey report then these materials should be treated with caution and presumed to contain asbestos until evidence to prove otherwise can be produced.
- 5 Unless specifically identified within this report, no responsibility can be accepted by Amicus Environmental Limited, for non-systematic or random use of asbestos within the property.
- 6 The survey may have access restrictions for many reasons beyond the surveyor's control i.e. furnishings, height, accessibility or confined space(s). Where live services are to be examined as part of the survey, no intrusive access will be attempted until evidence of safe isolation is provided.

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SECTION SIX

SURVEY NOTES

Amicus Environmental Ltd

Survey Notes

- 1 No background air monitoring was carried out whilst the survey was undertaken and therefore care was taken not to cause disturbance of fibre or contamination of clean surfaces.
- 2 This report has been written with reference to the various Guidance Notes etc, issued, and current at the date of this report and describes circumstances at the site on the date the investigation took place.
- 3 Where similar items exist in the building, only one or two samples have been taken to ascertain the material content. It was assumed that similar products were of the same material. Only targeted sampling was carried out.
- 4 Any person undertaking work within the buildings should be told of the presence of asbestos. This briefing also applies to any other person associated with the site, including staff, sub-contractors and others.
- 5 The diagrams in the report are not to scale and are illustrative only to indicate approximate locations. The descriptions used are for location identification purposes
- 6 All the recommendations described in this report are based upon assumptions made after consideration of: the type of material, it's condition, location, analytical result and use of the area.
- 7 Equipment, machinery, ducting etc were not moved, opened up or examined for the purpose of this investigation except where access was freely available
- 8 Materials have been referred to as Asbestos Insulating Board or Asbestos Cement based upon their asbestos content and visual appearance alone. Water absorption testing, as detailed within L143, would not have been carried out unless specifically requested.
- 9 The level of inspection performed during an asbestos survey is not as detailed as the inspections and is in no way as procedural as the analytical processes carried out following the licensed removal of asbestos. The survey will identify asbestos containing materials within an area where inadequate asbestos removal activities have been previously undertaken, but it is not designed to inspect the effectiveness.
- 10 This report is not intended as a scope of works or bill of quantities for asbestos removal

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SECTION SEVEN

SURVEY RECOMMENDATIONS

Survey Recommendations

1 Material Assessment and Algorithm

The material assessment is an assessment of the condition of the ACM, or the presumed ACM, and the likelihood of it releasing fibres in the event of it being disturbed in some way. This material assessment will give a good initial guide to the priority for management, as it will identify the materials, which will most readily release airborne fibres if disturbed. However, there are other factors to take into account when prioritising action. HSG264 recommends the use of an algorithm to carry out the material assessment, and contains an example. The algorithm is a numerical way of taking into account several influencing factors, giving each factor considered a score. These scores can then be totaled to give a material assessment score. The use of algorithms is not infallible, but the assessment process is clear for all to see, so if discrepancies arise, it should be possible to track back through the assessment process to find the root of the error. The algorithm shown in HSG264 considers four parameters that determine the risk from ACM: that is the ability to release fibres if disturbed. These four parameters are:

Product type;
Extent of damage;
Surface treatment; and
Asbestos type

Each of the parameters is scored and added to give a total score between 2 and 12:

Materials with scores of 10 or more should be regarded as high risk with a significant potential to release fibres if disturbed;

Those with a score between 7 and 9 are regarded as medium risk;

Materials with a score between 5 and 6 are low risk; and

Scores of 4 or less are very low risk.

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SECTION EIGHT

SURVEY SUMMARY

Amicus Environmental Ltd

Survey Summary

- 1 For positive identification of asbestos bearing materials please refer to the individual sample data sheets.

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SECTION NINE

MATERIAL ASSESSMENT: SUMMARY BY RISK BAND

Material Assessment: Summary by Risk Band

Site Name: Arnold Leisure Centre - Targeted Survey

Risk Band: Very Low Risk

Project Number: S11858

Sample Date	Location Ref	Location ID	Drawing Reference	Area	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Priority Risk Score	Comments	Action	Survey Type
19/08/16	06	5653	As Location Ref.	Arnold Leisure Centre	Third floor	3.01	Chrysotile	Promenade Tile	4	N/A	Located to floor.	Removal	RDS
19/08/16	11	5658	As Location Ref.	Arnold Leisure Centre	Third Floor & Roof	Various - see comments	Chrysotile	Mastic	3	N/A	Located to joints between concrete sections, several layers.	Removal	RDS



Material Assessment: Summary by Risk Band

Site Name: Arnold Leisure Centre - Targeted Survey

Risk Band: Not Applicable

Project Number: S11858

Sample Date	Location Ref	Location ID	Drawing Reference	Area	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Priority Risk Score	Comments	Action	Survey Type
19/08/16	02	5649	As Location Ref.	Arnold Leisure Centre	Third floor	3.01	Not Applicable	Door Inspection	0	N/A	No asbestos containing materials identified upon inspection of door. Door consists of timber frame and packers, with expanding foam infill.	No Action Required	RDS
19/08/16	03	5650	As Location Ref.	Arnold Leisure Centre	Third floor	3.01	Not Applicable	Wall inspections	0	N/A	No asbestos containing materials identified upon inspection of wall. Consists of plywood sheet and plastic cladding externally.	No Action Required	RDS



Material Assessment: Summary by Risk Band

Site Name: Arnold Leisure Centre - Targeted Survey

Risk Band: NADIS

Project Number: S11858

Sample Date	Location Ref	Location ID	Drawing Reference	Area	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Priority Risk Score	Comments	Action	Survey Type
19/08/16	08	5655	As Location Ref.	Arnold Leisure Centre	Roof	R.01	NADIS	Plant Plinths	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Mainly concrete formed, with felt coverings.	No Action Required	RDS
19/08/16	09	5656	As Location Ref.	Arnold Leisure Centre	Roof	R.01	NADIS	Roof Covering	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Located to main roof, 2 X layers.	No Action Required	RDS
19/08/16	10	5657	As Location Ref.	Arnold Leisure Centre	Roof	R.01	NADIS	Pipe insulation	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Located to pipe and duct, both consistant. Foil wrapped MMMF.	No Action Required	RDS
19/08/16	16	5663	As Location Ref.	Arnold Leisure Centre	Roof	R.02	NADIS	Roof Covering	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Located to timber sheet.	No Action Required	RDS
19/08/16	17	5664	As Location Ref.	Arnold Leisure Centre	Roof	R.03	NADIS	Roof Covering	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Located to timber sheet, metal profile roof.	No Action Required	RDS
19/08/16	18	5665	As Location Ref.	Arnold Leisure Centre	Roof	R.03	NADIS	Pipe insulation	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Refer to sample 10 for analysis. Pipe and duct insulation consistant, foil wrapped MMMF.	No Action Required	RDS
19/08/16	01	5648	As Location Ref.	Arnold Leisure Centre	Third floor	3.01	NADIS	Duct Covering	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Located to felt covered ductwork.	No Action Required	RDS



Material Assessment: Summary by Risk Band

Site Name: Arnold Leisure Centre - Targeted Survey

Risk Band: NADIS

Project Number: S11858

Sample Date	Location Ref	Location ID	Drawing Reference	Area	Floor	Room	Asbestos Type	Product Name	Material Risk Score	Priority Risk Score	Comments	Action	Survey Type
19/08/16	04	5651	As Location Ref.	Arnold Leisure Centre	Third floor	3.01	NADIS	Damp Proof Course	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Located to timber plinth between external walls.	No Action Required	RDS
19/08/16	05	5652	As Location Ref.	Arnold Leisure Centre	Third floor	3.01	NADIS	Roof Covering	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Covering is now floor to extension.	No Action Required	RDS
19/08/16	07	5654	As Location Ref.	Arnold Leisure Centre	Third floor	3.01	NADIS	Column Cladding	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Asbestos labels are in situ. Located to metal supports. Material is not within the scope of proposed alterations.	No Action Required	RDS
19/08/16	12	5659	As Location Ref.	Arnold Leisure Centre	Third floor	3.02	NADIS	Wall Sheet	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Located to side of door, internally.	No Action Required	RDS
19/08/16	13	5660	As Location Ref.	Arnold Leisure Centre	Third floor	3.02	NADIS	Column Cladding	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Visible to top of door frame, located to timber behind foil backed plasterboard.	No Action Required	RDS
19/08/16	14	5661	As Location Ref.	Arnold Leisure Centre	Third floor	3.03	NADIS	Vinyl flooring	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Located to concrete.	No Action Required	RDS
19/08/16	15	5662	As Location Ref.	Arnold Leisure Centre	Third floor	3.03	NADIS	Stair nosing	0	N/A	No Asbestos Detected In Sample (NADIS) obtained for analysis. Located to doorstep.	No Action Required	RDS



SECTION TEN

MATERIAL ASSESSMENT (PHOTO)

Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5648"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="01"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Duct Covering"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="3.01"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 5m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5649"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="02"/>	Product Type:	<input type="text" value="Not Applicable"/>
Product:	<input type="text" value="Door Inspection"/>	Damage:	<input type="text" value="Not Applicable"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="Not Applicable"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="Not Applicable"/>
Room:	<input type="text" value="3.01"/>	Identification:	<input type="text"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Not Applicable"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="Not Applicable"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5650"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="03"/>	Product Type:	<input type="text" value="Not Applicable"/>
Product:	<input type="text" value="Wall inspections"/>	Damage:	<input type="text" value="Not Applicable"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="Not Applicable"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="Not Applicable"/>
Room:	<input type="text" value="3.01"/>	Identification:	<input type="text"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Not Applicable"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="Not Applicable"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5651"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="04"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Damp Proof Course"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="3.01"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 10m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:

Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5652"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="05"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Roof Covering"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="3.01"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 20m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5653"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="06"/>	Product Type:	<input type="text" value="Asbestos cement"/>
Product:	<input type="text" value="Promenade Tile"/>	Damage:	<input type="text" value="Low damage"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="Asbestos cement sheets etc"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="Chrysotile"/>
Room:	<input type="text" value="3.01"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 4m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="Yes"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="19 August 2017"/>		

Material Risk Score:	<input type="text" value="4"/>
Material Risk Band:	<input type="text" value="Very Low Risk"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5654"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="07"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Column Cladding"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="3.01"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 5m<sup>2</sup> Visible."/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5655"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="08"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Plant Plinths"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Roof"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="R.01"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 5m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:

Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5656"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="09"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Roof Covering"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Roof"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="R.01"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 450m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5657"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="10"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Pipe insulation"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Roof"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="R.01"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="20 Linear Metres."/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:

Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5658"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="11"/>	Product Type:	<input type="text" value="Asbestos Reinforced Composites"/>
Product:	<input type="text" value="Mastic"/>	Damage:	<input type="text" value="Low damage"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="Composite asbestos materials"/>
Floor:	<input type="text" value="Third Floor & Roof"/>	Asbestos Type:	<input type="text" value="Chrysotile"/>
Room:	<input type="text" value="Various - see comments"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="30 Linear Metres - Continues out of scope."/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="Yes"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="19 August 2017"/>		

Material Risk Score:	<input type="text" value="3"/>
Material Risk Band:	<input type="text" value="Very Low Risk"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:

Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5659"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="12"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Wall Sheet"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="3.02"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 4m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:

Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5660"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="13"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Column Cladding"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="3.02"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 5m<sup>2</sup> Visible."/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5661"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="14"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Vinyl flooring"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="3.03"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="<1m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:

Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5662"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="15"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Stair nosing"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Third floor"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="3.03"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="1 Linear Metre."/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5663"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="16"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Roof Covering"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Roof"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="R.02"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 40m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5664"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="17"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Roof Covering"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Roof"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="R.03"/>	Identification:	<input type="text" value="Identified"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 250m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



Amicus Environmental Ltd

Material Assessment (Photo) Sorted by: Location ID

Site Address:

Client Name:

Project Number:

Location ID:	<input type="text" value="5665"/>	Survey Type:	<input type="text" value="RDS"/>
Location Ref:	<input type="text" value="18"/>	Product Type:	<input type="text" value="NADIS"/>
Product:	<input type="text" value="Pipe insulation"/>	Damage:	<input type="text" value="NADIS"/>
Area:	<input type="text" value="Arnold Leisure Centre"/>	Treatment:	<input type="text" value="NADIS"/>
Floor:	<input type="text" value="Roof"/>	Asbestos Type:	<input type="text" value="NADIS"/>
Room:	<input type="text" value="R.03"/>	Identification:	<input type="text" value="Strongly Presumed as previous sample"/>
Surveyor Name:	<input type="text" value="G.Pirrie"/>	Quantity:	<input type="text" value="Approx. 50m<sup>2</sup>"/>
Drawing Ref:	<input type="text" value="As Location Ref."/>		
Asbestos ?	<input type="text" value="No"/>		
Date:	<input type="text" value="19 August 2016"/>		
Next Inspection:	<input type="text" value="Not Applicable"/>		

Material Risk Score:	<input type="text" value="0"/>
Material Risk Band:	<input type="text" value="NADIS"/>
Priority Risk Score:	<input type="text" value="N/A"/>

Action:



Material Comments:



SECTION ELEVEN

SURVEY DRAWINGS



Third Floor

NOT TO SCALE

PROJECT NO:	S11858	KEY:  Asbestos Containing  No Asbestos Detected  Not In Scope
BUILDING:	Arnold Leisure Centre	
LEVEL:	Third Floor & Roof	
DATE:	19/08/2016	





Roof Plan

NOT TO SCALE

PROJECT NO: **S11858**
 BUILDING: **Arnold Leisure Centre**
 LEVEL: **Roof Plan**
 DATE: **19/08/2016**

KEY:
█ Asbestos Containing
█ No Asbestos Detected
 No Access



SECTION TWELVE

BULK CERTIFICATE

CERTIFICATE OF ANALYSIS FOR ASBESTOS FIBRES

Report Number: ALS/J014032

Client	Amicus Environmental Ltd	Attention	Matthew Carter
Client Address	Unit C1 New Yatt Business Centre, New Yatt, Witney, Oxon, OX29 6TJ		
Site Address	Plant Room Areas & Roof. Arnold Leisure Centre		
Site Ref	S11858	No. of Samples	15

Date Received	22/08/2016	Date of Analysis	22/08/2016	Report Issue Date	22/08/2016
----------------------	------------	-------------------------	------------	--------------------------	------------

Samples of material(s) [detailed below] have been examined to determine the presence of asbestos fibres, using Polarised Light Microscopy together with dispersion staining based on the HSE's guidance document HSG248 and Asbestos Laboratory Services documented method. If samples have been delivered to the laboratory, the site address and sample location is reported as provided by the client. Asbestos Laboratory Services are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Asbestos Laboratory Services cannot be held responsible for the interpretation of the results shown. Opinions and interpretations are outside the scope of the UKAS accreditation. All entries under 'Fibre Type Detected' that contain (*) indicate that the sample was found to be deviating from policies defined in document TPS63 (UKAS Policy on Deviating Samples).

As a result, the test result(s) may be invalid.

The Determination of Asbestos Content Report shall not be reproduced except in full, without written approval of the laboratory'.
(V2), or subsequent "V" numbers, after the report number signifies that the original certificate (or previous amended certificate) has been replaced.

Lab Ref.	Client Sample Number	Sample Location	Sample Description	Fibre Type Detected
BS064863	01	3.01	Duct Covering	N.A.D.I.S
BS064864	04	3.01	Damp Proof Course	N.A.D.I.S
BS064865	05	3.01	Roof Covering	N.A.D.I.S
BS064866	06	3.01	Promenade Tiles	Chrysotile
BS064867	07	3.01	Column Cladding	N.A.D.I.S
BS064868	08	R.01	Plant Plinths	N.A.D.I.S
BS064869	09	R.01	Roof Covering	N.A.D.I.S
BS064870	10	R.01	Pipe & Duct Covering	N.A.D.I.S
BS064871	11	R.01/3.01/3.02/3.03	Mastic	Chrysotile
BS064872	12	3.02	Wall Sheet	N.A.D.I.S

KEY

NADIS - No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.

Analysed By	Wai-fung Kuet
Analyst Signatory	

Approved By	Peter Timms
Approver Signatory	

CERTIFICATE OF ANALYSIS FOR ASBESTOS FIBRES

Report Number:

Client	Amicus Environmental Ltd	Attention	Matthew Carter
Client Address	Unit C1 New Yatt Business Centre, New Yatt, Witney, Oxon, OX29 6TJ		
Site Address	Plant Room Areas & Roof. Arnold Leisure Centre		
Site Ref	S11858	No. of Samples	15

Date Received	22/08/2016	Date of Analysis	22/08/2016	Report Issue Date	22/08/2016
----------------------	------------	-------------------------	------------	--------------------------	------------

Samples of material(s) [detailed below] have been examined to determine the presence of asbestos fibres, using Polarised Light Microscopy together with dispersion staining based on the HSE's guidance document HSG248 and Asbestos Laboratory Services documented method. If samples have been delivered to the laboratory, the site address and sample location is reported as provided by the client. Asbestos Laboratory Services are not responsible for the accuracy or competence of the sampling by third parties. Under these circumstances Asbestos Laboratory Services cannot be held responsible for the interpretation of the results shown. Opinions and interpretations are outside the scope of the UKAS accreditation. All entries under 'Fibre Type Detected' that contain (*) indicate that the sample was found to be deviating from policies defined in document TPS63 (UKAS Policy on Deviating Samples).

As a result, the test result(s) may be invalid.

The Determination of Asbestos Content Report shall not be reproduced except in full, without written approval of the laboratory'.
(V2), or subsequent "V" numbers, after the report number signifies that the original certificate (or previous amended certificate) has been replaced.

Lab Ref.	Client Sample Number	Sample Location	Sample Description	Fibre Type Detected
BS064873	13	3.02	Column Cladding	N.A.D.I.S
BS064874	14	3.03	Vinyl Flooring	N.A.D.I.S
BS064875	15	3.03	Stair Nosing	N.A.D.I.S
BS064876	16	R.02	Roof Covering	N.A.D.I.S
BS064877	17	R.03	Roof Covering	N.A.D.I.S

KEY

NADIS - No Asbestos Detected in Sample

Note: All samples will be retained for a minimum of six months.

Analysed By	Wai-fung Kuet
Analyst Signatory	

Approved By	Peter Timms
Approver Signatory	

Servicing the building envelope across the entire UK...

Appendix F Client's Contract Documentation



**CLIENT'S
CONTRACT DOCUMENTATION**

Contract Conditions

&

Tender Submission

**Flat roof recovering, replacement
suspended ceiling and optional
replacement wiring and pool lighting
(if necessary)**

at

**Arnold Leisure Centre
Gedling Borough Council**

February 2017

1- FORM OF CONTRACT & CONDITIONS

1.1 INTRODUCTION

This document contains details of the proposed Form of Contract to be used for the project comprising the works necessary to recover the existing flat roof, replace the suspended ceiling and the option to replace the wiring and pool lighting (or provide additional lighting) if necessary to comply with HSE guidance (HSG179) at Arnold Leisure Centre. The Leisure Centre is owned and operated by Gedling Borough Council.

This document also contains important information as regards Gedling Borough Council's procedures for submission of Tenders.

This document should be read in conjunction with the complete Specification documentation as produced by RAM Consultancy Ltd and consisting of:

- Section 1 - Preliminaries
- Section 2 - Scope of Works
- Section 3 - Manufacturer's Specification
- Section 4 - Collection Page and Form of Tender
- Appendix A – Roof covering Manufacturer's Specification
- Appendix B – Tapered Insulation Layout
- Appendix C – Mechanical and electrical drawings
- Appendix D - Pre-Construction H & S Information
- Appendix E - Refurbishment and Demolition Survey
- Appendix F – Client's Contract Documentation
- .

1.2 FORM OF CONTRACT

The Form of Contract shall be the JCT Intermediate Building Contract with contractor's design 2016

1.3 EMPLOYER UNDER THE CONTRACT

For the Contract Articles of Agreement the Employer shall be:

Gedling Borough Council
Whose registered office is Civic Centre, Arnot Hill Park, Arnold,
Nottingham, NG5 6LU.

1.4 CONDITIONS OF CONTRACT

For tendering purposes, prospective tenderers shall note the following proposed insertions and deletions to standard clauses within the JCT Intermediate Building Contract with contractors design 2016:

1.4.1 Recitals

First: The replacement of waterproofing with new tapered insulation scheme of the split level flat roof to the leisure centre including for removal and reinstatement of mechanical plant; replacement of external doors and frames and repairs to existing pre-cast concrete vertical cladding. Additionally to replace the existing suspended ceiling and if option is exercised to replace existing perimeter lighting to the pool area.

Second: The Contractors design responsibility shall include but not be limited to all electrical and mechanical works as required.

Third: delete

Fourth: shall read 'priced Works Schedules'

Fifth: Option B will apply: Option A will be deleted.

Ninth: *The Ninth Recital will be deleted.*

Eleventh: *The Eleventh Recital will not be deleted.*

1.4.2 Articles

Article 3: delete Architect. The Contract Administrator is as named in of the Preliminaries (clause A10/140).

Article 5: The Principal Designer is as named in the Preliminaries (clause A10/150).

Article 6: Principal Contractor to be confirmed.

Article 8: delete is not a 'contractor'.

Article 9: applies

1.4.3 Contract Particulars

Fourth Recital: Employer's Requirements comprise of the Pricing Document.

Sixth Recital: Contractor's Proposals – to be completed by the contractor.

Eighth Recital and Clause 4.5: the Employer is not a contractor for the purposes of CIS.

Tenth Recital: the project is not notifiable.

Eleventh Recital: description of Sections

- *Section 1* - Section 1 - Replacement of the internal suspended ceiling and all associated works
- *Section 2* - Replacement of the flat roof recovering and all associated works.

Article 8 and clauses 9.3 to 9.8: apply

Twelfth Recital: Framework agreement does not apply.

Clause 1.1: · Base Date: April 18th, 2017.

Clause 1.1: Dates for completion of sections:

- Section: one - replacement of suspended ceiling all associated works to pool area and if option exercised the replacement of the perimeter lighting: Date: August 18th, 2017.
- Section: two – re-waterproofing to main roof area and associated works: Date: September 22nd, 2017.

Clause 2.4: Date for Possession of the Works

- Section: one: Date: June 5th, 2017.
- Section: two: Date: June 5th, 2017.

Clause 2.23.2: *Liquidated damages:*

- *Section 1: at the rate of £7,000.00 per/week that the pool is closed*
- *Section 2: at the rate of £1,000.00 per/week*

Clause 2.30: Rectification Period for all sections 12 months from the date of practical completion.

Clause 4.8.1: The first due date is: [one month after commencement], and thereafter the same date in each month

Clause 4.9.1:

- *Not achieved practical completion: 95%.*
- *Completed works: 97.5%.*

Clause 6.4.1: Insurance cover £10,000,000

Clause 6.7 and Schedule 1: delete 6.7A & 6.7B

Clause 6.7 and Schedule 1: 15 per cent

Clause 9.2.1: The Adjudicator is not named; nominating body: The Royal Institution of Chartered Surveyors

Clause 9.4.1: The Royal Institution of Chartered Surveyors

1.5 CONTRACT EXECUTION

The Contract shall be executed as a Deed.

1.6 ASSIGNMENTS

The Principal Contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of this Contract without the written permission of the Council. Sub-letting of any part(s) of the Work, except to the extent permitted in writing by a Corporate Director for the Council, shall be prohibited.

1.7 PERFORMANCE BOND

In view of the fact that the Contract is estimated to exceed £100,000 in value or amount and is for the execution of works or for the supply of goods or materials by a particular date, or series of dates, the Council has decided that it will require security for its due performance. The nature and amount of the security to be given is as follows:

The Principal Contractor shall, no later than the date of this Contract, procure the execution and delivery of a performance bond in favour of the Employer for due performance of the Contract in the form attached in the appendices or using ABI Standard Bond Wording. The bond amount shall be no less than 5% of the Tender Price. The bond shall be executed and delivered by a surety approved by the Employer, such approval not to be unreasonably withheld.

1.8 FREEDOM OF INFORMATION

1.8.1 The Council is subject to the Freedom of Information Act and the Environmental Information Regulations (“the Acts”). As part of the Employer’s duties under the Acts, it may be required to disclose information forming part of the Contract to anyone who makes a reasonable request. The Council has absolute discretion to apply or not to apply any exemptions under the Acts.

1.8.2 The Principal Contractor shall assist and cooperate with the Council (at the Principal Contractor’s expense) to enable the Council to comply with

the information disclosure requirements under the Acts and in so doing will comply with any timescale notified to it by the Council.

1.9 PUBLICATION OF PAYMENTS

The Principal Contractor is aware that, in compliance with the Government's commitment to improve transparency about the expenditure of public money, the Council will publish on its web site information about all payments over £500 when they are made to the Principal Contractor. No personal information will be disclosed

1.10 INDUCEMENTS

1.10.1 The Principal Contractor shall not, and shall procure its employees, agents, consultants and any sub-contractor shall not, in connection with this Contract commit a Prohibited Act.

1.10.2 The following constitute Prohibited Acts:

- (a) to directly or indirectly offer, promise or give any person working for or engaged by the Council a financial or other advantage to:
 - (i) induce that person to perform improperly a relevant function or activity; or
 - (ii) reward that person for improper performance of a relevant function or activity;
- (b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Contract;
- (c) committing any offence:
 - (i) under the Bribery Act;
 - (ii) under legislation creating offences concerning fraudulent acts;
 - (iii) at common law concerning fraudulent acts relating to this Contract or any other contract with the Council; or
 - (iv) defrauding, attempting to defraud or conspiring to defraud the Council.

1.10.3 The Principal Contractor warrants, represents and undertakes that it is not aware of any financial or other advantage being given to any person working for or engaged by the Council, or that an agreement has been reached to that effect, in connection with the execution of this Contract.

1.10.4 The Contractor shall if requested, provide the Council with any reasonable assistance to enable the Council to perform any activity required by any relevant government or agency in any relevant jurisdiction for the purpose of compliance with the Bribery Act 2010.

1.10.5 If any breach of clause 1.10.1 is suspected or known, the Principal Contractor must notify the Council immediately. If the Principal Contractor

notifies the Council that it suspects or knows that there may be a breach of clause 1.10.1, the Principal Contractor must respond promptly to the Council's enquiries, co-operate with any investigation, and allow the Council to audit books, records and any other relevant documentation. This obligation shall continue for 7 years following the expiry or termination of this Contract.

- 1.10.6 Where the Principal Contractor (including its employees, agents, consultants, any sub-contractor or anyone acting on its behalf (in all cases whether or not acting with the Principal Contractor's knowledge)) engages in conduct prohibited by clauses 1.10.1 and 1.10.3 in relation to this or any other contract with the Council, the Council has the right to terminate the Contract with immediate effect.
- 1.10.7 In determining whether to exercise the right of termination under clause 1.10.6, the Council shall give all due consideration, where it considers it appropriate, to action other than termination of this Contract.
- 1.10.8 Any notice of termination under clause 1.10.6 must specify:
 - a) the nature of the Prohibited Act;
 - b) the identity of the party whom the Council believes has committed the Prohibited Act; and
 - c) the date on which this Contract will terminate.
- 1.10.9 The decision of the Council shall be final and conclusive in any dispute, difference or question arising in respect of:
 - a) the interpretation of this Clause 1.10;
 - b) the right of the Council under this Clause to terminate this Contract; and
 - c) the amount or value of any such gift, consideration or commission.
- 1.10.10 Any termination under clause 1.10.6 will be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Council, this includes but is not limited to the right to recover from the Contractor the amount of any loss suffered by the Council resulting from the termination, including the cost reasonably incurred by the Council of making other arrangements for the provision of the Services and any additional expenditure incurred by the Council throughout the remainder of the Contract Period.

2 – TENDER SUBMISSION

2.1 GENERAL REQUIREMENTS

Tenders must be submitted in accordance with the following instructions. Any not complying may be rejected by the Council, whose decision on such matter shall be final and conclusive.

2.2 FORM OF TENDER AND ACCOMPANYING PAPERS

2.2.1 Tenders must be submitted on the Form of Tender within the Pricing Document

All relevant sections of this document must be duly completed.

2.2.2 This document has been issued in electronic form, but the Tender return documentation must be received as a paper copy within your tender return envelope.

2.33 SIGNATURE OF FORM OF TENDER

3.1 The Form of Tender must be signed:

Where the Tenderer is an individual, by that individual;

Where the Tenderer is a partnership, by two duly authorised partners;

Where the Tenderer is a limited company, by a director duly authorised for such purposes.

4 REJECTION OF FORM OF TENDER

4.1 Any Form of Tender submitted by a Tenderer in respect of which the Tenderer:

Fixes and adjusts prices and rates shown in its Form of Tender by or in accordance with any agreement or arrangements with any other person or by reference to any other Form of Tender or communicates to any person other than the Officer mentioned in this tender the amount or approximate amount of the prices and rates shown in its Form of Tender except where such disclosure is made in confidence, in order to obtain quotations

necessary for the preparation of the Form of Tender or for the purposes of financing or insurance; or

enters into any agreement with any other person that such other person shall refrain from submitting a Form of Tender or shall limit or restrict the prices to be shown by any other Tenderer in its Form of Tender; or

offers or agrees to pay or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any other Tenderer or any other person's proposed Form of Tender any act or omission; or

in connection with the award of the Contract commits an offence under the Prevention of Corruption Acts 1889-1916 or gives any fee or reward the receipt of which is an offence under Sub-Section (2) of Section 117 of the Local Government Act 1972; or

has directly or indirectly canvassed any member or official of the Council concerning the acceptance of any Form of Tender or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Tenderer or Form of Tender submitted by any other Tenderer;

Shall be rejected by the Council, provided always that such non-acceptance or rejection, shall be without prejudice to any other civil remedies available to the Council, or any criminal liability which such conduct by a Tenderer may attract.

5 NON-CONSIDERATION OF FORM OF TENDER

5.1 The Council may in its absolute discretion refrain from considering any Form of Tender if:

- It is not in accordance with the Form and Conditions of Tender; or
- The Tenderer makes or attempts to make any variation or alteration to the terms of the Form of Tender, the Conditions or the Specification except where a variation or alteration is invited or permitted in accordance with the terms of all or any of the Form of Tender, the Conditions and the Specification; or
- The Tenderer does not provide all the information required by the Council.

6 INFORMATION, COSTS AND EXPENSES

- 6.1 The Tenderer is responsible for obtaining all information necessary for the preparation of its Form of Tender and all costs expenses and liabilities incurred by the Tenderer in connection with the preparation and submission of the Form of Tender shall be borne by the Tenderer.

7 SUBMISSION OF TENDER SUMMARY DOCUMENT

- 7.1 The Tender Summary Document must be duly completed and submitted to:

Director of Organisational Development & Democratic Services
Gedling Borough Council
Civic Centre
Arnold
Nottingham NG5 6LU

by no later than **noon on Thursday April 18th, 2017**

Any form of Tender submitted after such time will not be considered for acceptance.

The envelope or package should bear the following words in the top left hand corner:

Tender for roof recovering at Arnold Leisure Centre
Due by noon on Thursday April 18th, 2017

The diagram shows a rectangular envelope with a triangular flap on the right side. The text on the envelope is as follows:

Tender for roof recovering
Due by noon on Thursday April 18th, 2017

Director of Organisational Development & Democratic Services
Gedling Borough Council
Civic Centre
Arnold
Nottingham NG5 6LU

A rectangular box labeled "stamp" is positioned in the top right corner of the envelope.

- 7.2 You may seek clarification on any of the points contained in the tender documents, by contacting Contract Administrator named in the Preliminaries Document and Section 9.1 below, at any time prior to the closing date of the tenders.

When returning the tender please ensure that:

- the envelope **does not** bear any name or mark indicating the identity of the sender (this includes for example, franked mail, Post Office labels detailing the sender, courier service labels or a signature across the seal of the envelope)
- the envelope is not accompanied by other documentation which identifies the tenderer
- all documentation is properly completed and enclosed with your tender
- the time by which the tender must be returned is noted
- If returning tenders personally please allow time to cope with traffic, accidents, parking problems, lift unavailability, or any other delays.
- if returning tenders by post, that the chosen method will guarantee delivery before the specified deadline

No tender will be considered which is late - for whatever reason.

A tender will be rejected if the envelope bears any name or mark indicating the identity of the sender. Please note that this includes for example, franked mail, Post Office labels detailing the sender, courier service labels or a signature across the seal of the envelope.

N.B. We do not open any tenders until after the deadline has expired, therefore there is no penalty for returning a tender early!

- 7.3 All Tenderers shall keep their respective Forms of Tender valid and open for acceptance by the Council until the expiry of 90 days from the last date for the receipt of tenders.

8 RESEARCH AND INVESTIGATION

- 8.1 The Tenderer will be deemed for all purposes connected with the Form of Tender and the Contract to have carried out all researches, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Form of Tender.
- 8.2 The Tenderer shall have no claim whatsoever against the Council in respect of such matters and in particular (but without limitation) neither the Council shall make any payments to the Tenderer save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by any Council to the Tenderer in respect of the scope of the Contract being different from that envisaged by the Tenderer or otherwise.

9 FURTHER INFORMATION AND QUERIES

- 9.1 At any time prior to the date for receipt of Tenders, the Tenderer may request any information or raise any query in connection with the Form of Tender, the Conditions, Specification or the Plan Drawings by contacting:

The Contract Administrator

RAM Consultancy Ltd
Triumph Way
Kempston
Bedfordshire
MK42 7QB

Mike Bricknell MRICS, MCIOB
E-mail: mikebricknell@ramconsultancy.co.uk
Mobile: 07808 846 658
Telephone: 01234 840442

- 9.2 In the event that the Tenderer has difficulty in complying with any specific provision thereof or wishes to propose any amendment thereto it should provide all information and evidence in writing concerning such difficulty or amendment as the Contract Administrator may require. The Contract Administrator may at his/her discretion consider the difficulty or amendment and may issue general guidance or waive or amend the relevant provision but in any case without prejudice to all or any other provisions of the Form of Tender, the Conditions or the Specification or any rights or powers of the Council hereunder.

10 ACCEPTANCE, EVALUATION OF TENDERS & VARIANT BIDS

- 10.1. Checking and Acceptance of Tenders:

An initial examination will be made to establish the completeness of submitted tenders. The Council reserves the right to disqualify any tender submission which is incomplete.

Tenderers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since Tenderers will be required to hold these or withdraw their Tender in the event of errors being identified after the submission of Tenders.

If a Tenderer fails to provide fully for the requirements of the Specification in the Tender it must either:

- (i) absorb the costs of meeting the full requirements of the Specification within its tendered price; or
- (ii) withdraw its Tender.

10.2 Evaluation of Tenders

The Council will accept the Tender which it considers to be the most economically advantageous.

The Council will take into account tendered prices and rates, quality and fitness for purpose and any other factors relevant to the Product, its supply and any other requirements of the Specification.

Before accepting a Tender the Council must be satisfied that the Contractor has the knowledge and skills available to carry out a project of this nature and be competent to comply with the Principle Contractor responsibilities under the CDM Regulations 2015. To that end the Principle Contractor must be an approved and registered contractor of Alumasc and shall submit with the Tender, the Health and Safety Information and Details of all sub-contractors as requested in the Preliminaries Section of the Pricing Document.

The Council reserves the right not to award the Contract to the lowest or any Tenderer, reserving also the right to accept the same in whole or in part.

- 10.3 Any acceptance of a Tender by the Council shall be in writing and shall be communicated to the successful Tenderer. Upon acceptance the Contract shall thereby be constituted and become binding on both parties notwithstanding which the Tenderer shall, upon request of the Council, forthwith execute a formal contract.

12 CONFIDENTIALITY

- 12.1 The Form of Tender, the Conditions of Contract and the Specification and all other documentation or information issued by the Council and Contract Administrator on the Council's behalf, relating to the Tender shall be treated by the Tenderer as private and confidential for use only in connection with the Tender and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of the Council.
- 12.2 The documents which constitute the Contract and all copies thereof are and shall remain the property of the Council (whether or not the Council shall have charged a fee for the supply of such documents) and must not be copied or reproduced in whole or in part and must be returned to the Council upon demand.
- 12.3 Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000. Tenderers should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in

response to a request for information under the Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

13 TENDERER'S WARRANTIES

13.1 In submitting a Tender the Tenderer warrants and represents that:

It has not done any of the acts, or matters referred to in Condition 4 above and has complied in all respects with these Conditions of Tender;

All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the Tenderer or its employees in connection with or arising out of the Form of Tender are true, complete and accurate in all respects;

It has made its own investigations and research, and has satisfied itself in respect of all matters relating to the Tender, the Specification and the Conditions of Contract and that it has not submitted the Tender and will not have entered into the Contract in reliance upon any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by the Council;

It has full power and authority to enter into the Contract and will if requested produce evidence of such to the Council;

It is of sound financial standing and the Tenderer and its partners, officers and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the accounts or other financial statements of the Tenderer which may adversely affect such financial standing in the future;

14 WORDS AND EXPRESSIONS

14.1 Words defined in the Conditions of Contract shall have the same meaning in the Form of Tender, the Conditions of Tender and the Specification.

Appendix G Draft Form of Bond



SIGNED AS A DEED by)
)
in the presence of:-)

THE COMMON SEAL of)
GEDLING BOROUGH COUNCIL)
was hereunto)
affixed in the presence)
of:-)