

# **TENDER DOCUMENT - REMODELLING AND IMPROVEMENTS AT**

MAINTENANCE WORKSHOP  
COUNCIL YARD  
FROST LANE  
HYTHE  
SOUTHAMPTON

21<sup>st</sup> SEPTEMBER 2024

**ON BEHALF OF:**

HYTHE AND DIBDEN PARISH COUNCIL

**PREPARED BY:**



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#### **DOCUMENT RECORD**

<b>Issue No</b>	<b>Date</b>	<b>Comments</b>
01	21 <sup>st</sup> September 2024	Issued to client.

## **1.0 INTRODUCTION**

- 1.1 Hythe and Dibden Parish Council wishes to employ a Principal Contractor to remodel and refurbish the Maintenance Workshop located at The Council Yard, Frost Lane, Hythe, Southampton (“What 3 words” location is [///chat.habit.busy](https://chat.habit.busy))
- 1.2 We understand that Hythe and Dibden Parish Council will formally notify staff and visitors of the premises advising them of the works once a contractor programme is established.
- 1.3 The Schedule of Works is based on the existing and proposed drawings prepared by Sanders Design Services Limited.
- 1.4 Tenderers are required to submit fixed price lump sum tender in accordance with the Invitation to Tender and Form of Tender provided in Appendix A of this document.
- 1.5 Tenders should be returned in a **sealed envelope bearing no company identification and marked WORKSHOP REMODELLING AND IMPROVEMENTS to The Clerk to the Council, The Grove, 25 St John’s Street, Hythe, Southampton, SO45 6BZ by NOON on the 11<sup>th</sup> October 2024**. Tenders received after the deadline will not be accepted.
- 1.6 Bayside Building Consultancy Limited have been instructed in the capacity of Contract Administrator and will undertake that role as referred and mentioned within the specification.
- 1.7 The form of contract will be a JCT Minor Works Building Contract 2016.
- 1.8 Tenderers should liaise with Bayside Building Consultancy Limited for any queries regarding the content of this tender document.
- 1.9 Given the nature of the works, the Construction (Design and Management) Regulations 2015 apply.

## 2.0 PRE-CONTRACT PROGRAMME

2.1 All dates below are week ending dates unless otherwise stated:

-	Tender Documents Launched	23 <sup>rd</sup> September 2024
-	Contractor Site Visits	Tender Period
-	Tenders returned (By Noon on)	11 <sup>th</sup> October 2024
-	Tender Review	12 <sup>th</sup> October 2024 to 21 <sup>st</sup> October 2024
-	Council Review/Approvals	23 <sup>rd</sup> October 2024
-	Purchase Order Issued	30 <sup>th</sup> October 2024
-	Start Date on Site (latest)	2 <sup>nd</sup> December 2024

2.2 The project is to last no longer than **12-weeks**. The contractor is to submit a detailed construction programme considering the above dates and for the entire contract of works and indicating wherever possible how these dates can be improved.

2.3 The works are to be completed in a single phase.

### 3.0 PRELIMINARIES

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A10	PROJECT PARTICULARS	
A11	TENDER AND CONTRACT DOCUMENTS	
A12	THE SITE/ EXISTING BUILDINGS	
A13	DESCRIPTION OF THE WORK	
A20	JCT MINOR WORKS BUILDING CONTRACT 2016	
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A40	CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT OF STAFF	
A41	CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION	
A42	CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES	
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A50	WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER	
A53	WORKS BY STATUTORY AUTHORITIES	
A54	PROVISIONAL WORK	
A55	DAYWORKS	

<b>A10</b>	<b>PROJECT PARTICULARS</b>	
110	The Project Name: Remodeling and Improvements Nature: Refurbishment Location: Maintenance Workshop, The Council Yard, Hythe Length of contract: 8 weeks	
120	Employer Name: Hythe and Dibden Parish Council Address: The Grove, 25 St John's Street, Hythe, Southampton, SO45 6BZ Contact: Sean Spencer Telephone: 02380 841411 Email: sean.spencer@hytheanddibden.gov.uk	
130	Principal Contractor Name: TBC Address: TBC Contact: TBC Telephone: TBC E-mail: TBC	
132	Principal Contractor (CDM) Name: N/A Address: N/A Contact: N/A Telephone: N/A E-mail: N/A	
140	Contract Administrator ( <b>insert</b> ) Name: Bayside Building Consultancy Limited Address: 8 Bankside Road, Bournemouth, BH9 3EF. Contact: Nick Pavlou Telephone: 07737 245 506 E-mail: <a href="mailto:nick@baysidebc.co.uk">nick@baysidebc.co.uk</a>	
140	Architect Name: Sanders Design Services Limited Address: 95 Cedar Road, Hythe, Southampton, SO45 3PX Contact: Neil Sanders Telephone: 02380 207 195 E-mail: <a href="mailto:info@sandersdesignservices.co.uk">info@sandersdesignservices.co.uk</a>	
150	Principal Designer (pre-contract) Name: Bayside Building Consultancy Limited, as 140 above. Principal Designer (post-contract) Name: Principal Contractor	
160	Quantity Surveyor Name: Bayside Building Consultancy Limited, as 140 above.	
170	Structural Engineer Name: TBC Address: TBC Contact: TBC Telephone: TBC E-mail: TBC	

175	Mechanical Engineer Not required.		
178	Electrical Engineer Not required.		
180	Landscape Architect Not required.		
190	Clerk of Works Not required.		

<b>A11</b>	<b>TENDER AND CONTRACT DOCUMENTS</b>	
	Tender Drawings	
	The tender drawings are:	
	Existing Building Plans & Elevations – Drawing No. Hpc sht 1BR, Rev.X	
	Proposed Building Plans& Elevations - Drawing No. Hpc sht 2BR, Rev.X	
	Site Location & Block Plan - Drawing No. Hpc sht 3BR, Rev.X	
	All of the above prepared by:	
	Sanders Design Services Ltd, dated July 2024	
	All contained in Appendix B	
120	Contract drawings	
	The Contract Drawings: The same as the tender drawings.	
160	Preconstruction Information (PCI) Format:	
	The Preconstruction information is described in these preliminaries in Section A34.	
	The PCI in respect of this project is contained in Appendix C.	



<b>A12</b>	<b>THE SITE/ EXISTING BUILDINGS</b>	
110	The Site Description: Maintenance Workshop	
120	Existing buildings on/ adjacent to the site Description: "Tractor Shed" store, garage, 2x timber sheds, various areas of hardstanding and grass areas all enclosed by metal palisade fencing	
180	Health and safety file Availability for inspection: The Health and Safety File for the site/ building may be seen by appointment during normal office hours at: Other documents: Asbestos Register available in Appendix D.	
200	Access to the site Description: Double gates forming part of the palisade fencing. All Arrangements by the Contract Administrator Limitations: No Access unless by prior agreement with the Contract Administrator at ANY TIME.	
210	Parking Restrictions on parking of the Contractor's and employees' vehicles: Parking Arrangements are to be agreed with the client tender stage.	
220	Use of the site General: Do not use the site for any purpose other than carrying out the Works. Limitations: The Contractor is to make all due provision for the specialist and secure nature of the site and ensuring the site remains secure at ALL Times	
230	Surrounding land/ building uses General: Adjacent or nearby uses or activities are as follows: Sewage treatment, farmland and residential.	
240	Health and safety hazards General: The nature and condition of the site/ building cannot be fully and certainly ascertained before it is opened up. However, the following hazards are or may be present: None known. 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: via the Contract Administrator only	

<b>A13</b>	<b>DESCRIPTION OF THE WORK</b>		
110	Preparatory work by others Works: None known.		

**A20**

**JCT MINOR WORKS BUILDING CONTRACT 2016**

**Contract Particulars:**

The conditions of contract will be those contained in the JCT Minor Works Building Contract 2016 and including the amendments hereunder.

**The Recitals:**

First – Remodelling and Improvements to the Maintenance Workshop at The Council Yard, Hythe, Southampton

Second – Documents: Contract Specification

Third - Contract Documents

01. Contract Specification, and

02. All associated Appendices

Fourth – Construction Industry Scheme (CIS)

Not applicable

Fifth - Construction Design & Management Regulations 2015 (the CDM Regulations) Applies

Sixth - Framework Agreement

Not applicable

Seventh - Supplemental Provisions

Not applicable

**The Articles:**

1. As per contract

2. Contract Sum: To be confirmed/agreed.

3. Contract Administrator: Bayside Building Consultancy Limited

4. Principal Designer: Bayside Building Consultancy Limited

5. Principal Contractor: To be confirmed

6. Adjudication: Applies

7. Arbitration: Will not apply

8 Legal Proceedings: Applies

The contract particulars shall be as follows:

Clause	Subject	Amendment
Fourth Recital and Schedule 2	Base Date	1 <sup>st</sup> July 2024
Fifth Recital and clause 4.2	Construction Industry Scheme (CIS)	Deleted
Fifth Recital	CDM Regulations	The project is notifiable
Sixth Recital	Framework Agreement	Deleted
Seventh Recital and Schedule 3	Supplemental Provisions	Collaborative working -applies Health and safety - applies Cost saving and value improvements - applies Sustainable development and environmental considerations - applies Performance indicators and monitoring - does not apply

		Notification and negotiation of disputes – applies Transparency – applies The Public Contracts Regulations 2015 - applies Applies – Names to be provided in contract Deleted	
Supplemental Provision 6 Article 7 and Schedule 1 2.2	Adjudication  Arbitration		
2.8	Date for Completion of the Works	Target date is 8-weeks after commencement of the works	
2.10	Liquidated Damages Rectification Period	At the rate of £500.00 per week or part thereof 12 months	
4.3	Percentage of total value of work	95%	
4.3 and 4.8 Schedule 2 4.8.1	Fluctuations  Supply of documentation for computation of amount to be finally certified	Deleted  2 weeks	
5.3.2	Contractor's insurance – injury to persons or property Insurance cover (for any one occurrence or series of occurrences arising out of one event)	£2,000,000.00	
5.4A and 5.4C	Insurance of the Works, etc	Applies	
5.4A.1 and 5.4B 1.2	Percentage to cover professional fees	15%	
7.2	Adjudication	Royal Institution of Chartered Surveyors	
Schedule 1 (paragraph 2)	Arbitration	Deleted	
<b>Contract Execution:</b> Execution under hand is required.			

<b>A30</b>	<b>TENDERING/ SUBLETTING/ SUPPLY / MAIN CONTRACT TENDERING</b>	
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 the principles of Quality of Submission, Design Principals and Best Value	
	Arithmetical errors: Pricing document is dominant.	
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 8 Weeks	
	Date for possession/ commencement: See section A20.	
	<b>PRICING/ SUBMISSION OF DOCUMENTS</b>	
210	Preliminaries in the specification	
	The Preliminaries/ General conditions sections (A10-A50 inclusive) must not be relied on as complying with SMM7.	
220	Pricing of preliminaries	
	Abbreviations: The following have been used:	
	- F = Fixed charge item.	
	- TR = Time related charge item.	
250	Priced documents	
	Alterations: Do not alter or qualify the priced documents without written consent. Tenders containing unauthorised alterations or qualifications may be rejected. Measurements: Where not stated, ascertain from the drawings.	
	Deemed included: Costs relating to items, which are not priced, will be deemed to have been included elsewhere in the tender.	
	Submit: With tender	
300	Quantities in the priced document	
	Quantities: Where included in the priced document, these have been prepared in accordance with SMM7.	
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.	
360	Priced activity schedule	
	Submit: With tender	

440	Schedule of rates Schedule of rates (unpriced): Included with the tender documents. The Contractor may insert additional items. Fully priced copy: Submit with the tender documents.	
445	Standard price book Basis for valuation: A standard price book or BCIS: -The book: Spons Architects Pricing Book -Date of publication: book TBC or BCIS date of review. Percentage adjustments which, subject to agreement, the Contractor wishes to apply to the published rates: Submit details.	
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	
490	Information release schedule Compatibility with programme: At the same time as submitting the proposed programme or summary, confirm that it is compatible with the Information Release Schedule. Alternative proposals: If any part of the programme is not compatible with the Schedule submit alternative proposals and reasons for varying the times for release of information.	
500	Tender stage method statements Method statements: Prepare, describing – How and when the works are to be safely carried out. Access and Egress for Materials and Construction Traffic. Statements: Submit with the tender.	
510	Alternative method tenders General: In addition to and at the same time as tendering for the Works as defined in the tender documents, alternative methods of construction/ installation may be submitted for consideration. Alternatives, which would involve significant changes to other work, may not be considered. Alternative tenders: Such alternatives will be deemed to be alternative tenders, and each must include a complete and precise statement of the effects on cost and programme. Safety method statement: Carry out a health and safety risk assessment for each alternative and where appropriate provide a safety method statement suitable for incorporation in the Health and Safety Plan. Full technical data: Submit for each alternative together with details of any consequential amendments to the design and/ or construction of other parts of the Works. Submit: Within one week of request.	
515	Alternative time tenders General: In addition to and at the same time as tendering based upon the date or period specified in section A20, an alternative tender based upon a different date for completion or period may be submitted. Date for completion: If any such tender is accepted the date for completion inserted in the Contract will be the date stated in the	

	alternative tender or determined from the period stated in the alternative tender.	
520	<p>Design documents</p> <p>Scope: For Contractor design elements, include the following in the Contractor's Proposals:</p> <ul style="list-style-type: none"> <li>- Design drawings: To Be provided during lead in</li> <li>- Technical information: Submit with tender.</li> </ul>	
530	<p>Substitute products</p> <p>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.</p> <p>Compliance: Substitutions accepted will be subject to the verification requirements of clause A31/200.</p>	
540	<p>Quality control resources</p> <p>Statement: Describe the organisation and resources to control the quality of the Works, including the work of subcontractors.</p> <p>QA staff: Identify in the statement the number and type of staff responsible for quality control, with details of their qualifications and duties.</p> <p>Submit: With the Tender</p>	
550	<p>Health and safety information</p> <p>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.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>- A copy of the contractor's health and safety policy document, including risk assessment procedures.</li> <li>- Accident and sickness records for the past five years.</li> <li>- Records of previous Health and Safety Executive enforcement action.</li> <li>- Records of training and training policy.</li> <li>- The number and type of staff responsible for health and safety on this project with details of their qualifications and duties.</li> </ul> <p>Submit: With the Tender</p>	
570	<p>Outline construction phase health and safety plan</p> <p>Content: Submit the following information within one week of request:</p> <ul style="list-style-type: none"> <li>- Method statements on how risks from hazards identified in the pre-construction information and other hazards identified by the contractor will be addressed.</li> <li>- Details of the management structure and responsibilities.</li> <li>- Arrangements for issuing health and safety directions.</li> <li>- Procedures for informing other contractors and employees of health and safety hazards.</li> <li>- Selection procedures for ensuring competency of other contractors, the self-employed and designers.</li> <li>- Procedures for communications between the project team, other contractors and site operatives.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Arrangements for cooperation and coordination between contractors.</li> <li>- Procedures for carrying out risk assessment and for managing and controlling the risk.</li> <li>- Emergency procedures including those for fire prevention and escape.</li> <li>- Arrangements for ensuring that all accidents, illness and dangerous occurrences are recorded.</li> <li>- Arrangements for welfare facilities.</li> <li>- Procedures for ensuring that all persons on site have received relevant health and safety information and training.</li> <li>- Arrangements for consulting with and taking the views of people on site.</li> <li>- Arrangements for preparing site rules and drawing them to the attention of those affected and ensuring their compliance.</li> <li>- Monitoring procedures to ensure compliance with site rules, selection and management procedures, health and safety standards and statutory requirements.</li> <li>- Review procedures to obtain feedback.</li> </ul>	
590	<p>Site Waste Management Plan</p> <p>Person responsible for developing the Plan: The Contractor. Content: Include details of:</p> <ul style="list-style-type: none"> <li>- Principal Contractor for the purposes of the regulations.</li> <li>- Location of the site.</li> <li>- Description of the project.</li> <li>- Estimated project cost.</li> <li>- Types and quantities of waste that will be generated.</li> <li>- Resource management options for these wastes including proposals for minimization/ reuse/ recycling.</li> <li>- The use of appropriate and licensed waste management contractors.</li> <li>- Record keeping procedures.</li> <li>- Waste auditing protocols. Additional requirements:</li> </ul> <p>Proposed Skip locations and access/egress. Submit with tender.</p>	
599	<p>Freedom of Information</p> <p>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.</p> <p>Determination: Submit requests received. Do not supply information outside the project participants without express written permission.</p> <p>Confidentiality: Maintain at all times.</p>	
630	<p>SUBLETTING/ SUPPLY</p> <p>Domestic subcontracts</p> <p>General: Comply with the Construction Industry Board 'Code of Practice for the selection of subcontractors'.</p> <p>List: Provide details of all subcontractors and the work for which they will be responsible.</p> <p>Submit: With tender</p>	



645	<p>'Listed' domestic subcontractors.</p> <p>General: Contract Documents provide that certain work must be carried out by a person of the Contractor's choice selected from a list of not less than three persons given therein.</p> <p>The selected person: Will become a subcontractor as provided for in the Contract Condition for Subletting.</p> <p>Additions to lists:</p> <ul style="list-style-type: none"> <li>- The Employer or Employer's representative may, but only with the consent of the Contractor which shall not be unreasonably withheld, add additional person(s) to the list at any time prior to the execution of a binding subcontract agreement.</li> <li>- The Contractor may, but only with consent, which will not be unreasonably withheld, add additional persons to the list and must, if requested, submit (in an approved form) evidence of the suitability of such additional person(s). Wherever possible, submissions for addition of person(s) must be made, and consent obtained, before return of the tender. When any submission for addition of person(s) is made with the tender the consequences, if any, to the tender price compared to the use of the listed persons are to be made clear or the tender will be treated as qualified.</li> </ul> <p>Shortage of names: If at any time prior to execution of a binding subcontract agreement less than three persons named in the list (including any persons added as provided above) are able and willing to carry out the relevant work, give notice without delay. The Employer will then forthwith add the names of other persons as provided above so that the list comprises not less than three such persons or confirm that no names will be added. If the Employer fails to do either within one week of the Contractor's notification the Contractor, who may subcontract in accordance with the Contract, must carry out the work.</p> <p>Agreement: Before the start of work to which the list relates enter into a binding subcontract agreement and confirm that this has been done, giving the name of the selected subcontractor.</p>
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<b>A31</b>	<b>PROVISION, CONTENT AND USE OF DOCUMENTS</b>	
	<b>DEFINITIONS AND INTERPRETATIONS</b>	
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 6/2009 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 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	

	<p>be supplied and fixed unless stated otherwise.</p> <p>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.</p> <p>Make good: Execute local remedial work to designated work. Make secure, sound and neat. Excludes redecoration and/ or replacement.</p> <p>Replace: Supply and fix new products matching those removed. Execute work to match original new state of that removed.</p> <p>Repair: Execute remedial work to designated products. Make secure, sound and neat. Excludes redecoration and/ or replacement.</p> <p>Refix: Fix removed products.</p> <p>Ease: Adjust moving parts of designated products or work to achieve free movement and good fit in open and closed positions.</p> <p>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.</p> <p>System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for that section of the work to function.</p>	
170	<p>Manufacturer and product reference</p> <p>Definition: When used in this combination:</p> <ul style="list-style-type: none"> <li>- Manufacturer: The firm under whose name the particular product is marketed.</li> <li>- Product reference: The proprietary brand name and/ or reference by which the particular product is identified.</li> </ul> <p>Currency: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.</p>	
200	<p>Substitution of products</p> <p>Products: If an alternative product to that specified is proposed, obtain approval before ordering the product.</p> <p>Reasons: Submit reasons for the proposed substitution.</p> <p>Documentation: Submit relevant information, including:</p> <ul style="list-style-type: none"> <li>- manufacturer and product reference;</li> <li>- cost.</li> <li>- availability.</li> <li>- relevant standards.</li> <li>- performance.</li> <li>- function.</li> <li>- compatibility of accessories.</li> <li>- proposed revisions to drawings and specification.</li> <li>- compatibility with adjacent work.</li> <li>- appearance.</li> <li>- copy of warranty/ guarantee.</li> </ul> <p>Alterations to adjacent work: If needed, advise scope, nature and cost.</p> <p>Manufacturers' guarantees: If substitution is accepted, submit before ordering products.</p>	
210	Cross references	

	<p>Accuracy: Check remainder of the annotation or item description against the terminology used in the section or clause referred to.</p> <p>Related terminology: Where a numerical cross-reference is not given the relevant sections and clauses of the specification will apply.</p> <p>Relevant clauses: Clauses in the referred to specification section dealing with general matters, ancillary products and execution also apply.</p> <p>Discrepancy or ambiguity: Before proceeding, obtain clarification or instructions.</p>	
220	<p>Referenced documents.</p> <p>Conflicts: Specification prevails over referenced documents.</p>	
230	<p>Equivalent products</p> <p>Inadvertent omission: Wherever products are specified by proprietary name the phrase 'or equivalent' is to be deemed included.</p>	
240	<p>Substitution of standards</p> <p>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.</p> <p>Before ordering: Submit notification of all such substitutions.</p> <p>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.</p>	
250	<p>Currency of documents</p> <p>Currency: References to published documents are to the editions, including amendments and revisions, current on the date of the Invitation to Tender.</p>	
260	<p>Sizes</p> <p>General dimensions: Products are specified by their co-ordinating sizes.</p> <p>Timber: Cross section dimensions shown on drawings are:</p> <ul style="list-style-type: none"> <li>- Target sizes as defined in BS EN 336 for structural softwood and hardwood sections.</li> <li>- Finished sizes for non-structural softwood or hardwood sawn and further processed sections.</li> </ul>	
	DOCUMENTS PROVIDED ON BEHALF OF EMPLOYER	
410	<p>Additional copies of drawings/ documents</p> <p>Additional copies: Issued free of charge.</p>	
440	<p>Dimensions</p> <p>Scaled dimensions: Do not rely on.</p>	
450	<p>Measured quantities</p> <p>Ordering products and constructing the Works: The accuracy and sufficiency of the measured quantities is not guaranteed.</p> <p>Precedence: The specification and drawings shall override the measured quantities.</p>	
460	<p>The specification</p> <p>Coordination: All sections must be read in conjunction with Main Contract Preliminaries/ General conditions.</p>	

	DOCUMENTS PROVIDED BY CONTRACTOR/ SUBCONTRACTORS/ SUPPLIERS	
510	<p>Design and production information.</p> <p>Master programme: Make reasonable allowance for completing design/ production information, submission (including to the Planning Supervisor/ Principal Designer), comment, inspection, amendment, resubmission and reinspection.</p> <p>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.</p> <p>Contractor's changes to Employer's Requirements: Support request for substitution or variation with all relevant information.</p> <p>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.</p> <p>Final version of design/ production information: Submit two copies.</p>	
550	<p>Named subcontractors: Design and production information.</p> <p>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.</p> <p>Master programme: Make reasonable allowance, based on information in section A30, for completing design/ production information, checking, submission (including to the Planning Supervisor/ Principal Designer), comment, inspection, amendment, resubmission and reinspection.</p> <p>Information from Subcontractors:</p> <ul style="list-style-type: none"> <li>- Obtain in time to meet the programme and in accordance with NAM/T where applicable.</li> <li>- 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.</li> </ul> <p>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.</p> <p>Final version of information: Distribute copies to all affected Subcontractors and others and keep one copy on site.</p> <p>Submit two copies</p>	
600	<p>Contractor's Design information</p> <p>General: Complete the design and detailing of parts of the Works as specified. Provide:</p>	

	<ul style="list-style-type: none"> <li>- Production information based on the drawings, specification and other information.</li> <li>- Liaison to ensure coordination of the work with related building elements and services.</li> </ul> <p>Master programme: Make reasonable allowance for completing design/ production information, submission (including to the Principal Designer), comment, inspection, amendment, resubmission and reinspection.</p> <p>Information required:</p> <p>Structural Design Including Calculations where appropriate, Electrical and Mechanical proposals including layouts and statute compliance statements to also include all products and manufacturers of materials proposed.</p> <ul style="list-style-type: none"> <li>- Format: Electronically (PDF)</li> <li>- Number of copies: two</li> </ul> <p>Submit: Within one week of request.</p>	
620	<p>As built drawings and information</p> <p>Contractor designed work: Provide drawings/ information: All As Built Drawings</p> <p>Submit: At least two weeks before date for completion.</p>	
630	<p>Technical literature</p> <p>Information: Keep on site for reference by all supervisory personnel:</p> <ul style="list-style-type: none"> <li>- Manufacturers' current literature relating to all products to be used in the Works.</li> <li>- Relevant British, EN or ISO Standards.</li> </ul>	
640	<p>Maintenance instructions and guarantees.</p> <p>Components and equipment: Obtain or retain copies, register with manufacturer and hand over on or before completion of the Works.</p> <p>Information location: In Building Manual.</p> <p>Emergency call out services: Provide telephone numbers for use after completion. Extent of cover: office hours only</p>	
650	<p>Energy rating calculation</p> <p>Calculation documentation:</p> <ul style="list-style-type: none"> <li>- Number of copies: Two</li> <li>- Deliver to: Energy Performance Certificate Assessor and also lodge in the Building Manual.</li> </ul>	
660	<p>Environmental assessment information</p> <p>Scheme type: Education.</p> <p>Assessment information:</p> <ul style="list-style-type: none"> <li>- Provide the following: Annual Building Running Costs</li> <li>- Format: Electronically (PDF)</li> <li>- Submit: Within one week of request.</li> </ul>	

<b>A32</b>	<b>MANAGEMENT OF THE WORKS GENERALLY</b>	
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.	
115	Considerate constructors' scheme Registration: Before starting work, register the site and pay the appropriate fee: Contact: - Address: Considerate Constructors Scheme Office, Suites 3-5, The Maltings, Hoe Lane, Ware, SG12 9LR- Tel. 01920 485959. - Free phone 0800 7831423 - Web. <a href="http://www.ccscheme.org.uk">www.ccscheme.org.uk</a> - E mail. <a href="mailto:enquiries@ccscheme.org.uk">enquiries@ccscheme.org.uk</a> Standard: Comply with the Scheme's Code of Considerate Practice. - Minimum compliance level: Excellent	
117	Constructing Better Health scheme Membership: Register and submit evidence of registration. Contact: Constructing Better Health, B&CE Building, Manor Royal Crawley, West Sussex RH10 9QP Tel: 01293 586666	
120	Insurance Documentary evidence: Before starting work on site submit details, and/or policies and receipts for the insurances required by the Conditions of Contract.	
130	Insurance claims Notice: If any event occurs which may give rise to any claim or proceeding in respect of loss or damage to the Works or injury or damage to persons or property arising out of the Works, immediately give notice to the Employer, the person named in clause A10/140 and the Insurers. Failure to notify: Indemnify the Employer against any loss, which may be caused by failure to give such notice.	
140	Climatic conditions Information: Record accurately and retain: - Daily maximum and minimum air temperatures (including overnight). - Delays due to adverse weather, including description of the weather, types of work affected, and number of hours lost.	
150	Ownership Alteration/ clearance work: Materials arising become the property of the Contractor except where otherwise stated. Remove from site as work proceeds. PROGRAMME/ PROGRESS	
210	Programme Master programme: Immediately when requested and before starting work on site submit in an approved form a master programme for the Works, which must include details of:	



	<ul style="list-style-type: none"> <li>- Work stages or elements of the construction as appropriate for the Works.</li> <li>- Design and production information provided by the Contractor/Subcontractors/ Suppliers, including inspection, and checking (see clause A31/560).</li> <li>- Earliest and latest start and finish dates for each activity and identify all critical activities.</li> <li>- Planning and mobilisation by the Contractor.</li> <li>- Running in, adjustment, commissioning and testing of all engineering services and installations.</li> <li>- Work resulting from instructions issued in regard to the expenditure of provisional sums (see section A54).</li> <li>- 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.</li> </ul> <p>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.</p> <p>Charges: The programme must show all events relating to fixed and time related charges in the priced Preliminaries including the duration of all time related events.</p> <p>Submit two copies</p>	
230	<p>Submission of programme</p> <p>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.</p>	
240	<p>Commencement of work</p> <p>Notice: Before the proposed date for commencement of work on site give minimum notice of two weeks</p>	
260	<p>Site meetings</p> <p>General: Site meetings will be held to review progress and other matters arising from administration of the Contract.</p> <p>Frequency: Every two weeks Location: On Site Accommodation: Ensure availability at the time of such meetings.</p> <p>Attendees: Attend meetings and inform subcontractors and suppliers when their presence is required.</p> <p>Chairperson (who will also take and distribute minutes): Contract Administrator</p>	
265	<p>Contractor's progress report</p> <p>General: Submit a progress report at least Once a Week, before the site meeting.</p> <p>Content: Notwithstanding the Contractor's obligations under the Contract the report must include:</p> <ul style="list-style-type: none"> <li>- A progress statement by reference to the master programme for the Works.</li> </ul>	



	<ul style="list-style-type: none"> <li>- Details of any matters materially affecting the regular progress of the Works.</li> <li>- Subcontractors' and suppliers' progress reports.</li> <li>- Any requirements for further drawings or details or instructions to fulfil any obligations under the Conditions of Contract.</li> </ul>	
270	<p>Contractor's site meetings</p> <p>General: Hold meetings with appropriate subcontractors and suppliers shortly before main site meetings to facilitate accurate reporting of progress.</p>	
285	<p>Partial possession by Employer</p> <p>Clause 2.25 of Conditions of Contract: Ensure all necessary access, services and other associated facilities are also complete.</p>	
290	<p>Notice of completion</p> <p>Requirement: Give notice of the anticipated dates of completion of the whole or parts of the Works.</p> <p>Associated works: Ensure necessary access, services and facilities are complete.</p> <p>Period of notice (minimum): Two weeks</p>	
310	<p>Extensions of time</p> <p>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.</p> <p>Details: As soon as possible submit:</p> <ul style="list-style-type: none"> <li>- Relevant particulars of the expected effects, if appropriate, related to the concurrent causes.</li> <li>- An estimate of the extent, if any, of the expected delay in the completion of the Works beyond the date for completion.</li> <li>- All other relevant information required.</li> </ul> <p>CONTROL OF COST</p>	
410	<p>Cash flow forecast.</p> <p>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.</p>	
420	<p>Removal/ replacement of existing work</p> <p>Extent and location: Agree before commencement. Execution: Carry out in ways that minimize the extent of work.</p>	
430	<p>Proposed instructions</p> <p>Estimates: If a proposed instruction requests an estimate of cost, submit without delay and in any case within seven days.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>- A detailed breakdown of the cost, including any allowance for direct loss and expense.</li> <li>- Details of any additional resources required.</li> <li>- Details of any adjustments to be made to the programme for the Works.</li> <li>- Any other information as is reasonably necessary to fully assess the implications of issuing such an instruction.</li> </ul>	

	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.	
450	Daywork vouchers Before commencing work: Give reasonable notice to person countersigning daywork vouchers. Content: Before delivery each voucher must be: <ul style="list-style-type: none"> <li>- Referenced to the instruction under which the work is authorised.</li> <li>- Signed by the Contractor's person in charge as evidence that the operatives' names, the time daily spent by each, and the equipment and products employed are correct.</li> </ul> Submit: By the end of the week in which the work has been executed.	
470	Products not incorporated into the Works. Ownership: At the time of each valuation, supply details of those products not incorporated into the Works which are subject to any reservation of title inconsistent with passing of property as required by the Conditions of Contract, together with their respective values. Evidence: When requested, provide evidence of freedom of reservation of title.	
475	Listed products stored off site. Evidence of Title: Submit reasonable proof that the property in 'listed items' is vested in the Contractor. Include for products purchased from a supplier: <ul style="list-style-type: none"> <li>- A copy of the contract of sale and a written statement from the supplier that any conditions of the sale relating to the passing of property have been fulfilled and the products are not subject to any encumbrance or charge.</li> </ul> Include for products purchased from a supplier by a subcontractor or manufactured or assembled by any subcontractor: <ul style="list-style-type: none"> <li>- Copies of the subcontract with the subcontractor and a written statement from the subcontractor that any conditions relating to the passing of property have been fulfilled.</li> </ul>	
480	Labour and equipment returns. Records: Provide for verification at the beginning of each week in respect of each of the previous seven days. Records must show: <ul style="list-style-type: none"> <li>- The number and description of craftsmen, labourers and other persons directly or indirectly employed on or in connection with the Works or Services, including those employed by subcontractors.</li> <li>- The number, type and capacity of all mechanical, electrical and power-operated equipment employed in connection with the Works or Services</li> </ul>	

<b>A33</b>	<b>QUALITY STANDARDS/ CONTROL STANDARDS OF PRODUCTS AND EXECUTIONS</b>	
110	<p>Incomplete documentation</p> <p>General: Where and to the extent that products or work are not fully documented, they are to be:</p> <ul style="list-style-type: none"> <li>- Of a kind and standard appropriate to the nature and character of that part of the Works where they will be used.</li> <li>- Suitable for the purposes stated or reasonably to be inferred from the project documents.</li> </ul> <p>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.</p>	
120	<p>Workmanship skills</p> <p>Operatives: Appropriately skilled and experienced for the type and quality of work. Registration: With Construction Skills Certification Scheme.</p> <p>Evidence: Operatives must produce evidence of skills/ qualifications when requested.</p>	
130	<p>Quality of products</p> <p>Generally: New. (Proposals for recycled products may be considered).</p> <p>Supply of each product: From the same source or manufacturer.</p> <p>Whole quantity of each product required to complete the Works: Consistent kind, size, quality and overall appearance.</p> <p>Tolerances: Where critical, measure a sufficient quantity to determine compliance. Deterioration: Prevent. Order in suitable quantities to a programme and use in appropriate sequence.</p>	
135	<p>Quality of execution</p> <p>Generally: Fix, apply, install or lay products securely, accurately, plumb, neatly and in alignment.</p> <p>Colour batching: Do not use different colour batches where they can be seen together.</p> <p>Dimensions: Check on-site dimensions.</p> <p>Finished work: Not defective, e.g. not damaged, disfigured, dirty, faulty, or out of tolerance.</p> <p>Location and fixing of products: Adjust joints open to view so they are even and regular.</p>	
140	<p>Compliance</p> <p>Compliance with proprietary specifications: Retain on site evidence that the proprietary product specified has been supplied.</p> <p>Compliance with performance specifications: Submit evidence of compliance, including test reports indicating:</p> <ul style="list-style-type: none"> <li>- Properties tested.</li> <li>- Pass/ fail criteria.</li> <li>- Test methods and procedures.</li> <li>- Test results.</li> <li>- Identity of testing agency.</li> <li>- Test dates and times.</li> <li>- Identities of witnesses.</li> </ul>	

150	<ul style="list-style-type: none"> <li>- Analysis of results.</li> </ul> <p>Inspections</p> <p>Products and executions: Inspection or any other action must not be taken as approval unless confirmed in writing referring to:</p> <ul style="list-style-type: none"> <li>- Date of inspection.</li> <li>- Part of the work inspected.</li> <li>- Respects or characteristics which are approved.</li> <li>- Extent and purpose of the approval.</li> <li>- Any associated conditions.</li> </ul>	
160	<p>Related work</p> <p>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:</p> <ul style="list-style-type: none"> <li>- Appropriately complete.</li> <li>- In accordance with the project documents.</li> <li>- To a suitable standard.</li> <li>- In a suitable condition to receive the new work.</li> </ul> <p>Preparatory work: Ensure all necessary preparatory work has been carried out.</p>	
170	<p>Manufacturer's recommendations/ instructions</p> <p>General: Comply with manufacturer's printed recommendations and instructions current on the date of the Invitation to tender.</p> <p>Changes to recommendations or instructions: Submit details.</p> <p>Ancillary products and accessories: Use those supplied or recommended by main product manufacturer.</p> <p>Agreement certified products: Comply with limitations, recommendations, and requirements of relevant valid certificates.</p>	
180	<p>Water for the works</p> <p>Mains supply: Clean and uncontaminated. Other: Do not use until:</p> <ul style="list-style-type: none"> <li>- Evidence of suitability is provided.</li> <li>- Tested to BS EN 1008 if instructed.</li> </ul> <p>SAMPLES/ APPROVALS</p>	
210	<p>Samples</p> <p>Products or executions: Comply with all other specification requirements and in respect of the stated or implied characteristics either:</p> <ul style="list-style-type: none"> <li>- To an express approval.</li> <li>- To match a sample expressly approved as a standard for the purpose.</li> </ul>	
220	<p>Approval of products</p> <p>Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.</p> <p>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.</p> <p>Complying sample: Retain in good, clean condition on site. Remove when no longer required.</p>	
230	<p>Approval of execution</p> <p>Submissions, samples, inspections and tests: Undertake or arrange to suit the Works programme.</p>	

	<p>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.</p> <p>Complying sample: Retain in good, clean condition on site. Remove when no longer required.</p> <p>ACCURACY/ SETTING OUT GENERALLY</p>	
320	<p>Setting out</p> <p>General: Submit details of methods and equipment to be used in setting out the Works.</p> <p>Levels and dimensions: Check and record the results on a copy of drawings. Notify discrepancies and obtain instructions before proceeding.</p> <p>Inform: When complete and before commencing construction.</p>	
330	<p>Appearance and fit</p> <p>Tolerances and dimensions: If likely to be critical to execution or difficult to achieve, as early as possible either:</p> <ul style="list-style-type: none"> <li>- Submit proposals; or</li> <li>- Arrange for inspection of appearance of relevant aspects of partially finished work. General tolerances (maximum): To BS 5606, tables 1 and 2.</li> </ul>	
340	<p>Critical dimensions</p> <p>Critical dimensions: Set out and construct the Works to ensure compliance with the tolerances stated.</p> <p>Location: Detailed on drawings</p>	
350	<p>Levels of structural floors</p> <p>Maximum tolerances for designed levels to be:</p> <ul style="list-style-type: none"> <li>- Floors to be self-finished, and floors to receive sheet or tile finishes directly bedded in adhesive: +/- 10 mm.</li> <li>- Floors to receive dry board/ panel construction with little or no tolerance on thickness: +/- 10 mm.</li> <li>- Floors to receive mastic asphalt flooring/ underlays directly: +/- 10 mm.</li> <li>- Floors to receive mastic asphalt flooring/ underlays laid on mastic asphalt levelling coat(s): +/- 15 mm.</li> <li>- Floors to receive fully bonded screeds/ toppings/ beds: +/- 15 mm.</li> <li>- Floors to receive unbonded or floating screeds/ beds: +/- 20 mm.</li> </ul>	
360	<p>Record drawings</p> <p>Site setting out drawing: Record details of all grid lines, setting-out stations, benchmarks and profiles. Retain on site throughout the contract and hand over on completion.</p> <p>SERVICES GENERALLY</p>	
410	<p>Services regulations</p> <p>New or existing services: Comply with the Byelaws or Regulations of the relevant Statutory Authority.</p>	
420	<p>Water regulations/ byelaws notification</p>	

	<p>Requirements: Notify Water Undertaker of any work carried out to, or which affects new or existing services and submit any required plans, diagrams and details.</p> <p>Consent: Allow adequate time to receive Undertaker's consent before starting work.</p> <p>Inform immediately if consent is withheld or is granted subject to significant conditions.</p>	
430	<p>Water regulations/ byelaws contractor's certificate</p> <p>On completion of the work: Submit (copy where also required to the Water Undertaker) a certificate including:</p> <ul style="list-style-type: none"> <li>- The address of the premises.</li> <li>- A brief description of the new installation and/ or work carried out to an existing installation.</li> <li>- The Contractor's name and address.</li> <li>- A statement that the installation complies with the relevant Water Regulations or Byelaws.</li> <li>- The name and signature of the individual responsible for checking compliance.</li> <li>- The date on which the installation was checked.</li> </ul>	
435	<p>Electrical installation certificate</p> <p>Submit: When relevant electrical work is completed. Original certificate: To be lodged in the Building Manual.</p>	
440	<p>Gas, oil and solid fuel appliance installation certificate</p> <p>Before the completion date stated in the Contract: Submit a certificate stating:</p> <ul style="list-style-type: none"> <li>- The address of the premises.</li> <li>- A brief description of the new installation and/ or work carried out to an existing installation.</li> <li>- Any special recommendations or instructions for the safe use and operation of appliances and flues.</li> <li>- The Contractor's name and address.</li> <li>- A statement that the installation complies with the appropriate safety, installation and use regulations.</li> <li>- The name, qualification and signature of the competent person responsible for checking compliance.</li> <li>- The date on which the installation was checked. Certificate location: Health and Safety File</li> </ul>	
445	<p>Service runs</p> <p>General: Provide adequate space and support for services, including unobstructed routes and fixings.</p> <p>Ducts, chases and holes: Form during construction rather than cut.</p> <p>Coordination with other works: Submit details of locations, types/ methods of fixing of services to fabric and identification of runs and fittings.</p>	
450	<p>Mechanical and electrical services</p> <p>Final tests and commissioning: Carry out so that services are in full working order at completion of the Works.</p> <p>Building Regulations notice: Copy to be lodged in the Building Manual.</p>	

	SUPERVISION/ INSPECTION/ DEFECTIVE WORK	
510	<p>Supervision</p> <p>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.</p> <p>Replacement: Give maximum possible notice before changing person in charge or site agent.</p>	
520	<p>Coordination of engineering services</p> <p>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.</p> <p>Evidence: Submit when requested CVs or other documentary evidence relating to the staff concerned.</p>	
530	<p>Overtime working</p> <p>Notice: Prior to overtime being worked, submit details of times, types, and locations of work to be done.</p> <p>- Minimum period of notice:</p> <p>One week</p> <p>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.</p>	
540	<p>Defects in existing work</p> <p>Undocumented defects: When discovered, immediately give notice. Do not proceed with affected related work until response has been received.</p> <p>Documented remedial work: Do not execute work which may:</p> <ul style="list-style-type: none"> <li>- Hinder access to defective products or work; or</li> <li>- Be rendered abortive by remedial work.</li> </ul>	
550	<p>Access for inspection</p> <p>Removal: Before removing scaffolding or other facilities for access, give notice of not less than</p> <p>one week</p>	
560	<p>Tests and inspections</p> <p>Timing: Agree and record dates and times of tests and inspections to enable all affected parties to be represented.</p> <p>Confirmation: One working day prior to each such test or inspection. If sample or test</p> <p>is not ready, agree a new date and time.</p> <p>Records: Submit a copy of test certificates and retain copies on site</p>	
580	<p>Continuity of thermal insulation</p> <p>Record and report: Confirm that work to new, renovated or upgraded thermal elements has been carried out to conform to specification.</p> <p>Include:</p> <ul style="list-style-type: none"> <li>- The address of the premises.</li> <li>- The Contractor's name and address.</li> <li>- The name, qualification and signature of the competent person responsible for checking compliance.</li> </ul>	



	- The date on which the installation was checked. Submit: Before completion of the Works. Copy: To be lodged in the Building Manual.	
590	Resistance to passage of sound Method: Robust standard details Compliance: Submit results of testing. Copies: Incorporate in the Building Manual.	
595	Energy performance certificate Assessment: Undertaken by a member of an approved accreditation scheme. Submit details of scheme name and evidence of qualifications when requested.	
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:	
630	- Will be at the expense of the Contractor. - Will not be considered as grounds for revision of the completion date. 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.	
	<b>WORK AT OR AFTER COMPLETION</b>	
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.	



720	<p>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.</p> <p>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.</p> <p>Security at completion</p> <p>General: Leave the Works secure with, where appropriate, all accesses closed and locked.</p> <p>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.</p>	
730	<p>Making good defects</p> <p>Remedial work: Arrange access with Contract Administrator</p> <p>Rectification: Give reasonable notice for access to the various parts of the Works. Completion: Notify when remedial works have been completed.</p>	

<b>A34</b>	<b>SECURITY/ SAFETY/ PROTECTION</b>	
	SECURITY, HEALTH AND SAFETY	
110	Preconstruction information	
	Location: Integral with the project Preliminaries, including but not restricted to the following sections:	
	<ul style="list-style-type: none"> <li>- Description of project: Sections A10 and A11.</li> <li>- Client's consideration and management requirements: Sections A12, A13 and A36.</li> <li>- Environmental restrictions and on-site risks: Section A12, A35 and A34.</li> <li>- Significant design and construction hazards: Section A34.</li> <li>- The Health and Safety File: Section A37.</li> </ul>	
120	Execution hazards	
	Common hazards: Not listed. Control by good management and site practice. Significant hazards: The design of the project includes the following:	
	<ul style="list-style-type: none"> <li>- Hazard: Building partially in use during works.</li> <li>- Precautions assumed: Construction site to be secure at all times, all vehicles to be escorted and no un- notified visitors will be allowed on site at any time.</li> <li>- Specification reference: N/A</li> <li>- Drawing reference: N/A</li> </ul>	
140	Construction phase health and safety plan Submission:	
	Present to the Employer/ Client no later than 2 Weeks from Instruction 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: Construction Site to be secured at ALL times.	
160	Stability	
	Responsibility: Maintain the stability and structural integrity of the Works and adjacent structures during the Contract.	
	Design loads: Obtain details, support as necessary and prevent overloading.	
170	Occupied premises	
	Extent: Existing buildings will be occupied and/ or used during the Contract as follows:	
	All other buildings will be operating for the duration of the works.	

	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.	
180	Access control	
	Controlled areas:	
	All visitors and deliveries to be notified.	
	Control type: Keys for double entrance gates to site.	
	Authorised persons: Submit a list of the names of all persons requiring passes together with any other related information reasonably required.	
	Return of keys: When requested or on completion of the works.	
200	Mobile telephones and portable electronic equipment	
	Restrictions on use: No Cameras to be used on site	
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.	
	PROTECT AGAINST THE FOLLOWING	
310	Explosives	
	Use: Not permitted	
330	Noise and vibration	
	Standard: Comply with the recommendations of BS 5228-1, in particular clause 7.3, to minimize noise levels during the execution of the Works.	
	Noise levels from the Works: Maximum level: 85bddB(A)	
	Equipment: Fit compressors, percussion tools and vehicles with effective silencers of a type recommended by manufacturers of the compressors, tools or vehicles.	
	Restrictions: Do not use:	
	- Percussion tools and other noisy appliances without consent during the hours of 8.45am to 5pm	
	- Radios or other audio equipment or permit employees to use in ways or at times that may cause nuisance.	
340	Pollution	
	Prevention: Protect the site, the Works and the general environment including the atmosphere, land, streams and waterways against pollution.	
	Contamination: If pollution occurs inform immediately, including to the appropriate	
	Authorities and provide relevant information.	
350	Pesticides	
	Use: Not permitted	

360	Nuisance Duty: Prevent nuisance from smoke, dust, rubbish, vermin and other causes. Surface water: Prevent hazardous build-up on site, in excavations and to surrounding areas and roads.	
370	Asbestos containing materials. Duty: Report immediately any suspected materials discovered during execution of the Works. - Do not disturb. - Agree methods for safe removal or encapsulation.	
371	Dangerous or hazardous substances Duty: Report immediately suspected materials discovered during execution of the Works. - Do not disturb. - Agree methods for safe removal or remediation.	
375	Antiquities Duty: Report immediately any fossils, antiquities and other objects of interest or value discovered during execution of the Works. Preservation: Keep objects in the exact position and condition in which they were found. Special requirements: N/A	
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 the Construction Confederation and The Fire Protection Association (The 'Joint Fire Code').	
390	Smoking on site Smoking on site: Not permitted.	
400	Burning on site Burning 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 microorganisms are within acceptable levels.	

430	<p>Waste</p> <p>Includes: Rubbish, debris, spoil, surplus material, containers and packaging. General: Minimize production. Prevent accumulations. Keep the site and Works clean and tidy.</p> <p>Handling: Collect and store in suitable containers. Remove frequently and dispose off site in a safe and competent manner:</p> <ul style="list-style-type: none"> <li>- Non-hazardous material: In a manner approved by the Waste Regulation Authority.</li> <li>- Hazardous material: As directed by the Waste Regulation Authority and in accordance with relevant regulations.</li> </ul> <p>Recyclable material: Sort and dispose at a Materials Recycling Facility approved by the Waste Regulation Authority.</p> <p>Voids and cavities in the construction: Remove rubbish, dirt and residues before closing in.</p> <p>Waste transfer documentation: Retain on site.</p>	
440	<p>Electromagnetic interference</p> <p>Duty: Prevent excessive electromagnetic disturbance to apparatus outside the site.</p>	
450	<p>Laser equipment</p> <p>Construction laser equipment: Install, use and store in accordance with BS EN 60825 -1 and the manufacturer's instructions.</p> <p>Class 1 or Class 2 laser equipment: Ensure laser beam is not set at eye level and is terminated at the end of its useful path.</p> <p>Class 3A and Class 3B laser equipment: Do not use without approval and subject to submission of a method statement on its safe use.</p>	
460	<p>Power actuated fixing systems</p> <p>Use: Not permitted.</p> <p>PROTECT THE FOLLOWING</p>	
510	<p>Existing services</p> <p>Confirmation: Notify all service authorities, statutory undertakers and/ or adjacent owners of proposed works not less than one week before commencing site operations.</p> <p>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.</p> <p>Work adjacent to services:</p> <ul style="list-style-type: none"> <li>- Comply with service authority's/ statutory undertaker's recommendations.</li> <li>- Adequately protect, and prevent damage to services: Do not interfere with their operation without consent of service authorities/ statutory undertakers or other owners.</li> </ul> <p>Identifying services:</p> <ul style="list-style-type: none"> <li>- Below ground: Use signboards, giving type and depth;</li> <li>- Overhead: Use headroom markers.</li> </ul> <p>Damage to services: If any results from execution of the Works:</p> <ul style="list-style-type: none"> <li>- Immediately give notice and notify appropriate service authority/ statutory undertaker.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Make arrangements for the work to be made good without delay to the satisfaction of service authority/ statutory undertaker or other owner as appropriate.</li> <li>- Any measures taken to deal with an emergency will not affect the extent of the Contractor's liability.</li> </ul> <p>Marker tapes or protective covers: Replace, if disturbed during site operations, to service authority's/ statutory undertakers' recommendations.</p>	
520	<p>Roads and footpaths</p> <p>Duty: Maintain roads and footpaths within and adjacent to the site and keep clear of mud and debris.</p> <p>Damage caused by site traffic or otherwise consequent upon the Works: Make good to the satisfaction of the Employer, Local Authority, or other owner.</p>	
530	<p>Existing topsoil/ subsoil</p> <p>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.</p> <p>Protection: Before starting work submit proposals for protective measures.</p>	
540	<p>Retained trees/ shrubs/ grassed areas.</p> <p>Protection: Preserve and prevent damage, except those not required.</p> <p>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.</p>	
550	<p>Retained trees.</p> <p>Protected area: Unless agreed otherwise do not:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Sever roots exceeding 25 mm in diameter. If unintentionally severed give notice and seek advice.</li> <li>- Change level of ground within an area 3 m beyond branch spread.</li> </ul>	
560	<p>Existing features</p> <p>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.</p> <p>Special requirements:</p> <p>All secure perimeter fences to remain locked and intact for duration of the works.</p>	
570	<p>Existing work</p> <p>Protection: Prevent damage to existing work, structures, or other property during the course of the work.</p> <p>Removal: Minimum amount necessary.</p> <p>Replacement work: To match existing.</p>	

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. Reinstate in original positions. Extent: Before work in each room starts the Employer will remove the following: N/A	
610	Especially valuable/ vulnerable items Protection: Ensure provision and maintenance of special protective measures to prevent damage to the following: N/A Method statement: Submit within one week of request describing special protection to be provided.	
625	Adjoining property restrictions Precautions: <ul style="list-style-type: none"> <li>- Prevent trespass of workpeople and take precautions to prevent damage to adjoining property.</li> <li>- Pay all charges.</li> <li>- Remove and make good on completion or when directed.</li> </ul> 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: <ul style="list-style-type: none"> <li>- Provide and maintain all incidental shoring, strutting, needling and other supports as may be necessary to preserve stability of existing structures on the site or adjoining, that may be endangered or affected by the Works.</li> <li>- Do not remove until new work is strong enough to support existing structure.</li> <li>- Prevent overstressing of completed work when removing supports.</li> </ul> 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.	

<b>A35</b>	<b>SPECIFIC LIMITATIONS ON METHOD/ SEQUENCE/ TIMING</b>	
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: 8.00am to 6.00pm	



<b>A36</b>	<b>FACILITIES/ TEMPORARY WORK/ SERVICES</b>	
	GENERALLY	
110	Spoil heaps, temporary works and services. Location: Give notice and details of intended siting. Maintenance: Alter, adapt and move as necessary. Remove when no longer required and make good.	
	ACCOMMODATION	
210	Room for meetings Facilities: Provide suitable temporary accommodation for site meetings, adequately heated and lit. The room may be part of the Contractor's own site offices. Furniture and Equipment: Provide table and chairs for people.	
230	Temporary accommodation: No Temporary Accommodation Available services and facilities: N/A	
260	Sanitary accommodation Requirement: Provide sanitary accommodation for the Employer/ Purchaser, and other members of the consultant team, either separate or shared with the Contractor's supervisory staff. Maintain in clean condition and provide all consumables.	
	TEMPORARY WORKS	
290	Parking Provide and maintain exclusively for use by Employer's representatives:	
340	Name boards/ advertisements. Name boards/ advertisements: Not permitted.	
	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: <ul style="list-style-type: none"> <li>- Metering: Free of charge</li> <li>- Point of supply: TBC</li> <li>- Available capacity: TBC</li> <li>- Frequency: 50 Hz.</li> <li>- Phase: TBC</li> <li>- Current: Alternating.</li> </ul> Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.	
430	Water Supply: The Employer's mains may be used for the Works as follows: <ul style="list-style-type: none"> <li>- Metering: Free of charge</li> <li>- Source: TBC</li> <li>- Location of supply point: TBC</li> <li>- Conditions/ Restrictions: TBC</li> </ul> Continuity: The Employer will not be responsible for the consequences of failure or restriction in supply.	

440	Telephones:	
	Site Supervisor/Main Personnel to have mobile phones.	
520	Use of permanent heating system	
	Permanent heating installation: May be used for drying out the Works/ services and controlling temperature and humidity levels.	
	Installation: If used:	
	- Take responsibility for operation, maintenance and remedial work.	
	- Arrange supervision by and indemnification of the appropriate Subcontractors.	
	- Pay costs arising.	
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.	
550	Thermometers	
	General: Provide on site and maintain in accurate condition a maximum and minimum thermometer for measuring atmospheric shade temperature, in an approved location.	
560	Surveying equipment	
	General: Provide on site and maintain in accurate condition: N/A	
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.	
	- High visibility waistcoats to BS EN 471 Class 2.	
	- Safety boots with steel insole and toecap to BS EN ISO 20345.	
	- 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.	

<b>A37</b>	<b>OPERATION/ MAINTENANCE OF THE FINISHED WORKS</b>	
	GENERALLY	
110	<p>The building manual</p> <p>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.</p> <p>Scope:</p> <ul style="list-style-type: none"> <li>- Part 1: General: Content as clause 120.</li> <li>- Part 2: Fabric: Content as clause 130.</li> <li>- Part 3: Services: Content as clause 140.</li> <li>- Part 4: The Health and Safety File: (prepared and supplied by the Principal Designer). Content as clause 150.</li> <li>- Part 5: Building User Guide: [Content as clause 151]</li> </ul> <p>Responsibility: The Building Manual is to be produced by The Principal Contractor and must be complete no later than 2 Weeks After Practical Completion</p> <p>Information provided by others: Details: N/A</p> <p>Compilation:</p> <ul style="list-style-type: none"> <li>- Prepare all information for Contractor designed or performance specified work including as-built drawings.</li> <li>- Obtain or prepare all other information to be included in the Manual.</li> </ul> <p>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.</p> <p>Final copies of the Manual:</p> <ul style="list-style-type: none"> <li>- Number of copies: 4</li> <li>- Format: 2 Hard Copies &amp; 2 Electronic Copies (CD or USB)</li> </ul> <p>Latest date for submission: 2 Weeks before Practical Completion stated in the contract.</p> <p>As-built drawings and schedules:</p> <ul style="list-style-type: none"> <li>- Number of copies: 4</li> <li>- Format: 2 Hard Copies, 2 Electronic Copies (CD)</li> </ul>	
115	<p>The Health and Safety File</p> <p>Responsibility: the contractor</p> <p>Content: Obtain and provide the following information: TBC</p> <p>Format: TBC</p> <p>Delivery to: TBC</p> <p>By: At Practical Completion.</p>	
120	<p>Content of the building manual part 1: General</p> <p>Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>Index: list the constituent parts of the manual, together with their location in the document. The Works:</p> <ul style="list-style-type: none"> <li>- Description of the buildings and facilities.</li> </ul>	

	<ul style="list-style-type: none"> <li>- Ownership and tenancy, where relevant</li> <li>- Health and Safety information - other than that specifically required by the Construction (Design and Management) Regulations.</li> </ul> <p>The Contract:</p> <ul style="list-style-type: none"> <li>- Names and addresses and contact details of all significant consultants, contractors, subcontractors, suppliers and manufacturers.</li> <li>- Overall design criteria.</li> <li>- Environmental performance requirements</li> <li>- Relevant authorities, consents and approvals.</li> <li>- Third party certification, such as those made by competent persons in accordance with the Building Regulations</li> </ul> <p>Operational requirements and constraints of a general nature:</p> <ul style="list-style-type: none"> <li>- Maintenance contracts and contractors.</li> <li>- 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 fire fighting systems, services, shut off valves switches, etc.</li> <li>- Emergency procedures and contact details in case of emergency.</li> <li>- Other specific requirements: TBC</li> </ul> <p>Description and location of other key documents. Timescale for completion: TBC</p>	
130	<p>Content of the building manual part 2: Building fabric</p> <p>Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>Detailed design criteria, including:</p> <ul style="list-style-type: none"> <li>- Floor and roof loadings.</li> <li>- Durability of individual components and elements.</li> <li>- Loading restrictions.</li> <li>- Insulation values.</li> <li>- Fire ratings.</li> </ul> <ul style="list-style-type: none"> <li>- Other relevant performance requirements. Construction of the building:</li> <li>- A detailed description of methods and materials used.</li> <li>- As-built drawings recording the construction, together with an index.</li> <li>- Information and guidance concerning repair, renovation or demolition/ deconstruction.</li> </ul> <p>Periodic building maintenance guide chart. Inspection reports.</p> <p>Manufacturer's instructions index, including relevant COSHH data sheets and recommendations for cleaning, repair and maintenance of components.</p> <p>Fixtures, fittings and components schedule and index.</p> <p>Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors.</p> <p>Test certificates and reports required in the specification or in accordance with legislation, including:</p> <ul style="list-style-type: none"> <li>- Air permeability.</li> <li>- Resistance to passage of sound.</li> </ul>	

140	<ul style="list-style-type: none"> <li>- Continuity of insulation.</li> <li>- Electricity and Gas safety. NICEIC and Gas Safe as Applicable</li> </ul> <p>Other specific requirements:</p> <p>Timescale for completion: At Practical Completion</p> <p>Content of the building manual part 3: Building services</p> <p>Content: Obtain and Provide the following, including all relevant details not included in other parts of the manual:</p> <p>Detailed design criteria and description of the systems, including:</p> <ul style="list-style-type: none"> <li>- Services capacity, loadings and restrictions</li> <li>- Services instructions.</li> <li>- Services log sheets.</li> <li>- Manufacturers' instruction manuals and leaflets index.</li> <li>- Fixtures, fittings and component schedule index. Detailed description of methods and materials used.</li> </ul> <p>As-built drawings for each system recording the construction, together with an index, including:</p> <ul style="list-style-type: none"> <li>- Diagrammatic drawings indicating principal items of plant, equipment and fittings</li> <li>- Record drawings showing overall installation</li> <li>- Schedules of plant, equipment, valves, etc. describing location, design performance and unique identification cross referenced to the record drawings.</li> <li>- Identification of services - a legend for colour coded services.</li> </ul> <p>Product details, including for each item of plant and equipment:</p> <ul style="list-style-type: none"> <li>- Name, address and contact details of the manufacturer.</li> <li>- Catalogue number or reference</li> <li>- Manufacturer's technical literature, including detailed operating and maintenance instructions.</li> <li>- Information and guidance concerning dismantling, repair, renovation or decommissioning.</li> </ul> <p>Operation: A description of the operation of each system, including:</p> <ul style="list-style-type: none"> <li>- Starting up, operation and shutting down</li> <li>- Control sequences</li> <li>- Procedures for seasonal changeover</li> <li>- Procedures for diagnostics, troubleshooting and fault finding.</li> </ul> <p>Guarantees, warranties and maintenance agreements - obtain from manufacturers, suppliers and subcontractors.</p> <p>Commissioning records and test certificates list for each item of plant, equipment, valves, etc. used in the installations - including:</p> <ul style="list-style-type: none"> <li>- Electrical circuit tests.</li> <li>- Corrosion tests.</li> <li>- Type tests.</li> <li>- Work tests.</li> <li>- Start and commissioning tests.</li> </ul> <p>Equipment settings: Schedules of fixed and variable equipment settings established during commissioning.</p>	
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150	<p>Preventative maintenance: Recommendations for frequency and procedures to be adopted to ensure efficient operation of the systems</p> <p>Lubrication: Schedules of all lubricated items.</p> <p>Consumables: A list of all consumable items and their source.</p> <p>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.</p> <p>Emergency procedures for all systems, significant items of plant and equipment. Annual maintenance summary chart.</p> <p>Other specific requirements: N/A</p> <p>Timescale for completion: At Practical Completion</p> <p>Content of the building manual part 4: the Health and Safety File</p> <p>Content: obtain and provide the following, including all relevant details not included in other parts of the manual, including:</p> <ul style="list-style-type: none"> <li>- residual hazards and how they have been dealt with</li> <li>- hazardous materials used</li> <li>- information regarding the removal or dismantling of installed plant and equipment</li> <li>- health and safety information about equipment provided for cleaning or maintaining the structure.</li> <li>- the nature, location and markings of significant services,</li> <li>- information and as-built drawings of the structure, its plant and equipment</li> </ul> <p>Information prepared by others: Details:</p> <p>Timescale for completion: Submit to: The Client.</p>
151	<p>Content of the building manual part 5: the building user guide</p> <p>Content: Obtain and provide the following:</p> <ul style="list-style-type: none"> <li>- Building services information.</li> <li>- Emergency information.</li> <li>- Energy &amp; environmental strategy.</li> <li>- Water use.</li> <li>- Transport facilities.</li> <li>- Materials &amp; waste policy.</li> <li>- Re-fit/ re-arrangement considerations.</li> <li>- Reporting provision.</li> <li>- Training.</li> <li>- Links &amp; references.</li> </ul> <p>Other specific requirements: None.</p>
160	<p>Presentation of building manual</p> <p>Format: A4 size, plastics covered, loose leaf, four ring binders with hard covers, each indexed, divided and appropriately cover titled.</p> <p>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.</p> <p>As-built drawings: The main sets may form annexes to the Manual.</p>
220	<p>Training</p> <p>Objective: Before Completion, explain and demonstrate to designated maintenance staff the purpose, function and operation of the</p>

230	<p>installations including items and procedures listed in the Building Manual.</p> <p>Level of training Building Function and Operation including Life Safety Systems Testing Time allowance: Include a minimum of two days.</p> <p>Spare parts</p> <p>General: Before Completion submit a priced schedule of spare parts that the Contractor recommends should be obtained and kept in stock for maintenance of the services installations.</p> <p>Content: Include in the priced schedule for:</p> <ul style="list-style-type: none"> <li>- Manufacturers' current prices, including packaging and delivery to site.</li> <li>- Checking receipts, marking and numbering in accordance with the schedule of spare parts.</li> <li>- Referencing to the plant and equipment list in Part 3 of the Building Manual.</li> <li>- Painting, greasing, etc. and packing to prevent deterioration during storage. Latest date for submission: Two weeks before completion</li> </ul>	
250	<p>Tools</p> <p>General: Provide tools and portable indicating instruments for the operation and maintenance of all services plant and equipment (except any installed under Named Subcontracts) together with suitable means of identifying, storing and securing.</p> <p>Quantity: Two complete sets. Time of submission: At completion.</p>	

**A40**

**CONTRACTOR'S GENERAL COST ITEMS: MANAGEMENT AND STAFF**

**Transport**

The Contractor shall provide all transport required and pay all transport costs in connection with the Contract.

The Contractor shall include for the cost of transporting workpeople to and from the site including fares, hire of vehicles or any other costs

**Workpeople**

The Contractor shall be deemed to have satisfied himself as to the supply or availability and conditions affecting workpeople as no claims for additional payment in this respect will be allowed.

The Contractor shall employ in the execution of the Works only such workpeople who are skilled in their various trades or callings.

**Supervision**

The Contractor shall employ and keep on site competent and adequate staff as necessary for the proper administration, co-ordination, supervision and superintendence of the works, organise the procurement of all materials and equipment so that they will be available at the time they are needed for the work and keep an adequate force of skilled workmen on the Project to complete the work in accordance with the agreed programme.

The Contractor shall employ and keep on site a competent Representative acceptable to the Contract Administrator and having a thorough experience of the class of work covered by the Works Contract. Details of the training and experience of the Representative whom the Contractor proposes to keep upon the works shall be submitted to the Contract Administrator for approval.

The Contractor shall have full knowledge of Regulation 5 of the Construction (General Provision) Regulations 1961 in regard to the appointment of an experienced person to supervise safe conduct of work and shall accept and carry out any reasonable request by the Contract Administrator, in order to comply with such regulations or any subsequent amendment thereof.

Key members of the Staff, including the Site Representative, shall not be removed, or transferred without the consent in writing of the Contract Administrator, unless they cease to be employed by the Contractor.

**Daily Records**

The Contractor shall keep daily records of labour and materials used on the works and shall make these available to the Contract Administrator as and when required.

**Generally**

Include all costs in connection with the provision of management and staff.



<p><b>A41</b> 110</p>	<p><b>CONTRACTOR'S GENERAL COST ITEMS: SITE ACCOMMODATION</b></p> <p>Site accommodation See section A36. Cost significant items: Contractor to provide clarify any additional site accommodation requirements during the tender period and allow accordingly within their tender submission.</p>	
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**A42**

**CONTRACTOR'S GENERAL COST ITEMS: SERVICES AND FACILITIES**

Temporary Lighting and Power

The Contractor shall provide all necessary temporary electric lighting and power for the Works including all necessary floodlighting where work after dark is involved including that required by Named Sub-Contractors and shall pay all fees and charges

Water for the Works

The Contractor shall provide all water required for the Works including that required by Named Sub-Contractors from whatsoever source may be available, pay all fees and charges and provide all temporary storage and plumbing. The onus is on the contractor to investigate and ensure that such water is available

Protection from the Weather

The Contractor shall protect the Works from the weather and shall make good all damage, due to lack of protection at his own expense.

Watching and Lighting

The Contractor shall provide all necessary watching and lighting by day and night, including weekends, for the duration of the Contract.

Drying out the Works

The Contractor shall allow for all necessary appliances, fuel and labour for drying out the works, controlling the humidity and testing the heating apparatus.

Permits to Work

For all hot works, work on services and the like, etc the Contractor shall operate a Permit to Work Policy

Maintenance of Roads

The Contractor shall make good all disturbances to public or private roads or footpaths in consequence of the Works. He shall keep them clean and free from soil etc., at all times. He shall accept all responsibility for wear and tear upon such roads or paths as far as this contract is concerned and shall meet and settle at his own risk and expense all claims by the owners for injury to the same by excessive carting, deliveries, etc.

Plant, Tools etc.

The Contractor shall provide all tools, tackle, plant, hoisting gear, etc., required and he shall maintain such as is required for the proper execution of the Works.

Overtime

The Contractor shall include for all costs and expenses of overtime that may be necessary to complete the Works.

Responsibility for Goods on Site

All goods and fittings delivered to site shall be received into the charge of the Contractor, who shall satisfy himself that they are sound, correct and in good order and shall replace at his own costs, all goods and fittings found to be damaged on completion.

#### Temporary Roads

The Contractor shall allow for all necessary temporary roads, crossovers to Public Footpaths or the like during the progress of the works and make good all work disturbed.

#### Temporary Fencing etc.

The Contractor shall provide all necessary temporary fencing, hoardings, screens, site demarcation tape, fans, planked footways, guardrails, gantries and similar items, necessary to carry out the works and to any specific requirements indicated on the drawings.

#### Air Testing

The Contractor shall include for all costs associated with providing a statutory air test certificate

#### Removing Rubbish and Cleaning

Remove all rubbish from time to time as it accumulates or at intervals as reasonably directed by the Contract Administrator including that of Named Sub-Contractors and Suppliers and in accordance with the requirements outlined in Section A34

At completion clean all surfaces, gullies, down pipes etc., remove surplus materials of all kinds, remove all blemishes, touch up decorations, and leave the whole of the works and site in a clean and perfect condition to the satisfaction of the Contract Administrator and suitable for immediate habitation.

#### Site and Adjacent Roads

The Contractor shall ensure that all vehicles leaving the site do not contaminate adjacent roads and where necessary shall employ vehicle wheel cleaning facilities on site to guarantee the integrity of the adjacent roads.

The Contractor shall keep clean all surrounding roads at all times to the satisfaction of the Contract Administrator.

#### Traffic Management

The Contractor shall be responsible for the management of the traffic to and from the site on all adjacent roads.

#### The Landfill Tax Regulations 1996

The Contractor shall comply fully with all current Landfill Tax Regulations and the Finance Act Regulations and shall pay and include within his tender for all costs and charges in connection with the same.

#### Aggregate Tax Regulation 2002

The Contractor shall include for and comply with the Aggregate Tax Regulation 2002 and shall include within his tender for all costs and charges in connection with the same.

#### Site Waste Management Regulations

The Contractor shall comply fully with the requirements of the Site Waste Management Plan Regulations 2008 and shall include for all costs and charges in connection with the same.

#### Protection

The Contractor shall protect the works including existing finishings for the duration of the works. Any resultant damage will be made good entirely at the expense of the Contractor.

Existing Drainage and Services

The Contractor is to locate existing drainage and services and undertake surveys prior to start on site.

**A43**

**CONTRACTOR'S GENERAL COST ITEMS: MECHANICAL PLANT**

Mechanical Plant

Should the Tender provide for the use of mechanical plant and the Contractor finds himself unable to use or be prevent from using such mechanical plant, any extra cost so incurred shall be at the Contractors expense.

Provide all necessary mechanical plant for the proper execution of the works, including but not limited to the following: -

- Craneage
- Hoisting facilities
- Personnel transport.
- Transport and skips.
- Earthmoving plant
- Concrete plant
- Paving and surfacing plant

All other plant as necessary, insert items and costs below or on continuation sheets:


<b>A44</b>	<p><b>CONTRACTOR'S GENERAL COST ITEMS: TEMPORARY WORKS</b></p> <p>Provide all necessary works for the proper execution of the Works, including but not limited to the following: -</p> <ul style="list-style-type: none"> <li>- Ramps, roads, tracks, crossings and the like</li> <li>- Walkways</li> <li>- Area's scaffolding</li> <li>- Support scaffolding and propping.</li> <li>- Hoardings, fans, fencing, screens etc.</li> <li>- Hardstanding</li> <li>- Traffic regulatory equipment</li> </ul> <p>All other temporary works as necessary, insert items and costs below or on continuation sheets.</p>	

<b>A50</b> 120	<p><b>WORK/ PRODUCTS BY/ ON BEHALF OF THE EMPLOYER</b></p> <p>Products provided by/ on behalf of employer.</p> <p>General: Details of such products are given in the work sections, for fixing as part of the contract. Use for no other purpose than the Works.</p> <p>Handling: Accept delivery, check against receipts, and take into appropriate storage. Surplus products: Keep safe and obtain instructions.</p>	
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**A53**

**WORKS BY STATUTORY AUTHORITIES**

The Contractor shall be deemed to have allowed for the effect (if any) of all work required to be carried out by local authorities and statutory undertakings including works by public companies responsible for statutory work when executing their statutory duty and have paid all fees / charges in connection thereof.

The Contractor is to provide local authorities and statutory undertakings with all necessary dimensions and other information to enable their work to be correctly executed.



**A54 PROVISIONAL WORK**

Provisional Sums for provisional work are included within the Preliminaries and shall be expended as directed by the Contract Administrator. All such Provisional Sums shall be deemed to be defined work, and the Contractor shall be deemed to have made due allowance for the same in programming, planning and pricing Preliminaries.

**A55**

**DAYWORKS**

Provisional Sums for the Prime Cost of labour, materials and plant to be valued on a Daywork basis are included in a separate section of the Preliminaries. The Contractor shall insert the percentage additions he requires on each of the Provisional Sums and add the cost of such percentage additions to the amounts of the Provisional Sums.

In the settlement of accounts, the Provisional Sum together with the value of the percentage addition will be omitted.

The operation and management of Dayworks shall be as outlined under Section A32.

**Preliminaries Sub Total**

#### 4.0 MATERIALS AND PRODUCTS

		£
4.1	GENERALLY	
4.2	SUSTAINABILITY	
4.3	LABOUR	
4.4	WORKMANSHIP	
4.5	PROTECTION	
4.6	COMMISSIONING	
4.7	CERTIFICATES	
4.8	TERMS, DEFINITIONS, AND INTERPRETATION	

<b>4.1</b>	<b>GENERALLY</b>	
4.1.1	<p>All materials and products shall: -</p> <ul style="list-style-type: none"> <li>- comply with the manufacturer's specification and guidelines</li> <li>- be durable and suitable for its intended purpose.</li> <li>- be obtained from a reliable and reputable source - direct from the manufacturer, or through their accredited distributors.</li> <li>- be ordered in good time so as to avoid delays (and the need for temporary materials which shall be provided by the Contractor at his own expense where necessary).</li> <li>- conform with the requirements set out in the Schedule of Works.</li> </ul>	
4.1.2	The use and application of materials shall minimise waste as far as is practicable.	
4.1.3	The use of potentially toxic and/or environmentally damaging materials (and processes) shall be avoided.	
4.1.4	The handling, storage, use and application of all materials and products shall accord with manufacturer's instructions and recommendations.	
4.1.5	Storage in any event shall be under cover, on raised bearers clear of the ground, supported so as to prevent any distortion, and protected from damage and dampness.	
4.1.6	<p>This specification has sought to minimise the number of specified materials and products. Any proposal for alternatives to those detailed shall require the following as a minimum: -</p> <ul style="list-style-type: none"> <li>- a cost saving, whilst meeting a similar quality to the specified material.</li> <li>- clear evidence that the alternative provides comparable performance.</li> <li>- approval in writing from the Contract Administrator</li> <li>- prior to the submission of tenders.</li> </ul>	
<b>4.2</b>	<b>SUSTAINABILITY</b>	
4.2.1	It is the responsibility of the Contractor to ensure that materials and products, used in connection with the works, including those supplied by sub-contractors, and are obtained from a sustainable source.	
4.2.1	The contractor is responsible for ensuring his design suitably complies with any matters arising from consequential improvements as a result of Building Control application or submission.	
<b>4.3</b>	<b>LABOUR</b>	
4.3.1	<p>All operatives, including sub-contractors, shall be: -</p> <ul style="list-style-type: none"> <li>- fully conversant with current construction standards; both in terms of the technical requirements and the quality of finishes.</li> <li>- be cleared via disclosure Scotland security protocol or any other such approval specified by the client all at the contractor's cost.</li> </ul>	

	<ul style="list-style-type: none"> <li>- fully briefed regarding construction details, who is responsible for preparatory work, respective roles and responsibilities, work sequencing, programme timings and elements of work that are on the 'critical path' etc</li> </ul>	
4.3.2	The programme of works and the co-ordination of trades shall be organised so as to avoid conflicts that might have an adverse impact on progress or work quality.	
<b>4.4</b>	<b>WORKMANSHIP</b>	
4.4.1	All construction standards, details and workmanship shall comply with, all relevant British Standard Codes of Practice, Building Regulations, statutory requirements or obligations and regulations.	
4.4.2	The Contractor shall ensure that the quality of workmanship is of a high standard throughout, particularly with regard to dimensional accuracy, lines, planes, levels and the quality of surface finishes and textures.	
4.4.3	The Contractor is to take overall measurements from the site and not from the drawings; except where the work is specified as being built in.	
<b>4.5</b>	<b>PROTECTION</b>	
4.5.1	The Contractor shall ensure that all finished internal and external surfaces (inc. stairs, floor boarding, thresholds, window cills, doors, windows, fixtures and fittings etc) etc are adequately protected during construction from physical and cosmetic damage at all times.	
<b>4.6</b>	<b>COMMISSIONING</b>	
4.6.1	<p>The Contractor shall ensure that: -</p> <ul style="list-style-type: none"> <li>- All appliances and systems are tested.</li> <li>- All mechanical and electrical equipment and plant where affected by the works is left in working order as found prior to the works.</li> <li>- That all equipment is interfaced with the site wide BMS system providing ability to control and interrogate the plant within Site Facilities head end and monitoring within the clean room environment only.</li> <li>- In good time prior to handover.</li> </ul>	
<b>4.7</b>	<b>CERTIFICATES</b>	
4.7.1	The contractor is to include for providing 3 No. copies of all commissioning certification, guarantees, approvals, etc.	
<b>4.8</b>	<b>TERMS, DEFINITIONS, AND INTERPRETATION</b>	
4.8.1	<p>Dimensions</p> <p>Do not scale from drawings. Obtain from C.A. any dimensions required but not given in figures on the drawings nor calculable. Check all</p>	

	dimensions and particulars against the actual work and notify the C.A. of any discrepancies.
4.8.2	<p>To Match Existing</p> <p>To match existing means use products, materials and methods to closely match all visual characteristics and features of the existing work, with joints between existing and new work as inconspicuous as possible to approval and to any additional specified requirements</p>
4.8.3	<p>Remove</p> <p>Remove means remove existing work as described and all associated accessories, fastenings, linings and bedding materials without damaging adjacent work to be retained and make good. "Form" or "cut" openings, etc., means remove as necessary.</p>
4.8.4	<p>Re-fix</p> <ol style="list-style-type: none"> <li>(1) Carefully remove existing work required to be re-fixed.</li> <li>(2) Remove fastenings and bedding materials from products/materials and clean and repair as necessary.</li> <li>(3) Set aside and adequately protect until required.</li> <li>(4) Re-locate accurately and fix securely using fixing and jointing materials to match existing, or approved alternatives, and make good.</li> <li>(5) Comply with any additional specified requirements.</li> </ol>
4.8.5	<p>Make Good</p> <p>Make good means carry out local remedial work including the following as appropriate and necessary to leave the work sound and neat to approval: -</p> <ol style="list-style-type: none"> <li>(1) Remove defective parts of existing finishes and components and around any stated features.</li> <li>(2) Fill, dress down, piece-in, patch, extend existing finishes, make minor repairs and adjustments.</li> <li>(3) Re-fix or re-stick for redecoration.</li> </ol> <p>Make good consequent upon alteration, extension and maintenance work is deemed to be included in such items.</p>
4.8.6	<p>Fix Only</p> <p>Fix only means all labours in unloading, handling, storing and fixing in position, including use of all plant.</p>
4.8.7	<p>Supply and Fix</p> <p>Supply and fix, unless otherwise stated, all items given in the schedule of works and/or on the drawings.</p>
4.8.8	<p>Included Elsewhere/as Previously Specified</p> <p>The term "included elsewhere" or "as previously specified" qualify in any part of a description means that provision is made elsewhere in the specification for the part so qualified.</p>
4.8.9	<p>Plug</p> <p>The term "plug" means the provision and fixing of approved proprietary plugs or, at the C.A.'s discretion, fixing by approved mechanical means.</p>
4.8.10	<p>British Standards</p> <p>Where products and materials are specified to the British Standard and/or British Standard Code of Practice, this is deemed to mean the</p>

	latest issue of the referred to document. Certificates of Compliance are to be obtained from the manufacturers if so requested by the C.A.
4.8.11	<p><b>Manufacturers Recommendations</b></p> <p>(1) Handle, store, prepare and use or fix each product in accordance with manufacturers printed or written recommendations/instructions. Inform the C.A. if these conflict with any other specified requirements.</p> <p>(2) The recommendations/instructions are those which are current ten working days before the date of tender. If they change between tender and construction, inform the C.A. and obtain instructions before ordering materials or starting work.</p> <p>(3) Submit copies to C.A. if requested.</p> <p>(4) The Contractor is to allow manufacturers the facility of inspecting the work during progress in order to ascertain that their products are being used correctly and is to allow them to take samples of materials from the sites if so desired</p>
4.8.12	<p><b>Sources of Supply</b></p> <p>Where choice of manufacturer or source of supply is allowed for any particular product or materials, the whole quantity required to complete the work must be of the same type, manufacture and/or source.</p>
4.8.13	<p><b>Workmanship Supervision</b></p> <p>Provide competent supervision of all workmanship by experienced tradesmen familiar with and skilled in the particular type of work</p>
4.8.14	<p><b>Tolerances</b></p> <p>Work within dimensional limits recommended by BS.5606 "Accuracy in Building" and subject to the following: -</p> <p>(1) Arrange the setting out, erection, juxta position of components and application of finishes (working within the practical limits of the design and the specification) to ensure that there is satisfactory fit at junctions and that the finished work has a well aligned, true and regular appearance.</p> <p>Wherever satisfactory accuracy, fit and/or appearance of the work are likely to be critical of difficult to achieve, obtain approval of proposal for the appearance of the relevant aspects of the partially finished work as early as possible</p>
4.8.15	<p><b>Preparation of Surfaces</b></p> <p>Description of finishings applied to new surfaces, are deemed to include the preparation of these surfaces to receive the finishing</p>
4.8.16	<p><b>Moving Parts</b></p> <p>Adjust, ease and lubricate moving parts of new work as necessary to ensure easy and efficient operation, including all window controls, doors and ironmongery.</p>

## 5.0 SCHEDULE OF WORKS

<b>5.1</b>	<b>GENERAL REQUIREMENTS</b>	
5.1.1	THE SITE AND SURROUNDINGS	
5.1.1.1	<p>Where a particular manufacturer is specified herein, this is to be the preferred manufacturer selected for that item. The Contractor may propose an alternative manufacturer, in accordance with the specification, for approval by the Contract Administrator (C.A). Unless approved by the C.A, the specification is to be followed in all instances. The use of asbestos containing materials is strictly prohibited.</p> <p>All items, without exception, are to be installed in accordance with the manufacturer's recommendations, unless otherwise advised in writing to the C.A. Material samples are to be provided indicated herein</p> <p>All timber is to be sourced from a Forest Stewardship Council compliant source and evidence of same is to be provided by the Contractor when requested</p>	
5.1.1.2	All works are deemed to include for the provision and maintenance of scaffolding and access equipment throughout the duration of the works and fully in accordance with current health and safety legislation. Cover up and protect all equipment, furniture, fittings and fixtures where remaining in the areas.	
5.1.1.3	Works are deemed to include for disposal of all redundant and surplus waste materials throughout the duration of the works and fully in accordance with current health and safety legislation.	
5.1.1.4	<p>The Contractor shall comply in all regard with the site requirements as included herein.</p> <p>The Contractor is deemed to have visited the buildings and to have examined the proposed access route to the construction site. Due allowance is to be made in the tender for construction plant and delivery vehicles to be suitably sized as appropriate, taking into account the width and location of the main access routes and existing ground and overhead obstructions.</p>	
5.1.1.5	<p>The Contractors compound will be clearly defined by the client prior to the works commencing and no further areas will be made available for the Contractor.</p> <p>Parking for Contractors vehicles is limited on site and, however, hardstanding is available outside The Council Yard. .</p> <p>All external areas made available for the Contractor shall be reinstated at the Contractors expense. Grassed areas shall be protected and shall be re-seeded upon completion.</p> <p>The Contractor shall undertake a photographic and written survey to identify the condition of the areas identified for the compound and this shall be submitted to the Contract Administrator prior to works commencing.</p>	



	A skip will be permitted within the Contractors compound in a position to be agreed.
5.1.1.6	A site visit prior to completion of the tender shall be carried out. It will be deemed that all aspects of the site conditions and proposed works as shown within this document have been assessed and included within the tender.
5.1.1.7	Technical enquiries shall be referred to <b>Nick Pavlou at BAYSIDE BUILDING CONSULTANCY LIMITED (nick@baysidebc.co.uk)</b>
5.1.1.8	This Schedule of Works is to be read in conjunction with the Preliminaries, Specification and Drawings (where supplied). Contractor is to ensure all documents have been fully reviewed and co-ordinated to ensure works are undertaken to exact drawings and specifications provided.
5.1.1.9	If discrepancies arise between the specification / schedule of works and the contract drawings, the C.A. is to be notified immediately. However, it is to be deemed that the Contractors tender is to include all works specified herein and / or shown upon the drawings without exception.
5.1.1.10	The Contractor must, prior to taking possession of any part of the site, take a photographic schedule of condition of the whole of the site. This schedule must be produced upon the request of the Employer to clarify the condition of the property prior to the date of possession.
5.1.1.11	Failure by the Contractor to produce the photographic schedule of condition will mean that the Contractor must make good any disputed areas to the complete satisfaction of the C.A.
5.1.1.12	The successful Contractor will be expected to submit a fully detailed contract programme to the Contract Administrator within 7 working days of order. This shall show all critical programme dates and activities and named sub-contractor programmes incorporated into main programme.
5.1.1.13	Security of the building and site areas both during the works and when unoccupied shall be the responsibility of the Contractor and any loss shall be the Contractors responsibility.
5.1.1.14	The client will remove all loose items of equipment, furniture etc. from each room affected by the works prior to commencement of the works however there may be instances where the Contractor will be required to assist.
5.1.2	<b>SCAFFOLDING AND ACCESS EQUIPMENT</b>
5.1.2.1	The Contractor is responsible for and shall design all access arrangements e.g. scaffolding, as stated in the preliminaries section of this document. This is to include all arrangements necessary for the completion of the works. Existing building access points must remain operational during the works.
5.1.2.2	The Contractor must carry out his own assessment for the provision of safe access to carry out the works specified required by the Employer

	and confirm his intentions at tender stage and in the construction phase Health and Safety plan.
	The Contractor must note that at no stage can any emergency escape routes be blocked or obstructed.
5.1.2.3	The Contractor must visit the site and consider these issues whilst pricing this specification. If the Contractor is of the opinion that additional or alternative measures are required, he must clearly identify these measures in his tender submission.
	No applications for additional monies will be considered as a result of a failure to appreciate the access implications once the contract has been let.
5.1.2.4	Scaffolding and access towers where utilised shall be fully boarded and netted (not monoflex sheeting) at all times. The design of all scaffolding is to be checked and certified by an independent qualified engineer and a copy of this certification provided to the Contract Administrator.
	All scaffolding installed must be passed as safe, prior to use, by a qualified safety officer and a certificate to this effect issued, a copy of this to be kept on site for inspection.
5.1.2.5	The scaffolding is to be erected and struck during normal working hours. Refer to the guidelines and restrictions of the local authority departments.
5.1.2.6	Any scaffolding required is to be designed to bridge over all entrances with fan protection. Access to doorways or over driveways is not to be obstructed by scaffold standards. All fire escape routes are to be maintained and not to be obstructed by scaffolding.
5.1.2.7	The Contractor is to be wholly responsible for obtaining, maintaining and complying with all necessary licences, approvals and consents. This includes the provision, fitting and maintenance of lighting on the scaffolding for the protection of persons and property and maintaining the scaffold register on site whether or not the scaffold is in use.
5.1.2.8	The ends of all scaffold poles at ground floor level are to have plastic end caps fitted and the bases of the scaffold standards shall be painted white unless otherwise directed by the client.
5.1.2.9	No projecting scaffold poles, clips, ties etc., that could be a potential hazard to pedestrians will be permitted beneath first floor level to all elevations.
5.1.2.10	All ladders are to be taken down at the end of each working day and secured to prevent unauthorised access to the scaffolding.
5.1.2.11	The Contractor shall provide the Contract Administrator with no less than seven days' notice before any scaffolding is struck to give the Contract Administrator or his representative the opportunity to inspect the works.
5.1.2.12	Should this not be provided, the Contractor will provide access of the C. A's selection to inspect the concealed / high level areas. On removal of the scaffolding and protection, the Contractor will be liable for making good all disturbed surfaces.

5.1.2.13	<p>The Contractor shall provide temporary safety handrails, where necessary, before roof works commence to provide unencumbered access for operatives to undertake the works.</p> <p>The safety railings should be in accordance with both Construction Regulations and the Health and Safety at Work Act 1974.</p>
5.1.2.14	<p>Ensure that operation of any hoist complies with Safety and Welfare at Work Act and that only fully trained trade operatives are permitted to use the hoist. Appropriate training certificates for each individual must be held on site in the Construction Phase Health &amp; Safety Plan.</p>
5.1.2.15	<p>The Contractor must include in his price for all physical and electronic scaffolding and site intruder protection items.</p>
5.1.2.16	<p>An electronic scaffolding alarm will be required as specified within the Preliminaries section of this document. Prior to installation, any security alarm systems are to be approved by the Contract Administrator. Provide full details 7 working days prior to installation.</p>
5.1.2.17	<p>Site and building security will be the responsibility of the Contractor for the duration of the Contract. The Client will not be held responsible for any loss or expense for the duration of the contract until practical completion has been achieved.</p>
5.1.3	<p><b>HOURS OF WORK / NOISY WORKS</b></p>
5.1.3.1	<p>Unless otherwise specified, all work is to be undertaken and completed during normal working hours, 8.00am – 5.30pm Monday to Saturday. No work shall be completed outside of these hours without the permission of the Contract Administrator/Client Representative unless stated below:</p>
5.1.3.2	<p>Where specified, “out of hours” working, this is to be the period between 7.00am – 7.00pm Sundays only.</p>
5.1.3.3	<p>In all phases, the Contractor will be expected to liaise and give advance warning to the building’s residents with regard to unavoidable noisy works.</p>
5.1.3.4	<p>The use of radios is strictly prohibited on the site. Smoking is strictly prohibited on site.</p>
5.1.4	<p><b>ACCESS TO THE WORKING AREA</b></p>
5.1.4.1	<p>Contractor’s access to the specific areas of the site will be restricted to the areas as required to undertake the works.</p>
5.1.4.2	<p>Adjacent areas of the site will be used by the Council Maintenance Team during the course of the works.</p>
5.1.4.2	<p>A site compound shall be agreed at the pre-contract meeting prior to commencement of the works. All surfaces disturbed during placement of the compound shall be made good at the Contractor’s expense.</p>
5.1.4.3	<p>The contractor is to allow for temporary Heras steel hoarding panels around the full extent of the temporary compound.</p>
5.1.4.4	<p>The Contractor is to ensure that clear and adequate space is left and available for all other car parking spaces along with general access to</p>

	the buildings. Ensure that access to the existing fire escape staircase is not obstructed in any way.	
5.1.4.5	Parking for Contractors vehicles shall be in the compound/front of the site public car parks at the Contractors own expense.	
5.1.4.6	Access routes are to be kept clear at all times and are not to be obstructed by vehicles or plant at any time. No other areas will be available for the storage of plant, materials or vehicles other than those agreed at the pre-start meeting unless otherwise agreed by the Client / C.A.	
5.1.4.7	Where heavy plant and deliveries from large vehicles are expected, a banksman / marshalling supervisor shall be present for its duration to the site itself.	
5.1.4.8	Keep all internal access routes clean and free from dirt, mud and debris etc for the duration of the contract until completion. As part of the works the Contractor will be expected to monitor existing routes daily, sweep and clean each day to the satisfaction of the Contract Administrator	
5.1.4.9	Ongoing monitoring of the existing access routes will be undertaken by the Contract Administrator. Where access is proposed through existing occupied areas of the building, the Contractor is, upon completion of deliveries and at the end of each day, to fully clean all areas with a vacuum cleaner.	
5.1.4.10	Damage, where of the Contractors making, to hard or soft landscaped surfaces, building fittings or fixtures is to be made good immediately at the Contractor's own expense.	
5.1.5	<b>PHASING REQUIREMENTS</b>	
5.1.5.1	The works will be undertaken in a single phase to be agreed with site users and the client at the pre-start meeting. The existing buildings on the Council Yard site will be used for the duration of the contract.	
<b>5.2</b>	<b>EXTERIOR WORKS</b>	
5.2.1	Carefully remove the existing boarded-up timber framed window, including frame and glazing.	
5.2.2	Prepare opening and block up with concrete blockwork to match existing. Fully prepare newly installed blockwork on the outside face of wall and apply rendering to match existing.	
5.2.3	Carefully remove and cart away existing timber double entrance doors.	
5.2.4	Contractor to survey existing lintel and allow to appoint qualified structural engineer to provide specification for upgraded lintel to opening, if required	
5.2.5	Allow a provisional sum of £1,000 for new lintel to main entrance opening in accordance with the specification outlined in Note 4 on Drawing No. hpc sht 2BR Rev. X.	1,000.00

5.2.6	Fully prepare and install new Wind Class 5 Industrial Roller Door with integral roller shutter personnel door, manufactured from 0.7mm 75mm Galv laths. Fitted with safety brake. Supplied with Single Phase Electric Motor. Motor/Switch. Supplied with 100mm top Brushes and Bottom Seals as standard. To suit existing opening. Galvanised Finish	
5.2.7	Contractor to survey existing exterior fire doors FD1 and FD2 and confirm whether upgrades are deemed necessary.	
5.2.8	Allow a provisional sum of £1,500 per new exterior fire door including all associated fixings and ironmongery, as required.	3,000.00
5.2.9	Patch repair isolated areas of rendering to perimeter of the building to match existing render finish.	
5.2.10	Fully prepare and decorate all previously painted rendering and section of newly installed rendering where window opening has been blocked up.	
5.2.11	Fully prepare and decorate all exterior joinery, including the timber fire doors FD1 and FD2 (existing or new), to both sides.	
5.2.12	Fully prepare and clean down all exterior factory finished surfaces including all UPVC surfaces.	
5.2.13	Fully prepare and clean down all window glazing to both sides.	
<b>5.3</b>	<b>INTERIOR WORKS</b>	
5.3.1	Strip out existing kitchenette and all associated pipework located in existing Office.	
5.3.2	Strip out all vinyl sheet floor coverings and upstand vinyl skirtings. Note: Underlying vinyl tile floor coverings to remain with surface levelled with latex screed if required.	
5.3.3	Fully prepare existing vinyl tiles and any underlying floor surfaces where vinyl sheet floor coverings are removed and install new vinyl sheet floor covering and plastic upstand skirtings throughout Office, Mess Room, Utility Room Drying Room, Shower Room and WC.	
5.3.4	Supply and install new internal partitioning forming new layout in accordance with Note 9 on Drawing No. hpc sht 2BR Rev. X.	
5.3.5	Supply and install new fire wall between Store and Office in accordance with Note 9 on Drawing No. hpc sht 2BR Rev. X.	
5.3.6	Supply and install exterior quality timber FD30 with smoke and intumescent strips, self-closer, and all associated ironmongery between Store and new corridor. Note: All new fire door openings formed within new partitioned walls to have doubled up timbers at the head of the doors to form the lintels.	
5.3.7	Supply and install new kitchenette to Utility Room comprising of base cupboard units (shaker style by Howdens, or similar, colour: white) to full width of Utility Room under window, stainless steel inset sink with monobloc tap, and melamine worktop (colour: grey).	
5.3.8	Supply and install self-contained shower pod (Kinedo Kinemagic Design 1200 x 700mm Recess Saloon Door Shower Pod, or similar), in the Shower Room location shown on Drawing No. hpc sht 2BR Rev. X.	
5.3.9	Supply and install pre-treated timber slatted bench in Shower Room as shown on Drawing No. hpc sht 2BR Rev. X.	

5.3.10	Allow for installation of framework and boxing required around the self-contained shower pod and pipework, including plaster boarding if required.
5.3.11	Make good penetrations from previous fixings to all areas of painted blockwork and any internal partitioning being retained.
5.3.12	Make good all areas of plasterboard ceilings where practical to retain.
5.3.13	Fully prepare and decorate all interior blockwork and all partitioning throughout.
5.3.14	Fully prepare and decorate all interior timber joinery.
5.3.15	Fully prepare and decorate all ceilings throughout.
5.3.16	Fully prepare and paint the concrete/screeded floor to the Store.
5.3.17	Deep clean existing sanitaryware, namely toilet and wash hand basin in WC.
<b>5.4</b>	<b>BUILDING SERVICES WORKS</b>
5.4.1	Strip out existing boiler, all radiators, and all associated pipework from all areas and cap-off gas supply.
5.4.2	Client to arrange for existing gas meter to be removed by supplier. Contractor to allow for any coordination required on day of removal.
5.4.3	Strip out all electrics that cannot be re-used in the new layout shown in Drawing No. hpc sht 2BR Rev. X.
5.4.4	Strip out all light fittings and any light switches that are not practical or safe to reuse in new layout.
5.4.5	Strip out all fire alarm and smoke alarm installations, including all existing fire safety signage.
5.4.6	Allow to install new waste drainage for new Shower Room and Utility Room in accordance with Note 1 on Drawing No. hpc sht 2BR Rev. X.
5.4.7	Supply and install new pipework to provide cold water to serve Shower Room and Utility Room.
5.4.8	Carry out all mechanical ventilation improvements to all areas in accordance with Note 3 on Drawing No. hpc sht 2BR Rev. X.
5.4.9	Allow to upgrade consumer unit and provide new electrical circuits and provisions in accordance with Note 5 on Drawing No. hpc sht 2BR Rev. X.  Note: Contractor will be required to check consumer unit and existing circuits during tender visit(s) to ascertain whether a replacement is required to serve the full extent of works required to the electrics.
5.4.10	Supply and install new electric heating system to serve each room including water heaters to the Utility Room, Shower Room and WC in accordance with Note 6 on Drawing No. hpc sht 2BR Rev. X.
5.4.11	Supply and install new fire alarm system and smoke alarm system to suit new layout of building in accordance with Note 8 on Drawing No. hpc sht 2BR Rev. X.
5.4.12	Supply and install all new fire safety signage to internal walls, internal and external fire doors in accordance with the Legend and layout shown in the Ground Floor Plan on Drawing No. hpc sht 2BR Rev. X.



5.4.13	Allow to re-use any existing electrical cabling which is safe to retain, plus supply and install new electrical cabling and circuits to serve all rooms with the following power provisions: Office: 6Nr double plug sockets with USB sockets Mess Room: 6Nr double plug sockets with USB sockets. Utility room: 6Nr double plug sockets with USB sockets, and 2Nr single sockets (to serve client's washing machine and undercounter fridge).
5.4.14	Allow to re-use any existing lighting cabling which is safe to retain, plus supply and install new lighting cables to serve new rooms. Supply and install new LED ceiling mounted strip lights to: Store: 4Nr Corridor: 2Nr Office: 3Nr Mess Room: 3Nr Utility Room: 3Nr
5.4.15	Supply and install new LED ceiling mounted circular lights to: Drying Room: 2Nr Shower Room: 1Nr WC: 1Nr
5.4.16	Allow for installation of feed and spare circuit to consumer unit for client' security provider to install security alarm (panel location: TBC).
<b>5.5</b>	<b>EXTERNAL AREAS WORKS</b> No works specified.
<b>5.6</b>	<b>HANDOVER &amp; PRACTICAL COMPLETION</b>
5.6.1	HANDOVER / O&M MANUALS
5.6.1.1	Fully developed handover / Operating and Maintenance (O&M) manual information including all commissioning and test certificates shall be submitted to the Contract Administrator on completion of works. Once issued it is to be subsequently updated upon completion of each phase and at practical completion. Details of specific requirements are contained within this tender document.
5.6.1.2	All O&M information shall be coordinated by the Main Contractor and submitted in the form required (i.e. individual sub-contractors files will not be permitted) as described elsewhere.
5.6.1.3	Failure to undertake the above handover requirements will result in the delay of Practical Completion to the construction contract.
<b>5.7</b>	<b>CONSTRUCTION RISK</b>
5.7.1	GENERAL CONTINGENCY
5.7.1.1	The Contractor is to allow the Provisional Sum of <b>£7,500.00</b> for contingencies, to be expended in whole or part strictly under instruction from the Contract Administrator.

## 6.0 TENDER SUMMARY

Preliminaries

Materials and Products

Schedule of Works

GENERAL REQUIREMENTS

EXTERIOR WORKS

INTERIOR WORKS

BUILDING SERVICES WORKS

HANDOVER & PRACTICAL COMPLETION

CONSTRUCTION RISK

**Carried Forward to Form of Tender**




## 7.0 APPENDICES

**APPENDIX A – COUNCIL INVITATION AND FORM OF TENDER**



**Hythe & Dibden**  
**PARISH COUNCIL**

## **Invitation to Tender**

### **For the provision of remodelling and improving the Maintenance Workshop, Tates Copse, Frost Lane, Hythe Southampton**

**“What 3 words” location is [///chat.habit.busy](https://chat.habit.busy)**

#### **INSTRUCTIONS TO TENDERERS**

Hythe and Dibden Parish has appointed Bayside Building Consultancy to project manage the Provision of remodelling and carrying out improvements to the Council's Maintenance Workshop located in Tates Copse, Frost Lane, Hythe, Southampton. The contact details of the Project Manager are Nick Pavlou telephone 07737 245 506 email [nick@baysidebc.co.uk](mailto:nick@baysidebc.co.uk)

Hythe and Dibden Parish Council are seeking tenders from suitable qualified contractors that can carry out planned remodelling and improvement works to the existing workshop.

Details of the tender and the bidding document can be found on the Hythe and Dibden Parish Council website <https://www.hytheanddibden.gov.uk>

#### **1. General Provisions**

- 1.1. These Instructions to Tenderers together with the Specification, the Conditions of Contract, the Tender and the acceptance thereof [and other documentation referred to in paragraph 4.4 below] shall constitute the whole agreement between the Council and the Tenderer.
- 1.2. Tenderers must comply with these instructions. The Tenderer must complete and return, in its entirety, the Form of Tender (at Appendix A). Any tender not complying in any particular may be rejected by the Council whose decision in the matter shall be final.
- 1.3. By inviting you to tender and/or including you on a list of selected candidates the Council makes no representations whatsoever regarding your financial stability, technical competence or ability in any way to carry out the services.
- 1.4. The Council does not bind itself to accept the lowest or any tender.



# Hythe & Dibden

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## PARISH COUNCIL

- 1.5. The Council shall not be responsible for any costs, expenses or losses which may be incurred by any Tenderer in the preparation of, or otherwise in connection with the tender.
- 1.6. The Council may in its absolute discretion withdraw this invitation to tender at any stage.

### **2. Confidentiality and Related Matters**

- 2.1. Invitations to tender and details of the project must be treated as private and confidential, save to the extent allowed by the Council as part of the tendering process. You must not disclose that you have been invited to tender or release details of the tender documents, other than on an "in confidence" basis to those who have a legitimate need to know and those of your professional advisers who you need to consult for the purposes of preparing the tender.
- 2.2. The Council shall be free to disclose any information prepared by the Council in connection with this tender to any person.
- 2.3. During the tender evaluation process the Council shall treat all information which a Tenderer properly identifies as commercially sensitive information as confidential.
- 2.4. Following the evaluation and award of the Contract, the Council will continue to honour confidentiality of information provided by Tenderers where this is consistent with its obligations under the Freedom of Information Act 2000. Tenderers must recognise that it is the Council's aim (consistent with the principles of the Act) is to make available to the public as much information as possible about its contracting arrangements subject also to having regard to the legitimate commercial interest of Tenderers. Only information which is genuinely confidential or commercially sensitive shall be protected from disclosure. Note in particular, that in order to comply with government requirements the Council may publish information about the contract including (but not limited to) this invitation to tender documents, the terms of the agreement, the contract value and duration, the contractor's contact details and payments made to the contractor under the contract.
- 2.5. The Council cannot accept any request for provisions in the Contract which seeks to identify as confidential information which is not strictly confidential in nature. The Council will not hold information "in confidence" where it is not in fact confidential information.
- 2.6. Any request made by a third party to the Tenderer to disclose information relating to this tender shall be referred immediately to the Council. The Contractor shall not disclose any information themselves.
- 2.7. The successful Tenderer should be aware that following the award of the Contract, the Council shall make the final Contract details publicly available, subject to excluding those elements which are genuinely identified as confidential or commercially sensitive. The Council shall seek to agree with the successful tendered the nature of the information to be so protected.



# Hythe & Dibden

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## PARISH COUNCIL

### **3. Workforce and Related matters**

3.1 There are no workforce matters related to this contract.

### **4. Tender Submission**

- 4.1. Tenders must be submitted strictly in accordance with the instructions.
- 4.2. Tenders submitted not strictly in accordance with these instructions may not be accepted for consideration. The decision on whether or not a tender is acceptable will be final and the Tenderer concerned will not be consulted. If a tender is excluded from further consideration the Tenderer concerned will be notified.
- 4.3. Returned Tenders must include:
  - These Instructions
  - The specification including all required responses
  - The Pricing Schedule, completed
  - If requested, Environmental Method Statement, completed
  - Any other requested Method Statements
  - The Form of Tender with tender price and the details of the person responsible for submitting the tender inserted
  - The Declarations regarding Conflict of Interests, Canvassing and Collusive Tendering and Equalities with the details of the person responsible for submitting the tender inserted
  - Standardised selection questionnaire.
- 4.4. The Council reserves the right to refer to Tenderers for correction or clarification of any omission, error or ambiguity contained in the tender provided that such correction or clarification does not have the effect of producing a revised or new tender.
- 4.5. Tenders must not be qualified, conditional, or accompanied by statements which could be construed as rendering them equivocal and/or placing them on a different footing to those of other Tenderers.
- 4.6. Where Tenderers have any questions about the Specifications or other Contract Documentation these should be submitted by email to [nick@baysidebc.co.uk](mailto:nick@baysidebc.co.uk) and in all events prior to the submission of tender.
- 4.7. If no questions are raised in connection with the contract documents prior to submitting the tender, the tenderer will be taken to have accepted these in the form as issued by the Council and no negotiation will be entered into after the tender return date.



# Hythe & Dibden

## PARISH COUNCIL

- 4.8. It is the Tenderer's responsibility to examine the Specification and to obtain all information and carry out all inspections necessary for the completion of the tender and to satisfy themselves on all matters pertaining to the submission of a tender and the performance of the contract. Tenderers will be deemed to have done so and to have satisfied themselves before tendering as to the correctness and sufficiency of their tender to cover all their obligations under the contract and for all matters and things necessary for the proper performance of the contract.
- 4.9. Information supplied by the Council or its Consultant (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own inspection and investigation with regard to the accuracy of any such information and no responsibility is accepted by the Council for any inaccuracies, or for any loss or damage of whatever kind or howsoever arising from the use by any Tenderer of such information.
- 4.10. The Council reserves the right to make changes of a drafting nature to the contract documentation which shall be accepted by the successful Contractor without reservation. Any such changes that are made during the tender period will be communicated to all interested suppliers.
- 4.11. In submitting a Tender, Tenderers accept that:
- the Council may investigate and make enquiries regarding any project currently being undertaken or previously undertaken

*Your tender is to be sent in a **sealed envelope bearing no company identification and marked WORKSHOP REMODELLING AND IMPROVEMENTS** to The Clerk to the Council, The Grove, 25 St John's Street, Hythe, Southampton, SO45 6BZ by **NOON on the 11<sup>th</sup> October 2024** Tenders received after the deadline will not be accepted*

- 4.12. No tender documents should be sent in any other form or by any other means of delivery unless specifically requested elsewhere in these instructions.
- 4.13. The tender shall be submitted on the basis that it shall remain in force for a minimum of two months from the date fixed for the submission of tenders. If the Council does not accept the tender within this time, then the tender shall be deemed to be withdrawn.
- 4.14. Tenderers undertake that, (in the event of the tender being accepted by the Council) within fourteen days of being called upon so to do they will execute a formal agreement in the terms set out. Until such a formal agreement is executed this tender together with the written acceptance of it shall form a binding agreement. NB No such letters of acceptance shall be issued where there are still issues outstanding relating to the contract.
- 4.15. Any Tenderer who directly or indirectly canvasses any member or officer of the Council concerning the award of the contract or who obtains or attempts to



# Hythe & Dibden

## PARISH COUNCIL

obtain information from any such member or officer concerning any other tender or proposed tender for the contract shall be disqualified from having their tender considered.

4.16. Tenders shall only be submitted on the basis that they are bona fide competitive tenders. The Council shall have the power to cancel the Contract and to recover from the appointed Contractor the amount of any loss arising from the cancellation if the Contractor:

- (a) shall have offered or given or agreed to give any member or officer of the Council any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure; or
- (b) shall have communicated to any person other than the Council the amount or approximate amount of the proposed tender (other than in confidence in the circumstances and to the persons described in Section 2 above); or
- (c) shall have entered into any agreement or arrangement with any person as to the amount of any proposed tender or that that person shall refrain from tendering.

4.17. Tenders must be exclusive of Value Added Tax (VAT).

### 5. Environmental Statement

5.1. Tenderers must submit an Environmental Statement.

### 6. Timetable

6.1. The first date in the following timetable is firm. The other dates are current best estimates.

<b><i>Final Tender closing date (12:00 noon)</i></b>	<b><i>11/10/2024</i></b>
<b><i>Award contract (following tender being presented to Full Council)</i></b>	<b><i>24/10/2024</i></b>
<b><i>Works on site should begin by</i></b>	<b><i>02/12/2024</i></b>
<b><i>Completion of contract delivery</i></b>	<b><i>Within 3months of start date</i></b>

### 7. Award of contract

7.1. The decision of the Council shall be final.



Hythe & Dibden  
PARISH COUNCIL

**8. Ownership of Documents**

- 8.1. The Tender Documents submitted by the Tenderer are and shall remain the property of the Council.





# Hythe & Dibden

## PARISH COUNCIL

### Appendix A

## FORM OF TENDER

<b>Tender for Contract:</b>	
<b>Supplier Name:</b>	

I/We the person named below hereby offer and agree on the acceptance of this Tender or any part thereof by the Council to provide the [Goods / Services](#) to the Council as specified.

I/We hereby offer to provide the said Services for the sums properly due under the Contract as calculated in accordance with the Pricing Schedule attached.

**Tendered Total Cost (in GBP): £.....**

I/We confirm that:

- (a) I/We are fully conversant with all the contract documentation included in the Invitation to Tender; and
- (b) This tender is submitted strictly in accordance with that contract documentation and is without any conditions or qualifications whatsoever; and
- (c) On being called upon to do so by the Council, I/We shall execute the form of Agreement acknowledging our willingness to be bound by the Contract.

**Person authorised to submit the Tender:**

**Name:** .....

**Position:** .....

**Dated:** .....

## DECLARATIONS

<b>Tender for Contract:</b>	
<b>Supplier Name:</b>	

## CONFLICT OF INTERESTS, CANVASSING & COLLUSIVE TENDERING & EQUALITIES

1 In consideration of the Council accepting our tender we undertake and agree to advise the Council immediately upon becoming aware of any conflict of interest or potential conflict of interest that may arise either during the term of the Contract or for a period of two years after its termination. ;

2 I/We further hereby undertake that I/We will not in the future canvass or solicit any Member Officer or Employee of the Council in connection with the award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf will do any such act.

3 I/We certify that

(a) this is a bona fide Tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the Tender (or the rates and prices quoted) by or under or in accordance with any agreement or arrangement with any other person.

(b) I/We have not canvassed or solicited any Member Officer or Employee of the Council in connection with the preparation or award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf has done any such act.

(c) that I/We have not done and 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:

(i) Offer or give or agree to give any officer or member of the Council any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure.

(ii) Communicated to any person other than the Council the amount or approximate amount of the proposed Tender (other than in confidence in the circumstances and to the persons described in the Instructions to Tenderers).

(iii) Enter into any agreement or arrangement with any person as to the amount of any proposed tender or that the person shall refrain from tendering.

4 I/We hereby confirm that I/We comply with all legislation, official guidance and codes of practice relating to equal opportunities, including but not limited to the Equality Act 2010 and any regulations made thereunder:

**Person authorised to submit the Tender:**

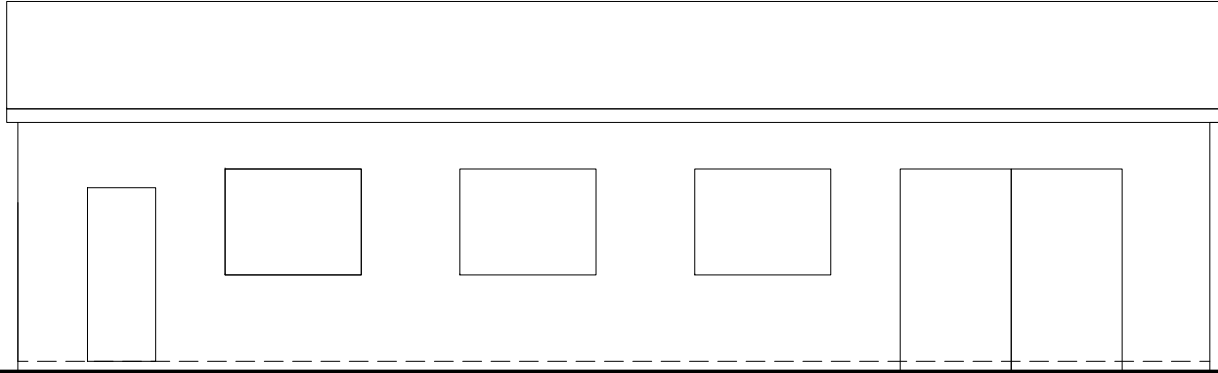
**Name:**.....

**Position:** .....

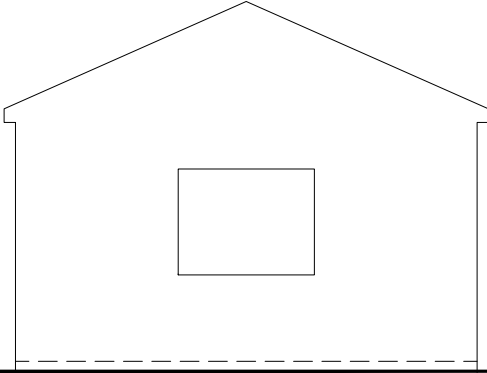
**Dated:** .....

## **APPENDIX B – DRAWINGS**

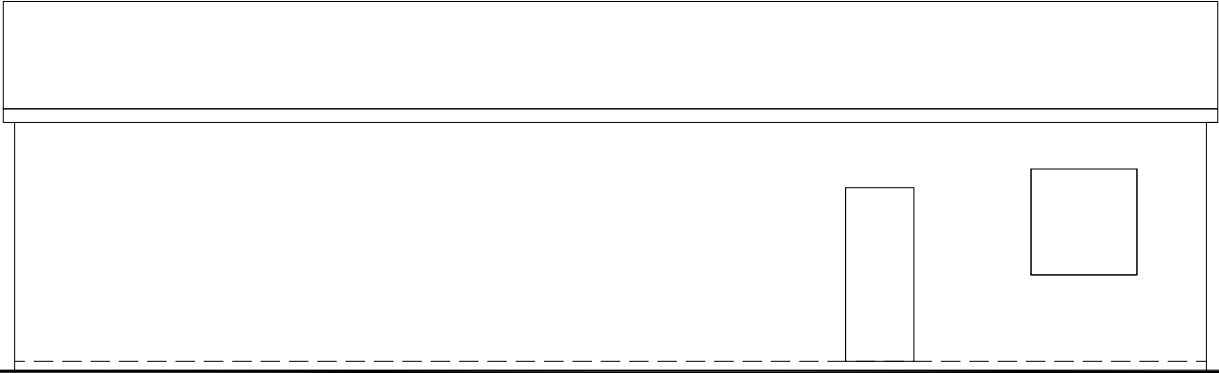
Notes  
All dimensions and details to be checked on site by builder prior to commencement of works.  
This plan must not be acted upon until it has been approved by the Local Authority.  
Client to conform to party wall act of 1996 if required.



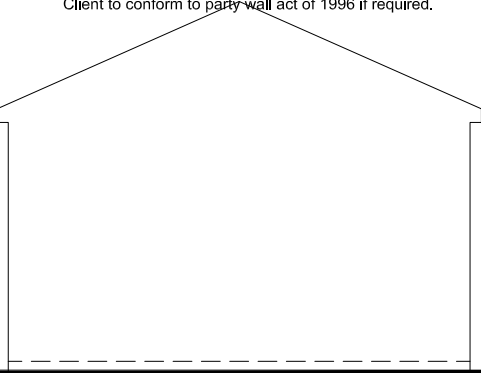
Front View  
Scale 1:100



Side View  
Scale 1:100

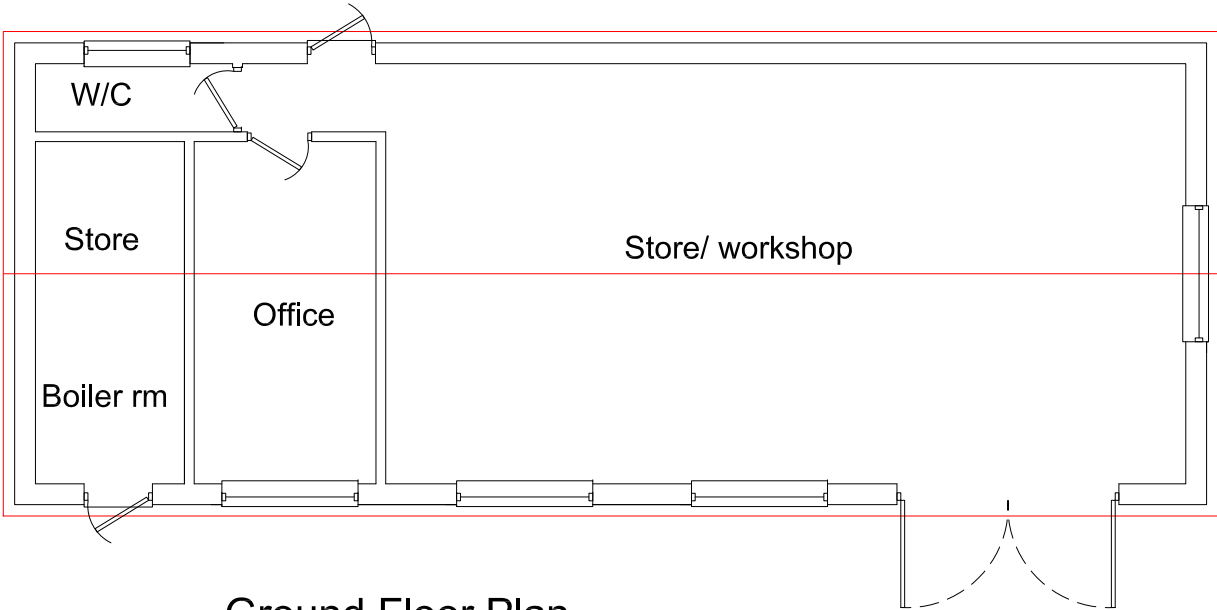
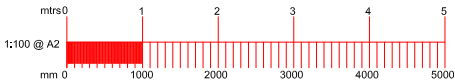


Rear View  
Scale 1:100

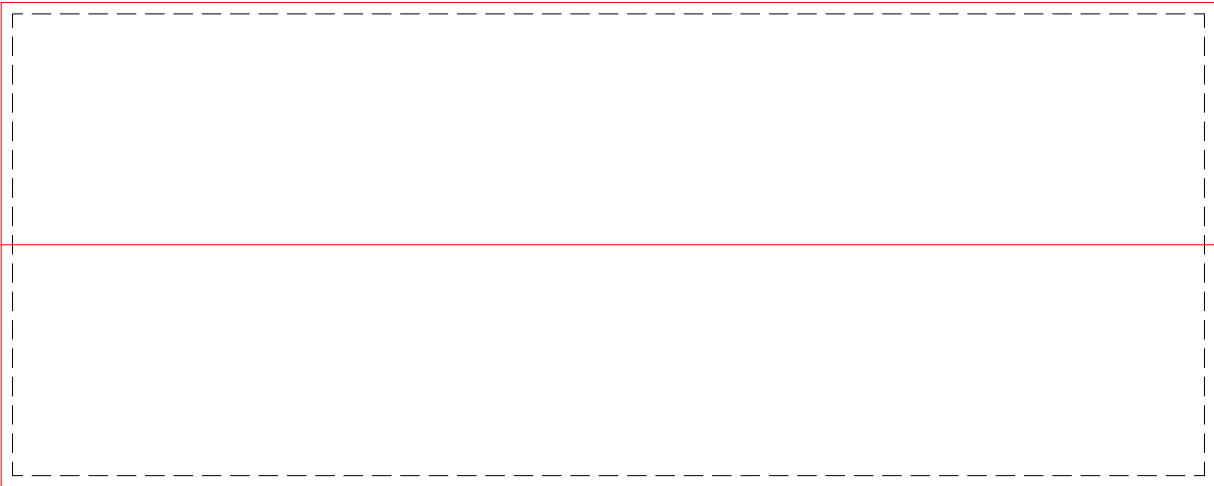


Side View  
Scale 1:100

Plans Subject to Building Control Approval

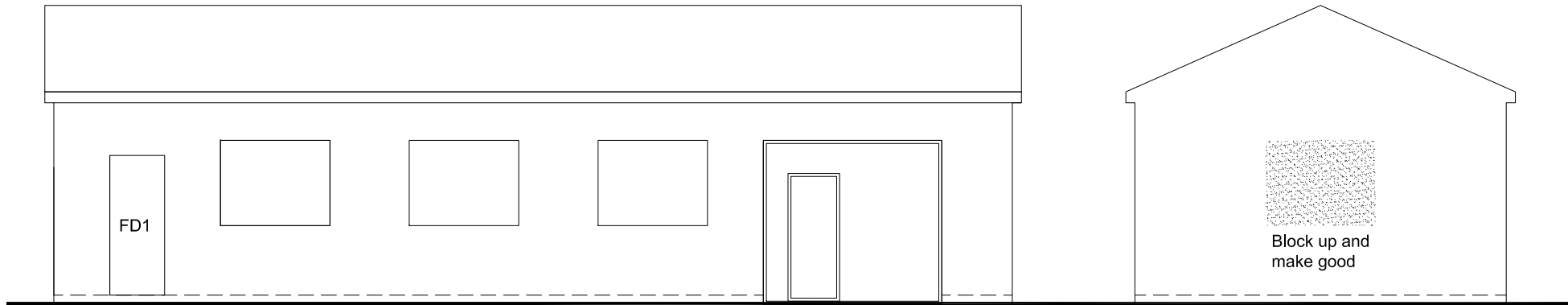


Ground Floor Plan  
Scale 1:100



Roof Plan  
Scale 1:100

B		
A		
	Date	Revisions
Drawing Title.		
Existing		
SITE ADDRESS		CLIENT ADDRESS
Hythe & Dibden Parish Council Works Compound Frost Lane Hythe Southampton		
as noted		PAPER SIZE A2
Scale.		Drawn by.
July 2024		R.N.S.
Date.		
<b>Sanders Design Services Ltd</b>		
95 Cedar Road Hythe Southampton SO45 3PX		
www.sandersdesignservices.co.uk info@sandersdesignservices.co.uk		
023 8020 7195		
Drawing No		Revision
hpc sht 1BR		x

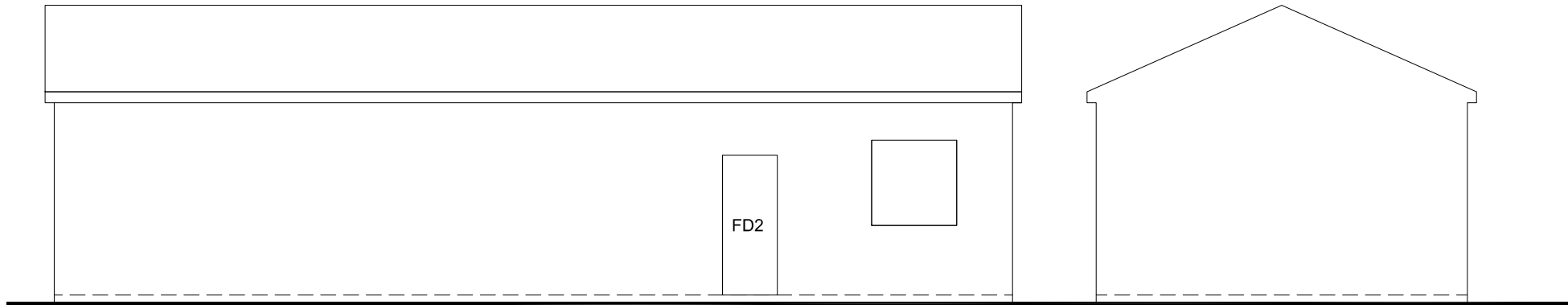


Existing fire doors FD1 & FD2 to be checked and upgraded if deemed necessary

Front View  
Scale 1:100

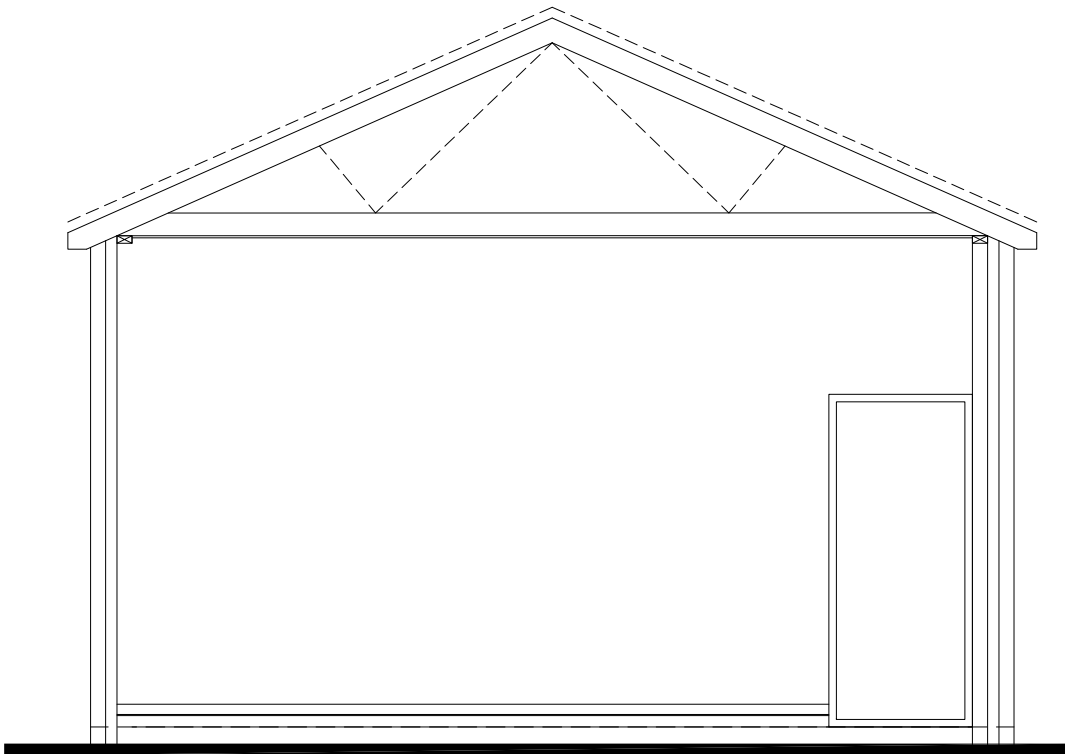
Personnel door  
in new roller  
shutter door

Side View  
Scale 1:100



Rear View  
Scale 1:100

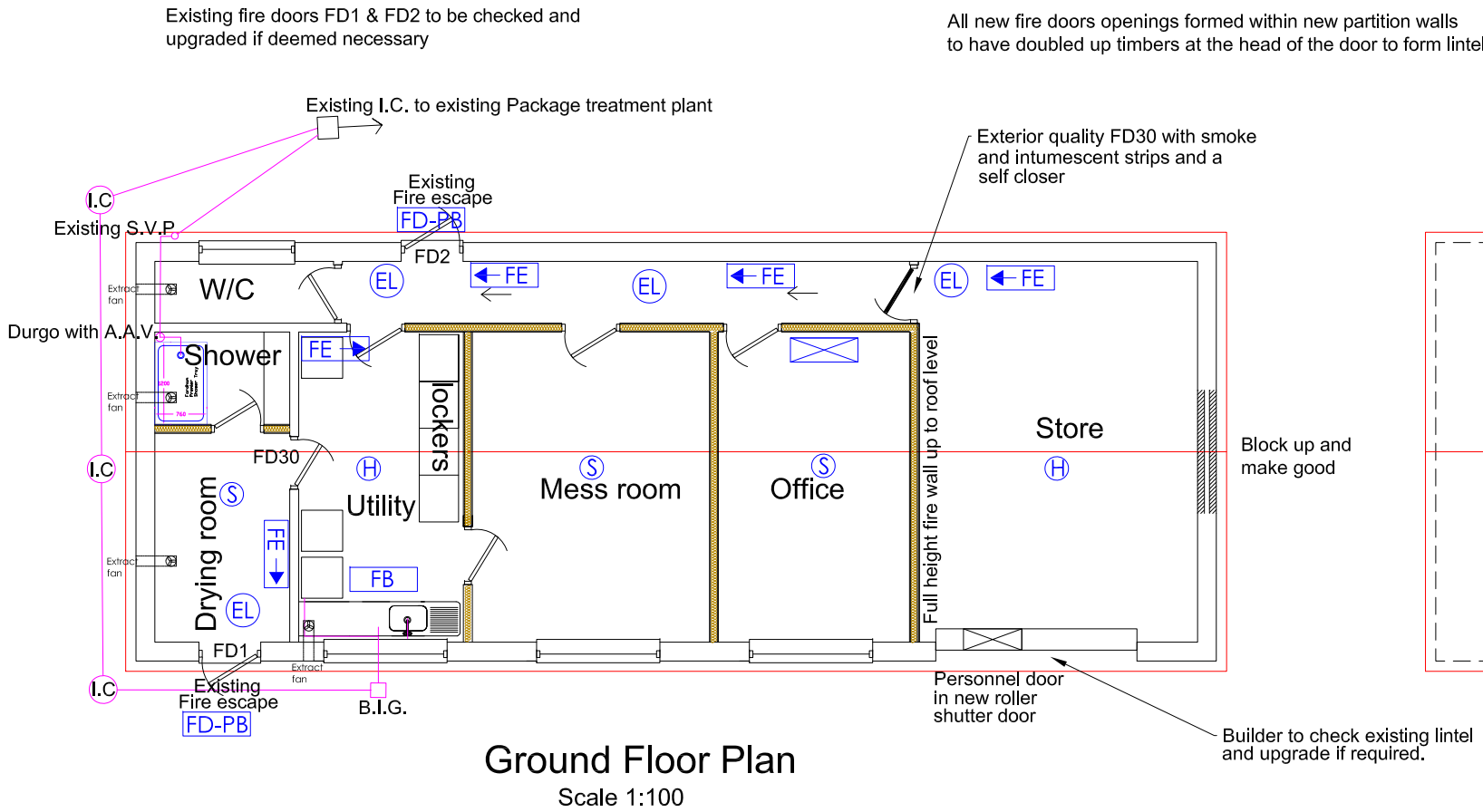
Side View  
Scale 1:100



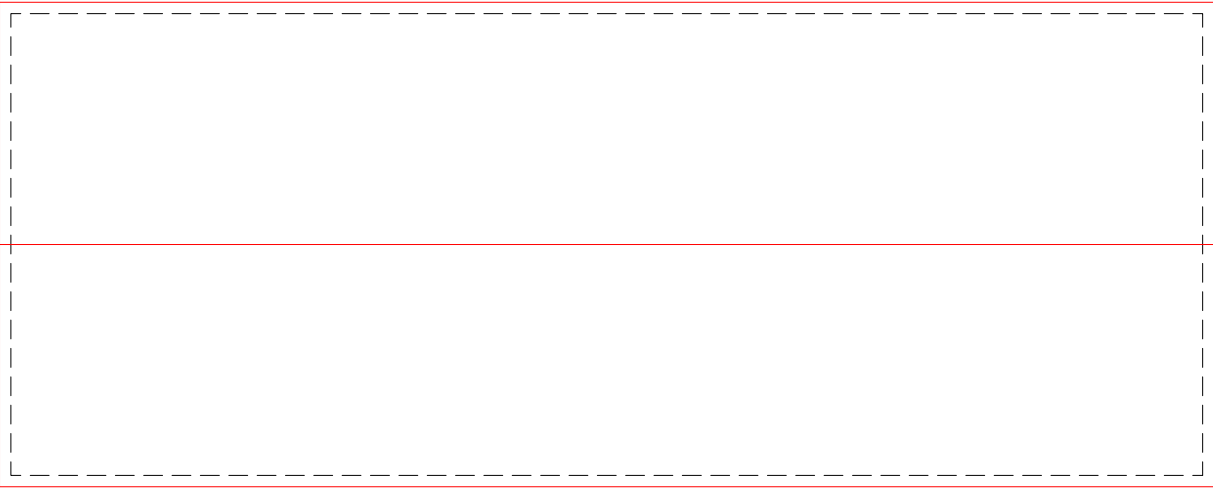
Typical section  
Scale 1:100

#### LEGEND

- Heat detector with alarm
- Smoke detector with alarm
- Emergency lighting
- Fire alarm system
- Illuminated Fire exit sign
- Fire exit sign/directional arrow
- Fire exit door with push bar
- Fire door keep locked shut
- Fire blanket



Ground Floor Plan  
Scale 1:100



Roof Plan  
Scale 1:100

**PLANS HAVE BEEN SUBMITTED AND ARE BEING CHECKED BY NFDC  
BUILDING CONTROL AND WILL BE UPDATED IF ANY CHANGES ARE  
REQUIRED AND NEW PLANS ISSUED**

Email: [building.control@nfdc.gov.uk](mailto:building.control@nfdc.gov.uk)

Phone: 023 8028 5245 (between 8:45am and 4:30pm)

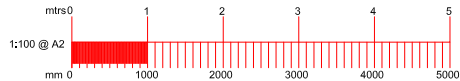
Building Control  
New Forest District Council  
Appletree Court  
Beaulieu Road  
Lyndhurst  
Hampshire  
SO43 7PA

APPLICATION REFERENCE No 24/01696

Plans Subject to Building Control Approval

Notes  
All dimensions and details to be checked on site by builder prior to commencement of works.  
This plan must not be acted upon until it has been approved by the Local Authority.  
Client to conform to party wall act of 1996 if required.

- New F.W.drains to be 1000 to a max slope 1:40 and a min 1:80 lay on pea shingle piped to new inspection chambers as indicated on the floor plans.
- Foul water sink 400 outlets with 75mm deep anti-siphonic traps min slope 18mm per mtr piped to new b.i.g. all changes in direction to be rodable, new 1000 S.V.P. to new I.C. all drainage to be agreed with local Building Control surveyor.
- Surface water unaffected.
- Ventilation of rooms via opening windows and doors min 1/20th of floor area with 8000mm trickle vent min 1.75mtrs above FFL. Rooms to have mechanical ventilation capable of extracting at a rate of not less than 30L/sec for Utility, 15L/sec for shower room, and 6L/sec for WC Mechanical ventilator to extract direct to external air and to have a 15min overrun. The ventilator to be controlled manually by isolator switch or via light switch. Provide 10mm gap under the door for air inlet purposes. It is recommended that the fan is controlled automatically via a humidistat.
- All new lintels to be as specified by engineer, with insulation, cavity tray, stop ends and weep vents, min bearing either end to be 150mm.
- All new electrical work is to be designed, installed, inspected & tested in accordance with BS7671 (I.E.E. wiring regulations 18th edition) The works are to be undertaken by an installer registered under a suitable electrical self-certification scheme, or alternatively by a suitably qualified person, with a certificate of compliance produced by that person to Building Control on completion of the works. All power points, aerial sockets, light switches etc to be fitted between 450mm and 1200mm above f.f.l.
- Lighting to be 100% low energy lighting and to have lamps with a luminous efficacy not greater than 45 lamp lumens per per circuit-watt.
- Hot water provided by electric water heater, each new room to have Dimplex wall mounted thermostatically controlled heaters for background heating, builder to also remove existing outdated gas heating system.
- All key elements of the existing structure such as foundations and or lintels to be exposed for inspection by Building control surveyor and upgraded or replaced if necessary.
- Provide mains connected fire/smoke alarms to dwelling contractor to provide details of system to be used, positions to be determined on site however they are to be fitted in circulation areas.
- Ceilings and stud walls finished with 12.5 mm plaster board min 10kg/mtr and plaster skim. stud walls constructed from 47 x 100.C24 studs at 400ctrs with head and sole plates and noggins to suit 12mm plasterboard and plaster skim, sound insulate stud walls with 100mm RWA 45 sound proof wool between the studs.all new stud walls built of D.P.M.
- fire wall between store built off 2 courses of brickwork and D.P.M., construct from 47 x 150.C24 studs at 400ctrs with head and sole plates and noggins to suit 12mm plasterboard and plaster skim to the office side, sound insulate stud walls with 150mm RWA 45 sound proof wool between the studs, on the store side provide 2 layers of 12mm plasterboard with staggered and tapped joints and plaster skim finish. stud wall to be taken up to the roof, ceiling in the store to be checked and upgraded (check on site and provide 2 layers of 12mm plasterboard with staggered and tapped joints and plaster skim finish)
- All edges of the new fire wall to be sealed where it meets the wall with fire mastic.
- Provide new roller door with personnel door.



B		
A		
	Date	Revisions
Drawing Title.		
Proposed		

SITE ADDRESS	CLIENT ADDRESS
Hythe & Dibden Parish Council Works Compound Frost Lane Hythe Southampton	

as noted	PAPER SIZE A2
Scale.	Drawn by.
July 2024	R.N.S.
Date.	

**Sanders Design Services Ltd**

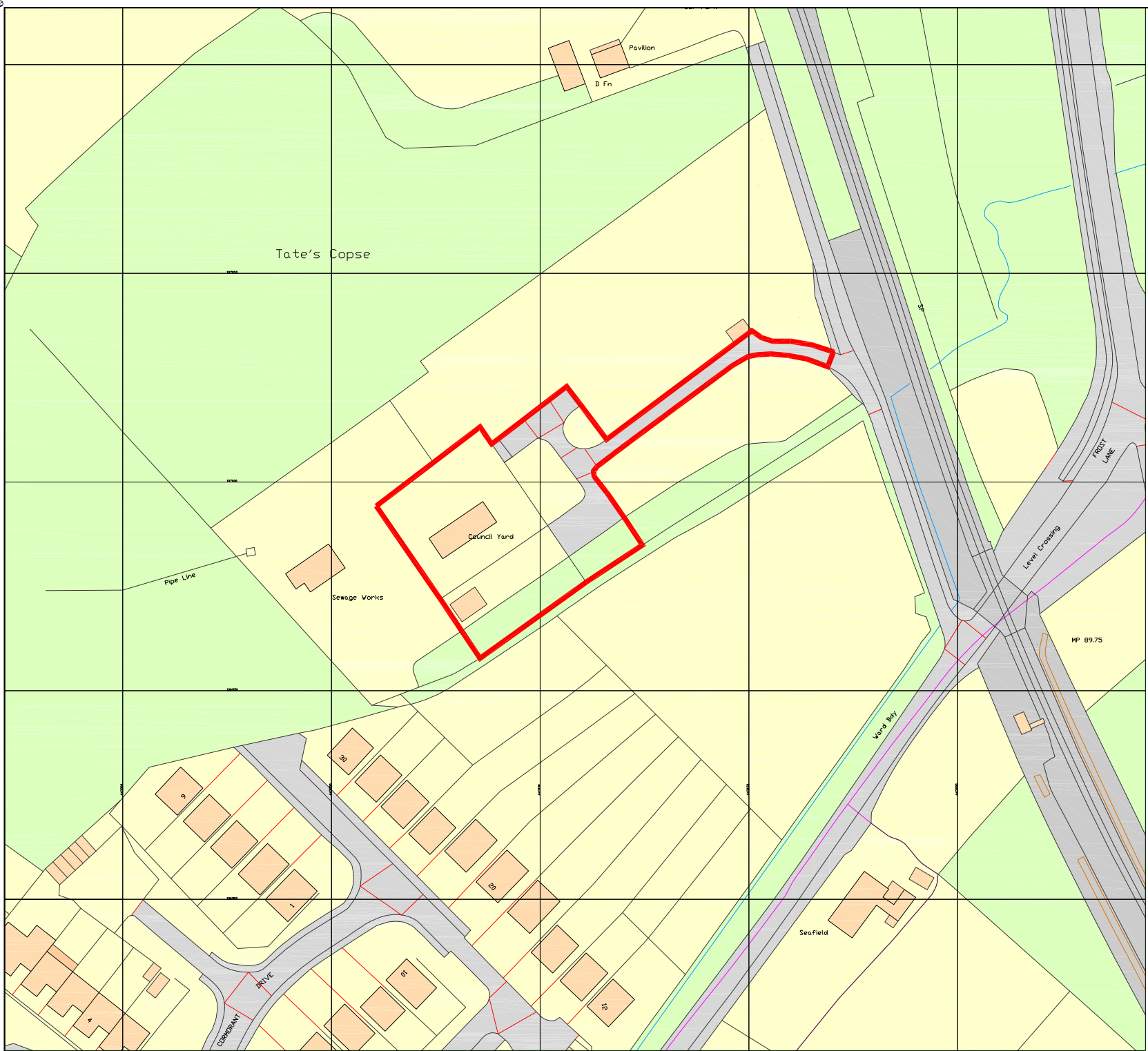
95 Cedar Road  
Hythe  
Southampton  
SO45 3PX

[www.sandersdesignservices.co.uk](http://www.sandersdesignservices.co.uk)  
[info@sandersdesignservices.co.uk](mailto:info@sandersdesignservices.co.uk)

023 8020 7195

Drawing No	Revision
hpc sht 2BR	x





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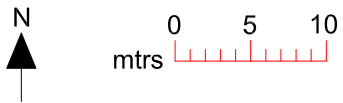


Site Location Plan  
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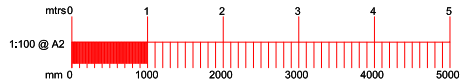
Plans Subject to Building Control Approval



Block Plan  
Scale 1:500



Notes  
All dimensions and details to be checked on site by builder prior to commencement of works.  
This plan must not be acted upon until it has been approved by the Local Authority.  
Client to conform to party wall act of 1996 if required.



B		
A		
	Date	Revisions

Drawing Title.

Maps

SITE ADDRESS Hythe & Dibden Parish Council Works Compound Frost Lane Hythe Southampton	CLIENT ADDRESS
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as noted	PAPER SIZE A2
Scale.	Drawn by. <i>R.N.S.</i>
Date. July 2024	

**Sanders Design Services Ltd**  
95 Cedar Road  
Hythe  
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## **APPENDIX C – PRE-CONSTRUCTION INFORMATION**

## **CONTENTS**

- 1.0 PROJECT DESCRIPTION**
- 2.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**
- 3.0 ENVIRONMENTAL RESTRICTIONS AND OTHER ON-SITE RISKS**
- 4.0 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS**
- 5.0 THE HEALTH AND SAFETY FILE**



## **1.0 PROJECT DESCRIPTION**

### **1.1 Property Address**

The Council Yard, Frost Lane, Hythe (Note: under “What 3 words” - ///chat.habit.busy).

### **1.2 Description**

Remodelling and improvement of the Maintenance Workshop.

### **1.3 The Programme**

The following dates are indicative only, are not contractual and in no way override any dates in the tender documents.

Start: Exact date to be confirmed – November 2024

Finish: Exact date to be confirmed – January 2024

The minimum lead-in period between appointment of the Principal Contractor and commencement of work on site will be 2 weeks.

### **1.4 Parties**

Client:	Hythe & Dibden Parish Council
Principal Designer:	Bayside Building Consultancy
Contract Administrator:	Bayside Building Consultancy
Contractor:	To be confirmed

### **1.5 Workplace**

The structure to which this work relates will constitute a workplace. Where it will constitute a workplace, the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 will apply.

### **1.6 Existing Information**

There is adequate existing information available with regard the existing site given the extent of work proposed. There are records of the existing buildings and existing plan drawings contained within the appendices to the Specification. However, these records should be treated with extreme caution in respect of accuracy. Any excavations should be dug with extreme care and normal prevention methods undertaken to allow discovery of and prevent damage to unknown buried services and below ground ducts. An Asbestos Survey is available in Appendix D of the tender document.

## **2.0 CLIENTS CONSIDERATIONS AND MANAGEMENT REQUIREMENTS**

### **2.1 Making suitable arrangements for managing a project**

Regulations 4 and 5 of the CDM Regulations 2015 set out the client's duty to make suitable arrangements for managing a project and maintaining and reviewing these arrangements throughout, so the project is carried out in a way that manages health and safety risks.

Arrangements should focus on the needs of the particular project and be proportionate to the size of the project and risks involved in the work. Arrangements should include:

- a) Appointing designers (including Principal Designer, (PD) and contractors (including Principal Contractor, (PC).
- b) Ensuring the roles, functions and responsibilities of the project team are clear.
- c) Ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion.
- d) Ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities.
- e) How the client will take reasonable steps to ensure that the PD and PC comply with their separate duties e.g. this could take place at project progress meetings.
- f) Setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout.
- g) Ensuring that workers are provided with suitable welfare facilities for the duration of the construction work.

Where the range and nature of risks involved in the work warrants it, the management arrangements should also include:

- g) The expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout.
- h) What is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable risk during the construction phase and when maintaining the building once it is built.
- j) The arrangements for commissioning the new building and a well-planned handover procedure to the new user.

## 2.2 Liaison Between Parties

A person with a duty or function under the CDM Regulations 2015 must cooperate with any other person working on or in relation to a project, at the same or an adjoining construction site to the extent necessary to enable any person with a duty or function to fulfil that duty or function.

This means working with each other to ensure health and safety for all concerned. This should involve communicating with others and understanding what they are doing and in what sequence.

The PC must liaise with the PD for the duration of the project. This includes liaison throughout the construction phase on matters such as changes to the designs and the implications these changes may have for managing the health and safety risks.

## 2.3 Construction Phase Plan

During the pre-construction phase, and before setting up a construction site, the PC must draw up a Construction Phase Plan or make arrangements for a Construction Phase Plan to be drawn up.

The Construction Phase Plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and where applicable, must include specific measures concerning work which falls within one or more categories set out in Schedule 3 of 'Managing Health and Safety in Construction'.

The Construction Phase Plan is the basis for communicating health and safety arrangements to all those involved in the construction phase, so it should be easy to understand and as simple as possible.

Throughout the project the PC must ensure that the Construction Phase Plan is appropriately reviewed, updated, and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health and safety.

For projects involving more than one contractor, the PC must ensure the plan is drawn up during the pre-construction phase and before the construction site is set-up. It must take account the information the PD holds, such as the Pre-Construction Information and any information obtained from designers.

## 2.4 Security of the Site

The working area is within an enclosed site incorporating hardstanding forming the Yard.

Whilst these works are being undertaken during normal working hours, the site is in 24-hour use and a site traffic management plan will be required, identifying proposals for ensuring that emergency and other vehicles can access all areas at all times. It is anticipated that deliveries of materials and plant will be undertaken outside of normal working hours or to the side/rear of the site away from the main underground car park entrance.

The PC will be responsible for his own security to the working area. Particularly, the PC will ensure that residents and visitors do not inadvertently enter any of the working areas, suitable hoardings, temporary screens/barriers, warning notices shall be employed to guard against this occurrence.

Skips may be located within an agreed compound area in a position to be agreed on site, subject to the following arrangements:

- Coordination/confirmation with local building management.
- Application of plywood protection to existing paved surfaces.
- Area of skip/compound shall be secured at all times using temporary mesh and block fencing (Heras or equivalent and approved)

It will therefore be the responsibility of the Contractor to manage and supervise each sub-contractor if appropriate and to ensure that the areas being worked on are left secure at all times.

## 2.5 Welfare

The PC shall ensure that welfare facilities are provided from commencement of the works on site in accordance with Schedule 2 of 'Managing Health and Safety in Construction'.

## 2.6 Site Transport / Vehicle Movement Restrictions

Generally the PC shall observe all site wide speed limits and access and Vehicular entry directions and restrictions.

The PC shall be aware of the widespread pedestrian activity throughout the site and coordinate all vehicular movements in a controlled manner.

Normal deliveries and removal of waste may be carried out in normal working hours unless otherwise specified in the tender documentation. The contractor must take full account of the fact that the residential site can be busy, that access is through busy areas and ensure that great care is taken when organising and carrying out deliveries / vehicle movements.

## 2.7 Client Permit to Work Systems

There are no client permit to work systems in place.

## 2.8 Fire Precautions

Refer to Regulation 29 (Prevention of risk from fire, flooding, and asphyxiation) and Regulation 32 (Fire detection and firefighting) in 'Managing health and safety in construction'.

## 2.9 Emergency Procedures and Means of Escape

The Contractor shall establish in writing a set of emergency procedures to operate in the event or an incident affecting the health and safety of workers and others. The emergency procedures shall be detailed in the Construction Phase Plan.

The Contractors procedure shall be in co-ordination with all such emergency procedures set in place by the Trust. The Contractor shall familiarise himself with such procedures upon visiting the site.

The Contractor is to be aware that there are a single means of escape from each building at ground level. These shall not be blocked nor obstructed at any time and clear routes shall be maintained by the Contractor at all times. Clear access will be required around the building at all times for the uses as stated above.

#### 2.10 Restricted Areas

The following areas shall be regarded as restricted. No access should be made into these areas without the express authority of the client. The areas may include those containing specific hazards or are regarded as confined spaces:

- Any public areas not requiring Contractor access.

The contractor shall restrict himself to the work areas and agreed access routes and compound areas only.

#### 2.11 Smoking and Parking Restrictions

Smoking is not permitted at any time on any part of the site.

Parking will available on site within hardstanding area outside the fenced Yard and is to be confirmed with the client at the Pre-Start Meeting. Note: Parking availability is not guaranteed, and the PC is responsible for making his own arrangements, however parking may be available on nearby roads and streets which will be subject to the Local Authority charges.

### **3.0 ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS**

The Principal Designer has not been made aware of any existing specific on-site risks or environmental restrictions pertaining to this specific project, with the exception of those detailed below:

- Risk of live services encountered during stripping out works
- Risks associated with working at height.

There are general site risks and restrictions associated with working on an occupied residential site and the Contractor must make himself fully aware of the restrictions prior to submission of tender.

The Contractor must liaise with the Client's site representative/Contract Administrator to ensure that he may develop a safe method of working and allow for the costs involved in this. The Contractor is reminded that the site will be open to Parish Council contractors/operatives who are responsible for maintaining grounds and buildings within the Parish. Access for vehicles to/from the existing workshop and adjacent garages must be maintained at all times.

The Contractor must visit site to assess any hazards that may arise from working on the site.

#### **1.1 Safety Hazards**

Existing Access Routes – the works will be carried out externally on each building as part of the site as detailed elsewhere in this report. The PC shall acknowledge and take all measures necessary to protect residents and visitors from inadvertently entering the Contractors working area by the use of temporary hoarding/barriers and warning notices. The PC shall coordinate deliveries/collections of large plant/components where required at agreed times, in conjunction with the Contract Administration and Project Management team.

Existing Emergency Escape Routes – PC shall maintain all escape routes throughout the duration of the works, including those through the working area. No tools or materials to be left unattended at any time.

Existing Live Services – the PC shall acknowledge and identify existing live services in relation to the programmed works any interconnection of new services with existing shall be in coordination with the Contract Administrator and Project Management team and necessary permits to work shall be in place prior to commencement.

Adjacent Uses – the site is within a densely populated residential area.

In addition, it is emphasised that the contractor must minimise all noise and vibration as this may affect adjacent buildings. In the event that the contractor considers some vibration unavoidable he should advise the Contract Administrator and liaise with site staff as required to ensure that the works are programmed not to disrupt residents or their visitors.

Working at high level – Adhere to safe working methods when undertaking work of this nature, including safe access, restraint, and method statements prior to commencing work. The project

may involve some demolition and stripping out along with renewal of lead flashings, roof coverings etc. - Method statements and risk assessments will be required.

Information regarding existing structures Note: The contractor must not carry out any work until he has made his own survey of the existing structures and established that it is safe to proceed with the proposed works.

### 3.2 Health Hazards

#### 1. Asbestos

Low risk Asbestos is recorded in the existing Asbestos Survey. The Contractor shall acknowledge this in the Construction Phase Plan.

#### 2. Existing Storage of Hazardous Materials

No hazardous materials are known to be stored in the area of the works.

#### 3. Contaminated Land

Contaminated Land checks were undertaken during the planning permission process for the adjacent "Tractor Shed" with the Local Authority confirming no concerns. Should the contractor become aware of any other suspect areas then works should cease and the matter be brought to the attention of the PD and Client. There are no known areas of contaminated land.

#### 4. Existing Structures

Please refer to section 1.6 regarding health and safety information relating to the existing structures.

#### 5. Health Risks Arising from Clients Activities

No specific risks have been identified other than those noted above.

#### **4.0 SIGNIFICANT DESIGN & CONSTRUCTION HAZARDS**

##### **4.1 Significant Design Assumptions and Suggested Work Methods, Sequences of Other Control Measures**

###### **4.1.1 Significant Risks Identified During Design**

The contractor must provide a programme with method statements detailing how the works will be managed, phased including how work areas will be separated from occupied areas and how occupied areas will be protected. The contractor should identify key dates, for example critical delivery dates and consider whether weekend working is desirable for certain, specific activities. The contractor should advise all parties of any weekend working allowed for within his tender. The contractor should also identify the method of protecting all services and persons on or around the site. Any queries must be forwarded to the design team prior to tender submission.

The Contract will involve significant working at height and preparation, possibly some stripping out works. Method statements and risk assessments will be required from the Contractor.

Should he require additional information from the Client he should advise the Client immediately and prior to commencement of any works at the latest.

It is emphasised that the residential site is to remain operational throughout the contract. No dirt, dust, debris, or vibration of any kind is to be permitted into any operational area. The contractor must allow for undertaking whatever protection measures are necessary to ensure the safety, security, and cleanliness of all parts of the buildings which may be affected by the works.

The contractor should note that he is to allow for undertaking full design responsibilities with regard to temporary protection measures, including hoarding and scaffolding and must agree these with the client prior to commencement of the works.

The contractor should note that the site, its proximity to other residential properties, particularly with regard to access and egress for the site. It is emphasised that the contractor must identify all appropriate means of protecting all persons around the site at all times and detail his proposals within his tender documentation.

The work will involve working from height and the contractor must design and manage the erection and safe maintenance of appropriate temporary works, e.g. scaffolding and crash desks and edge protection to enable the safe completion of the works.

###### **4.1.2 Materials Requiring Particular Precautions**

- Risk of possible live services encountered during stripping out works
- Risks associated with working at height



## **5.0 THE HEALTH AND SAFETY FILE**

The PD must prepare the Health and Safety File. They should liaise closely with the Client to agree content of the file as soon as practicable after appointment.

The PD must cooperate with the rest of the project team and should expect their cooperation in return. In cooperation with other members of the project team, the PD must ensure that the file is appropriately updated, reviewed and revised to ensure it takes account of changes that occur as the project progresses.

The PC must provide the PD with any relevant information that needs to be included in the Health and Safety File.

Information on the following should be considered for inclusion:

- a) A brief description of the work carried out.
- b) Any hazards that have not been eliminated through design and construction processes, and how they have been addressed (e.g. surveys or other information containing asbestos or contaminated land);
- c) Key structural principles (e.g. bracing, sources of substantial stored energy – including pre- or post-tensioned members (and safe working loads for floors and roofs.
- d) Hazardous materials used (e.g. lead paint and special coatings).
- e) Information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment).
- f) Health and safety information about equipment provided for cleaning or maintaining the structure.
- g) The nature, location, and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.
- h) Information and as-built drawings of the structure.

**APPENDIX D – ASBESTOS SURVEY**



Our Ref: **GIU/272/1102**

Your Ref:

**Shield Environmental Services Ltd.**

**Surveying Division**

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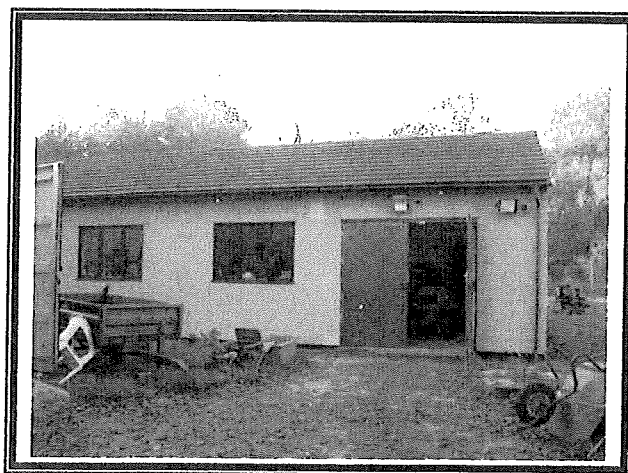
## **ASBESTOS SURVEY REPORT**

### **BUILDING SURVEYED**

**The Workshop  
Hythe  
Hampshire**

### **SURVEYED ON**

**4<sup>th</sup> November 2002**



DOCUMENT PREPARED BY

**GRAHAME UNDERWOOD  
SURVEYOR**

**This Document Is Not To Be Used By A Third Party Without The Express  
Permission Of Shield Environmental Services Ltd.**

**Shield Environmental Services Ltd (Surveying Division) wish to advise our client/s that no  
obligation (actual, assumed or otherwise) maybe placed upon the client, for further work related  
to the recommendations from this report.**

### **Asbestos Survey Specialists**

Directors: P.A. HOUSE, J.M. HOUSE, P.M. FOSTER, J. HOUSE, R.J. MIOTLA Secretary: A.L. HOUSE

VAT Reg. No. 328 3622 59 Company Reg. No. 1889657

Registered Office: Shield House, 31 Albert Road, Hanham, Bristol BS15 3QX

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## **REPORT DETAILS**

**SURVEY CARRIED OUT BY** - **Shield Environmental Services Ltd**

**ADDRESS** - **Shield House, 31 Albert Road, Hanham  
Bristol, BS15 3QX**

**REPORT DATE** - **20<sup>th</sup> November 2002**

**REPORT ISSUE** - **01**

**REPORT REF** - **GIU/272/1102**

**CLIENT** - **Hythe Parish Council, The Grove, 25 St Johns Street,  
Hythe, Southampton SO45 6BZ**

**CLIENT CONTACT** - **Mr S Spencer**

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**REPORT COMPILED BY** - **Grahame Underwood**

**SIGNED**

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Please note Shield Environmental Services Ltd cannot be held responsible for the way in which the Client may interpret or act upon the results of this report.

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## WHAT IS ASBESTOS?

Asbestos is the name for a group of naturally occurring minerals that can be separated into strong, very fine fibres. These fibres are extremely durable, and heat and fire resistant. Because of these qualities, asbestos has been used in thousands of industrial, construction and consumer products. The major fibre types used commercially are **Chrysotile** (mostly from Canada,) **Amosite** (mostly from southern Africa,) and **Crocidolite** (mostly from southern Africa and Australia.)

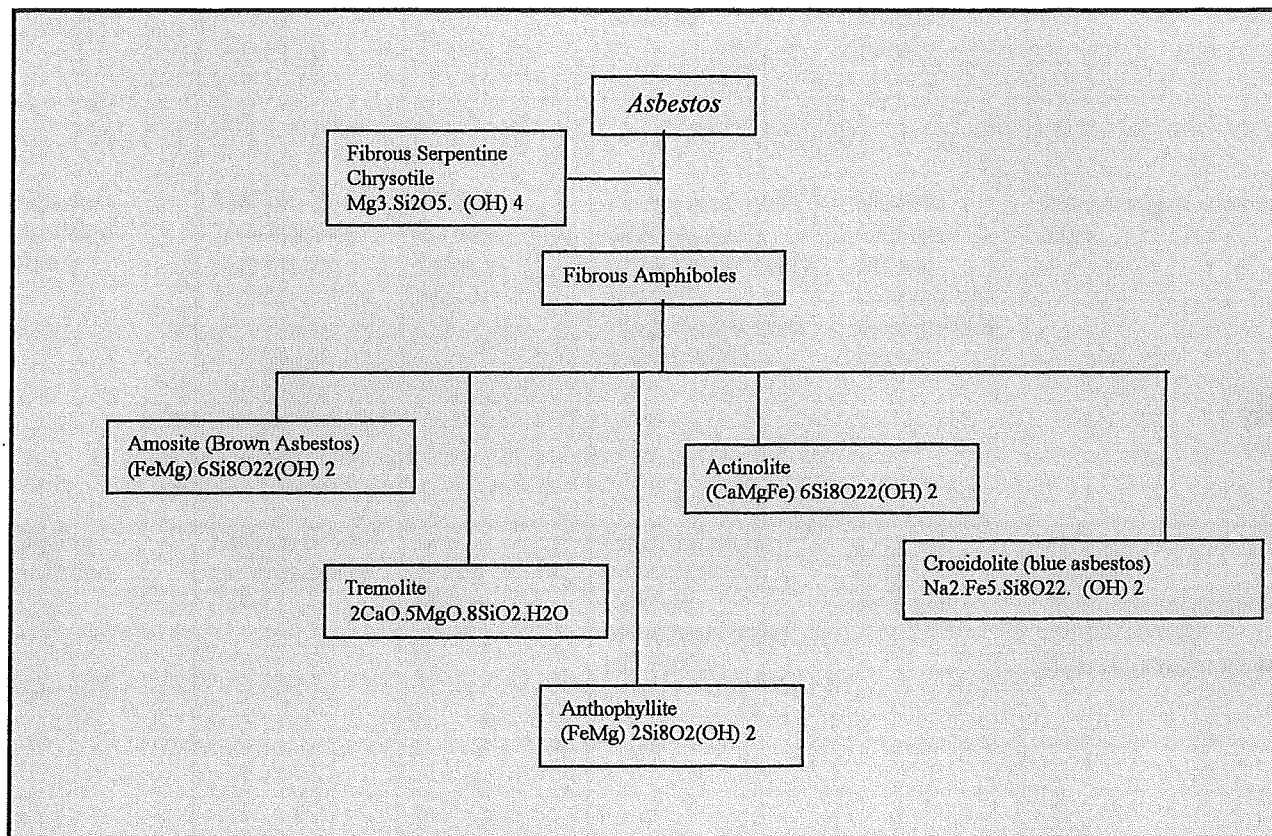
There are three other types (**Anthophyllite, Tremolite, and Actinolite**) these are rare and found mainly as contaminants in the others.

Unless the fibres are completely encapsulated, they tend to break down into a microscopic dust. A single fibre of asbestos magnified 1,000 times looks slightly larger than a strand of human hair. Because of their size and shape, asbestos fibres can remain suspended in the air for long periods of time, and therefore they can be inhaled.

When asbestos fibres are inhaled (or swallowed) they can easily penetrate the tissues of the body and, because of their durability, remain in the body for many years.

## THE ASBESTOS FAMILY OF FIBRES

Asbestos is a collective term given to 6 naturally occurring minerals that are incombustible and separable into filaments: Chrysotile, Amosite, and Crocidolite, Anthophyllite, Tremolite and Actinolite. Only the first three have widespread commercial use. Chrysotile is a member of the serpentine group of minerals: Crocidolite, Amosite and the others belong to the amphibole group. Chrysotile, or white asbestos, currently accounts for more than 99% of world asbestos consumption. Its fibres are characterized by high tensile strength, resistance to alkalis; high flexibility and good spin ability.



## **MOST COMMON USES**

<b>PRODUCT</b>	<b>FIBRE CONTENT</b>	<b>DENSITY</b>	<b>TYPICAL LOCATION/USES</b>	<b>HAZARD POTENTIAL</b>	<b>ENCAPSULATION</b>
Asbestos Cement	Low 10-15% Asbestos (White)	High 85-90% Cement	Roofing sheets, Gutters and down pipes. Internal and external wall cladding.	Very Low. Abrasion, drilling, Breaking and smashing can produce fibres.	Not normally necessary. Internal cladding is normally painted and will seal in fibres.
Asbestos Insulation Board	Medium 16-30% asbestos (Brown and White)	Medium 70-84% Calcium silicate	Ceiling tiles, wall cladding, fire protection to doors and walls. Production ceased in early 1980.	Medium. Abrasion, drilling, breaking will result in fibre release.	Paint surfaces and protect edges.
Lagging Insulation	High up to 95% any type can be found.	Low 5% up binders.	Pipe insulation, boilers, heating plant etc. Phased out in the late 1960s.	High can easily be damaged.	Normally covered with paint or canvas. When in good condition there is no risk. Requires regular inspection.
Spray coatings. (Limpet)	High up to 95% any type can be found.	Low 5% up binders.	Structural fire protection i.e. walls, ceilings, girders. Not used after 1974.	High can easily be damaged.	Normally painted.
Asbestos Rope.	Up to 98% any type used.	Low 2% up binder.	Boiler gaskets, flue packing, can be found wrapped around pipework.	High can easily be damaged.	Normally found untreated. Painting will seal fibres.



## HEALTH EFFECTS

It is now clear that exposure to airborne asbestos fibres can cause disease. The risk of developing asbestos-related disease varies according to the intensity, duration and nature of the exposure.

Asbestos exposure can cause a number of disabling and fatal diseases. Asbestos, traditionally valued for its indestructibility, is especially resistant to the internal defences of the human body. Once lodged inside the lungs, most fibres will not break up or dissolve. They can't be neutralized or removed.

ASBESTOSIS is a disease that is characterized by pulmonary fibrosis, a progressive scarring of the lung caused by the accumulation of the asbestos fibres. Asbestosis is associated exclusively with chronic, occupational exposure. The build up of scar tissue interferes with the oxygen uptake through the lungs and can lead to respiratory and heart failure. Often, asbestosis is a progressive disease, even in the absence of continued exposure. Symptoms include shortness of breath, cough, fatigue, and vague feelings of sickness. When the fibrosis worsens, shortness of breath occurs even at rest.

LUNG CANCER is a malignant tumour of the bronchi covering. The tumour grows through surrounding tissue invading and often obstructing the air passages. The earliest symptom is often a persistent cough; a physical exam may attribute the symptom of chronic bronchitis. Chest x-rays sometimes show shadows that indicate tumours and enlarged lymph nodes. However, the definitive diagnosis of lung cancer is based upon microscopic examination of lung tissue. The time between exposure to asbestos and the occurrence of lung cancer is 20-30 years. There is no threshold or limit of exposure below which the risk of lung cancer is not increased.

MESOTHELIOMA is a cancer of the mesothelium, the lining of the chest or the lining of the abdominal wall. Early stages are associated with few symptoms. By the time it is diagnosed, it is almost always fatal. Effective therapy does not exist. There is no exposure threshold for mesothelioma. This is suggested by the observation that family members of the asbestos-exposed workers have developed mesothelioma. Presumably cleaning the clothes of the exposed worker has exposed these individuals to asbestos dust and led to the disease. Similar to other asbestos-related diseases, mesothelioma has an extended latency period of 30 to 40 years.

PLEURAL PLAQUES and PLEURAL CALCIFICATION are markers of exposure and may develop 10 to 20 years after initial exposure. Plaques are opaque patches visible on chest x-rays that consist of dense strands of connective tissue surrounded by cells. All commercial types of asbestos induce plaques. Plaques can occur even when fibrosis is absent and do not seem to reflect the severity of pulmonary disease.

## **TYPES OF SURVEY**

### **Type 1: Location and Assessment Survey**

The aim of this type of survey is to locate, as far as reasonably practicable, any suspect asbestos containing materials within the building and assess the risk. This survey essentially defers the need to sample for asbestos (or the absence of) until a later date (e.g. prior to major refurbishment or demolition). The client bears potential additional costs of management for some non-asbestos containing materials. All areas must be inspected (e.g. floor ducts, cable/pipe risers, roof voids etc.) or presumed to contain asbestos until further investigation can be carried out.

### **Type 2: Standard Sampling, Identification and Assessment Survey**

The purpose of this type of survey is the same as for a type 1, except that representative samples are taken and analysed for the presence of asbestos. Samples of each type of suspect material found, are taken and analysed to confirm or refute the Surveyor's judgement. If the material sampled is found to contain asbestos, other similar homogeneous materials used in the same fashion within the building, can be **strongly presumed** to contain asbestos. Other less homogeneous materials and some non-asbestos materials will need to be sampled more frequently to confirm whether asbestos is present or not. Sampling may take place at the same time as the survey, or as in the case of some larger surveys this can be carried out as a separate exercise, after a Type 1 survey has been carried out.

### **Type 3: Fully Intrusive Survey (Pre-Demolition/Major Refurbishment Survey)**

This type of survey is used to locate and describe, as far as reasonably practicable, all asbestos containing materials within the building and may involve destructive inspection to gain access to all areas, including those difficult to reach. A full sampling programme is undertaken to identify all possible asbestos containing materials and to estimate the volume or areas of such items. This type of survey is designed to be used as a basis for tendering for the removal of asbestos containing materials prior to demolition or major refurbishment. This survey does not assess the condition of the material other than to note areas of damage or where additional asbestos debris may be found.

Although different types of survey can be specified and used depending on the circumstances, it is important that the building Owner, Employer and Surveyor know exactly what type of survey is to be carried out, and what the specifications for each type are, and in which areas they are to be used.

It is possible that larger premises may have a mixture of surveys- e.g. a external store due for demolition will require a Type 3 survey, while office areas may only have a Type 1 survey. Similarly a system housing estate may have several Type 2 surveys but other properties evaluated using a Type 1 survey.

## INTRODUCTION

Shield Environmental Services Ltd has been instructed to carry out an asbestos survey by **Mr S Spencer of Hythe Parish Council**, as to ascertain the possibility of any asbestos bearing materials within **The Workshop, Hythe, Hampshire**.

The scope of work requested is limited to **the areas** as identified by the client and as per the attached plans.

## LIMITATIONS OF THE REPORT

This report only relates to the situation on the day of the site visit and cannot take into account subsequent changes in circumstances. Materials were sampled if, in the opinion of the Surveyor, there was a high probability that they may contain asbestos.

This report contains findings based upon visual inspection and during the course of the survey **all reasonable efforts were made to identify the presence of materials containing asbestos** within the surveyed areas.

The nature of this survey was a Type 2 (Standard Sampling) survey as stated in the guidelines produced by the Department Of Environment. Asbestos and man-made fibres in buildings, However asbestos is sometimes concealed within the fabric of buildings or within sealed building voids, so it is not always possible to regard the findings in any survey as being definitive. Therefore, it must always remain a possibility that further asbestos containing materials may be found during any alteration, refurbishment or demolition works. Where areas have been identified as inaccessible, it indicates that the area specified was not accessible to the analyst at the time of the survey, either because of locked rooms or to gain entry would require an unreasonable degree of dismantling to the structure of the building. The client is advised to be alert to the possibility of there being asbestos materials in such areas.

Manufactured products containing asbestos have been extremely diverse. Therefore responsibility cannot be accepted for any consequential loss or damage resulting from non-recognition of a material that is later established as having an asbestos content.

No responsibility can be taken for any misinterpretation of this report by third parties.

## **SURVEY METHOD**

This survey was by means of visual inspection and subsequent sampling of suspect materials. Where the surveyor suspected a material containing asbestos, a sample was taken for analysis. The samples were chosen as being representative of the material under investigation. Therefore, where there are visually similar materials, they should be regarded as being uniform composition.

## **SAMPLING STRATEGY**

The object of carrying out sampling is to identify the nature and extent of any visible asbestos bearing material.

All sampling was undertaken following HSE guidance note MDHS 100 causing the minimum possible disruption and potential risk to the health of building occupants and visitors.

Analysis of the samples was carried out using the methods approved by the National Accreditation of Measurement and Sampling. The samples were first examined under a low powered stereomicroscope, the fibres teased apart and an estimate made of their concentrations. The fibres were then mounted in liquids of known refractive indices and examined under high-powered magnification using polarised light and dispersion staining.

## **GENERAL EXCLUSIONS**

Inspection was not carried out in the areas noted below: -

1. The survey was limited to those areas accessed at the time of the Survey.
2. We have not inspected flues, ducts voids or any similarly enclosed areas, the access to which necessitated the use of specialist equipment or tools, or which would have caused damage to decoration, fixtures, fittings or the structure. Therefore we are unable to report on any asbestos as may be present in these areas.
3. We have not inspected any part requiring specialist access equipment other than stepladders. Any requirement for specialist access equipment has been specifically excluded unless otherwise stated.
4. We have not reported on concealed spaces, which may exist within the fabric of the building where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure at the time of the survey.
5. No responsibility is accepted for the presence of asbestos in voids (under floor, floor, wall or ceiling) other than those opened up during the investigation.
6. Whilst every effort will have been made to identify the true nature and extent of the asbestos material present in the building to be surveyed, no responsibility has been accepted for the presence of asbestos in materials other than those sampled at the requisite density.

### **ADDITIONAL COMMENTS/EXCLUSIONS**

At the time of the survey no access could be gained to the following locations:

- All areas accessed.

## **SUMMARY OF ASBESTOS INCIDENCE**

- **Asbestos Coatings:**
  - None Detected
- **Asbestos Insulation:**
  - None Detected
- **Asbestos Insulation Board:**
  - None Detected
- **Asbestos Cement Products:**
  - None Detected
- **Asbestos Ropes, Gaskets and Paper Products:**
  - None Detected
- **Asbestos Bitumen Products:**
  - None Detected
- **Asbestos Textured Coatings:**
  - None Detected
- **Floor Tiles, Mastics, Sealants and Paints:**
  - None Detected

## **ASBESTOS RISK ASSESSMENT**

**Crocidolite (blue), Amosite (brown) and Chrysotile (white) asbestos.**

The risk is that breathing asbestos dust may lead to cancer of the chest and lungs as well as contributing to other related diseases. These conditions are responsible for the death of more people than any other single work related illness and can take between 15-60 years to develop.

Shield Environmental Services Ltd provides an in house numeric risk assessment method. This takes into account the location, condition, vulnerability, friability, treatment and asbestos content.

## **REGULATIONS**

Under the Health and Safety at Work Act 1974 there is a requirement for any employer to provide a safe workplace.

Work with asbestos is covered by its own set of regulations. The Control of Asbestos at Work Regulation (CAWR). There are duties to prepare a risk assessment and to make written arrangements to protect those at risk in the management of Health and Safety at Work Regulations and to maintain workplace building/premises to protect occupants and workers under the workplace (Health and Safety and Welfare) Regulations. Arrangements to deal with asbestos during refurbishment may also be required by the Construction (Design and Management Regulations).

## **MANAGEMENT OF ASBESTOS**

As an owner/manager of a building you have a duty to assess risks to the Health and Safety of employees and others that might work on the premises.

In carrying out the survey you have taken sufficient steps to determine the location of any such materials.

There are a number of actions that can be recommended to manage and control the risks from identified or presumed ACMS these are: -

### **MANAGEMENT**

- Maintain and update log of ACMS
- Monitor Condition
- Restrict access/isolate
- Label or colour code
- Inform
- Train
- Define and use safe Systems of Work
- Operate a permit to work system

### **CONTROL**

- Clean up Debris
- Repair
- Encapsulate
- Enclose
- Remove

HSE has produced a free booklet called Managing Asbestos in Workplace Buildings



## **ASBESTOS INSULATION AND COATINGS**

The Control of Asbestos at Work Regulations and subsequent amendments hereafter called CAW Regs) apply to all work involving asbestos. Practical guidance on complying with the CAW Regs when working with material is given in the Approved Code of Practise "Work with asbestos insulation, asbestos coating and asbestos insulating board". Advice regarding this material can also be obtained from the HSE Document HSG18911 Controlled Asbestos Stripping Techniques for work requiring a license.

This material is subject to the Asbestos (Licensing) Regulations 1983. Notification must be given to the Health and Safety Executive 14 days prior to any work on this material. A licensed asbestos removal contractor must carry out all work on this material.

The disposal of the material is notifiable under the Control of Pollution (Special Waste) Regulation. Prior notice of disposal should be given to the appropriate Department of the Waste Disposal Authority.

## **ASBESTOS CEMENT**

The Control of Asbestos at Work Regulations and subsequent amendments (hereafter called CAW Regs) apply to all work involving asbestos. Practical guidance on complying with the CAW Regs when working with this material is given in the Approved Codes Practise "Control of Asbestos at Work".

This material is not subject to the Asbestos (Licensing) Regulations 1. Advice regarding this material can be obtained from the HSE document HSG 189/1 working with asbestos cement

The disposal of this material is notifiable under the Control of Pollution (Special Waste) Regulations 1996. Prior notice of disposal should be given to the appropriate Department of the Waste Disposal Authority.

**ASBESTOS SAMPLE ASSESSMENT FORMS**

# ASBESTOS SAMPLE ASSESSMENT FORM

SURVEY REF NUMBER:

GIU/272/1102

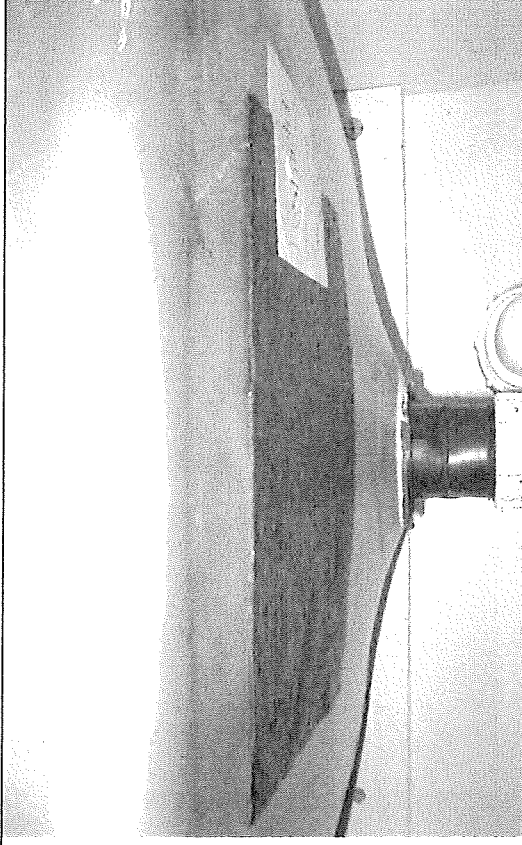
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SAMPLE NO:	GU/TW/001/04
ADDRESS:	The Workshop Hythe, Hampshire
AREA FLOOR LEVEL:	Ground Floor
LOCATION:	The Office
DESCRIPTION:	Pad on Sink
INSPECTION TYPE:	Sample Taken
INSPECTION RESULT:	No Asbestos Detected
<i>No asbestos detected, asbestos detected etc.</i>	



A Product Type		B Extent of Damage/ deterioration		C Surface Treatment		D Asbestos Type	
1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints, decorative finishes, asbestos cement etc)	0	Good condition: no visible damage	0	Composite materials containing asbestos: Reinforced plastics, resins, vinyl tiles, painted or asbestos cement (with exposed face painted or encapsulated)	1	Chrysotile
2	Asbestos insulating board, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes, woven textiles, asbestos paper and felt.	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed asbestos cement sheets etc.	2	Amphibole asbestos (Amosite, Actinolite, Anthophyllite, Tremolite)
3	Thermal insulating (e.g. pipe and boiler lagging) sprayed asbestos, loose asbestos, asbestos mattresses and packing.	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibre.	2	Unsealed AIB, or encapsulated lagging and sprays.	3	Crocidolite
		3	High damage or delaminating: of materials, sprays and thermal insulation. Visible asbestos debris.	3	Unsealed lagging and sprays.		
A	+	B	+	C	+	D	
ACTION PRIORITY TOTAL		A+B+C+D = (1-6 Low) (7-9 Medium) (10-12 High)		All risk assessment/s are a presumption of the surveyor, until such time, as analysis results are received.			

ACTION PRIORITY:

HIGH

MEDIUM

LOW

COMMENTS:

RECOMMENDATIONS:

Removal

Seal/Repair/Label

Decontamination

Annual Inspection

No Action

# ASBESTOS SAMPLE ASSESSMENT FORM

SURVEY REF NUMBER:

GIU/272/1102

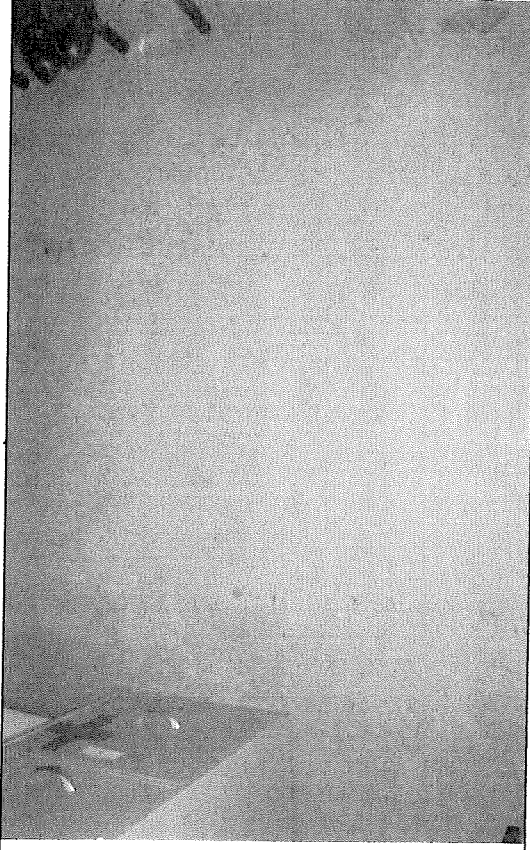
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SAMPLE NO:	GU/TW/002/04
ADDRESS:	The Workshop Hythe, Hampshire
AREA FLOOR LEVEL:	Ground Floor
LOCATION:	Floor of Office, Hall and Toilet
DESCRIPTION:	Grey Vinyl Floor Tile
INSPECTION TYPE:	Sample Taken
Sample taken, visual inspection or no access for sampling	
INSPECTION RESULT:	No Asbestos Detected
No asbestos detected, asbestos detected etc.	



A Product Type		B Extent of Damage/ deterioration		C Surface Treatment		D Asbestos Type	
1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints, decorative finishes, asbestos cement etc)	0	Good condition: no visible damage	0	Composite materials containing asbestos: Reinforced plastics, resins, vinyl tiles, painted or asbestos cement (with exposed face painted or encapsulated)	1	Chrysotile
2	Asbestos insulating board, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes, woven textiles, asbestos paper and felt.	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed asbestos cement sheets etc.	2	Amphibole asbestos (Amosite, Actinolite, Anthophyllite, Tremolite)
3	Thermal insulating (e.g. pipe and boiler lagging) sprayed asbestos, loose asbestos, asbestos mattresses and packing.	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibre.	2	Unsealed AIB, or encapsulated lagging and sprays.	3	Crocidolite
		3	High damage or delaminating: of materials, sprays and thermal insulation. Visible asbestos debris.	3	Unsealed lagging and sprays.		
A	+	B	+	C	+	D	
ACTION PRIORITY TOTAL		A+B+C+D = (1-6 Low) (7-9 Medium) (10-12 High)		All risk assessment/s are a presumption of the surveyor, until such time, as analysis results are received.			

ACTION PRIORITY:

HIGH

MEDIUM

LOW

COMMENTS:

Approx 12m<sup>2</sup>.

RECOMMENDATIONS:

Removal

Seal/Repair/Label

Decontamination

Annual Inspection

No Action

# ASBESTOS SAMPLE ASSESSMENT FORM

SURVEY REF NUMBER:

GIU/272/1102

SAMPLE NO:

GU/TW/003/04

ADDRESS:

The Workshop  
Hythe, Hampshire

AREA FLOOR LEVEL:

Roof

LOCATION:

Soffit

DESCRIPTION:

Soffit Board

INSPECTION TYPE:

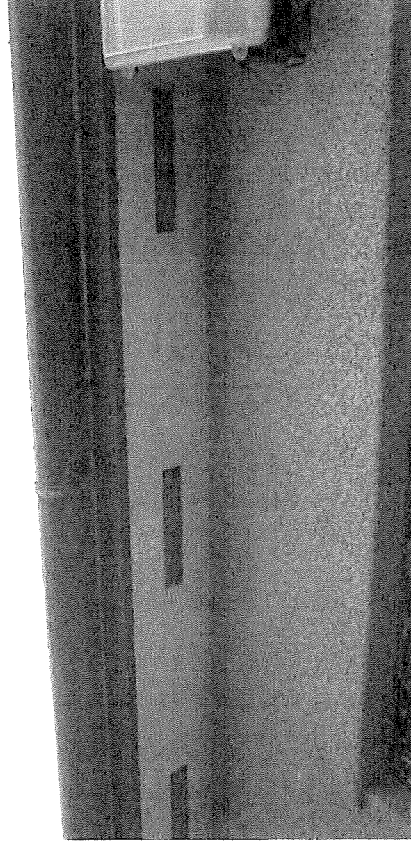
Sample Taken

Sample taken, visual inspection or no access for sampling

INSPECTION RESULT:

No Asbestos Detected

No asbestos detected, asbestos detected etc.



A Product Type			B Extent of Damage/ deterioration		C Surface Treatment		D Asbestos Type	
1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints, decorative finishes, asbestos cement etc)	0	Good condition: no visible damage	0	Composite materials containing asbestos: Reinforced plastics, resins, vinyl tiles, painted or asbestos cement (with exposed face painted or encapsulated)	1	Chrysotile	
2	Asbestos insulating board, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes, woven textiles, asbestos paper and felt.	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed asbestos cement sheets etc.	2	Amphibole asbestos (Amosite, Actinolite, Anthophyllite, Tremolite)	
3	Thermal insulating (e.g. pipe and boiler lagging) sprayed asbestos, loose asbestos, asbestos mattresses and packing.	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibre.	2	Unsealed AIB, or encapsulated lagging and sprays.	3	Crocidolite	
		3	High damage or delaminating: of materials, sprays and thermal insulation. Visible asbestos debris.	3	Unsealed lagging and sprays.			
A	+	B	+	C	+	D		
ACTION PRIORITY TOTAL		A+B+C+D = (1-6 Low) (7-9 Medium) (10-12 High)		All risk assessment/s are a presumption of the surveyor, until such time, as analysis results are received.				

ACTION PRIORITY:

HIGH

MEDIUM

LOW

COMMENTS:

RECOMMENDATIONS:

Removal

Seal/Repair/Label

Decontamination

Annual Inspection

No Action

# ASBESTOS SAMPLE ASSESSMENT FORM

SURVEY REF NUMBER:

GIU/272/1102

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SAMPLE NO: GU/TW/004/04

ADDRESS: The Workshop  
Hythe, Hampshire

AREA FLOOR LEVEL: Roof

LOCATION: Garage Roof

DESCRIPTION: Corrugated Sheets

INSPECTION TYPE: Sample Taken  
*Sample taken, visual inspection or no access for sampling*

INSPECTION RESULT: No Asbestos Detected  
*No asbestos detected, asbestos detected etc.*



A Product Type			B Extent of Damage/ deterioration		C Surface Treatment		D Asbestos Type	
1	Asbestos reinforced composites (plastics, resins, mastics, roofing felts, vinyl floor tiles, semi-rigid paints, decorative finishes, asbestos cement etc)	0	Good condition: no visible damage	0	Composite materials containing asbestos: Reinforced plastics, resins, vinyl tiles, painted or asbestos cement (with exposed face painted or encapsulated)	1	Chrysotile	
2	Asbestos insulating board, millboards, other low-density insulation boards, asbestos textiles, gaskets, ropes, woven textiles, asbestos paper and felt.	1	Low damage: a few scratches or surface marks; broken edges on boards, tiles, etc.	1	Enclosed sprays and lagging, AIB (with exposed face painted or encapsulated), unsealed asbestos cement sheets etc.	2	Amphibole asbestos (Amosite, Actinolite, Anthrophyllite, Tremolite)	
3	Thermal insulating (e.g. pipe and boiler lagging) sprayed asbestos, loose asbestos, asbestos mattresses and packing.	2	Medium damage: significant breakage of materials or several small areas where material has been damaged revealing loose asbestos fibre.	2	Unsealed AIB, or encapsulated lagging and sprays.	3	Crocidolite	
		3	High damage or delaminating: of materials, sprays and thermal insulation. Visible asbestos debris.	3	Unsealed lagging and sprays.			
A	+	B	+	C	+	D		
ACTION PRIORITY TOTAL			A+B+C+D = (1-6 Low) (7-9 Medium) (10-12 High)		All risk assessment/s are a presumption of the surveyor, until such time, as analysis results are received.			

ACTION PRIORITY:

HIGH

MEDIUM

LOW

COMMENTS:

Approx 20m<sup>2</sup>.

RECOMMENDATIONS:

Removal

Seal/Repair/Label

Decontamination

Annual Inspection

No Action

**ASBESTOS REGISTER**

# ASBESTOS REGISTER

Site/Project  
The Workshop  
Hythe, Hampshire

Surveyor

Grahame Underwood



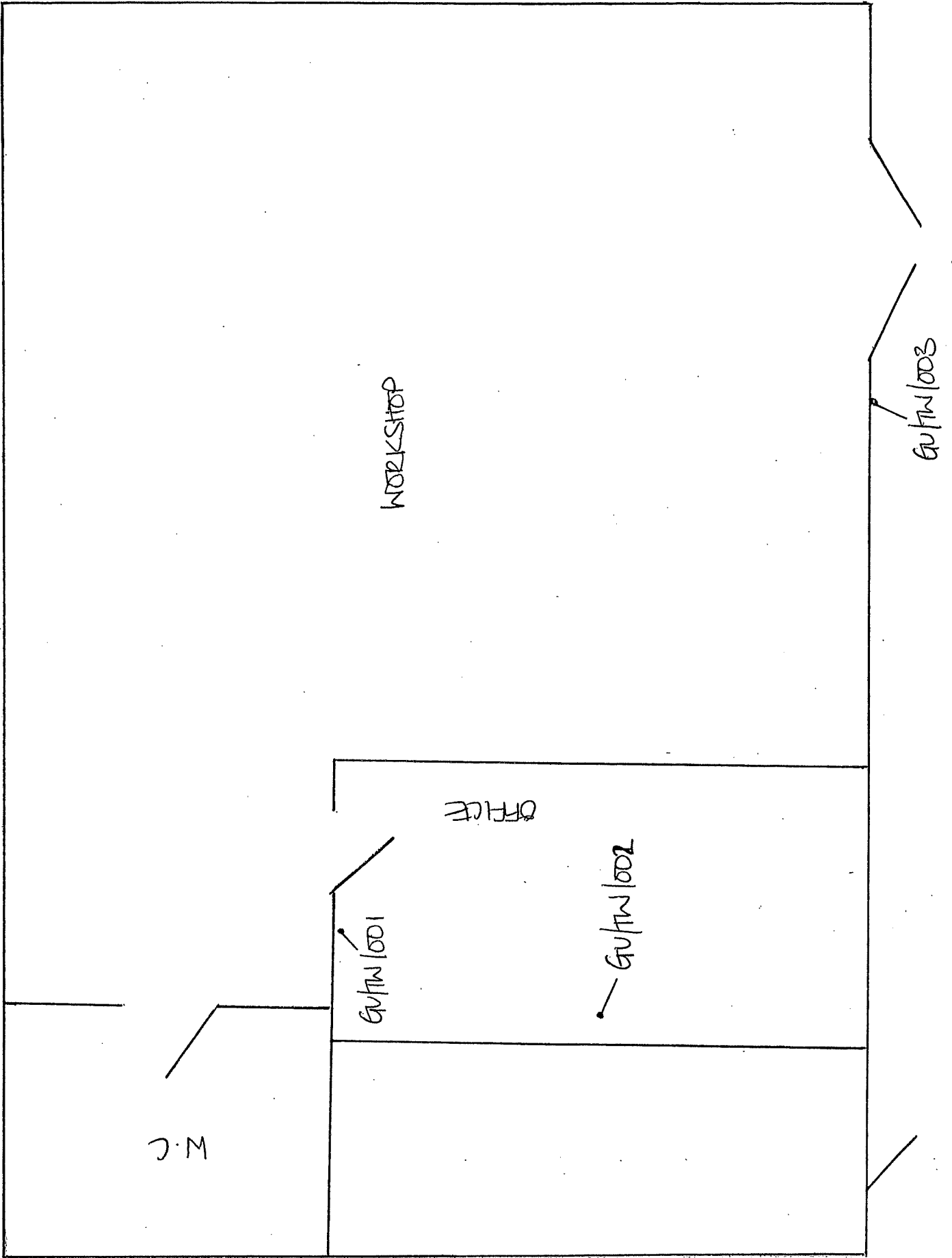
Reference No  
GIU/272/1102

Date Survey Carried out

4<sup>th</sup> November 2002

SAMPLE NO	LOCATION	DESCRIPTION	CONDITION	ASBESTOS CONTENT	ACTION REQUIRED	DATE ACTION TAKEN
GU/TW/001/04	Office Sink	Pad on Sink	Not Applicable	No Asbestos Detected	No Action	
GU/TW/002/04	Floor of Office Hall and Toilet	Grey Vinyl Floor Tile	Not Applicable	No Asbestos Detected	No Action	
GU/TW/003/04	Soffit	Soffit Board	Not Applicable	No Asbestos Detected	No Action	
GU/TW/004/04	Garage Roof	Corrugated Sheets	Not Applicable	No Asbestos Detected	No Action	
END OF REGISTER						





Wrexen House, Magdalene Street, Taunton, Somerset TA1 1SG  
www.asbestosspecialist.co.uk e-mail: gl@asbestosspecialist.co.uk

Tel: 01823 330862 Fax: 01823 254068

## BULK MATERIAL SAMPLE REPORT

Reference No(s): 0215375-404 Project No: N/A  
Date Received: 6 November 2002 Client Order No: SURV/GU/0394  
Client Name and Address: Shield Environmental Services Ltd, Shield House, Albert Road,  
Hanham, Bristol BS15 3QX  
Site address: The Grove & The Workshop, Hythe.  
Sampling Officer: Client  
Date of Sampling: 4 November 2002  
Analyst: S. Thomas

### Sample Details

Site Ref No	Laboratory Reference No	Sample Location and Description	Analysis Result	Classification
GU/TG /001/04	0215375	Fibreboard on 1 <sup>st</sup> floor landing	No asbestos detected	Not applicable
GU/TG /002/04	0215376	D.C deputy clerks office – ceiling	No asbestos detected	Not applicable
GU/TG /003/04	0215377	1 <sup>st</sup> floor landing – stair nosing	No asbestos detected	Not applicable
GU/TG /004/04	0215378	Office of Dibdens allotment charity – ceiling tile	No asbestos detected	Not applicable
GU/TG /005/04	0215379	Decorative coating ceiling in new forest voluntary service council	No asbestos detected	Not applicable

See page 2 for continuation.

Sampling carried out by our own officers follows the procedures documented in our internal method M3: The Sampling of Bulk Materials, for Analysis to Determine the Presence of Asbestos. These samples have been analysed in accordance with internal method M2: The Identification of Asbestos, within Bulk Materials, by the Use of Optical Microscopy. Both these internal methods are based on the standard method as outlined in the Health and Safety Executive Literature Methods for the Determination of Hazardous Substances MDHS 77 (1994): Asbestos in Bulk Materials. Any deviations from these standard methods will be recorded in this report. No responsibility is taken for sampling that is not carried out by own officers. Opinions and interpretations expressed herein are outside the scope of our UKAS accreditation. Any comments regarding percentage content or density determination is outside the scope of our UKAS accreditation. This report must not be reproduced, except in full, without the written permission of the laboratory. These samples will be retained within this laboratory for a period of six months prior to disposal at a licensed asbestos disposal site, unless the client makes alternative arrangements.

For advice concerning these materials, risk assessments, removal procedures or information regarding the current legislation for work with asbestos containing materials, please contact G & L Consultancy Ltd.

Registered Office: Wrexen House, Magdalene Street, Taunton, Somerset TA1 1SG  
Company Directors Mr P Lewis and Mr N Grinter. Company No: 3687929 VAT Registration No: 729 1092 34